



**QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE**

## **BUSINESS PAPER ORDINARY COUNCIL MEETING 22 FEBRUARY 2023**

Notice is hereby given in accordance with the provisions of the *Local Government Act 1993*, and pursuant to Clause 3.3 of Council's Code of Meeting Practice that an **Ordinary Council Meeting** will be held in the "Koreelah Room", Council Administration Building, 247 Rouse St, Tenterfield NSW, on **Wednesday 22 February 2023** commencing at **9.30 am**.

Daryl Buckingham  
**Chief Executive**

## COMMUNITY CONSULTATION – PUBLIC ACCESS

**Community Consultation (Public Access) relating to items on this Agenda can be made between 9.00 am and 9.30 am on the day of the Meeting. Requests for public access should be made to the General Manager no later than COB on the Monday before the Meeting.**

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

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

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

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

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

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

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

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

## CONFLICT OF INTERESTS

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

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

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

### **Remoteness**

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

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

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

### **Relatives, Partners**

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

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

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

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

### **No Interest in the Matter**

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

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

### **Disclosure and participation in meetings**

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

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

### **Participation in Meetings Despite Pecuniary Interest (S 452 Act)**

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

**Non-pecuniary Interests** - Must be disclosed in meetings.

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

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

### **Disclosures to be Recorded (s 453 Act)**

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

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## ORDER OF BUSINESS

### Community Consultation (Public Access)

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

# AGENDA

## COMMUNITY CONSULTATION (PUBLIC ACCESS)

### WEBCASTING OF MEETING

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

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

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

### 1. OPENING & WELCOME

#### 2. (A) OPENING PRAYER

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

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

#### (B) ACKNOWLEDGEMENT OF COUNTRY

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

### 3. APOLOGIES

### 4. DISCLOSURES & DECLARATIONS OF INTEREST

### 5. CONFIRMATION OF PREVIOUS MINUTES

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### 8. MAYORAL MINUTE

## **9. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION**

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#### **OUR COMMUNITY**

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#### **OUR ENVIRONMENT**

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**15. CONFIDENTIAL BUSINESS**

**16. MEETING CLOSED**

**(ITEM MIN1/23) CONFIRMATION OF PREVIOUS MINUTES**

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**REPORT BY:** Elizabeth Melling, Executive Assistant & Media

**RECOMMENDATION**

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

- **Ordinary Council Meeting – 21 December 2022**

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

**ATTACHMENTS**

- 1** Unadopted Minutes - 21 December 2022 - Ordinary Council Meeting 11 Pages



# MINUTES



**QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE**

## **MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 21 DECEMBER 2022**

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the "Koreelah Room" Administration Building, 247 Rouse St, Tenterfield NSW on Wednesday 21 December 2022 commencing at 9.30 am

**ATTENDANCE**

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

**ALSO IN ATTENDANCE**

Chief Executive (Daryl Buckingham)  
Executive Assistant & Media (Elizabeth Melling)  
Acting Chief Corporate Officer (Erika Bursford)

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

**COMMUNITY CONSULTATION (PUBLIC ACCESS)**

Nil.

**WEBCASTING OF MEETING**

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

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

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

**OPENING AND WELCOME**

**CIVIC PRAYER**

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

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

**ACKNOWLEDGEMENT OF COUNTRY**

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

**APOLOGIES**

Nil until 10.21 am – then Cr Kim Rhodes left the meeting. (Partial attendance via Zoom)

**DISCLOSURE & DECLARATIONS OF INTEREST**

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

| <b>Name</b> | <b>Type</b> | <b>Item</b> |
|-------------|-------------|-------------|
| Nil.        |             |             |
|             |             |             |

**PROCEDURAL MOTION**

**235/22** **Resolved** that Addendum ITEM MIN13/22 Confirmation of Previous Extraordinary Minutes be added to ITEM MIN12/22 Confirmation of previous minutes.

(Peter Petty/Tim Bonner)

**Motion Carried**

**(ITEM MIN12/22) CONFIRMATION OF PREVIOUS MINUTES**

**236/22** **Resolved** that the Minutes of the following Meetings of Tenterfield Shire Council:

- Ordinary Council Meeting – 23 November 2022
- Extraordinary Council Meeting – 7 December 2022

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

(Peter Petty/Greg Sauer)

**Motion Carried**

**TABLING OF DOCUMENTS**

Nil.

**URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS**

**ADDENDUM REPORT**

**237/22** **Resolved** that following addendum agenda items be accepted:

- 1) (ITEM MIN13/22) Confirmation of previous Extraordinary Minutes
- 2) (ITEM GOV109/22) 2024 Conduct of Local Government Elections

(Peter Petty/Greg Sauer)

**Motion Carried**

**MAYOR MINUTE**

Nil.

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

**238/22** **Resolved** that the following item be considered in the Confidential Section of the meeting:-

- 1) (ITEM ECO22/22) - Tenterfield aerodrome sale by tender

(Peter Petty/John Macnish)

**Motion Carried**

**OPEN COUNCIL REPORTS**

**OUR COMMUNITY**

Nil.

**OUR ECONOMY**

Nil.

**OUR ENVIRONMENT**

Nil.

*Chris Harper (Audit Office NSW) entered the meeting via zoom, the time being 9.34 am*

*Roy Jones, Manager Finance & Technology entered the meeting via zoom, the time being 9.34 am*

**OUR GOVERNANCE**

**(ITEM GOV102/22) PRESENTATION OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**SUMMARY**

The purpose of this Report is to present to Council the Audited Financial Statements for the year ended 30 June 2022, in accordance with the provisions of Section 418 of the *Local Government Act 1993*.

**239/22**

**Resolved** that Council notes the Audited Annual Financial Statements for the year ended 30 June 2022.

(Peter Petty/Greg Sauer)

**Motion Carried**

*Chris Harper (Audit Office NSW) left the meeting, the time being 10.12 am*

**(ITEM GOV107/22) FINANCE & ACCOUNTS - PERIOD ENDED 30 NOVEMBER 2022**

**SUMMARY**

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

**240/22**

**Resolved** that Council receive and note the Finance and Accounts Report for the period ended 30 November 2022.

(Greg Sauer/John Macnish)

**Motion Carried**

**(ITEM GOV104/22) CAPITAL EXPENDITURE REPORT AS AT 30  
NOVEMBER 2022**

**SUMMARY**

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

**241/22** **Resolved** that Council receive and note the Capital Expenditure Report for the period ended 30 November 2022.

(John Macnish/Greg Sauer)

**Motion Carried**

*Councillor Kim Rhodes (Zoom) left the meeting, the time being 10.21 am.*

*Roy Jones, Manager Finance & Technology, left the meeting, the time being 10.30 am.*

**(ITEM GOV103/22) MONTHLY OPERATIONAL REPORT NOVEMBER 2022**

**SUMMARY**

The purpose of this report is to provide a standing monthly report to the Ordinary Meeting of Council that demonstrates staff accountabilities and actions taken against Council's 2022/2023 Operational Plan.

**OFFICER'S RECOMMENDATION:**

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

(Greg Sauer/Peter Petty)

**AMENDMENT**

- 1)** In the interests of improved Council Community relations and of reduced Council operating expenditure, Councillors will consider the development of a staged transition from a Council controlled, funded and staffed Visitors Information Centre to a Community controlled, funded and staffed Visitors Information Centre.
- 2)** In order to achieve a properly investigated strategy for this Transition, this issue will be included on the Agenda for the Workshop in February 2023

(Greg Sauer/Peter Murphy)

**Amendment Carried**

**242/22** **Resolved** that:

- 1)** Council receives and notes the status of the Monthly Operational Report for November 2022; and
- 2)** In the interests of improved Council Community relations and of reduced Council operating expenditure, Councillors will consider the development of a staged transition from a Council controlled, funded and staffed Visitors Information Centre to a Community controlled, funded and staffed Visitors Information Centre; and
- 3)** In order to achieve a properly investigated strategy for this Transition, this issue will be included on the Agenda for the Workshop in February 2023.

(Greg Sauer/Peter Murphy)

**Motion Carried**

#### **SUSPENSION OF STANDING ORDERS**

**243/22** **Resolved** that Standing Orders be suspended.

(Peter Petty/Tim Bonner)

**Motion Carried**

*The meeting adjourned for morning tea, the time being 11.09 am.*

*The meeting reconvened, the time being 11.39 am.*

#### **RESUMPTION OF STANDING ORDERS**

**244/22** **Resolved** that Standing Orders be resumed.

(Peter Murphy/Peter Petty)

**Motion Carried**

*Kerri Swain, Solicitor Jennings & Kneipp entered the meeting to act as "Returning Officer", the time being 11.41 am.*

#### **SUSPENSION OF ITEM GOV105/22 TILL LATER IN THE AGENDA**

**245/22** **Resolved** that ITEM GOV105/22 – Election of Deputy Mayor be suspended until further information received from Councillor Kim Rhodes regarding her attendance and participation.

(Peter Petty/Greg Sauer)

**Motion Carried**

**MOTION**

**246/22** **Resolved** that Council accepts Councillor Kim Rhodes apology and reinstates ITEM GOV105/22 – Election of Deputy Mayor into the agenda.

(Peter Petty/Peter Murphy)

**Motion Carried**

**(ITEM GOV105/22) ELECTION OF THE DEPUTY MAYOR**

**SUMMARY**

The purpose of this report is for Council to elect the Deputy Mayor for the period of 12 January 2023 to 11 January 2024.

**247/22** **Resolved** that:-

- 1) Ms Kerrie Swain, as Returning Officer, call for nominations for the election of Deputy Mayor for the one (1) year term 12 January 2023 to January 2024; and
- 2) that the Deputy Mayor be elected by Open Vote (show of hands), as Cr Geoff Nye attending via Zoom; and
- 3) Following the election, the Returning Officer declared Cr John Macnish elected as Deputy Mayor for the period 12 January 2023 to 12 January 2024.

(Peter Petty/Peter Murphy)

**Motion Carried**

In her capacity as Returning Officer, Ms Kerri Swain – Solicitor called for the election of Deputy Mayor for the next twelve month period.

*The Returning Officer advised that two (2) nomination for the position of Deputy Mayor were received. These being Cr John Macnish and Cr Greg Sauer.*

*The Returning Officer called for a show of hands for the candidates in alphabetical order. Following the vote, the Returning Officer advised that Cr John Macnish had received a majority vote of five (5) votes to Cr Greg Sauer's four (4) votes.*

*The Returning Officer declared Cr John Macnish elected as Deputy Mayor for the period January 2023 to January 2024.*

*The Mayor and Chief Executive congratulated the newly elected Deputy Mayor and thanked Ms Kerrie Swain for her time and assistance.*

**(ITEM GOV106/22) READOPTION OF LOCAL POLICIES**

**SUMMARY**

The purpose of this report is to advise Council of the requirement to re-adopt Council's local policies within twelve months of a new term of Council, under the NSW *Local Government Act 1993*.

**248/22** **Resolved** that Council re-adopt those Council local policies not already re-adopted since the commencement of the new term of Council on 12 January 2022.

(Peter Murphy/Peter Petty)

**Motion Carried**

**(ITEM GOV108/22) RURAL & REGIONAL SUMMIT - MONDAY 20 FEBRUARY 2023**

**SUMMARY**

The purpose of this report is for Council to endorse and approve the attendance of Mayor Bronwyn Petrie to the inaugural Rural & Regional Summit at Sydney Monday 20 February 2023.

**249/22** **Resolved** that Council approve the attendance of Mayor Bronwyn Petrie to the inaugural Rural & Regional Summit at Sydney, Monday 20 February 2023.

(Peter Petty/John Macnish)

**Motion Carried**

**(ITEM GOV109/22) 2024 CONDUCT OF LOCAL GOVERNMENT ELECTIONS**

**SUMMARY**

The purpose of this report is to advise Council that staff have advertised for Expressions of Interest for the conduct of the 2024 Local Government elections as per Council's Resolution #231/22.

Council is required to advise the Electoral Commission of NSW (ECNSW) whether it requires them (ECNSW) to conduct the upcoming Local Government Elections in September 2024 by 13 March 2023.

No suitably, qualified, or experienced individuals / businesses have been forthcoming, therefore Council is required to resolve to appoint the NSW Electoral Commission of its intent to proceed with the conduct of the 2024 Local Government Elections/By-elections for Tenterfield Shire.

**250/22** **Resolved** that Council:

- (1) Note that Council did not receive any suitably qualified Contractor/s to conduct the September 2024 Local Government Elections from its advertising; and



(2) The Tenterfield Shire Council ("the Council") resolves:

a) Pursuant to s. 296(2) and (3) of the Local Government Act 1993 (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.

(Peter Murphy/John Macnish)

**Motion Carried**

*Recording a vote against the Motion were Councillors Greg Sauer & Tim Bonner.*

**REPORTS OF DELEGATES & COMMITTEES**

**(ITEM RC16/22) TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING - THURSDAY 1 DECEMBER 2022**

**251/22** **Resolved that Council:**

- (1) Receive and note the report of the Tenterfield Shire Council Local Traffic Committee meeting of 1 December 2022;**
- (2) Adopt the recommendations from the meeting as follows:-**
  - a) Traffic Accident - Tooloom Street, Urbenville**

TfNSW recommends a traffic signage review of the area and applying for Fatal Crash Response funding if upgrades are required.
  - b) Manners Street, Tenterfield – request for pedestrian crossing.**

Transport for NSW to assess the site in respect to the request for a pedestrian crossing given the close proximity to the New England Highway. Council to send a letter to TfNSW requesting assessment.
  - c) Rouse Street Telstra Driveway.**

All line marking of the parking bays be reviewed and renewed in CBD.
  - d) Cycle Event.**

That Committee note the application and recommend the event be approved subject to any requirements of Transport for NSW and NSW Police in liaison with The Saddlers Mountain Bike Club Tenterfield Inc. prior to event.
  - e) Manners Street Bus Stop.**

That the Committee note the request and prior to considering any change to the existing bus stop in Manners Street, seek comments from Transport for NSW Traffic Section in respect to any traffic impacts to the Rouse Street (New England Highway) traffic and parking arrangement implications.

**f) Proposed meeting dates for 2023**

Committee accept meeting dates as presented.

(Tom Peters/Tim Bonner)

**Motion Carried**

**NOTICES OF MOTION**

Nil.

**RESOLUTION REGISTER**

**(ITEM RES12/22) COUNCIL RESOLUTION REGISTER - NOVEMBER 2022**

**SUMMARY**

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

**252/22**

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

(John Macnish/Peter Petty)

**Motion Carried**

**SUSPENSION OF STANDING ORDERS**

**253/22**

**Resolved** that Standing Orders be suspended and

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

(Peter Petty/Peter Murphy)

**Motion Carried**

*The recording device was turned off and the meeting moved into closed committee, the time being 12.15 pm.*

*Bruce Mills, Senior Advisor Communications & Economic Development entered the meeting the time being 12.15 pm.*

**CONFIDENTIAL BUSINESS**

**(ITEM ECO22/22) TENTERFIELD AERODROME SALE BY TENDER**

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

**SUMMARY**

The purpose of this report is to advise Council of the results of the tender process to sell the Council-owned airstrip – Lot 1/DP236737 – 127 Schrodgers Rd – as resolved by Tenterfield Shire Council at its Ordinary Meeting held Wednesday 24<sup>th</sup> August 2022 – Resolution # 188/22.

**254/22** **Resolved** that Council: Does not accept either tender due to non-compliance as identified in the Tender evaluation report.

(Greg Sauer/Tim Bonner)

**Motion Carried**

**RESUMPTION OF STANDING ORDERS**

**255/22** **Resolved** that Standing Orders be resumed.

(Geoff Nye/Giana Saccon)

**Motion Carried**

*Bruce Mills, Senior Advisor Communications & Economic Development left the meeting the time being 12.29 pm.*

*The meeting moved out of Closed Committee and the recording device was turned on, the time being 12.30 pm.*

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

**MEETING CLOSED**

There being no further business the Mayor declared the meeting closed at 12.30 pm.

.....  
Councillor Bronwyn Petrie  
Mayor/Chairperson

|                      |                                                                                                              |
|----------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                                                                                |
| <b>Submitted by:</b> | Gillian Marchant, Manager Water & Waste                                                                      |
| <b>Reference:</b>    | <b>ITEM ENV1/23</b>                                                                                          |
| <b>Subject:</b>      | <b>FINALISATION OF CONTAMINATED RECYCLING BIN &amp; BACKFLOW PREVENTION POLICIES FROM PUBLIC EXHIBITION.</b> |

|                                                               |                                                                                                                     |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                     |
| <b>CSP Goal:</b>                                              | <b>Environment</b> - Our natural environment will be protected, enhanced and promoted for future generations.       |
| <b>CSP Strategy:</b>                                          | Deliver an affordable waste management solution for the community to best manage waste and recycling opportunities. |

## SUMMARY

The purpose of this report is for Council to receive and note the minor amendments of the New Contaminated Recycling Bin Policy and receive the New Backflow Prevention Policy aligned with Water & Waste.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Note that there was no submissions received during the community consultation period on the new Backflow Prevention Policy and finalise adoption for inclusion in the Policy Register; and**
- (2) Adopt the Contaminated Recycling Bin Policy noting the minor amendment resulting from community consultation feedback.**

## BACKGROUND

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

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

## REPORT:

The new Backflow Prevention Policy supports the commitment to ensuring the Drinking Water Quality and Safety Policy by ensuring responsibility of the property owner to ensure they do not affect the mains supply with any water from their property, entering

## Our Environment No. 1 Cont...

the potable reticulated supply. Backflow is the undesirable reversal of flow of contaminated water into the potable water supply. To prevent this from happening, a backflow prevention device is installed to stop the undesirable contaminant entering the potable water piping. Backflow prevention devices are required by Australian Standards, National Plumbing and Drainage Code (AS 3500.1) for the protection and conservation of potable drinking water. To ensure compliance with the policies a register of high to medium risk backflow devices will be held by Council, with reminders provided to property owners for biannual testing. To ensure the currency of the policy an ongoing review of requirements to be scheduled on a 5 yearly basis.

The Backflow Prevention Policy was provided on the Council website as well as hard copies made available at the Council Depot. The community consultation was well received with 195 visits to the site, however no submissions were received.

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

The Contaminated Recycling Bin Policy was provided on the Council website as well as hard copies made available at the Council Depot. The community consultation was well received with 10071 visits to the site, however 1 submission was received. The submission requested greater clarity with regard to wording '*This letter will also contain advice of service **withdrawal/cessation** should one more contamination incident occur*'. The policy was amended to; '*This letter will also inform the resident that the recycling bin would not be collected and/or removed from the property should one more contamination incident occur.*'

## COUNCIL IMPLICATIONS:

### 1. Community Engagement / Communication (per engagement strategy)

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

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

### 2. Policy and Regulation

- Australian Drinking Water Guidelines 2017
- Public Health Act 2010 (NSW)
- Public Health Regulation 2012
- Dams Safety Act 2015 (NSW)
- Dams Safety Regulation 2019 (the Regulation).

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- ISO 55001 Asset Management
- ISO 9001 Quality Management Systems
- Water Directorate (2013) Backflow Prevention and Cross Connection Control Guidelines.
- New South Wales Government (2017) Local Government Act 1994.
- New South Wales Government (2017) Plumbing and Drainage Act 2011.
- Australian and New Zealand Standard (AS/NZS 3500.1) Plumbing and Drainage Part 1: Water Services
- National Construction Code Series, 2012: Volume Three, Plumbing Code of Australia
- Waste Minimisation and Management Act 1995
- The Protection of the Environment Operations (POEO) Act 1997
- Waste Avoidance and Resource Recovery Act 2001
- Local Government Act 1993
- Local Government General (Regulations) 2021
- Council Policy 3.180 Rainwater Tanks-Installation requirements where reticulated water is connected.

**3. Financial (Annual Budget & LTFFP)**

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

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

No changes required for workforce strategy.

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

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

**6. Legal and Risk Management**

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

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

**7. Performance Measures**

Nil.

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### **8. Project Management**

Nil.

**Fiona Keneally**

**Director Infrastructure**

|                               |                                                       |            |
|-------------------------------|-------------------------------------------------------|------------|
| Prepared by staff member:     | Gillian Marchant, Manager Waste & Water               |            |
| Approved/Reviewed by Manager: | Fiona Keneally, Director Infrastructure               |            |
| Department:                   | Engineering Department                                |            |
| Attachments:                  | <b>1</b> Backflow Prevention Policy - Final           | 5<br>Pages |
|                               | <b>2</b> Contaminated Recycling Bin Policy<br>- Final | 6<br>Pages |



**BACKFLOW PREVENTION POLICY**

**Summary:**

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

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

**1. Overview**

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



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

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

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

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

## **2. Policy Objectives**

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

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

## **3. Policy Statement**

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

## **4. Scope**

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

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

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

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

## **5. Accountability, Roles & Responsibility**

### **Elected Council**

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

### **General Manager, Executive and Management Teams**

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

### **Management Oversight Group**

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

### **Manager Water & Waste**

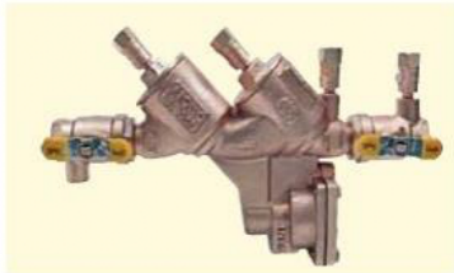
Responsible for ensuring compliance with Policy, Regulation and guidelines.

### **Property Owners**

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

## **6. Definitions**

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



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



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



**7. Related Documents, Standards & Guidelines**

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

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

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

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

Australian Drinking Water Guidelines 2017

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

Council Policy 2.162 Water Quality and Safety Policy.

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

**8. Version Control & Change History**

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



**CONTAMINATED RECYCLING BIN POLICY**

**Summary:**

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

|                                 |                                                                                                                                                                                                                                      |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy Number</b>            | (Insert)                                                                                                                                                                                                                             |
| <b>File Number</b>              | N/A                                                                                                                                                                                                                                  |
| <b>Document version</b>         | Version 1                                                                                                                                                                                                                            |
| <b>Adoption Date</b>            | 26 September 2022                                                                                                                                                                                                                    |
| <b>Approved By</b>              | Council;                                                                                                                                                                                                                             |
| <b>Endorsed By</b>              | Executive Management Team                                                                                                                                                                                                            |
| <b>Minute Number</b>            | (Insert)                                                                                                                                                                                                                             |
| <b>Consultation Period</b>      | 4 October to 24 November 2022                                                                                                                                                                                                        |
| <b>Review Due Date</b>          | September 2025 – 3 years                                                                                                                                                                                                             |
| <b>Department</b>               | Water & Waste Management                                                                                                                                                                                                             |
| <b>Policy Custodian</b>         | Manager of Water & Waste                                                                                                                                                                                                             |
| <b>Superseded Documents</b>     | N/A                                                                                                                                                                                                                                  |
| <b>Related Legislation</b>      | Local Government Act 1993<br>Local Government Act (Regulations) 2021<br>Waste Minimisation and Management Act 1995<br>The Protection of the Environment Operations (POEO) Act 1997<br>Waste Avoidance and Resource Recovery Act 2001 |
| <b>Delegations of Authority</b> | Chief Executive, Director Infrastructure, Manager Water & Waste, WTS Operators                                                                                                                                                       |

**1. Overview**

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

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

## **2. Policy Principles**

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

## **3. Policy Objectives**

The objective of this policy is:

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

## **4. Policy Statement**

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

## **5. Scope**

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

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

### **5.1 Contamination**

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

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

### **5.2 Bin Inspections**

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

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

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

**5.3 Contamination – Visible at the kerbside**

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

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

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

Occurrence will be recorded as an official warning.

**5.4 Contamination – Visible via camera during collection**

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

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

A warning of occurrence will be recorded.

**5.5 Multiple occurrences – second occurrence**

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

A letter will also be issued to the resident outlining the contamination incident, previous contamination history recorded at the property and the dates the previous incident occurred. This letter will also inform the resident that the recycling bin would not be collected and/or removed from the property should one more contamination incident occur. If the property owner has a different address, a copy of the letter will be sent to the Property Owner as well.

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

#### **5.6 Multiple occurrences – third occurrence**

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

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

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

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

#### **5.7 Reinstatement of Bins**

Ratepayers are expected to continue to pay for the full waste collection/service charge in respect of the six (6) months period during which the recycling bin is not collected and/or such is removed from the property.

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

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

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



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

**5.8 Further occurrence - recurrence**

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

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

**5.9 Additional bins**

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

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

**6. Accountability, Roles & Responsibility**

**Elected Council**

Adopt and support the Contaminated Recycling Bin Policy.

**General Manager, Executive and Management Teams**

Adopt and support the Contaminated Recycling Bin Policy.

**Management Oversight Group**

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

**Manager Water & Waste**

Responsible for ensuring compliance with Policy, Regulation and guidelines.

**7. Definitions**

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

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

**8. Related Documents, Standards & Guidelines**

- Waste Minimisation and Management Act 1995
- The Protection of the Environment Operations (POEO) Act 1997
- Waste Avoidance and Resource Recovery Act 2001
- Local Government Act 1993

- Local Government General (Regulations) 2021

**9. Version Control & Change History**

| <b>Version</b> | <b>Date</b> | <b>Modified by</b> | <b>Details</b>              |
|----------------|-------------|--------------------|-----------------------------|
| V1.0           |             | Council            | Adoption of Original Policy |
|                |             |                    |                             |
|                |             |                    |                             |
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|                |             |                    |                             |

|                      |                                                      |
|----------------------|------------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                        |
| <b>Submitted by:</b> | Gillian Marchant, Manager Water & Waste              |
| <b>Reference:</b>    | <b>ITEM ENV2/23</b>                                  |
| <b>Subject:</b>      | <b>REPLACEMENT PLANT 26 WASTE SIDE LOADING TRUCK</b> |

|                                                               |                                                                                                                     |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                     |
| <b>CSP Goal:</b>                                              | <b>Environment</b> - Our natural environment will be protected, enhanced and promoted for future generations.       |
| <b>CSP Strategy:</b>                                          | Deliver an affordable waste management solution for the community to best manage waste and recycling opportunities. |

## SUMMARY

The purpose of this report is to provide an update to Council, and gain endorsement to undertake a tender process to replace Plant Number 26, the old side loading waste collection vehicle.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Procure "Side Loader" in accordance with Council's Procurement Policies and Process; and**
- (2) Approve the transfer of the funds from the Waste Fund Reserve to a value of the final purchase price (estimated at \$550,000) from the restricted Reserve to the Operational Budget to be formally resolved as part of the March 2023 Quarterly Budget Review process; and**
- (3) Approve the donation of plant number 26 with a written down value of \$19,500 to Inverell TAFE (heavy vehicles).**

## BACKGROUND

Council approved the current budget to purchase a new side loader (estimated cost for truck and compactor body \$550,000), the acquisition of vehicles is generally through the Council General fund, with a payment system through the restricted Waste fund.

**Figure 1** Image of Compactor Body Due to prioritisation for a front-loader waste truck (Big AL), the purchase of the side-loader was deferred.

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**SUPERIOR PAK | RAPTOR SIDE LOADER**  
WASTE COLLECTION BODY

*(Figure 1)*

**REPORT:**

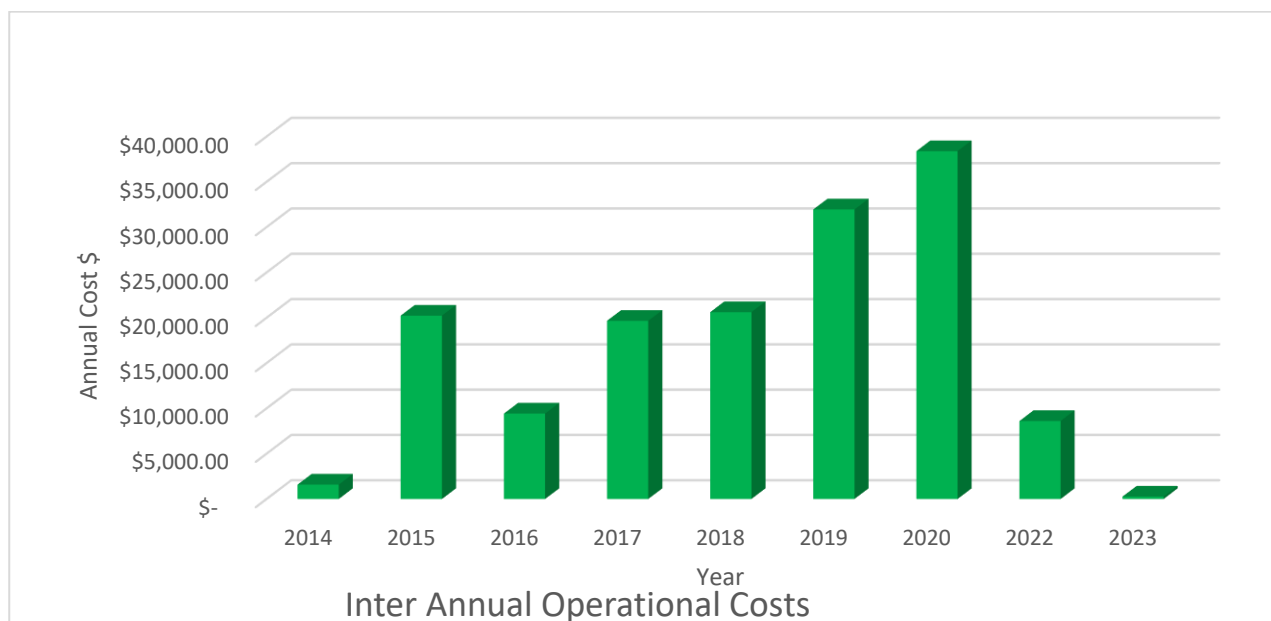
The side loader has been in constant operation since 1998. It has travelled an incredible 1,267,575km and is showing the signs of age. Current regulations for emissions would require some substantial retrofit to the vehicle as well as some safety concerns due to power difficulties (Vehicle very slow on takeoff, at intersections and hills) and additional expense with the potential requirement for a new engine replacement. Controls requiring 2 people to hasten the collection times.



**Figure 2 and 3 Council Plant 26 'Inter' Side-loader**

Initially the Inter was purchased for \$195,000, since this time the operational / maintenance budget has grown to enable keeping the Inter 'on the road'. This is due to the inflationary costs and availability of parts, and the wear and tear on the machine from utilisation. These costs are provided as an annual summary in Graph 1 (below).

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**Graph 1. Inter Annual Maintenance Costs**

### COUNCIL IMPLICATIONS:

#### 1. Community Engagement / Communication (per engagement strategy)

Enquiries were undertaken to donate the 'Inter' to the Inverell TAFE. Inverell TAFE train students in heavy vehicle mechanical studies, this donation would assist in supporting training in the region. Additionally, a proviso is required to TAFE to re-donate the 'Inter' to the Tenterfield Transport Museum after the TAFE have finished with the vehicle. This will ensure that the history of the Inter will remain in Tenterfield.

#### 2. Policy and Regulation

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Risk Management Policy 2022
- Procurement Policy 2021

#### 3. Financial (Annual Budget & LTFP)

As at 31<sup>st</sup> January 2023 the Waste Reserve balance is \$8.3 Million. A transfer of the value of the truck purchase estimated \$550,000 will be made once a final price is determined. Leaving a forecast balance of \$7.75 Million. LTFP will be updated to reflect the purchase, and ongoing maintenance schedules.

#### 4. Asset Management (AMS)

New maintenance regime would be needed to support the new asset.

#### 5. Workforce (WMS)

New side loader will reduce the operational and maintenance costs experienced with the 'Inter'.

#### 6. Legal and Risk Management

Reduced risks from mechanical issues and replacement costs.

Our Environment No. 2 Cont...

**7. Performance Measures**

The new side loader waste truck will increase efficiencies and reduce down time associated with breakdowns and required maintenance.

**8. Project Management**

Nil.

**Fiona Keneally**

**Director Infrastructure**

|                               |                                           |
|-------------------------------|-------------------------------------------|
| Prepared by staff member:     | Gillian Marchant, Manager Waste & Water   |
| Approved/Reviewed by Manager: | Fiona Keneally, Director Infrastructure   |
| Department:                   | Engineering Department                    |
| Attachments:                  | There are no attachments for this report. |

|                      |                                                                  |
|----------------------|------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                     |
| <b>Submitted by:</b> | Lee Sisson, Casual Administration & Customer Service Assistant   |
| <b>Reference:</b>    | <b>ITEM GOV1/23</b>                                              |
| <b>Subject:</b>      | <b>MONTHLY OPERATIONAL REPORT DECEMBER 2022 AND JANUARY 2023</b> |

|                                                               |                                                                                                                                                                                                                         |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                                                                         |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.                                                                    |
| <b>CSP Strategy:</b>                                          | Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making. |

### SUMMARY

The purpose of this report is to provide a standing monthly report to the Ordinary Meeting of Council that demonstrates staff accountabilities and actions taken against Council's 2022/2023 Operational Plan.

### OFFICER'S RECOMMENDATION:

**That Council receives and notes the status of the Monthly Operational Report for December 2022 and January 2023.**

**Kylie Smith**  
**Chief Corporate Officer**

|                               |                                                                      |             |
|-------------------------------|----------------------------------------------------------------------|-------------|
| Prepared by staff member:     | Lee Sisson, Governance Officer                                       |             |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                 |             |
| Department:                   | Office of the Chief Corporate Officer                                |             |
| Attachments:                  | <b>1</b> Monthly Operation Report -<br>December 2022 to January 2023 | 84<br>Pages |

# Monthly Operational Report

Tenterfield Shire Council December 2022/January 2023

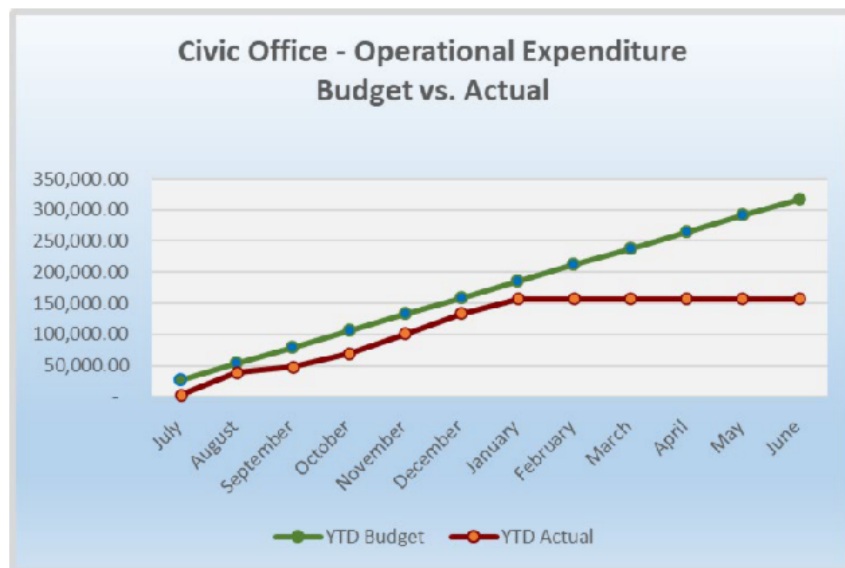
Council Meeting 22 February 2023



**TENTERFIELD**







## 1. Civic Office





| COA                      | 22/23 Review 1 Budget | 22/23 YTD Actuals January | 22/23 Percentage Spent |
|--------------------------|-----------------------|---------------------------|------------------------|
| Civic Office             | 329,401               | 159,803                   | 48.51%                 |
| 1. Operating Income      | 11,993                | 3,084                     | 25.72%                 |
| 2. Operating Expenditure | 317,408               | 156,719                   | 49.37%                 |

**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                                      | Dec/Jan - 2023 this is ongoing however I can report that council has successfully applied for several roadworks/ improvement grants totaling several million dollars these grants and works will no doubt improve heavy vehicle travel throughout the shire.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  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                                      | Dec/Jan 2023- I am pleased to report Council has successfully applied for several community development grants, at the time of writing announcement of these grants is embargoed, further detail will be published when approval has be acquired.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  No TARGET   |
| 5.1.1.10 Advocate to hand back Bruxner Way and Mt Lindesay Road to State Government.                                                   | Chief Executive                                      | Dec/Jan 2023- Nothing further to report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  No TARGET   |
| 5.1.1.11 Manage communication, media and information channels.                                                                         | Senior advisor Communications & Economic Development | <p>Facebook</p> <p>Page views for December 2022 came back to a more normal 5620 (after spiking in Nov through the interest in the Better Homes &amp; Gardens post).<br/>                     FB views for January 2023 were 5781 - most viewed were the two Australia Day posts 2681 &amp; 2276 and Breastscreen mobile van 2036.</p> <p>Flying-fox roost Naas St</p> <p>Officer has worked with State Government Environment officers on communication and management plan.<br/>                     Funding has been secured through formal agreement with the Dept of Planning and Environment to engage a consultant to prepare a flying-fox management plan. Officer is currently dealing with consultants/contractors and the Department to engage consultant to prepare plan over coming months, including further community consultation.</p> |  No TARGET |

**1. CIVIC OFFICE**

Monthly Operational Report - December 2022 - January 2023





| Action                                                                                                                        | Responsibility  | Progress Comment                                    | Status                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 5.1.1.12 Deliver councillor services.                                                                                         | Chief Executive | Dec/Jan - 2023 - Ongoing nothing further to report. | <br>No TARGET |
| 5.2.2.1 Advocate for health services throughout the Region and ensure future government planning aligns with community needs. | Chief Executive | Dec/Jan - 2023- Nothing further to report           | <br>No TARGET |

## 2. Organisation Leadership



| COA                      | 22/23 Review 1 Budget | 22/23 YTD Actuals January | 22/23 Percentage Spent |
|--------------------------|-----------------------|---------------------------|------------------------|
| Organisation Leadership  | 1,018,194             | 457,847                   | 44.97%                 |
| 2. Operating Expenditure | 1,018,194             | 457,847                   | 44.97%                 |

## 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                                               | Dec/Jan 2023- We are currently working on two projected LTFPs however we will be adopting the current pre - SRV version until May when we will receive the IPART result once we have a result we will adjust the LTFP accordingly.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  NEEDS WORK  |
| 5.1.2.5 Apply for a Special Rate Variation.                                                                               | Chief Executive                                               | Dec/Jan - 2023 The SRV application has been lodged with IPART we now have to wait until May 2023 for a decision.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  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.                                    | Senior Advisor<br>Communications &<br>Economic<br>Development | <p>The Visitor Information Centre continues to operate six-days-a-week with reduced opening hours on Saturdays - now closing 2:30pm.<br/>                     Staff (one casual) and volunteers do their best and have limped through up to now. However, the casual staffer who's been working at the VIC every Saturday has advised she can no longer commit to every Saturday from the end of this month (February).</p> <p>5 December 2022<br/>                     PETER ALLEN JACKET DONATED VISITORS' CENTRE<br/>                     A satin jacket worn by Peter Allen when he was a regular performer at the Greek Theatre in Los Angeles has found its way to the Tenterfield Visitors' Information Centre ... more than 33 years later.<br/>                     The jacket was caught by a fan when Peter tossed it into the crowd and has been kept until recently when the lady, who lives between Australia and the US, made the donation to the Tenterfield Visitors' Centre. The jacket is now on display at the VIC with other Peter Allen Memorabilia.</p> |  NO TARGET |

7 December 2022

Volunteers' Xmas function.

Visitors' Information Centre and School of Arts volunteers were hosted by Council at the School of Arts Café at an end-of-year Xmas function on Wed, 7 December. The Mayor, Cr Rhodes, the Chief Executive and staff attended and thanked all volunteers for their work and dedication throughout the year at both centres.

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 were placed at the Visitors' Information Centre advising tourists to go to the SoA where toilets are also available.

January 2023 – visitors through the Visitors' Information Centre totalled 872, with 394 or 45% from Queensland, 319 or 36% from NSW, 46 from Vic 46 and 43 from Overseas.

Visittenterfield Website Jan 1 - Jan 31, 2023 and Dec 1 - 31 Dec 2022

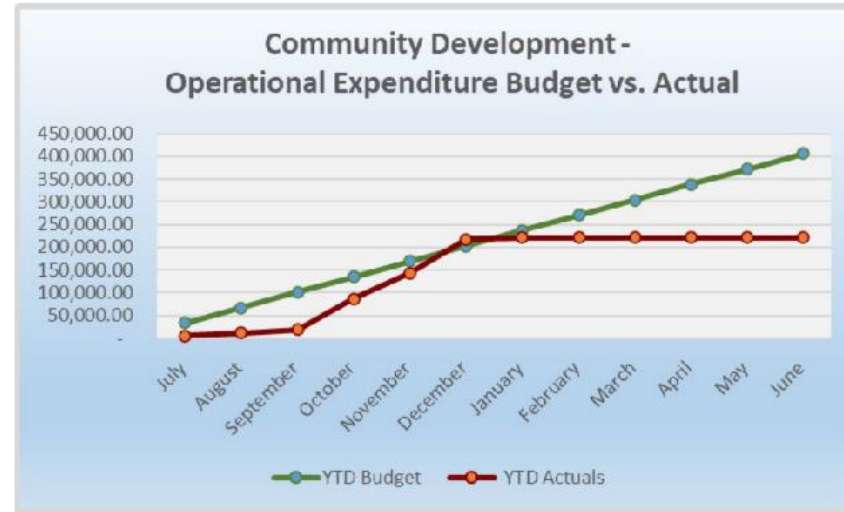
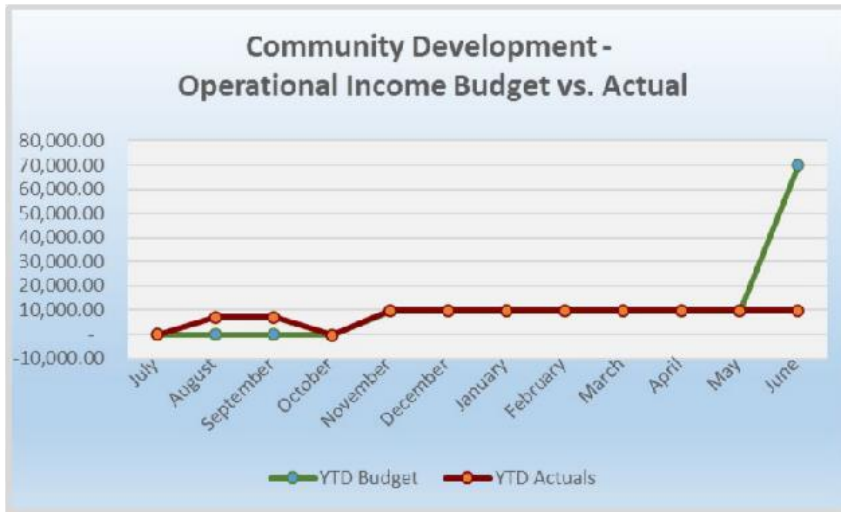
Users (visits) 4756, new users 4617 (87%) and page views totalled 12,267.

For December there were 4036 visits.

Visit Tenterfield Facebook page Jan 1 - Jan 31  
and 1 Dec 2022 - 31 Dec




Visits totalled 6562 up 20% on the previous month, December with 5471 visits.

### 3. Community Development





| COA                      | 22/23 Review 1 Budget | 22/23 YTD Actuals January | 22/23 Percentage Spent |
|--------------------------|-----------------------|---------------------------|------------------------|
| Community Development    | 336,171               | 211,197                   | 62.82%                 |
| 1. Operating Income      | (69,949)              | (9,757)                   | 13.95%                 |
| 2. Operating Expenditure | 406,120               | 220,953                   | 54.41%                 |

### 3. COMMUNITY DEVELOPMENT

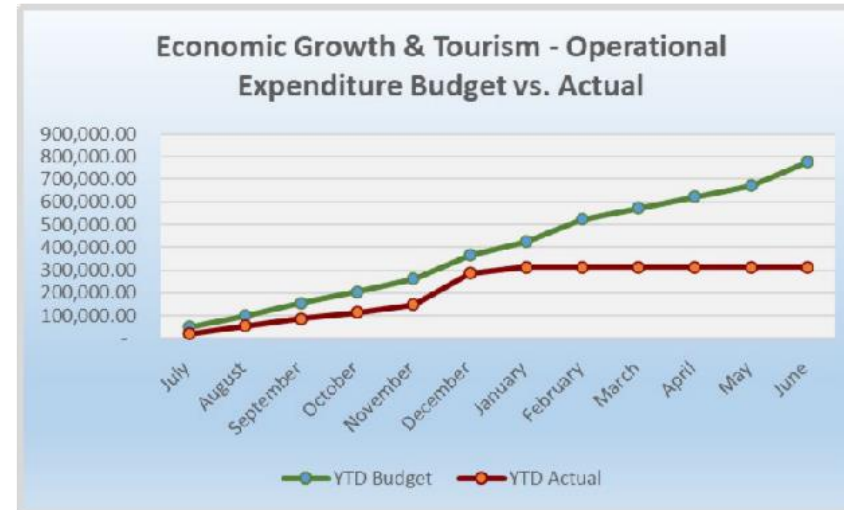
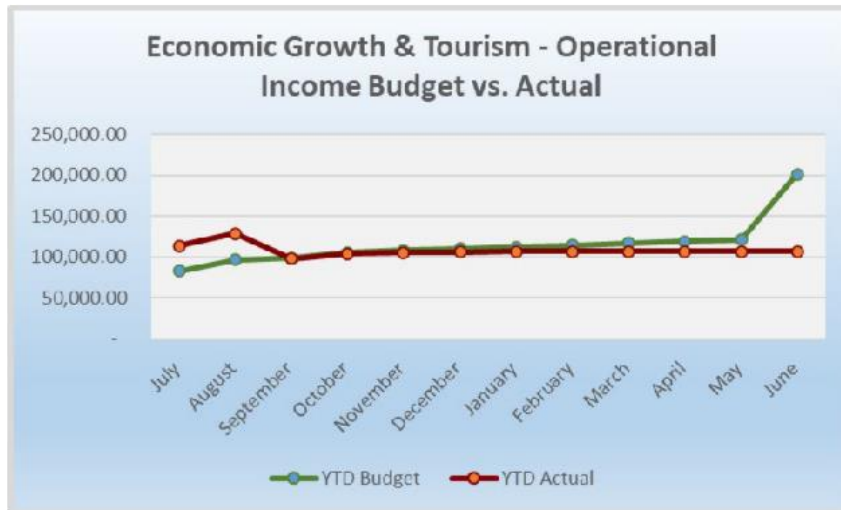
| Business Unit: Community Development                                                                                                                                                             |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Service Profile: Community Development                                                                                                                                                           |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                    |
| Action                                                                                                                                                                                           | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Status                                                                                             |
| 1.1.1.1 Improve and maintain communication methods in accordance with the Community Engagement Strategy.                                                                                         | Manager Arts, Culture and Library Services | <p>During the December / January reporting period communications involved presenting community information via two issues of 'Tenterfield in Touch' on 5 December 2022 and 25 January 2023. Key information provided in these issues included details on a range of community organised events such as Torrington Market Day, Urbenville Christmas in the Corner, Sunnyside events and a range of different events hosted by the communities around the shire over the Christmas period.</p> <p>The 25 January 2023 issue of Tenterfield in Touch provided information on Seniors Week, The Uluru Statement - Indigenous Voice to Parliament initiative, and celebrations across the Shire for Australia Day in addition to a range of training and workshops regarding mental health support and awareness, grant writing and driving lessons. The Disability Action Plan and the Get it Together Projects were published as well as grants and funding opportunities.</p> | <br>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 | <p>During the December/January reporting period the following committee meetings provided opportunity for community to contribute to Council activities:</p> <ul style="list-style-type: none"> <li>Aboriginal Advisory Committee – Wed 07 December 2022</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <br>No TARGET   |
| 1.1.2.1 Implement wellbeing programs and activities in partnership with the Aboriginal Advisory Committee. Contribute to NAIDOC week and develop and implement Reconciliation Action Plan (RAP). | Manager Arts, Culture and Library Services | <p>During the December reporting period a draft Reconciliation Action Plan was reviewed by Manager of Human Resources and CEO and then submitted to Reconciliation Australia to assist with guidance on the next stage of the development process in alignment with appropriate cultural protocol frameworks. During the January report period, Reconciliation Australia provided feedback on the submission. No major changes were required with suggestion for some minor amendments on the format and phrasing. The draft is being reviewed by the Manager Arts, Culture and Library Services.</p>                                                                                                                                                                                                                                                                                                                                                                       | <br>No TARGET |



**3. COMMUNITY DEVELOPMENT** Monthly Operational Report - December 2022 - January 2023


| Action                                                                                                                                                                                                                    | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Status                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 1.1.3.1 Support the physical and mental health of the community, through wellbeing activities which improve community capacity and resilience. This includes contributing and supporting local events such as Youth Week. | Manager Arts, Culture and Library Services | <p>During the December and January reporting period the Community Advisor provided detailed information to the Progress Associations and other community groups across the Shire on current and upcoming grant funding opportunities. To support, enable and build capacity across the groups the Community Development advisor has offered full support to assist the groups in the preparation and submission of funding applications for project activities that important to their community groups.</p> <p>The Community Development Advisor was successful in receiving \$10,000 grant from State Government through – Children and Young People Wellbeing Recovery Initiative - Small Grants for regional NSW 2022 to develop a music program. Program promotion and engagement occurred during December and the program commenced in the January engaging 14 kids and young people into the program. The program will run for two school terms as after school program culminating in a performance at the Sir Henry Parkes Memorial School of Arts.</p> <p>The community events funded through the Reconnecting Regional NSW Communities Events funding, being auspiced by Council, during the December reporting period totalled \$60.2K.</p> | <br>No TARGET   |
|                                                                                                                                                                                                                           |                                            | <ul style="list-style-type: none"> <li>• Rotary Club (Bavarian Multicultural Music Festival &amp; Markets) = \$20,000</li> <li>• Legume Progress (Association Inc Legume Picnic Day )= \$2,000</li> <li>• Got Ya Back Productions (Carnival of Animals Village Tour) = \$6,218</li> <li>• Tenterfield Farmers &amp; Producers Market=\$10,909</li> <li>• The Be Group Australia Pty (Live Inspire) =\$21,090</li> </ul> <p>The Reconnecting Regional NSW Communities Events funding has supported events for a total of \$169,625 until January reporting period. No funds were dispersed during January 2023.</p> <p>A range of community events, opportunities and activities were promoted through the Tenterfield in Touch Newsletter distributed to 520+ subscribers.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                    |
| 1.2.3.1 Deliver and report to the OLG on the Council's Disability Inclusion Action Plan.                                                                                                                                  | Manager Arts, Culture and Library Services | <p>During the December reporting period the Community Development Advisor collected information across different sections of Council operations to be reported within the next OLG DIAP reporting due in November 2023.</p> <p>Accessibility related events, news and services were promoted through Tenterfield in Touch digital news channels.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <br>No TARGET |

#### 4. Economic Growth and Tourism



| COA                                                                             | 22/23 Review 1 Budget | 22/23 YTD Actuals January | 22/23 Percentage Spent |
|---------------------------------------------------------------------------------|-----------------------|---------------------------|------------------------|
| <b>Economic Growth and Tourism</b>                                              | <b>729,657</b>        | <b>(1,357,857)</b>        | <b>-186.10%</b>        |
| 1. Operating Income                                                             | (201,337)             | (106,967)                 | 53.13%                 |
| 2. Operating Expenditure                                                        | 774,017               | 312,938                   | 40.43%                 |
| 3. Capital Income                                                               | (1,819,223)           | (1,743,568)               | 95.84%                 |
| 4. Capital Expenditure                                                          | 1,969,169             | 175,259                   | 8.90%                  |
| 4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead            | 1,714,593             | 170,259                   | 9.93%                  |
| 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                 | 4,480                     | 63.72%                 |

#### 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). | Senior Advisor<br>Communications &<br>Economic<br>Development | <p>Airstrip sale tender</p> <p>Officer has advised the two tenderers for the airstrip none was compliant and thanked them for their interest and efforts.</p> <p>Officer has since contacted commercial company AVDATA on options to collect data on aircraft movements (landings), including quote for trial of automated equipment. Officer will provide update at workshop.</p> <p>Sale of "Bendall's"</p> <p>Officer has negotiated 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 Thursday, 16 March 11:30am at Nutrien Harcourts' rooms, Rouse St.</p> <p>This follows survey of the pump station site adjacent to NE Highway which Council will retain under separate title.</p> <p>Marketing of "Bendall's" started 3/02/2023 with billboards/website and press ads.</p> <p>Housing market remains strong</p> <p>Latest Realestate.com.au results (Feb 2022 – January 2023) show the median price for a house in Tenterfield is now \$402,500 – up 31.1% in the past 12 months – with 84 houses sold in the past year. For rental properties, median rent is now \$400/wk – up 9.6% in the past year. 3 bed house median rent \$392, 4-bed \$450. Rental yield is now 5.5%.</p> <p>Agents report continued strong inquiry from the North Coast, Sydney and as far afield as Townsville.</p> <p>Northern Border Trail Sign project</p> <p>Progress continues following engineering approval of sites for direction/interpretive signs. Sign-maker was to have to proofs for checking to Council in February.</p> <p>Northern Border Trail Sign project</p> <p>Progress continues following engineering approval of sites for direction/interpretive signs. Sign-maker was to have to proofs for checking to Council in February.</p> | <br>No TARGET |

**4. ECONOMIC GROWTH & TOURISM**

**Monthly Operational Report - December 2022 - January 2023**

Cont..

Northern Rail Defenders' Forum

Officer attended Northern Rail Defenders' Forum public meeting at Tenterfield Bowling Club on Mon 12 December 2022 - also attended by Mayor and Crs.

Led by retired Professor Siri Gamage, the group earlier met with residents at Wallangarra – aiming to build community 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.

Meeting heard from several speakers of the lack of public transport in northern New England and the difficulty faced by low-income residents travelling to medical appointments and visiting friends and relatives outside the region. Group wants governments to re-think rail for regular passenger and freight services. Cost to restore lines from Armidale to Wallangarra should be compared with the hundreds of millions of dollars being spent on strengthening 100km section of the Newell Highway and the billions being spent of the Inland Rail route with no agreement on final route to and past Goondiwindi, let alone through to the Port of Brisbane.

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

Senior Advisor  
 Communications &  
 Economic  
 Development

Staffing is a concern at the Visitor Information Centre and are currently looking at employing another casual to maintain visitor services on Saturdays. Other activity:

The bike rides around Tenterfield routes have been uploaded to the 'Visittenterfield' website.

The broader NEHC1000 (1000km bike ride across the New England) is being finalised and will soon be uploaded to the New England High Country Website.

The 'We Are Explorers' digital marketing running for both Tenterfield and New England High Country is progressing and proofs will hopefully be available for checking Feb/March - of the road trip around Tenterfield and the region.



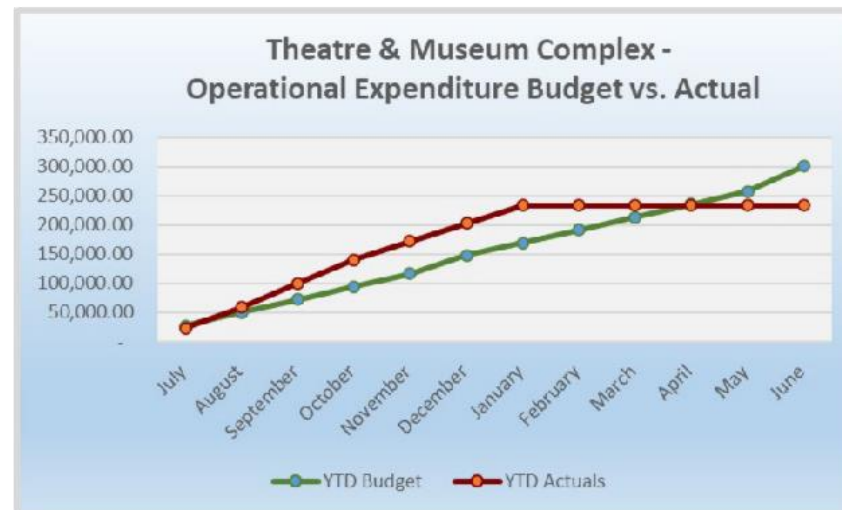
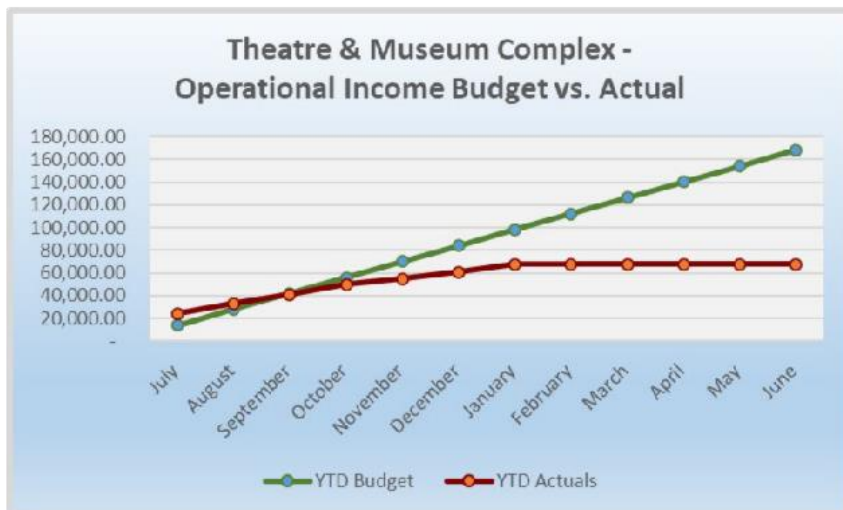
5.2.3.1 Support future proposals for improved telecommunications infrastructure.

Senior Advisor  
 Communications &  
 Economic  
 Development

Nil to report in this area.






## 5. Theatre and Museum Complex

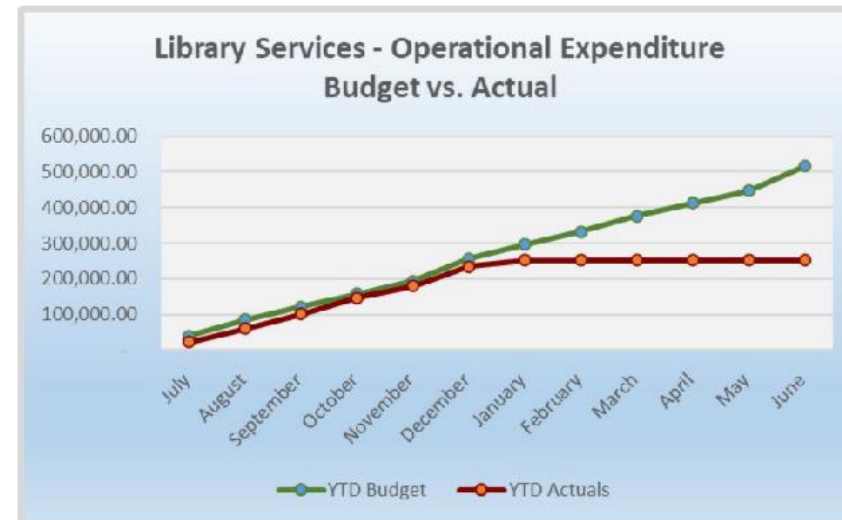
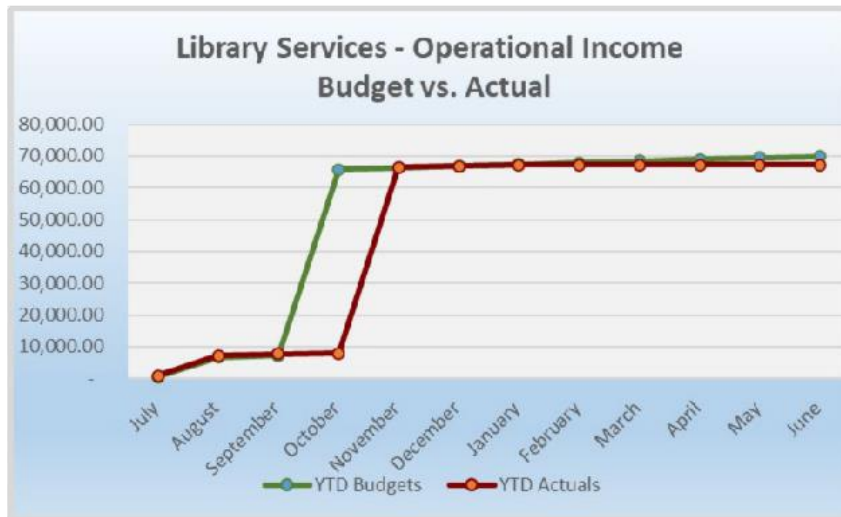


| COA                      | 22/23 Review 1 Budget | 22/23 YTD Actuals January | 22/23 Percentage Spent |
|--------------------------|-----------------------|---------------------------|------------------------|
| Theatre & Museum Complex | 132,336               | 165,345                   | 124.94%                |
| 1. Operating Income      | (168,316)             | (67,774)                  | 40.27%                 |
| 2. Operating Expenditure | 300,652               | 233,119                   | 77.54%                 |

## 5. THEATRE & MUSEUM COMPLEX

| Business Unit: Theatre & Museum Complex                                                                                                                    |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Service Profile: Theatre & Museum Complex                                                                                                                  |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                    |
| Action                                                                                                                                                     | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Status                                                                                             |
| 1.1.3.4 Develop and proactively manage and deliver cinema program, theatre education and youth related programs.                                           | Manager Arts, Culture and Library Services | <p>During the December reporting period, the School of Arts Theatre program screened 21 movie sessions with total attendees of 325. The movie title 'Mrs. Harris Goes to Paris' with 177 ticket sales was the highest at the box office followed by "Black Panther" with 59 ticket sales. An exclusive movie session was held for Drake Public School for end of the year party. No live shows occurred during the December reporting period.</p> <p>During the January reporting period, the School of Arts Theatre program screened 30 movie sessions and two live shows with total attendees of 535. The movie titles 'Lyle, Lyle, Crocodile' with 162 and 'Avatar: The Way of the Water' with 150 ticket sales attracted the highest audience attendance during the holiday period. Two live shows for children and all ages 'Carnival of the Animals' were held during the January reporting period with a box-office total of 92 attendees. The audience feedback for the live show was very positive.</p> | <br>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 December reporting period, the total number of visitors to the museum was 174. The number of museum visits increase as more tourists visited the town during the holiday period. Staff training of mock tour sessions continued for practice and learning purposes.</p> <p>During the January reporting period, the number of visits were 190 in total. An ongoing visitors' Australian postcode/ country of origin record system has been established for statistical recording purposes. The gallery lighting maintenance continued after the holiday period with the replacement of non-functioning lighting and upgrade to LED globes were possible. The staff mock tour training program was on hold during this period.</p>                                                                                                                                                                                                                                                                  | <br>No TARGET  |
| 1.2.4.1 Provide volunteer training and upskilling in a safe and engaging work environment.                                                                 | Manager Arts, Culture and Library Services | <p>During the December reporting period expression of interest for new volunteers was released for a new volunteer intake in 2023. An exclusive volunteers Christmas party was held at Courtyard Café including School of Arts and Visitors Information Centre volunteers with the Council's staff participation.</p> <p>During the January reporting period new volunteer applicants have been shortlisted and their onboarding recruitment process commenced with HR. A farewell dinner was held for a long-serving volunteer Barbara Carter by the School of Arts team at the Tenterfield Bowling Club. Ongoing advertising campaign for new volunteer continues during this reporting period.</p>                                                                                                                                                                                                                                                                                                            | <br>No TARGET |



## 6. Library Services



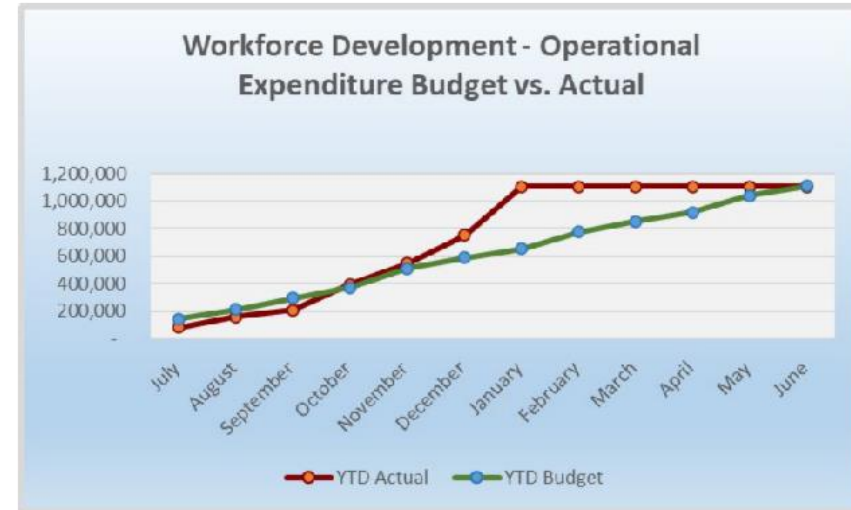
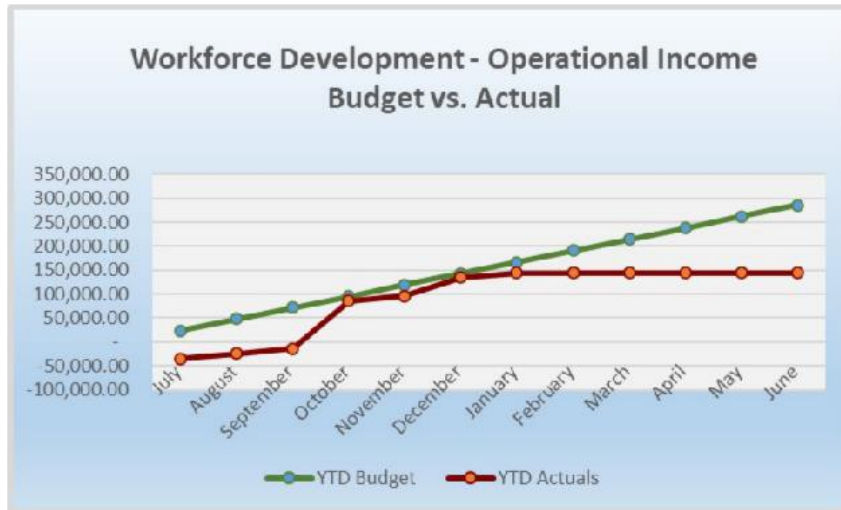
| COA                                                                                     | 22/23<br>Review 1<br>Budget | 22/23<br>YTD Actuals<br>January | 22/23<br>Percentage<br>Spent |
|-----------------------------------------------------------------------------------------|-----------------------------|---------------------------------|------------------------------|
| <b>Library Services</b>                                                                 | <b>496,106</b>              | <b>(19,948)</b>                 | <b>-4.02%</b>                |
| 1. Operating Income                                                                     | (69,931)                    | (67,224)                        | 96.13%                       |
| 2. Operating Expenditure                                                                | 516,531                     | 252,373                         | 48.86%                       |
| 3. Capital Income                                                                       | (221,786)                   | (221,786)                       | 100.00%                      |
| 4. Capital Expenditure                                                                  | 264,292                     | 12,413                          | 4.70%                        |
| 5000515. Local Priority Grant 2019/20                                                   | 3,848                       | 3,498                           | 90.91%                       |
| 5000520. Local Priority Grant 2020/21                                                   | 19,329                      | 8,915                           | 46.12%                       |
| 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%                        |
| <b>6. Liabilities</b>                                                                   | <b>7,000</b>                | <b>4,275</b>                    | <b>61.07%</b>                |



## 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 December reporting period the Library provided services to 989 members who borrowed 1,185 items. 175 members and visitors spent 189 hours using the public computers. 11 Children and 9 Parents attended 3 Storytime sessions during the month of December.</p> <p>The home Library service delivered 101 items to 17 members and the last home library delivery for the 2022 calendar year; and included additional items due to the Library Christmas / New Year closure period.</p> <p>The library held 3 Tech Savvy Seniors (TSS) workshops with 14 participants. TSS sessions will recommence in February 2023.</p> <p>During the January reporting period the Library provided services to 587 members who borrowed 1408 items. 177 members and visitors spent 190 hours using the public computers. The home Library service delivered 83 items to 23 members.</p> <p>Library Refurb project update: Weeding of the collection has been completed and the total collection is now approx. 20,000 items. This collection size is slightly above State Library median guidelines for the population size of Tenterfield Shire. Two independent estimates for the supply and fit out of new library furniture are in final stages of review. Suppliers have been selected from the local government procurement register.</p> <p>Self-service Library Resource Hub update: The self-service kiosks have been installed at each Branch location and a PC with multi-function printer installed at Urbenville. A PC and printer have not been installed at the Drake hub as this would impact on the income of DVRC business model for the hire of PC's and printing services. Liaison is in process with the Agents to confirm operating days for the Library Resource Hubs and once confirmed the Agent Agreements can be finalised and delivery of collections and training organised for each site.</p> | <br>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>No collection management activities occurred during the December reporting period.</p> <p>During the January reporting period the Manager Arts, Culture and Library Services has requested updated quote from Sydney based Museum Curator and eHive Collection management specialist Gay Hendriksen for the provision of face-to-face training on-site at the School of Arts and received acknowledgement from Museums and Galleries NSW the Museum Collection and Digitisation project aligns and received approval to apply for their Skills Development Funding.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <br>No TARGET |

## 7. Workforce Development



| COA                          | 22/23 Review 1 Budget | 22/23 YTD Actuals January | 22/23 Percentage Spent |
|------------------------------|-----------------------|---------------------------|------------------------|
| <b>Workforce Development</b> | <b>824,133</b>        | <b>960,665</b>            | <b>116.57%</b>         |
| 1. Operating Income          | (285,567)             | (144,382)                 | 50.56%                 |
| 2. Operating Expenditure     | 1,109,700             | 1,105,047                 | 99.58%                 |

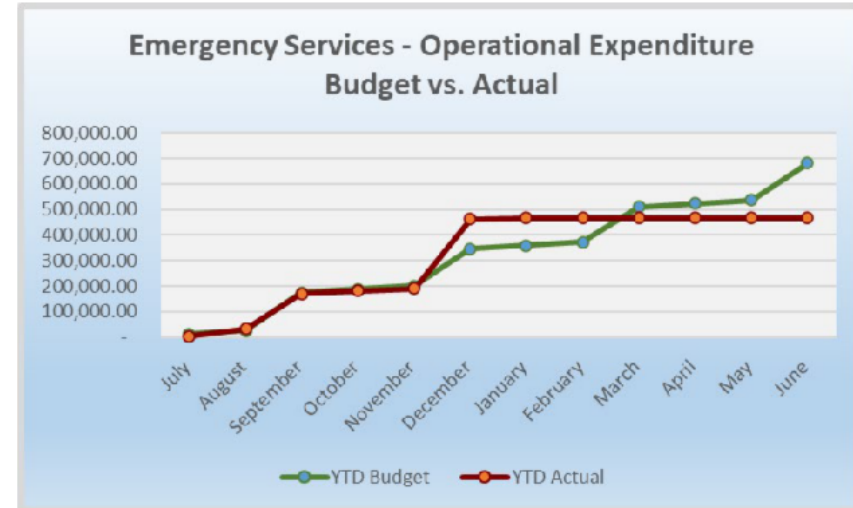
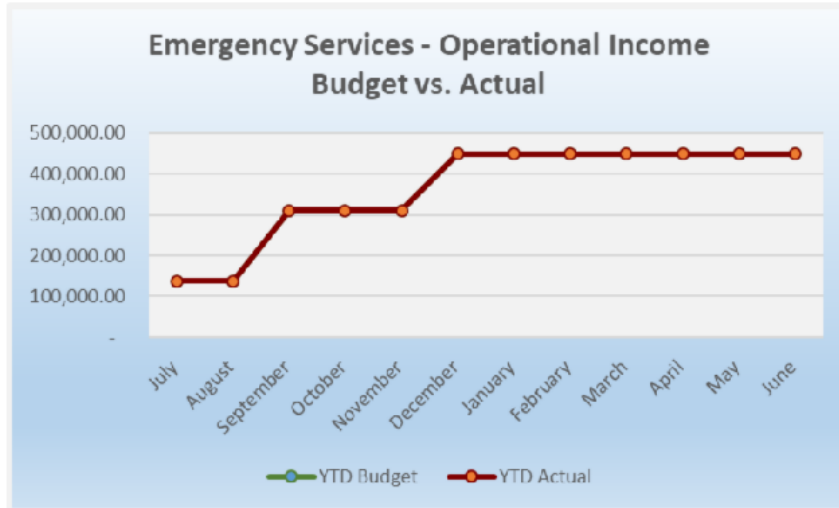
## 7. WORKFORCE DEVELOPMENT

| 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.                                  | Acting Manager HR & Workforce Development | <p>Recruitment moratorium continues. For December, the structural review and organisational change led to one (1) redundancy and one (1) secondment. Recruitment for two (2) crucial roles in Council commenced in December/January for the Manager HR, Workforce Development &amp; Safety and WHS &amp; Risk Management Coordinator. Both close in February 2023.</p> <p>Casual staff are still being managed in an effort to assist with the current service delivery expectations. 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 - 85 (Note, this count has not been finalised due to the continued workforce review, organisational change and the required Award instrument processes). Current Casual count - 15 (Note, casuals are not included in the FTE or head count and work varied schedules).</p> <p>Implementation of some specific Workforce Management Strategies are being impeded by the current financial constraints.</p> | <br>ON TRACK   |
| 5.1.1.5 Facilitate worker health and wellbeing consultation communication, and participation processes. | Acting Manager HR & Workforce Development | <p>Eleven (11) WHS toolbox talks were conducted.</p> <p>1 minor incident occurred during January. 216 days since the last lost time injury. WHS Workplace audits conducted 2, and WHS inspections conducted 2.</p> <p>Council's employee assistance program continues with ongoing onsite counselling sessions being provided monthly. Additional outreach program has been initiated commencing February 2023.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <br>ON TRACK   |
| 5.1.1.6 Develop, manage and deliver Employer the skills targeted training plans.                        | Acting Manager HR & Workforce Development | <p>Certificate IV in civil construction supervision ongoing.</p> <p>Certificate III in civil construction plant operations ongoing.</p> <p>Prepare Work Zone Traffic Management Plans completed.</p> <p>Diploma in Facilities Management and Arts &amp; Cultural Administration underway. Construction Induction (White Card) enrolment for commencement in February. Staff undertaking Certificate III in Parks &amp; Gardens (Horticulture) was completed in December.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <br>ON TRACK |

**7. WORKFORCE DEVELOPMENT** Monthly Operational Report - December 2022 - January 2023


| Action                                                                                         | Responsibility                            | Progress Comment                                                                                                                                                                                                                                                                                                 | Status                                                                                          |
|------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 5.1.1.7 Develop, manage and deliver Employer of Choice recruitment and retention services.     | Acting Manager HR & Workforce Development | 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 and is ongoing. Implementation of some specific Workforce Management Strategies are being impeded by the current financial constraints. | <br>ON TRACK |
| 5.1.1.8 Manage and report on Council's Enterprise Risk Management Framework and Risk Register. | Acting Manager HR & Workforce Development | Council's risk register continues to be monitored, reviewed and updated.                                                                                                                                                                                                                                         | <br>ON TRACK |
|                                                                                                |                                           |                                                                                                                                                                                                                                                                                                                  |                                                                                                 |

## 8. Emergency Services

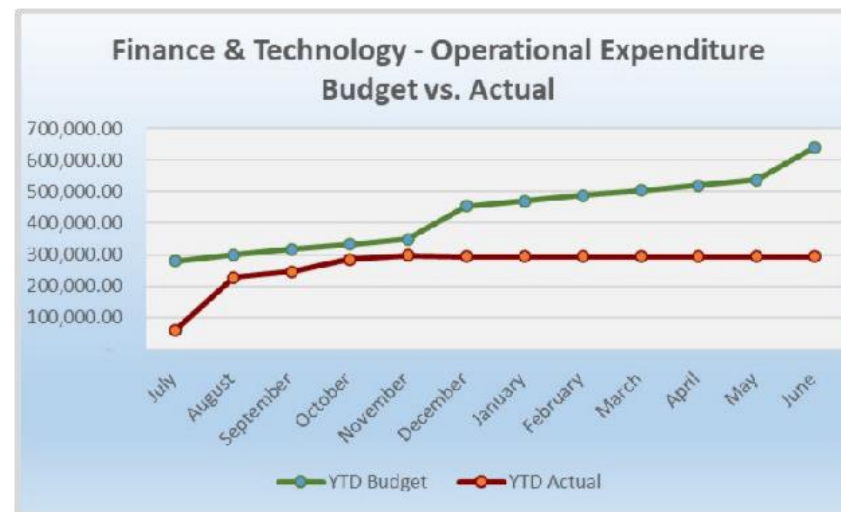
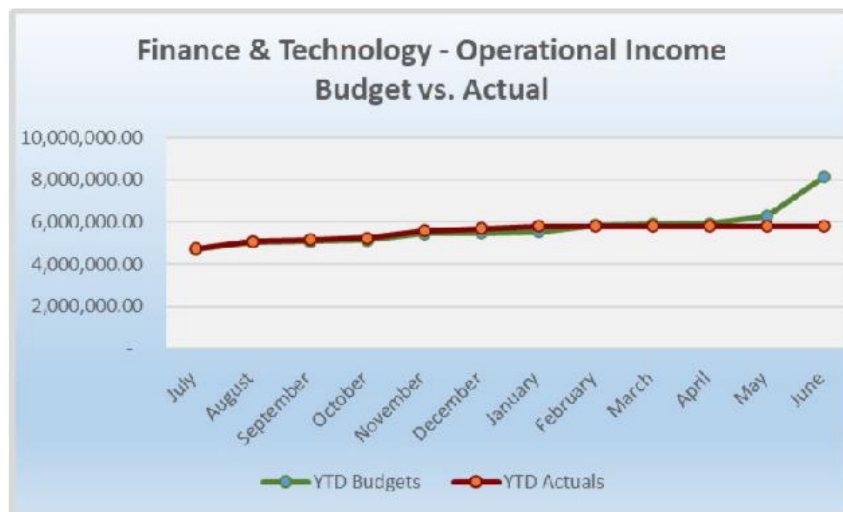


| COA                       | 22/23 Review 1 Budget | 22/23 YTD Actuals January | 22/23 Percentage Spent |
|---------------------------|-----------------------|---------------------------|------------------------|
| <b>Emergency Services</b> | 232,514               | 17,663                    | 7.60%                  |
| 1. Operating Income       | (448,895)             | (448,895)                 | 100.00%                |
| 2. Operating Expenditure  | 681,409               | 466,558                   | 68.47%                 |

## 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. | Acting Manager HR & Workforce Development | Local Emergency Management Committee (LEMC) meeting dates for 2023 have been finalised, with first meeting to commence in March.<br><br>Council's Community Recovery Officer has been actively working with NSW Reconstruction Authority (formerly NSW Resilience), and with the Tenterfield community providing emergency recovery information and programs. | <br>MONITOR |

## 9. Finance and Technology




| COA                                          | 22/23 Review 1 Budget | 22/23 YTD Actuals January | 22/23 Percentage Spent |
|----------------------------------------------|-----------------------|---------------------------|------------------------|
| <b>Finance &amp; Technology</b>              | <b>(7,197,997)</b>    | <b>(5,412,030)</b>        | <b>75.19%</b>          |
| 1. Operating Income                          | (8,142,471)           | (5,791,604)               | 71.13%                 |
| 2. Operating Expenditure                     | 641,181               | 293,218                   | 45.73%                 |
| 4. Capital Expenditure                       | 225,000               | 43,173                    | 19.19%                 |
| 1810501. Computer Equipment - Finance & Tech | 75,000                | 0                         | 0.00%                  |
| 1810508. Capitalised Software                | 150,000               | 43,173                    | 28.78%                 |
| 6. Liabilities                               | 78,293                | 43,184                    | 55.16%                 |

## 9. FINANCE & TECHNOLOGY

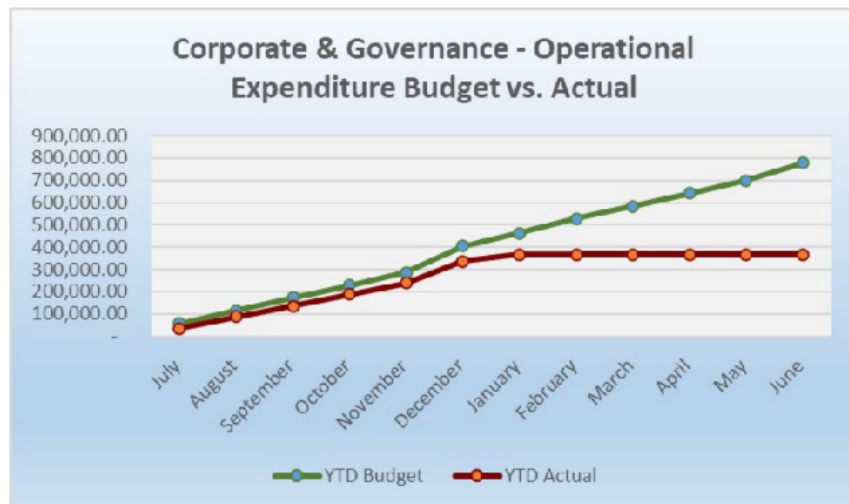
| Business Unit: Finance & Technology                                                                                       |                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 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 9 December 2022 Council formally applied to IPART for a Special Rate Variation application. This Application to IPART was consistent with the Notification of Intent to Apply. 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 December 22/January 23 Council is delivering and managing its financial services. | <br>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.<br><br>The audit for 30 June 2022 has been completed and Council has received its Final Management Letter.                                                                                                                                                                                                                                                                                  | <br>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 January 2023.<br><br>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.<br><br>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.                                                                               | <br>MONITOR |



**9. FINANCE & TECHNOLOGY** Monthly Operational Report - December 2022 - January 2023


| Action                                                                   | Responsibility                 | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Status                                                                                                        |
|--------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| 5.1.4.1 Develop, manage and deliver Council's Technology Strategic Plan. | Manager Finance and Technology | <p>Council's Technology Strategic Plan is a work in progress documents which is being updated on a regular basis in conjunction with requirements associated with hardware and cyber security. The main focus due to funding allocation is Cybersecurity and threats originating from external sources. Council IT staff are in continuous training and development with NSW Cybersecurity. Further, quotations are being received and compared from external service providers experts in the field of Cybersecurity to safe guard Council's IT Infrastructure and minimize financial fraud due to a compromised system.</p> <p>As at January 2023, Council was not in receipt of the final settlement invoice. However, Council has received the invoice in February 2023.</p> <p>Council also needs to consider realistically what Asset Management software and requirements it needs in the near future to fulfil its audit obligation. A stakeholder meeting is required to understand these requirements prior to seeking new software vendor.</p> | <br><small>MONITOR</small> |

## 10. Corporate and Governance






| COA                      | 22/23 Review 1 Budget | 22/23 YTD Actuals January | 22/23 Percentage Spent |
|--------------------------|-----------------------|---------------------------|------------------------|
| Corporate and Governance | 777,618               | 365,901                   | 47.05%                 |
| 1. Operating Income      | (1,616)               | (2,049)                   | 126.78%                |
| 2. Operating Expenditure | 779,234               | 367,950                   | 47.22%                 |

**10. CORPORATE & GOVERNANCE**

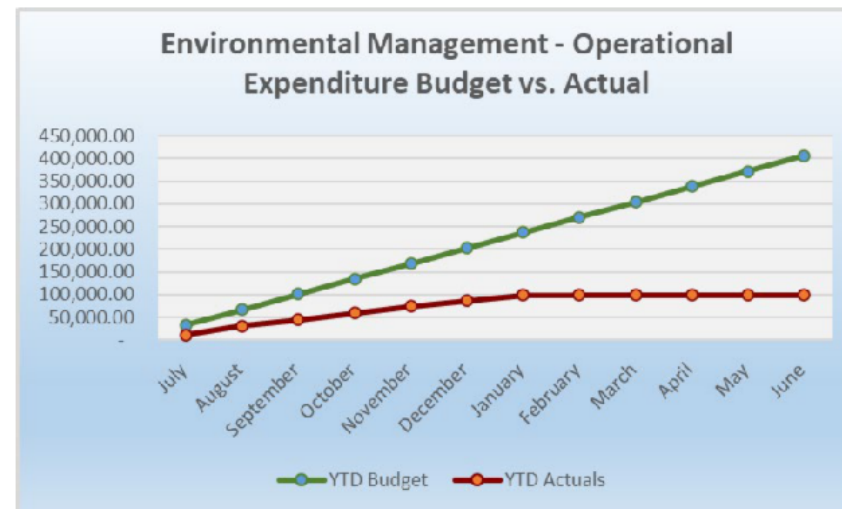
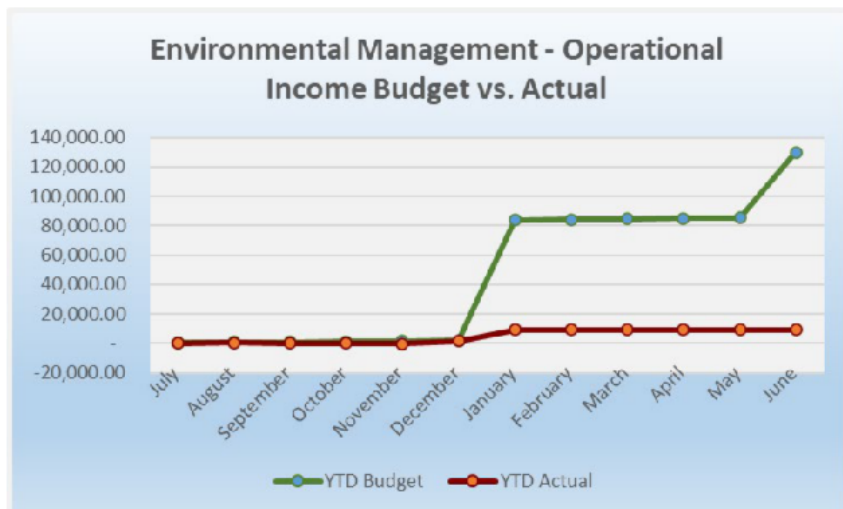
| Business Unit: Corporate & Governance                                                                   |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                     |
|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 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<br>Customer Service,<br>Governance &<br>Records | <p>Compliments for December 2022 - 0 Compliments for January 2023 - 3 Complaints for December 2022 - 0 Complaints for January 2023 - 0</p> <p>Abusive customers for December 2022 - Abusive customers for January 2023 - 1 (related to stray dog which the customer brought in to town in their utility. Dog was going to be dropped off in the front foyer of the administration building).</p> <p>Customer Service General Enquiries for December 2022 - 68<br/>                     Customer Service General Enquiries for January 2023 - 64<br/>                     Total Inbound calls for December 2022 - 1,117<br/>                     Total inbound calls for January 2023 - 1,752 Inbound calls for Customer Service for December 2022 - 227<br/>                     Inbound calls for Customer Service for January 2023 - 417<br/>                     Inbound calls for Planning and Development Services for December 2022 - 145 Inbound calls for Planning and Development Services for January 2023 - 148<br/>                     Inbound calls for Infrastructure and Engineering Services for December 2022 - 223<br/>                     Inbound calls for Infrastructure and Engineering Services for January 2023 - 283 Inbound calls for Rates for December 2022 - 93<br/>                     Inbound calls for Rates for January 2023 - 115</p> <p>Customer service staff receipted and registered the following applications in December 2022:<br/>                     Section 10.7 Planning Certificates - 24 Section 603 Certificates - 15<br/>                     Dwelling Permissibility Search - 3<br/>                     Section 735A - 2<br/>                     Sewer Diagrams - 8<br/>                     Drainage Diagrams - 8</p> <p>Customer service staff receipted and registered the following applications in January 2023:<br/>                     Section 10.7 Planning Certificates - 36 Section 603 Certificates - 22<br/>                     Dwelling Permissibility Search - 2<br/>                     Section 735A - 3<br/>                     Sewer Diagrams - 10<br/>                     Drainage Diagrams - 4</p> <p>Customer service continues to receive an increasing number of GIPA applications for conveyancing purposes, as part of the sale of properties.</p> |  |

**10. CORPORATE & GOVERNANCE**

Monthly Operational Report - December 2022 - January 2023



| Action                                                                                                                                                                                                                          | Responsibility                                          | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Status                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 5.1.1.2 Develop, manage and deliver Governance Services, in accordance with the OLG Compliance Guide, IP&R Framework and Reporting including the Monthly Operational Report, GIPA and PIDS and facilitate and support the ARIC. | Manager<br>Customer Service,<br>Governance &<br>Records | <p>Public Interest Disclosure Report for January to June 2022 submitted to NSW Ombudsman's Office in August 2022.</p> <p>Government Information (Public Access) Report for 2021/2022 submitted to the Information and Privacy Commission in October 2022.</p> <p>Code of Conduct Complaint Statistics for 1 September 2021 to 31 August 2022 reported to the Office of Local Government in November 2022.</p> <p>Annual Report, including audited financial statements, adopted by Council on 23 November 2022.</p> <p>Audit, Risk and Improvement Committee meeting held on 7 December 2023.</p> | <br>MONITOR  |
| 5.1.1.3 Develop, manage and deliver Records Management Services, in accordance with legislation.                                                                                                                                | Manager<br>Customer Service,<br>Governance &<br>Records | <p>Records staff continue to scan maps, School of Arts records and categorise previously digitised documents in December 2022 and January 2023.</p> <p>Staff prepared for the commencement of the Records Management Assessment Program in January 2023, as directed by State Archives and Records Agency (NSW). This is the second year of the assessment program, and six sections have been selected to take part in the program. Manager and Records Coordinator will facilitate each section through the assessment framework during February 2023.</p>                                      | <br>MONITOR  |
| 5.2.1.1 Deliver independent bi-annual Customer Satisfaction survey.                                                                                                                                                             | Manager<br>Customer Service,<br>Governance &<br>Records | The final report for the survey was submitted to Council's Ordinary Meeting of 26 October 2022. Overall satisfaction with Council's services has declined, although key public facilities such as parks, gardens and the pool are still considered to be important services delivered by Council.                                                                                                                                                                                                                                                                                                 | <br>ON TRACK |

## 11. Environmental Management



| COA                                               | 22/23 Review 1 Budget | 22/23 YTD Actuals January | 22/23 Percentage Spent |
|---------------------------------------------------|-----------------------|---------------------------|------------------------|
| <b>Environmental Management</b>                   | <b>276,964</b>        | <b>90,226</b>             | <b>32.58%</b>          |
| 1. Operating Income                               | (129,886)             | (9,391)                   | 7.23%                  |
| 2. Operating Expenditure                          | 406,162               | 98,976                    | 24.37%                 |
| 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>One feral cat impounded for December and January.</p> <p>Council no longer has a Ranger or suitable on call staff to deal with complaints. Council currently has no Ranger to enforce parking regulations, and miscellaneous complaints are being dealt with when time allows.</p> <p>No abandon vehicles impounded.</p> <p>No illegal dumping was reported for December / January.</p> <p>Calls were received for straying livestock on public roads.</p> <p>Complaints about dogs not being walked on leads and owners not picking up after their animal, Ranger not replaced to undertake patrols.</p> <p>Complaints received about keeping of Dingoes as domestic pets.</p> | <br>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 - December and January</p> <p>Black Knapweed - inspections and treatments along Bellevue and Aldershot Rds., and on private property as required.</p> <p>Tropical Soda Apple - treatments in the Urbenville area as part of the Bushfire Recovery Grant.</p> <p>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>Groundsel Bush- Paddy's Flat Rd, Hootens Rd and Leslie Creek Rd.</p>                                                                                                                                                                    | <br>ON TRACK |
|                                                                                                                           |                                            | <p>Blackberrys - Bryans Gap Rd, Barney Downs Rd, Finns Rd, Myon Mount Rd, Bellevue Rd, Rosemount Rd, Millers Lane, Somerlads Rd, Long Gully Rd, Black Swamp Rd, Mt Wellington Lookout Rd, Scrub Rd, Kelly's Rd, Scrub School Rd, Mill Lane, Snakes Gully Rd, Bald Rock Rd and Dairy Mountain Rd.</p> <p>Tenterfield Streets</p> <p>Private Property Inspections - 69 inspections undertaken for December and January</p>                                                                                                                                                                                                                                                           |                                                                                                 |

11. ENVIRONMENTAL MANAGEMENT

Monthly Operational Report - December 2022 - January 2023

Cont.

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 road.

1 x Tropical Soda Apple Plant found on Mt Lindsey Highway at Bald Knob Forest.

A follow up Black Knapweed surveillance exercise was undertaken in the Tenterfield area on the 24th and 25th of January with the assistance of NSW Department of Primary Industries, Local land Services and multiple other agencies and Biosecurity officers from across the State in the core infestation site.

Attended the Tenterfield Show with a Weed Information Stand for the 2 days.

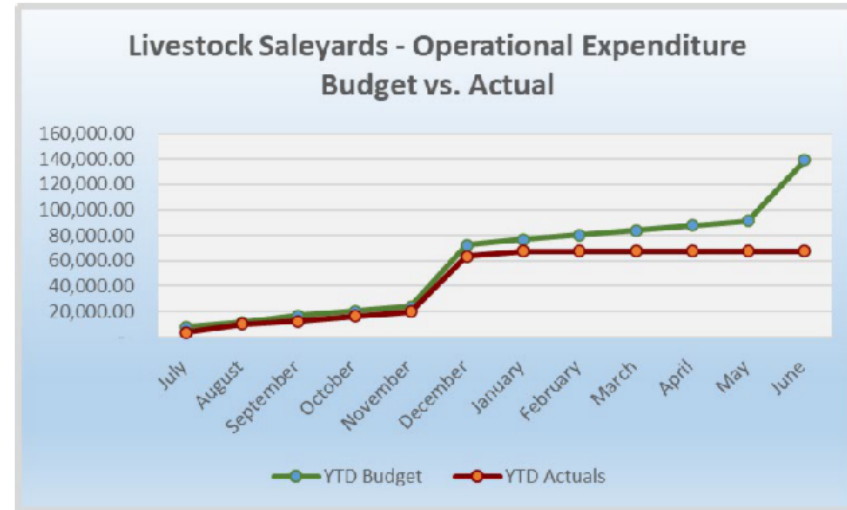
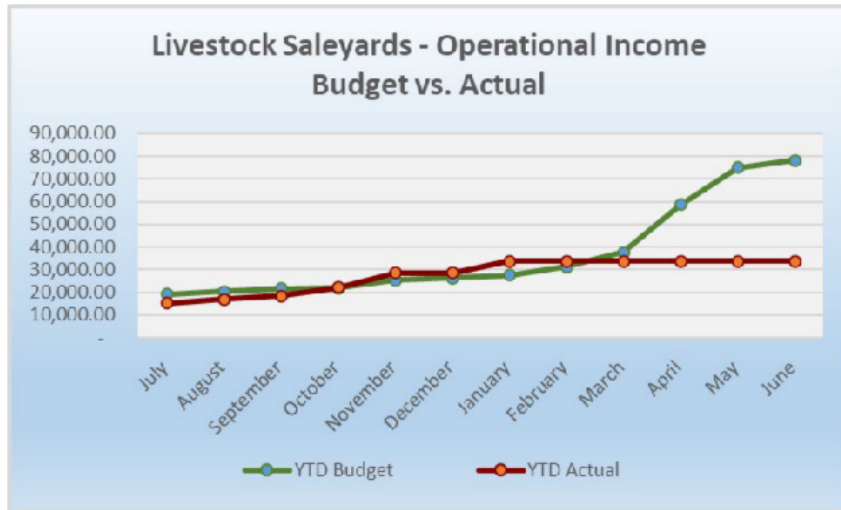
3.1.2.3 Notices and Orders to be issued or served where necessary as per the Local Government Act, EPA Act and POEO Act and Associated Regulations.

Manager Open Space, Regulatory & Utilities

Two notices were issued in relation to overgrown/untidy blocks, of which 1 is still ongoing.




## 12. Livestock Saleyards



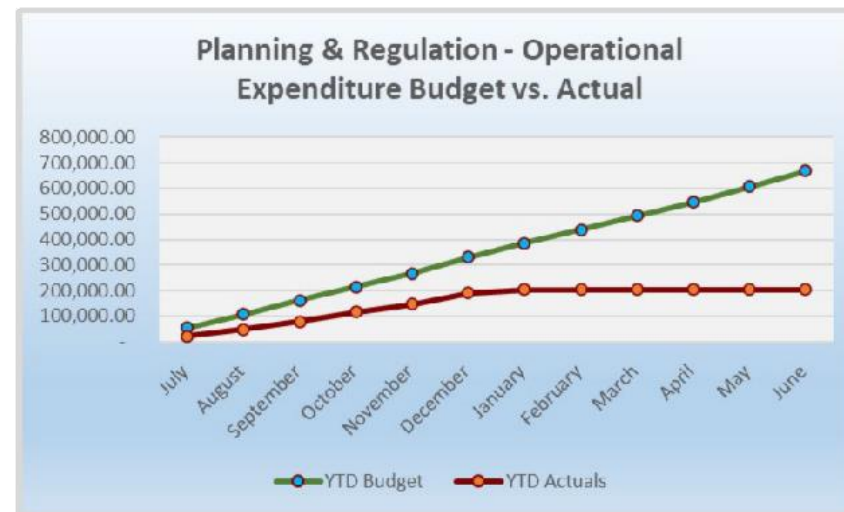
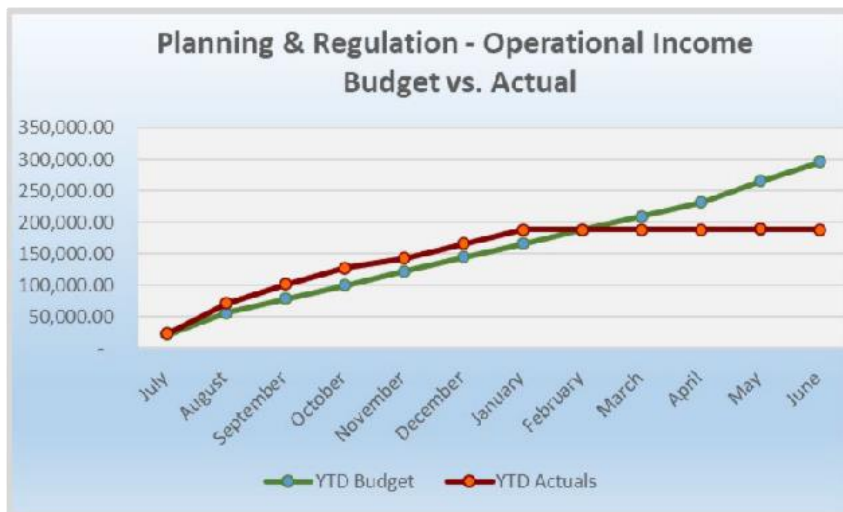
| COA                                                         | 22/23 Review 1 Budget | 22/23 YTD Actuals January | 22/23 Percentage Spent |
|-------------------------------------------------------------|-----------------------|---------------------------|------------------------|
| <b>Livestock Saleyards</b>                                  | <b>431,341</b>        | <b>374,647</b>            | <b>86.86%</b>          |
| 1. Operating Income                                         | (78,188)              | (33,758)                  | 43.18%                 |
| 2. Operating Expenditure                                    | 139,241               | 67,755                    | 48.66%                 |
| 3. Capital Income                                           | 162,348               | 162,348                   | 100.00%                |
| 4. Capital Expenditure                                      | 207,940               | 178,302                   | 85.75%                 |
| 4220504. Improvements to Loading Ramps & Traffic Facilities | 207,940               | 178,302                   | 85.75%                 |



**12. LIVESTOCK SALEYARDS** Monthly Operational Report - December 2022 - January 2023




| 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 | December /January 2023 Prime Cattle - 507 Head |             | \$685,373.07 | <br>ON TRACK |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                            | Private Weighing                               | 0 Head      |              |                                                                                                 |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                            |                                                | Total       | 507 Head     |                                                                                                 | \$685,373.07     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                            | Financial Year 2022/2023                       | 2,004 Head  |              |                                                                                                 | \$ 3,149,401.62  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                            | 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 have completed the Double Height ramp.<br/>                     Materials ordered for the installation of laneways and holding pens to complete the project.</p> <p>Biggest risk being further reduction in numbers as to whether the saleyards will remain viable.<br/>                     Increase in the throughput of 2000 head from last financial year.<br/>                     Saleyard induction on the website, with the public completing the induction process.</p> |                                            |                                                |             |              |                                                                                                 |                  |

### 13. Planning and Regulation



| COA                              | 22/23 Review 1 Budget | 22/23 YTD Actuals January | 22/23 Percentage Spent |
|----------------------------------|-----------------------|---------------------------|------------------------|
| <b>Planning &amp; Regulation</b> | <b>347,521</b>        | <b>(25,256)</b>           | <b>-7.27%</b>          |
| 1. Operating Income              | (295,550)             | (188,452)                 | 63.76%                 |
| 2. Operating Expenditure         | 669,313               | 203,312                   | 30.38%                 |
| 3. Capital Income                | (26,242)              | (40,115)                  | 152.87%                |

### 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 | December-January - All applications assessed in accordance with relevant regulatory and legislative requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <br>ON TRACK |
| 3.1.1.2 Manage and deliver heritage advisory services.                                                                    | Manager Planning & Development Services | December - January- 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 - project to be completed by May 2023.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <br>ON TRACK |
| 3.1.1.3 Manage and deliver development, building and construction regulatory services.                                    | Manager Planning & Development Services | December-January- with a further loss of administration staff member in January, processing times for all functions of the department are further 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, otherwise prioritized based on issue. Ongoing issues with the integration of the Greenlight System, NSW Planning Portal and Altus. | <br>MONITOR  |

**Applications Lodged December 2022**

| <b>DA Number</b> | <b>Applicant</b>                  | <b>Property Address</b>         | <b>Description of Work</b>       |
|------------------|-----------------------------------|---------------------------------|----------------------------------|
| 2022.143         | R & J Wait                        | 1447 Timbarra Road, Timbarra    | Pool & Deck                      |
| 2022.144         | Z Jorgenson                       | Mt Lindesay Road, Legume        | Relocatable Dwelling             |
| 2022.145         | V Sherry                          | 50 Francis Street, Tenterfield  | Shed                             |
| 2022.146         | S Scott                           | 117 Logan Street, Tenterfield   | Temporary Use – Farmer’s Market  |
| 2022.147         | Tenterfield Surveys (Ellis)       | 7652 Bruxner Highway, Drake     | Two (2) Lot Subdivision          |
| 2022.148         | McElroy & Associates (Burtenshaw) | 7841 Bruxner Highway, Drake     | Pool                             |
| 2022.149         | Tenterfield Surveys (Sattolo)     | 124 Logan Street, Tenterfield   | Two (2) Lot Boundary Adjustment  |
| 2022.150         | K Hampton                         | 148 Manners Street, Tenterfield | Temporary Use – Eat Street Event |
| 2022.151         | J Bryant                          | 289 Bellevue Road, Tenterfield  | Dwelling                         |
| 2022.152         | E Hart                            | 267 Paddys Flat Road, Tabulam   | Dwelling – Dual Occupancy        |

**Applications Determined December 2022**

| <b>DA Number</b> | <b>Applicant</b>                                        | <b>Address</b>                            | <b>Description of Work</b>                                                     |
|------------------|---------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------|
| 2022.084         | Tenterfield Surveys (Sattolo)                           | 27 Casino Road, Tenterfield               | Two (2) Lot Subdivision                                                        |
| 2022.091         | TENTERFIELD SURVEYS (Anjerin Genetic Resources Pty Ltd) | Mole Station Road, Woodside               | 3 Lot Boundary Adjustment                                                      |
| 2022.117         | Tenterfield Surveys (Burton-Ree)                        | 109 Wallaroo Range Road Willsons Downfall | Four Lot Boundary Adjustment                                                   |
| 2022.123         | SISSON Lee & Nigel                                      | 131 Rouse Street, Tenterfield             | Two (2) Lot Subdivision                                                        |
| 2022.129         | BURLEY Peter                                            | 454 Rouse Street, Tenterfield             | Use of Existing Building as Studio & Recreation Facility (Outdoor) Open Garden |
| 2022.135         | Linda Martin                                            | 8654B New England Highway, Tenterfield    | Extension                                                                      |
| 2022.136         | Westbuilt (Wilson)                                      | Neagles Lane, Tenterfield                 | Dwelling - Manufactured                                                        |
| 2022.139         | Karen Lancaster                                         | 193 East Street, Tenterfield              | Dwelling                                                                       |
| 2022.141         | Janette Styles                                          | 2782 Torrington Road, Torrington          | Amenities                                                                      |
| 2022.143         | R & J Wait                                              | 1447 Timbarra Road, Timbarra              | Pool & Deck                                                                    |
| 2022.145         | V Sherry                                                | 50 Francis Street, Tenterfield            | Shed                                                                           |
| 2022.148         | McElroy & Associates (Burtenshaw)                       | 7841 Bruxner Highway, Drake               | Pool                                                                           |
| 2022.149         | Tenterfield Surveys (Sattolo)                           | 124 Logan Street, Tenterfield             | Two (2) Lot Boundary Adjustment                                                |

**Applications Outstanding –December 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             | Awaiting RFS recommendations/under 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   | Under assessment                               |
| 2022.068 | Tenterfield Surveys Pty Ltd                 | 531A Long Gully Road, Drake          | Two (2) Lot Subdivision                     | Information required from applicant            |
| 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  |
| 2022.127 | Tenterfield Surveys (White)                 | 197 Bruxner Road, Drake              | Three (3) Lot Rural Subdivision             | Under assessment/Awaiting RFS recommendations  |
| 2022.131 | Tenterfield Surveys (George)                | 132 Sunnyside Loop Road, Tenterfield | 14 Lot Rural Residential Subdivision        | Under assessment/Awaiting RFS Recommendations  |
| 2022.140 | John Dean                                   | 228 Old Ballandean Road, Tenterfield | Dwelling                                    | Awaiting additional information from applicant |
| 2022.142 | Tenterfield Surveys (Harvey)                | 706 Sunnyside Loop Road, Tenterfield | Ten (10) Lot Subdivision – Three (3) stages | Under assessment/Awaiting RFS recommendations  |
| 2022.144 | Z Jorgenson                                 | Mt Lindesay Road, Legume             | Relocatable Dwelling                        | Under assessment                               |
| 2022.146 | S Scott                                     | 117 Logan Street, Tenterfield        | Temporary Use – Farmer’s Market             | Under assessment/Neighbour notification        |

|          |                                |                                    |                                     |                                                  |
|----------|--------------------------------|------------------------------------|-------------------------------------|--------------------------------------------------|
| 2022.147 | Tenterfield Surveys<br>(Ellis) | 7652 Bruxner Highway, Drake        | Two (2) Lot Subdivision             | Under assessment/Awaiting RFS<br>recommendations |
| 2022.150 | K Hampton                      | 148 Manners Street,<br>Tenterfield | Temporary Use – Eat Street<br>Event | Under assessment/neighbour notification          |
| 2022.151 | J Bryant                       | 289 Bellevue Road, Tenterfield     | Dwelling                            | Under assessment                                 |
| 2022.152 | E Hart                         | 267 Paddys Flat Road,<br>Tabulam   | Dwelling – Dual Occupancy           | Under assessment                                 |



### Applications Lodged January 2023

| DA Number | Applicant                               | Property Address                  | Description of Work           |
|-----------|-----------------------------------------|-----------------------------------|-------------------------------|
| 2023.001  | Annette Vasta                           | 36 Parkes Drive, Tenterfield      | Dwelling                      |
| 2023.002  | Adam Enslow                             | 1189 White Swamp Road, Kooreelah  | Dwelling                      |
| 2023.003  | Westbuilt (Kennedy)                     | Geyers Road, Tenterfield          | Dwelling                      |
| 2023.004  | Wes Smith Building (Spark)              | 442 Mt Lindesay Road, Tenterfield | Dwelling                      |
| 2023.005  | Tenterfield Surveys<br>(Mierau Pty Ltd) | Tarban Road, Tenterfield          | Six (6) Lot Rural Subdivision |
| 2023.006  | Tenterfield Surveys<br>(Gibbins)        | Bellevue Road, Tenterfield        | Two (2) Lot Rural Subdivision |
| 2023.007  | Karl Foskett                            | 181 Border Gate Road, Cottonvale  | Garage                        |

**Applications Determined January 2023**

| <b>DA Number</b> | <b>Applicant</b>               | <b>Address</b>                        | <b>Description of Work</b>       |
|------------------|--------------------------------|---------------------------------------|----------------------------------|
| 2023.001         | Annette Vasta                  | 36 Parkes Drive, Tenterfield          | Dwelling                         |
| 2020.033         | MOSER Eric (Marian Hansson)    | 332B Mount Lindesay Road, Tenterfield | Manufactured Building            |
| 2022.112         | Tenterfield Surveys (Reid)     | Catarrh Creek Road, Torrington        | 2 Lot Subdivision                |
| 2022.113         | Tenterfield Surveys (Galloway) | 15 Four Mile Creek Road, Tenterfield  | 2 Lot Subdivision                |
| 2022.127         | Tenterfield Surveys (White)    | 197 Bruxner Road, Drake               | Three (3) Lot Rural Subdivision  |
| 2022.144         | Z Jorgenson                    | Mt Lindesay Road, Legume              | Relocatable Dwelling             |
| 2022.146         | S Scott                        | 117 Logan Street, Tenterfield         | Temporary Use – Farmer’s Market  |
| 2022.150         | K Hampton                      | 148 Manners Street, Tenterfield       | Temporary Use – Eat Street Event |

**Applications Outstanding – January 2023**

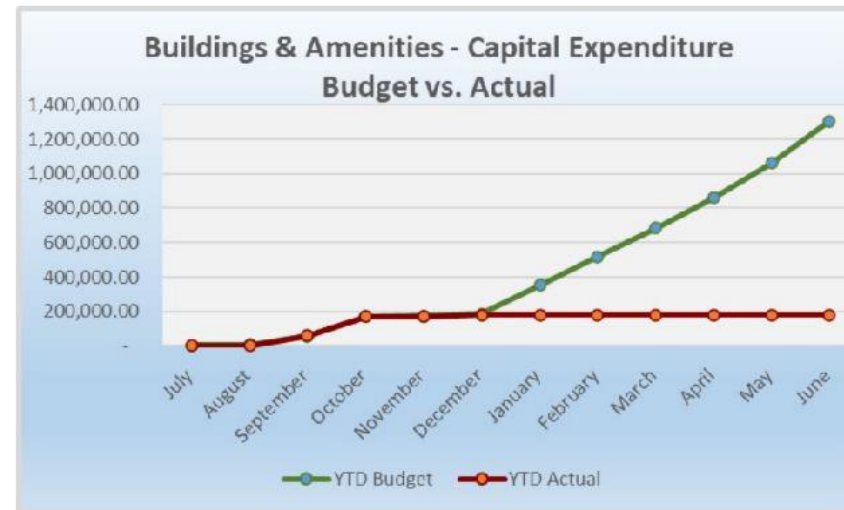
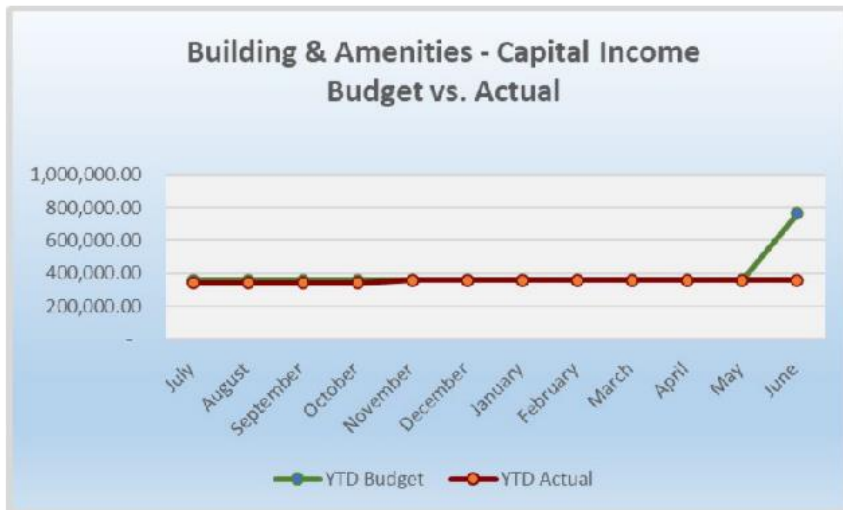
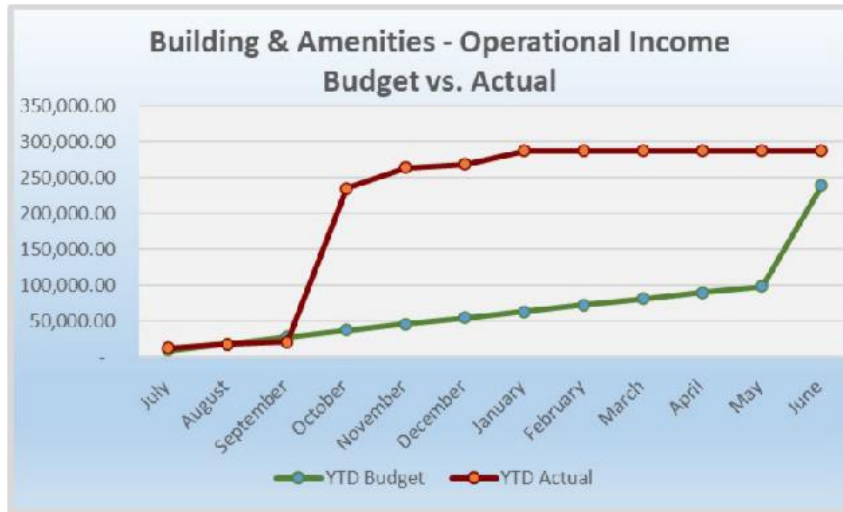
| DA Number | Applicant                                         | Property Address                 | Description of Work                                                                                                                                                                                                             | 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 |
| 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             | Awaiting RFS recommendations/under assessment  |
| 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   | Under assessment                               |
| 2022.068 | Tenterfield Surveys Pty Ltd                 | 531A Long Gully Road, Drake          | Two (2) Lot Subdivision                     | Information required from applicant            |
| 2022.131 | Tenterfield Surveys (George)                | 132 Sunnyside Loop Road, Tenterfield | 14 Lot Rural Residential Subdivision        | Under assessment/Awaiting RFS Recommendations  |
| 2022.140 | John Dean                                   | 228 Old Ballandean Road, Tenterfield | Dwelling                                    | Awaiting additional information from applicant |
| 2022.142 | Tenterfield Surveys (Harvey)                | 706 Sunnyside Loop Road, Tenterfield | Ten (10) Lot Subdivision – Three (3) stages | Under assessment/Awaiting RFS recommendations  |
| 2022.147 | Tenterfield Surveys (Ellis)                 | 7652 Bruxner Highway, Drake          | Two (2) Lot Subdivision                     | Under assessment/Awaiting RFS recommendations  |
| 2022.151 | J Bryant                                    | 289 Bellevue Road, Tenterfield       | Dwelling                                    | Awaiting updated BASIX plan                    |
| 2022.152 | E Hart                                      | 267 Paddys Flat Road, Tabulam        | Dwelling – Dual Occupancy                   | Awaiting BASIX certificate                     |
| 2023.002 | Adam Enslow                                 | 1189 White Swamp Road, Kooreelah     | Dwelling                                    | Under assessment                               |
| 2023.003 | Westbuilt (Kennedy)                         | Geyers Road, Tenterfield             | Dwelling                                    | Under assessment                               |
| 2023.004 | Wes Smith Building (Spark)                  | 442 Mt Lindesay Road, Tenterfield    | Dwelling                                    | Under assessment                               |

|          |                                      |                                  |                               |                                               |
|----------|--------------------------------------|----------------------------------|-------------------------------|-----------------------------------------------|
| 2023.005 | Tenterfield Surveys (Mierau Pty Ltd) | Tarban Road, Tenterfield         | Six (6) Lot Rural Subdivision | Under assessment/Awaiting RFS recommendations |
| 2023.006 | Tenterfield Surveys (Gibbins)        | Bellevue Road, Tenterfield       | Two (2) Lot Rural Subdivision | 2023.006                                      |
| 2023.007 | Karl Foskett                         | 181 Border Gate Road, Cottonvale | Garage                        | 2023.007                                      |

| FY 22/23 Development Statistics     |       |                 |                                                    |                              |                                   |             |                        |                           |                           |
|-------------------------------------|-------|-----------------|----------------------------------------------------|------------------------------|-----------------------------------|-------------|------------------------|---------------------------|---------------------------|
|                                     |       | Dwellings       | Additions/<br>Renovations to<br>Existing Dwellings | Garages, Carports &<br>Sheds | Commercial or<br>Industrial Works | Subdivision | Recreation/<br>Tourism | FY 22/23 Monthly<br>Total | FY 21/22 Monthly<br>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.   | 3               | 2                                                  | 1                            | 0                                 | 2           | 2                      | 10                        | 8                         |
|                                     | Value | \$1,649,000.00  | \$86,000.00                                        | \$40,000.00                  | \$0.00                            | \$0.00      | \$0.00                 | \$1,775,000.00            | \$1,922,572.00            |
| Jan-23                              | No.   | 4               | 0                                                  | 1                            | 0                                 | 2           | 0                      | 7                         | 13                        |
|                                     | Value | \$1,702,475.00  | \$0.00                                             | \$20,486.89                  | \$0.00                            | \$0.00      | \$0.00                 | \$1,722,961.89            | \$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)                  |       | 29              | 10                                                 | 11                           | 3                                 | 13          | 4                      | 70                        |                           |
| FY 22/23 Total Value (Year to Date) |       | \$9,432,920.00  | \$806,100.00                                       | \$488,902.89                 | \$183,467.00                      | \$0.00      | \$48,000.00            | \$10,959,389.89           |                           |
| 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 January | 22/23 Percentage Spent |
|------------------------------------------------------------------------------------------|-----------------------|---------------------------|------------------------|
| <b>Buildings &amp; Amenities</b>                                                         | <b>1,601,784</b>      | <b>337,819</b>            | <b>21.09%</b>          |
| 1. Operating Income                                                                      | (239,128)             | (287,350)                 | 120.17%                |
| 2. Operating Expenditure                                                                 | 1,300,429             | 804,195                   | 61.84%                 |
| 3. Capital Income                                                                        | (763,660)             | (360,013)                 | 47.14%                 |
| 4. Capital Expenditure                                                                   | 1,304,143             | 180,987                   | 13.88%                 |
| 4200501. Admin Building -- Refurbishment                                                 | 49,524                | 16,365                    | 33.04%                 |
| 4200508. Admin Building - Roof Replacement                                               | 300,000               | 3,240                     | 1.08%                  |
| 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                | 7,744                     | 54.80%                 |
| 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. | Building & Property 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"> <li>• Cleaning Contract for all Council buildings and RFS Control Centre is currently being drafted looking to advertise in February 2023.</li> <li>• Staff are currently trying to manage Council property in December 2022 and January 2023 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 an issue to staff or community safety.</li> <li>• Staff are continually having issues with insufficient budget 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.</li> <li>• Security Audit is still being completed 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 workloads and a decrease in staff the urgency to complete this audit has been reduced due to more pressing issues.</li> <li>• Property Asset Valuation inspections have been completed across the shire in January 2023 and awaiting draft reports to be sent to Finance department in February.</li> <li>• One (1) police report has been lodged in December and Three (3) police reports have been lodged in January 2023, due to graffiti and vandalism to toilet blocks. This doesn't include damage to the Christmas decorations in Bruxner Park.</li> <li>• Each police report takes up to 30 – 40 mins to complete. Due to the increased number of malicious damage reports around public areas in town, the local police have asked staff to report any suspicious activity, so they are able to move the individuals along.</li> </ul> | <br>NEEDS WORK |

14. BUILDINGS & AMENITIES

Monthly Operational Report - December 2022 - January 2023

|                                                                                |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                     |
|--------------------------------------------------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                                                                                |                                 | Cont.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                     |
|                                                                                |                                 | Current Capital Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                     |
|                                                                                |                                 | <ul style="list-style-type: none"> <li>• Memorial Hall Foyer, Toilets and Kitchen work is now completed in January 2023.</li> <li>• Received a new quote for the administration roof to replace the air conditioning units and awaiting approval from insurance company.</li> <li>• Administration Roof needs to be replaced, due to staff shortages this project will hope to be put out to tender in the first half of the year; and</li> <li>• Band Hall relocation to Leechs Gully –awaiting lodgement of Development Application by Leechs Gully Progress Association.</li> </ul>                                                                                                                                       |                                                                                     |
| 1.2.1.5 Manage and update Land and Property Register.                          | Building & Property Coordinator | <ul style="list-style-type: none"> <li>• 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 completed the valuation of assets in January 2023.</li> <li>• 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.</li> </ul>                                                                                                 |  |
| 1.2.1.6 Develop and deliver the Buildings and Amenities Asset Management Plan. | Building & Property Coordinator | <p>Licences &amp; Agreements on Council owned/managed Land</p> <ul style="list-style-type: none"> <li>• Heads of terms agreement between Council and Telstra for Prime TV has been executed by both parties. Agreement has now been executed.</li> <li>• Signed Licence Agreement between Council and BackTrack Works Ltd has now been executed and invoice for Licence has been issued.</li> </ul> <p>GRANT FUNDING</p> <p>Following Grant Projects are still outstanding:</p> <p>2021-2023 NSW Heritage Grant – Community Heritage</p> <ul style="list-style-type: none"> <li>• The Mingoola Trail – Content for the sign -to be located at Mingoola – working group liaising with design team on sign changes.</li> </ul> |  |

Cont.

Drought Communities Programme Extension

- Streetscape Recovery Project – work is underway with the expectation of 3 buildings to be finished by the end of March 2023.
- Upgrades to the Drake Resource Centre –Acquittal documents to be completed -ongoing.

Local Drought Stimulus Package

- Memorial Hall Internal Acoustic & Insulation Treatments – Fire system is completed, and funding should be claimed, awaiting final payments of invoices;

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). Discussions being had for the possibilities of an extension.

Public Spaces Legacy Program

- Tenterfield Youth Precinct & Mountain Bike Trail Head – Draft POM was approved from Crown Lands and submissions accepted until 8 February 2023. The Geo Tech report has been received allowing quantities and estimates to be refined and the Change of Speed limit surrounding site implemented to 40km/hr.
- Jennings Playground Project - has been completed with the seal of the carpark completed in December - final landscaping to be completed.

Stronger Country Communities Programs

- Scope of works are needed 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 – ongoing.

Black Summer Funding

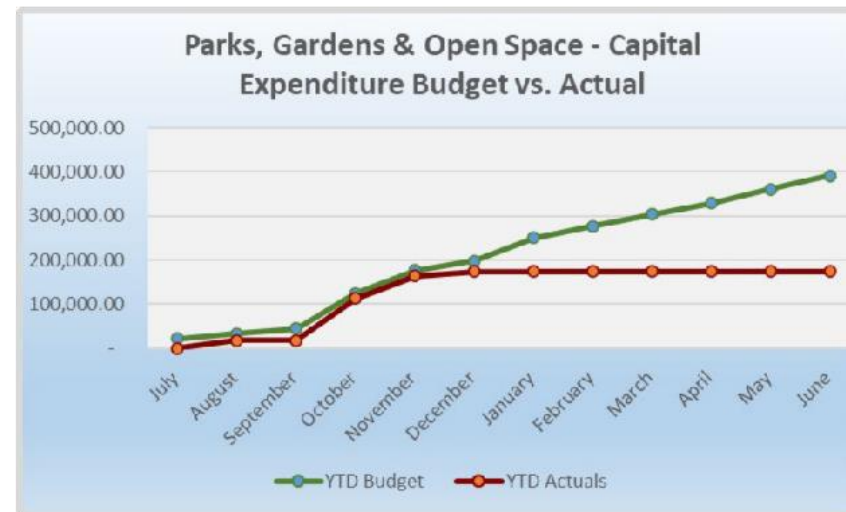
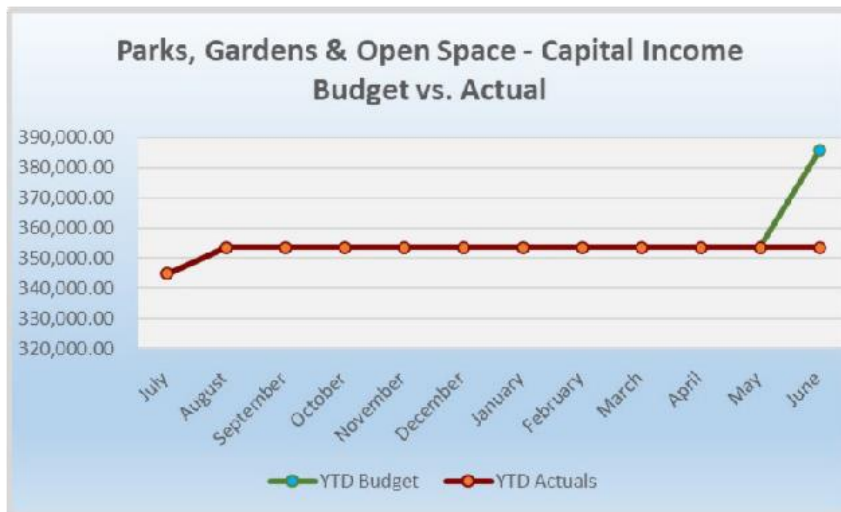
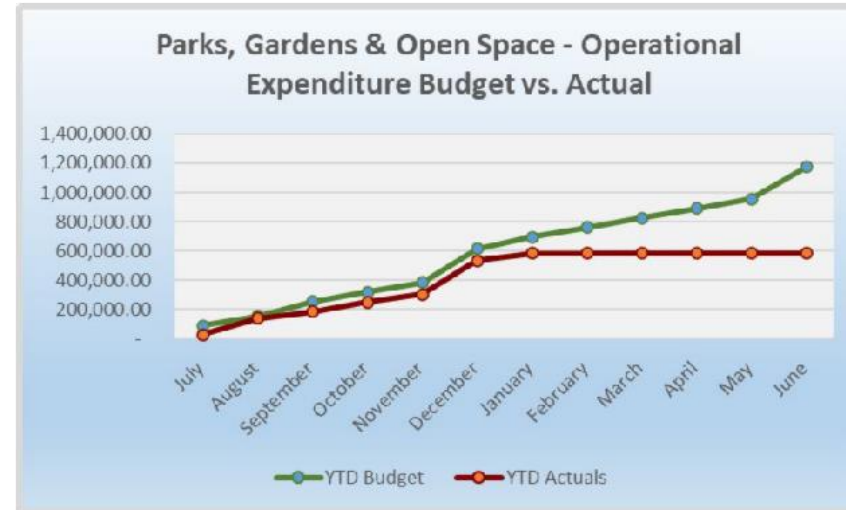
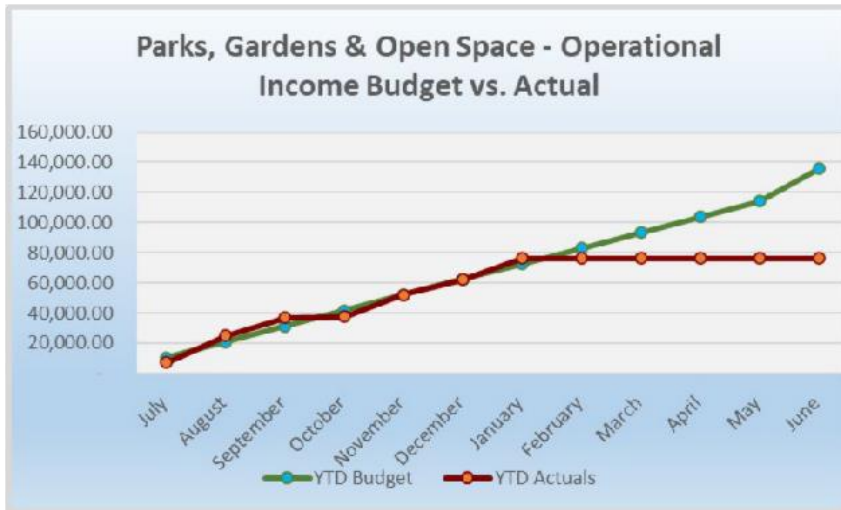
- Removal of dead trees has commenced (Tenterfield Park), Mingoola Hall Upgrades to include a stand alone toilet and Memorial Hall installation of Fans and lighting scope of work needs to be drafted for a tender. Due to other work requirements these scopes have not been completed in December 22 & January 23.

**14. BUILDING & AMENITIES** Monthly Operational Report - December 2022 - January 2023

| Action                                                                 | Responsibility                  | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.2.1.7 Manage Crown Lands and prepare designated Native Title Advice. | Building & Property Coordinator | Property specialist position is currently vacant, any Crown Land, Aboriginal Land Claims and Designated Native Title advice has been deferred until a person has been appointed 'to the position.                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                                        |                                 | Last update from November 2022 <ul style="list-style-type: none"> <li>• Awaiting outcome to a request from Crown lands regarding Aboriginal Land Claim 9002 &amp; 47019.</li> <li>• 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 – submissions received from the community;</li> <li>• Continuing to investigate and locate evidence for Aboriginal land claims over Claim 31776 &amp; 9253</li> </ul> |






### 15. Parks, Gardens and Open Space



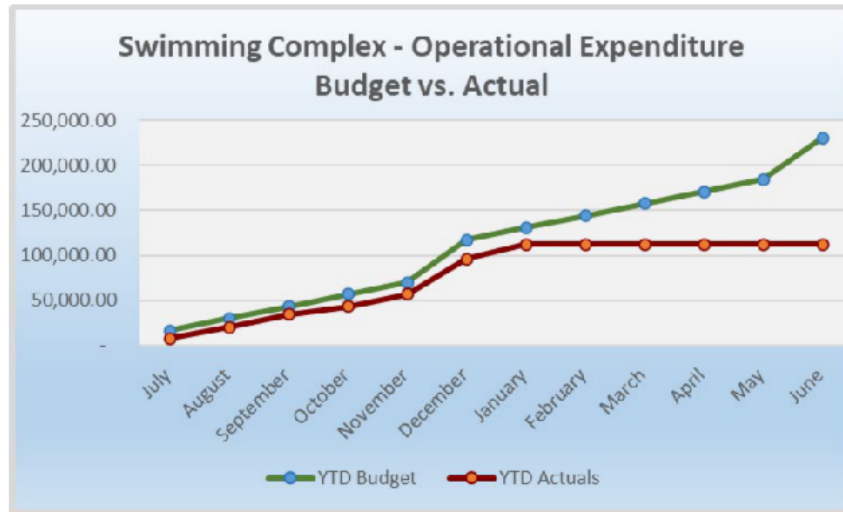
| COA                                                                | 22/23<br>Review 1<br>Budget | 22/23<br>YTD Actuals<br>January | 22/23<br>Percentage<br>Spent |
|--------------------------------------------------------------------|-----------------------------|---------------------------------|------------------------------|
| <b>Parks, Gardens and Open Space</b>                               | <b>1,043,520</b>            | <b>328,246</b>                  | <b>31.46%</b>                |
| 1. Operating Income                                                | (135,737)                   | (76,147)                        | 56.10%                       |
| 2. Operating Expenditure                                           | 1,172,587                   | 584,517                         | 49.85%                       |
| 3. Capital Income                                                  | (385,667)                   | (353,667)                       | 91.70%                       |
| 4. Capital Expenditure                                             | 392,337                     | 173,543                         | 44.23%                       |
| 4215502. Cemeteries - Earthworks Preparation for Stage 1 Expansion | 15,428                      | 0                               | 0.00%                        |
| 4605514. PSLP - Jennings Playground Precinct                       | 216,909                     | 173,543                         | 80.01%                       |
| 4605516. SCCF4-0951 Revitalisation of Tenterfield Netball Courts   | 160,000                     | 0                               | 0.00%                        |

15. PARKS, GARDENS & OPEN SPACE

Monthly Operational Report - December 2022 - January 2023

| 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>Two Staff members have resigned, Remaining staff prioritising jobs.<br/>                     General cleaning and maintenance of amenities.<br/>                     Damage to the public toilets has now been reduced as Jubilee park toilet is being closed earlier.<br/>                     Graffiti is continuing to happen in toilets. Playground maintenance being undertaken. Suppliers contacted in relation to the upgrade of the netball courts.<br/>                     One (1) staff member required at the Cemetery on a rotating roster.<br/>                     Several pin oaks are still to be removed along Cowper and Logan streets.<br/>                     Anti-social behaviour still occurring in the front of Bruxner Park. Rubbish left and thrown on the footpath.<br/>                     Two (2) staff are required on a daily bases for Toro Zero turn and Toro Triple Deck mowers.</p> <p>Fourteen (14) days of annual leave and three (3) days sick leave was used.<br/>                     December / January seen extra events that required extra time to set up.<br/>                     Started to replant Rouse Street gardens.</p> <p>One (1) extra team member required on bins due to increased waste from visitors to the area.</p> <p>Memorandum of Understanding signed with Essential Energy to formalise existing work practices and processes to meet Australian Standards and existing policies.</p> |    |
| 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.<br/>                     Village concept plans have been adopted and on Council website<br/>                     Grant funded upgrade to Jennings playground, including shade structure, BBQ and bin restrictor completed with carpark to be sealed in December.<br/>                     Additional bins installed at Jennings Park due to increase use of the park.<br/>                     Water availability to Jennings toilets is becoming an issue, investigations into connecting to main.<br/>                     Public toilets at Drake have had the door locks broken now repaired.<br/>                     Rubbish bin removed, on a trial basis continuing from Legume toilet block, as it was continually use for house hold rubbish. Investigation into the broken handwashing tap in Tringle park at Urbenville looking at installing a timer tap and remove the push plate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |
| 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.<br/>                     No street trees have been planted or replaced due to budget restraints.<br/>                     At the recent Parks and Garden meeting, a discussion to include tree planting on the New England Hwy south in memory of Queen Elizabeth.<br/>                     Essential Energy are planning to remove large Pin oak tree on Cowper Street (Dangerous split in trunk) in November.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |


## 16. Swimming Complex



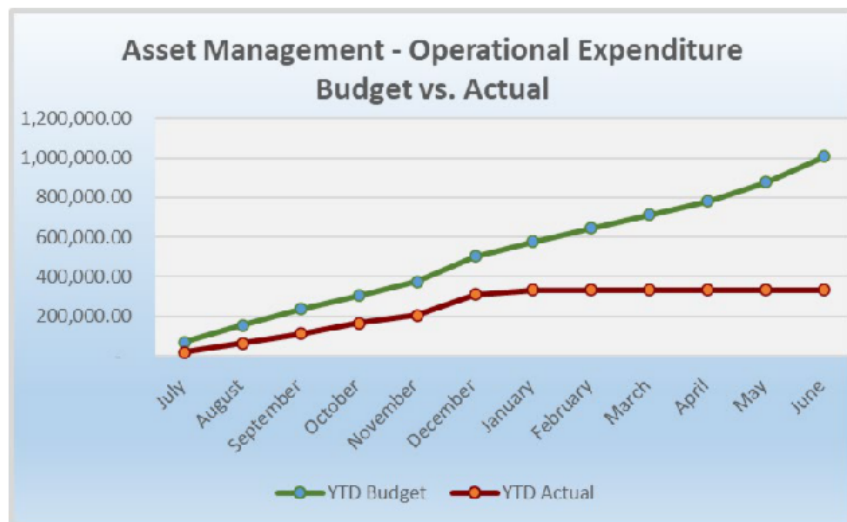
| COA                                        | 22/23 Review 1 Budget | 22/23 YTD Actuals January | 22/23 Percentage Spent |
|--------------------------------------------|-----------------------|---------------------------|------------------------|
| Swimming Complex                           | 255,853               | 119,192                   | 46.59%                 |
| 2. Operating Expenditure                   | 230,853               | 112,491                   | 48.73%                 |
| 4. Capital Expenditure                     | 25,000                | 6,701                     | 26.80%                 |
| 4600512. Swimming Pool - Equipment Renewal | 25,000                | 6,701                     | 26.80%                 |



## 16. SWIMMING COMPLEX






| Business Unit: Swimming Complex                                                                               |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |         |          |          |         |          |       |     |           |       |       |       |       |       |       |        |           |     |       |       |       |       |     |        |           |       |       |       |       |       |       |        |           |       |       |       |       |       |       |        |           |       |       |       |       |   |   |        |                                                                                     |
|---------------------------------------------------------------------------------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------|----------|----------|---------|----------|-------|-----|-----------|-------|-------|-------|-------|-------|-------|--------|-----------|-----|-------|-------|-------|-------|-----|--------|-----------|-------|-------|-------|-------|-------|-------|--------|-----------|-------|-------|-------|-------|-------|-------|--------|-----------|-------|-------|-------|-------|---|---|--------|-------------------------------------------------------------------------------------|
| Service Profile: Swimming Complex                                                                             |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |         |          |          |         |          |       |     |           |       |       |       |       |       |       |        |           |     |       |       |       |       |     |        |           |       |       |       |       |       |       |        |           |       |       |       |       |       |       |        |           |       |       |       |       |   |   |        |                                                                                     |
| Action                                                                                                        | Responsibility                  | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Status   |         |          |          |         |          |       |     |           |       |       |       |       |       |       |        |           |     |       |       |       |       |     |        |           |       |       |       |       |       |       |        |           |       |       |       |       |       |       |        |           |       |       |       |       |   |   |        |                                                                                     |
| 1.2.2.1 Manage the Tenterfield War Memorial Baths (TWMB) Management Plan, and contribute to service delivery. | Building & Property Coordinator | <p>Management Plan</p> <ul style="list-style-type: none"> <li>• Council is in negotiations with pool contractors regarding the management of the pool contract - ongoing.</li> <li>• Current Management Plan to be implemented in the 2023 summer season. This plan is currently under review.</li> </ul> <p>Works identified for budget for next few years</p> <ul style="list-style-type: none"> <li>• Pool needs to be painted with fibreglass pool paint lining, as the concrete shell is visible in many places and increasing running cost.</li> <li>• Replace Roof on amenities building due to rust and leaking, heating system will need to be removed to complete these works.</li> <li>• More Concrete grinding on the pool deck and throughout the change rooms needs to be completed,</li> <li>• 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</li> </ul> <p>Month Review</p> <ul style="list-style-type: none"> <li>• Learn to swim programs have been running in December with the Schools, and a 2-week holiday program commenced in January</li> <li>• Christmas parties were organised in December 2022 and the Christmas Carnival late night shopping strengthened the support network.</li> <li>• January was filled with holiday activities, birthday pool parties, learn to swim programs and many pool and gym entries with an average pool temp of 28C'.</li> <li>• Learn to swim program taught 162 lessons</li> <li>• 4-week intensive squad program continues to strengthen the competitor swimmers and assist the development squad.</li> <li>• Swim Camp was organised, and 32 children attended and was extended from 2 days to a 3 day camp.</li> <li>• The Mercantile was a success with more teams nominating each year, and now will be organised with the Swim Club as it was traditionally.</li> </ul> <p>Total Attendances</p> <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>14,530</td> </tr> <tr> <td>• 2020/21</td> <td>1,459</td> <td>4,144</td> <td>2,568</td> <td>4,383</td> <td>2,759</td> <td>1,064</td> <td>16,377</td> </tr> <tr> <td>• 2021/22</td> <td>1,684</td> <td>1,456</td> <td>2,673</td> <td>3,291</td> <td>2,523</td> <td>1,779</td> <td>13,406</td> </tr> <tr> <td>• 2022/23</td> <td>1,573</td> <td>2,770</td> <td>2,693</td> <td>3,366</td> <td>-</td> <td>-</td> <td>10,402</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 | 14,530 | • 2020/21 | 1,459 | 4,144 | 2,568 | 4,383 | 2,759 | 1,064 | 16,377 | • 2021/22 | 1,684 | 1,456 | 2,673 | 3,291 | 2,523 | 1,779 | 13,406 | • 2022/23 | 1,573 | 2,770 | 2,693 | 3,366 | - | - | 10,402 |  |
|                                                                                                               | October                         | November                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | December | January | February | March    | YTD     |          |       |     |           |       |       |       |       |       |       |        |           |     |       |       |       |       |     |        |           |       |       |       |       |       |       |        |           |       |       |       |       |       |       |        |           |       |       |       |       |   |   |        |                                                                                     |
| • 2018/19                                                                                                     | 1,037                           | 2,372                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 2,972    | 4,196   | 2,904    | 1,275    | 14,756  |          |       |     |           |       |       |       |       |       |       |        |           |     |       |       |       |       |     |        |           |       |       |       |       |       |       |        |           |       |       |       |       |       |       |        |           |       |       |       |       |   |   |        |                                                                                     |
| • 2019/20                                                                                                     | 732                             | 3,984                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1,318    | 5,006   | 2,560    | 930      | 14,530  |          |       |     |           |       |       |       |       |       |       |        |           |     |       |       |       |       |     |        |           |       |       |       |       |       |       |        |           |       |       |       |       |       |       |        |           |       |       |       |       |   |   |        |                                                                                     |
| • 2020/21                                                                                                     | 1,459                           | 4,144                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 2,568    | 4,383   | 2,759    | 1,064    | 16,377  |          |       |     |           |       |       |       |       |       |       |        |           |     |       |       |       |       |     |        |           |       |       |       |       |       |       |        |           |       |       |       |       |       |       |        |           |       |       |       |       |   |   |        |                                                                                     |
| • 2021/22                                                                                                     | 1,684                           | 1,456                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 2,673    | 3,291   | 2,523    | 1,779    | 13,406  |          |       |     |           |       |       |       |       |       |       |        |           |     |       |       |       |       |     |        |           |       |       |       |       |       |       |        |           |       |       |       |       |       |       |        |           |       |       |       |       |   |   |        |                                                                                     |
| • 2022/23                                                                                                     | 1,573                           | 2,770                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 2,693    | 3,366   | -        | -        | 10,402  |          |       |     |           |       |       |       |       |       |       |        |           |     |       |       |       |       |     |        |           |       |       |       |       |       |       |        |           |       |       |       |       |       |       |        |           |       |       |       |       |   |   |        |                                                                                     |

## 17. Asset Management and Resourcing

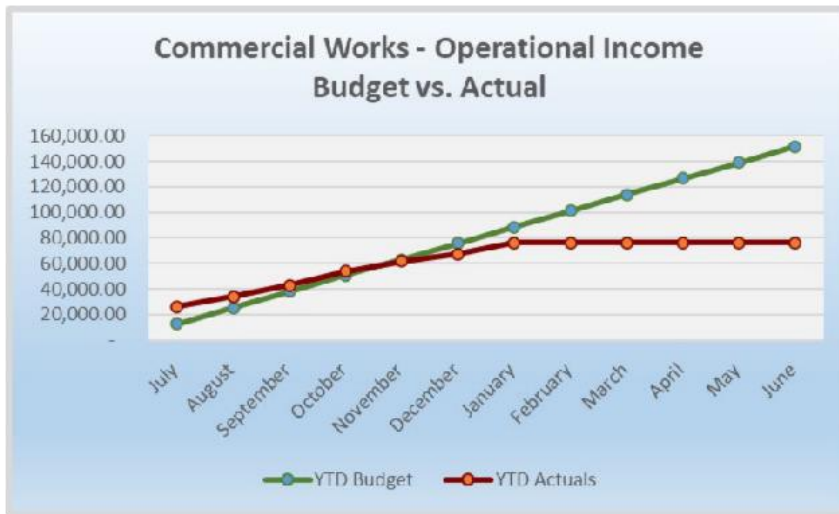


| COA                                                                      | 22/23 Review 1 Budget | 22/23 YTD Actuals January | 22/23 Percentage Spent |
|--------------------------------------------------------------------------|-----------------------|---------------------------|------------------------|
| <b>Asset Management &amp; Resourcing</b>                                 | <b>1,226,589</b>      | <b>340,823</b>            | <b>27.79%</b>          |
| 1. Operating Income                                                      | (10,000)              | (516)                     | 5.16%                  |
| 2. Operating Expenditure                                                 | 1,007,752             | 332,125                   | 32.96%                 |
| 4. Capital Expenditure                                                   | 220,000               | 4,335                     | 1.97%                  |
| 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               | 4,335                     | 4.33%                  |
| 6. Liabilities                                                           | 8,837                 | 4,878                     | 55.20%                 |

## 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 | Report to be updated in March. |  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 |                                |  NEEDS WORK   |
| 5.1.3.3 Infrastructure and assets inspections.                                                                                           | Manager Asset & Program Planning |                                |  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 |                                |  NEEDS WORK  |
| 5.1.3.6 Develop and implement the Depot Master Plan.                                                                                     | Manager Asset & Program Planning |                                |  NEEDS WORK |

### 18. Commercial Works

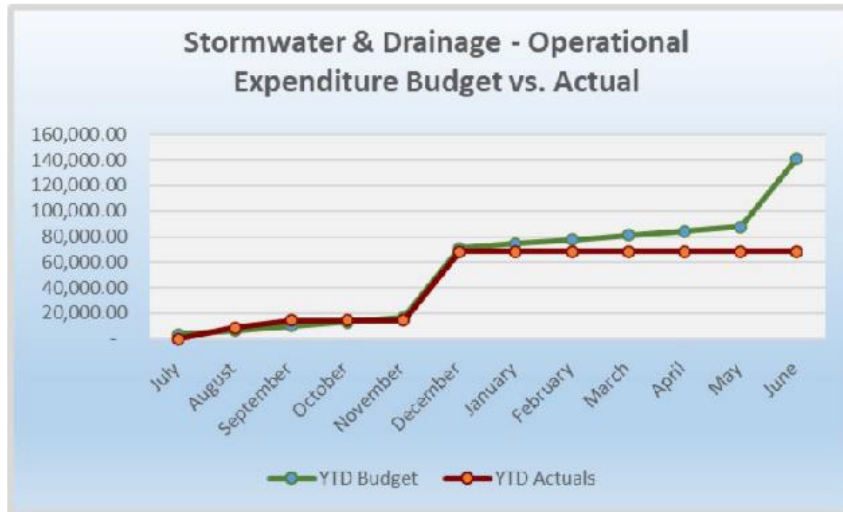


| COA                      | 22/23 Review 1 Budget | 22/23 YTD Actuals January | 22/23 Percentage Spent |
|--------------------------|-----------------------|---------------------------|------------------------|
| <b>Commercial Works</b>  | (35,159)              | (19,972)                  | 56.80%                 |
| 1. Operating Income      | (151,842)             | (76,110)                  | 50.12%                 |
| 2. Operating Expenditure | 116,683               | 56,139                    | 48.11%                 |

## 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  | <p>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.</p> <p>January 2023 - 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</p> | <br>NEEDS WORK |

### 19. Stormwater and Drainage

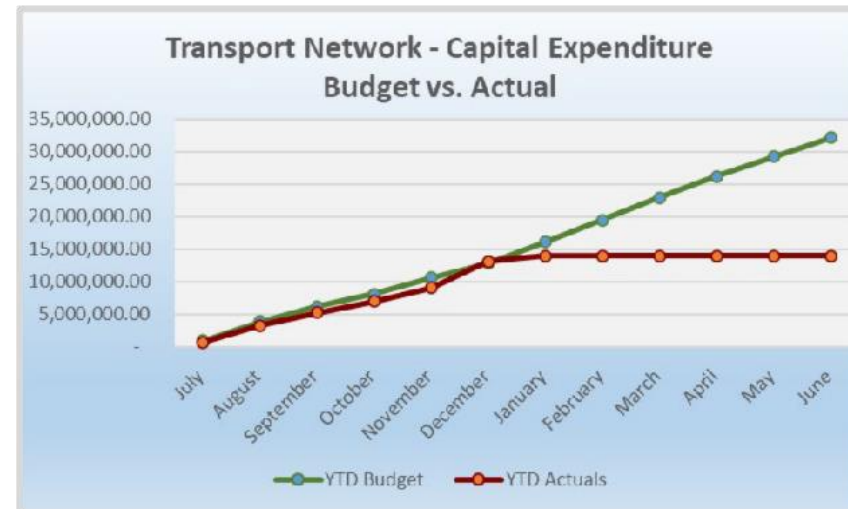
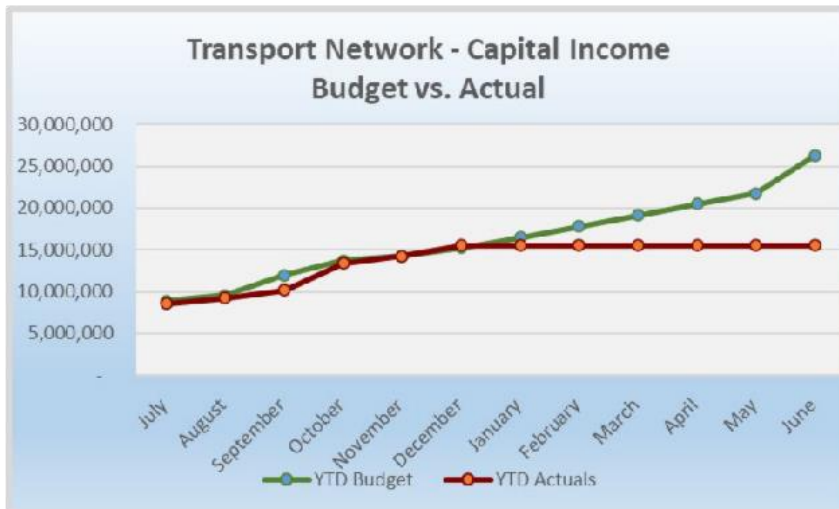
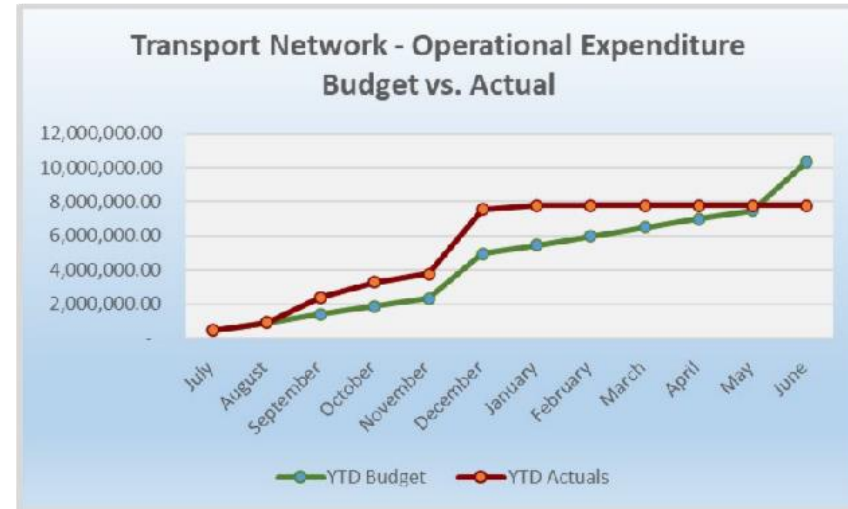
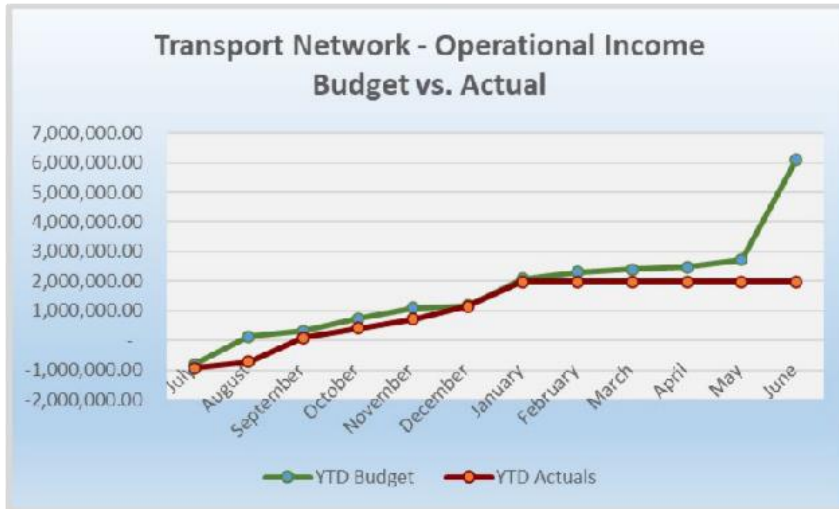


| COA                              | 22/23 Review 1 Budget | 22/23 YTD Actuals January | 22/23 Percentage Spent |
|----------------------------------|-----------------------|---------------------------|------------------------|
| <b>Stormwater &amp; Drainage</b> | <b>199,993</b>        | <b>(3,330)</b>            | <b>-1.67%</b>          |
| 1. Operating Income              | (71,478)              | (71,590)                  | 100.16%                |
| 2. Operating Expenditure         | 141,271               | 68,556                    | 48.53%                 |
| 3. Capital Income                | 0                     | (367)                     | 0.00%                  |
| 4. Capital Expenditure           | 130,200               | 71                        | 0.05%                  |
| 8252502. Drainage Pits - Upgrade | 63,000                | 0                         | 0.00%                  |
| 8252523. Urban Culverts Renewal  | 27,200                | 71                        | 0.26%                  |
| 8252526. Stormwater Pipe Renewal | 40,000                | 0                         | 0.00%                  |

**19. STORMWATER DRAINAGE**

| Business Unit: Stormwater Drainage                       |                                  |                               |            |        |        |                                                                                     |
|----------------------------------------------------------|----------------------------------|-------------------------------|------------|--------|--------|-------------------------------------------------------------------------------------|
| Service Profile: Stormwater Drainage                     |                                  |                               |            |        |        |                                                                                     |
| Action                                                   | Responsibility                   | Progress Comm                 | % Complete | Target | Status |                                                                                     |
| 4.1.2.1 Implement the Storm water Asset Management Plan. | Manager Asset & Program Planning | Report to be updated in March |            |        |        |  |

## 20. Transport Network







| COA                                                                                         | 22/23<br>Review 1<br>Budget | 22/23<br>YTD Actuals<br>January | 22/23<br>Percentage<br>Spent |
|---------------------------------------------------------------------------------------------|-----------------------------|---------------------------------|------------------------------|
| <b>Transport Network</b>                                                                    | <b>10,577,467</b>           | <b>4,388,026</b>                | <b>41.48%</b>                |
| 1. Operating Income                                                                         | (6,114,278)                 | (1,975,033)                     | 32.30%                       |
| 2. Operating Expenditure                                                                    | 10,364,925                  | 7,796,991                       | 75.22%                       |
| 3. Capital Income                                                                           | (26,310,530)                | (15,551,560)                    | 59.11%                       |
| 4. Capital Expenditure                                                                      | 32,148,269                  | 13,932,563                      | 43.34%                       |
| 6215110. Regional & Local Roads Traffic Facilities                                          | 68,000                      | 52,183                          | 76.74%                       |
| 6215510. Regional Roads Block Grant - Reseals Program.                                      | 582,668                     | 264,582                         | 45.41%                       |
| 6215531. Special Grant Mt Lindesay Road (RMS/Fed)                                           | 5,323,347                   | 5,677,444                       | 106.65%                      |
| 6215544. BLERF - 0737 - Improve Mt Lindesay Road                                            | 5,297,708                   | 1,290,024                       | 24.35%                       |
| 6215548. Restart NSW Funding - Beaury Creek Bridge Replacement - Tooloom Road - Expenditure | 0                           | (0)                             | 0.00%                        |
| 6215550. Footpaths Capital Works                                                            | 15,000                      | 1,435                           | 9.57%                        |
| 6215552. Roads to Recovery 2019-24                                                          | 1,044,335                   | 32,252                          | 3.09%                        |
| 6215566. Developer Contribution Road Works                                                  | 0                           | 36,879                          | 0.00%                        |
| 6215568. FLR200241 - Kildare Road (Tenterfield Tourist Route 9)                             | 2,666,325                   | 1,656,842                       | 62.14%                       |
| 6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel        | 0                           | 61,258                          | 0.00%                        |
| 6215572. FLR300128 - Tooloom Road West Rehabilitation                                       | 2,970,024                   | 167,442                         | 5.64%                        |
| 6215575. ROSI - Sunnyside Platform Road Upgrade                                             | 1,752,075                   | 1,561,105                       | 89.10%                       |
| 6215576. BSBR000641 - Drake Village Revitalisation                                          | 2,900,300                   | 14,213                          | 0.49%                        |

| <b>COA</b>                                                                                       | <b>22/23<br/>Review 1<br/>Budget</b> | <b>22/23<br/>YTD Actuals<br/>January</b> | <b>22/23<br/>Percentage<br/>Spent</b> |
|--------------------------------------------------------------------------------------------------|--------------------------------------|------------------------------------------|---------------------------------------|
| 6215579. Local Roads & Community Infrastructure Program - Round 3                                | 2,088,670                            | 516,298                                  | 24.72%                                |
| 6215580. Repair Program 2022/23                                                                  | 565,572                              | 239,735                                  | 42.39%                                |
| 6220269. DRFA AGRN1012 Package 1 EPAR                                                            | 0                                    | 138,292                                  | 0.00%                                 |
| 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                            | 858,078                                  | 77.97%                                |
| 6220274. Bridges Renewal Program - Unknown Creek Bridge (67203) Replacement, Paddy's Flat Rd Nth | 722,414                              | 128,476                                  | 17.78%                                |
| 6220276. Bridges Renewal Program - Unknown Creek Bridge (67161) Replacement, Paddy's Flat Rd St  | 532,955                              | 508,322                                  | 95.38%                                |
| 6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Rd             | 644,907                              | 166,783                                  | 25.86%                                |
| 6220278. Fixing Country Bridges - Washpool Creek Bridge Replacement, Leechs Gully Rd             | 306,867                              | 325,789                                  | 106.17%                               |
| 6220500. Urban Streets - Reseal Program                                                          | 60,000                               | 0                                        | 0.00%                                 |
| 6220501. Road Renewal - Gravel Roads                                                             | 601,519                              | 122,640                                  | 20.39%                                |
| 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                              | 3,620                                    | 0.68%                                 |
| 6220507. Rural Roads - Reseal Program                                                            | 653,940                              | 0                                        | 0.00%                                 |
| 6220512. Rural Culverts & Pipes                                                                  | 100,000                              | 2,531                                    | 2.53%                                 |
| 6220513. Concrete Bridges                                                                        | 40,223                               | 0                                        | 0.00%                                 |

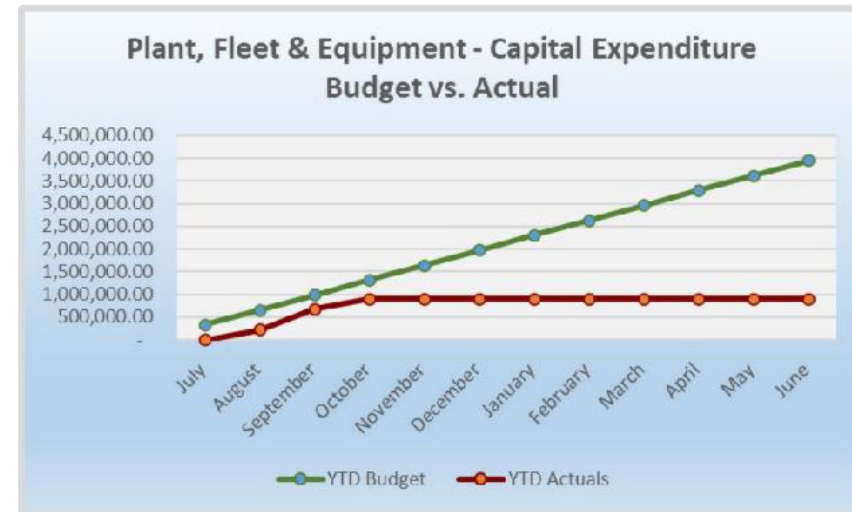
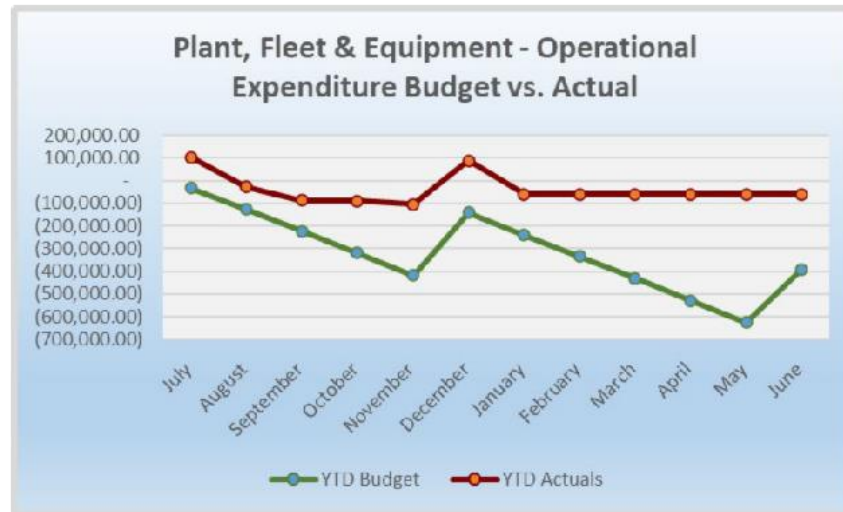
| <b>COA</b>                                                             | <b>22/23<br/>Review 1<br/>Budget</b> | <b>22/23<br/>YTD Actuals<br/>January</b> | <b>22/23<br/>Percentage<br/>Spent</b> |
|------------------------------------------------------------------------|--------------------------------------|------------------------------------------|---------------------------------------|
| 6220514. Causeways                                                     | 208,163                              | 0                                        | 0.00%                                 |
| 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                              | 83,269                                   | 16.65%                                |
| 6240513. Other Contributions to Works (Capital) - Expenses             | 6,752                                | 6,138                                    | 90.91%                                |
| <b>6. Liabilities</b>                                                  | <b>489,081</b>                       | <b>185,066</b>                           | <b>37.84%</b>                         |

## 20. TRANSPORT NETWORK

| Business Unit: Transport Network                                                                                               |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Service Profile: Transport Network                                                                                             |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                   |
| Action                                                                                                                         | Responsibility                   | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Status                                                                                            |
| 4.1.1.1 - Manage and deliver construction services for transport infrastructure, including footpaths, pavements and cycleways. | Manager Asset & Program Planning | Report to be updated in March                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <br>NEEDS WORK |
| 4.1.1.2 Manage and deliver maintenance services for transport infrastructure.                                                  | Manager Works                    | <p>January Grading Report 2023</p> <p>Council is returning to a normal grading routine maintenance.</p> <p>Grading Schedule</p> <ul style="list-style-type: none"> <li>o Eastern Grader –graded Mudflat Rd (touch up – subject to further DRFA assessment), Osbournes, Cheviot Hills Rd, Bunijah Rd and Sugarbag West Rd. This crew is currently preparing a low cost pavement for LRCI sealing on Paddy’s Flat Rd South commencing at 11.87km for a length of 5.1km. Council anticipates sealing this section late February, early March. This crew will attend to Pateman’s Rd, Ramsay Rd, Ogilvie Dr, Bushy Dr, Cyril Smith Circuit and Chauvel Rd.</li> <li>o Northern Grader – This grader has graded Beaury Ck Rd and tributaries. Paddy’s Flat Rd North LRCI project has commenced 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 completed new bridge over Kangaroo Creek. Council anticipates conducting an initial seal late February, early March. This crew will attend to Wallaby Ck Rd and various others at the completion of this project.</li> <li>o Western Grader – subject to staffing availability, currently stood down. A contract grader has graded Haddocks Rd an LRCI seal combined with DA contributions to seal this road prior to Christmas 2022. Roos Rd has had repairs conducted. This crew has constructed a slip lane and turning lane at the intersection of Bruxner Way and Sunnyside Platform roads. This intersection is now asphalted. 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, commencing mid February 2023, sealing early March. Council anticipates a contract grader commencing flood damage repairs and full grading of Pyes Ck Rd and Silent Grove Rd following Pyes Ck LRCI project.</li> </ul> | <br>NEEDS WORK |

- o Central Grader – Constructed low cost preparation on Robinson’s Lane, Leeches Gully Rd, Washpool Ck Rd and Homestead Rd, sealed prior to Christmas 2022.
- o Bridge Crew have installed pedestrian crossings on Manners and Crown Streets. This crew will complete various drainage works around the shire during February, early March, anticipating to commence footpath replacement in Urbenville late March.
- o Council Drainage excavator has completed drainage on roads and streets as issues arise. This excavator keeps in front of drainage for the Central Crew and Eastern Crew graders, primarily on Billirimba road now.
- o The Patching Crew continues to work tirelessly repairing the sealed network, utilizing the new pothole funding. Two contract labourers have been engaged to assist with this manual labour work.
- o A contract crew has conducted repairs to Rivertree Road, Wallaroo Range Road and Undercliffe Roads to make safe.
- o Council awaits upper limit approvals for DRFA Essential Public Asset Restoration (EPAR) works.
- o Plains Stn Rd at Frasers Cutting continues to allow traffic access under lights.

## 21. Plant, Fleet and Equipment

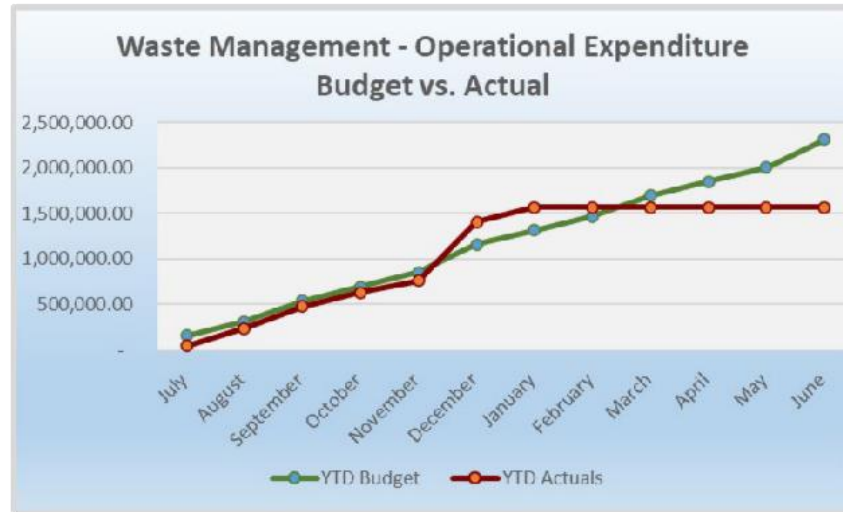


| COA                                     | 22/23 Review 1 Budget | 22/23 YTD Actuals January | 22/23 Percentage Spent |
|-----------------------------------------|-----------------------|---------------------------|------------------------|
| <b>Plant, Fleet &amp; Equipment</b>     | <b>323,887</b>        | <b>(209,588)</b>          | <b>-64.71%</b>         |
| 1. Operating Income                     | (188,190)             | (18,580)                  | 9.87%                  |
| 2. Operating Expenditure                | (390,346)             | (59,764)                  | 15.31%                 |
| 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)           | (1,029,994)               | 33.86%                 |

**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 | Report to be updated in March. | <br>No TARGET |


## 22. Waste Management





| COA                                                          | 22/23<br>Review 1<br>Budget | 22/23<br>YTD Actuals<br>January | 22/23<br>Percentage<br>Spent |
|--------------------------------------------------------------|-----------------------------|---------------------------------|------------------------------|
| <b>Waste Management</b>                                      | <b>2,074,433</b>            | <b>(1,981,887)</b>              | <b>-95.54%</b>               |
| 1. Operating Income                                          | (3,273,259)                 | (3,286,297)                     | 100.40%                      |
| 2. Operating Expenditure                                     | 2,316,618                   | 1,566,935                       | 67.64%                       |
| 3. Capital Income                                            | (693,858)                   | (524,130)                       | 75.54%                       |
| 4. Capital Expenditure                                       | 3,539,265                   | 129,615                         | 3.66%                        |
| 7080500. 240L Wheelie Bins                                   | 2,101                       | 2,893                           | 137.70%                      |
| 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                       | 150                             | 7.49%                        |
| 7080560. EPA Bushfire Recovery Program for Council Landfills | 685,209                     | 57,166                          | 8.34%                        |
| 7080561. Boonoo Boonoo Landfill - Environmental Improvements | 12,020                      | 12,020                          | 100.00%                      |
| 7080564. Boonoo Boonoo - Develop Stage 5                     | 2,569,752                   | 51,692                          | 2.01%                        |
| 7080568. Boonoo Boonoo - WHS Facilities & Amenities Upgrade  | 0                           | 55                              | 0.00%                        |
| 7080720. Mingoola - Open Transfer Station                    | 70,000                      | 0                               | 0.00%                        |
| 7080732. Torrington Landfill - Convert to Transfer           | 2,000                       | 365                             | 18.24%                       |
| 7080811. Tenterfield WTS Groundwater Bores                   | 119,879                     | 1,754                           | 1.46%                        |
| <b>6. Liabilities</b>                                        | <b>185,667</b>              | <b>131,990</b>                  | <b>71.09%</b>                |

## 22. WASTE MANAGEMENT

| 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<br>Water & Waste | <p>December 2022 to January 2023 - Update The Operational opening of Torrington was opened 20th November 2021 and final taring occurred July 2022. Final fencing is awaiting installation expected November 2022.</p> <p>Expansion of the future cell (cell 5) Finalisation of storm water sediment basins have been completed. Leachate management plan is completed and sent to EPA. Surface water management plan has been received in draft, under review. Further surveys have been undertaken which are required for masterplan update delayed due weather conditions, completed April 2022. Master plan entering final phase draft plans received, and reviewed July 2022 finalisation completed in August 2022 which were sent to EPA for approval, feedback received 24/11/2022, discussions with designers for response, pending.</p> <p>Upgrade for Mingoola new waste transfer station, has stalled Council entered into leases with Crown lands initially and now Council entering into negotiations with the Moombahlene LALC to purchase the site- on hold.</p> <p>Request by EPA for an investigation into pezio-wells commenced with initial checking of water levels and depths utilising a electrometer, further investigations have been awarded and were undertaken in June 2022, final report suggested 2 wells damaged, a CCTV of wells was scheduled in July 2022 and the wells passed, with no damage recorded.</p> <p>The application for funding from the bushfires in 2019 has continued with Council to receive \$773,692 for improvements at Boonoo Boonoo and Torrington, deeds have been signed, works have commenced onsite for office deployment, truck shelter is now erected with septic tank connection completed, 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, installation completed December 2022 and Asset inspection February 2023.</p> <p>To try to reduce the contamination in recycling an advertising campaign was undertaken as well as staff continued to audit recycling bins for contamination. Continued offenders are charged a fee to empty contaminated bins, or alternatively decontaminate themselves for future pick-up. 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 Provided in February 2023 meeting for final adoption. Notification of asbestos in recycling was again provided this month, through Councils Contractors November 2022.</p> | <br><small>ON TRACK</small> |

**22. WASTE MANGEMENT**

**Monthly Operational Report - December 2022 - January 2023**

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.

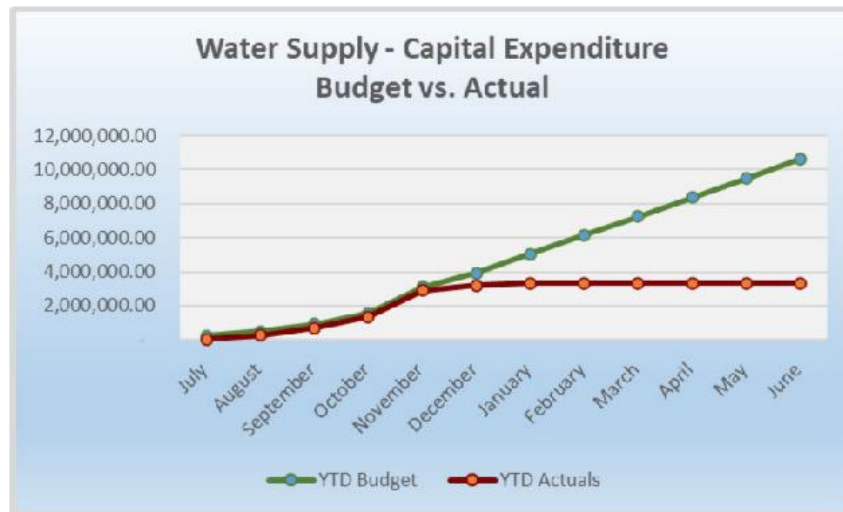
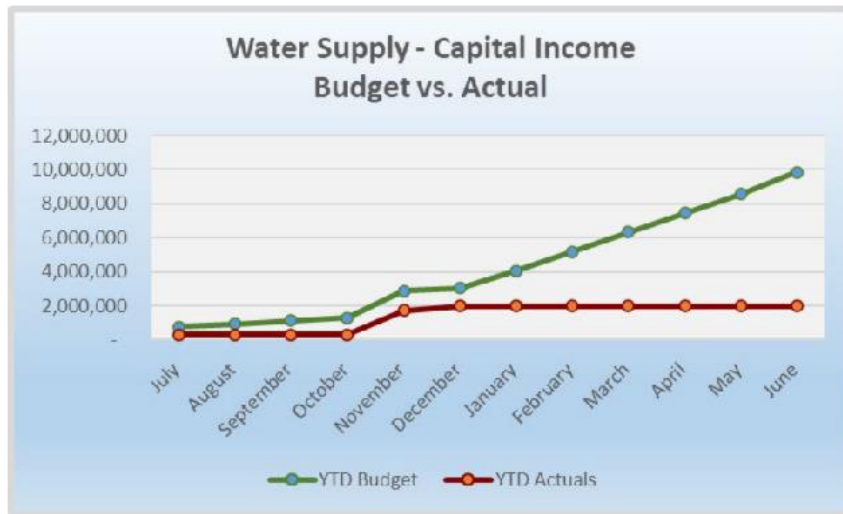
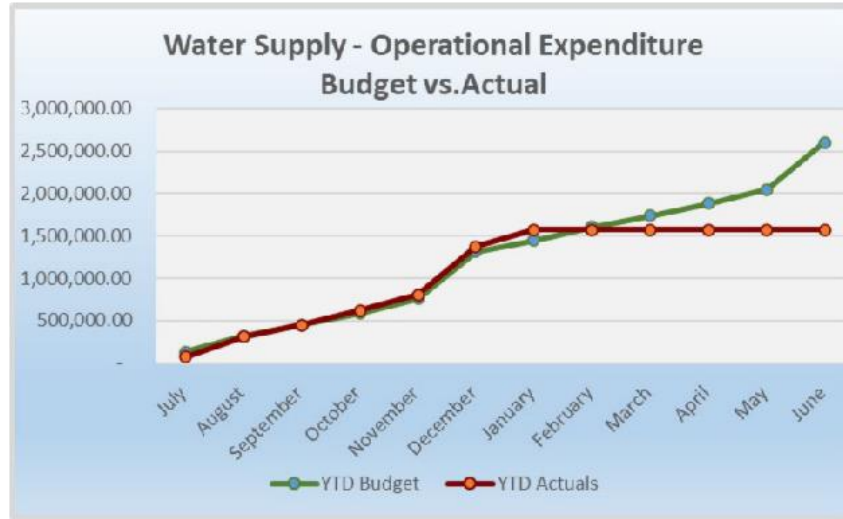
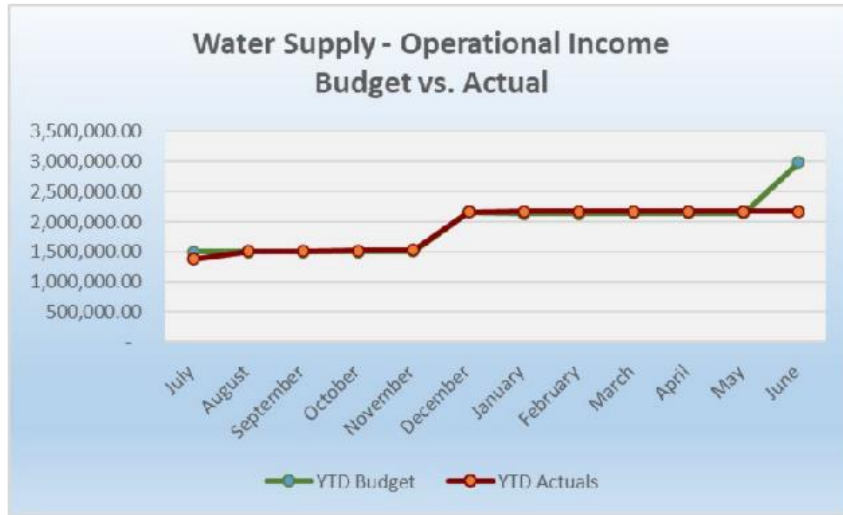
NIRW have provided new recycling stations for office collection one will be located in the library and one in the community centre.

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, deployment of new surveillance cameras expected to occur in February 2023. Alternative cover landfill (Posi-shell) spray unit completed and deployed to Boonoo Boonoo Landfill (Site 51).

Weather station has been installed and is operational at Boonoo Boonoo, investigating links to Council's website to enable online data for the community.


Replacement of the old side loader has commenced the tender stage with RFT preparation and release expected to occur next month report prepared for Council's February 2023 meeting.  
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.

### 23. Water Supply



| COA                                                                | 22/23<br>Review 1<br>Budget | 22/23<br>YTD Actuals<br>January | 22/23<br>Percentage<br>Spent |
|--------------------------------------------------------------------|-----------------------------|---------------------------------|------------------------------|
| <b>Water Supply</b>                                                | <b>668,628</b>              | <b>878,012</b>                  | <b>131.32%</b>               |
| 1. Operating Income                                                | (2,985,719)                 | (2,168,902)                     | 72.64%                       |
| 2. Operating Expenditure                                           | 2,604,426                   | 1,575,592                       | 60.50%                       |
| 3. Capital Income                                                  | (9,857,899)                 | (1,973,292)                     | 20.02%                       |
| 4. Capital Expenditure                                             | 10,647,855                  | 3,341,929                       | 31.39%                       |
| 7484505. Tenterfield Mains Replacement                             | 282,900                     | 139,356                         | 49.26%                       |
| 7484506. Tenterfield Meter Replacement                             | 22,600                      | 398                             | 1.76%                        |
| 7484522. Tenterfield Water Treatment Plant Construction            | 7,614,384                   | 2,878,473                       | 37.80%                       |
| 7484533. Water Network Mapping Improvements                        | 20,000                      | 10,885                          | 54.43%                       |
| 7484538. BLERF 0377 - Tenterfield Villages Emergency Water Program | 970,153                     | 186,372                         | 19.21%                       |
| 7484540. Bulk Water Metering Grant                                 | 49,125                      | 3,810                           | 7.76%                        |
| 7484541. New Grid Urbenville Water Supply Project                  | 1,558,000                   | 18,622                          | 1.20%                        |
| 7484542. Tenterfield Apex Park Bore - Relining                     | 39,193                      | 39,193                          | 100.00%                      |
| 7484811. Urbenville Water Treatment Plant Upgrade                  | 50,000                      | 48,559                          | 97.12%                       |
| 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%                       |
| <b>6. Liabilities</b>                                              | <b>259,965</b>              | <b>102,684</b>                  | <b>39.50%</b>                |

### 23. WATER SUPPLY

| Business Unit: Water Supply                                                                       |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                |
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| 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<br>Water & Waste | <p>December 2022 to January 23-Update 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>Works have continued on the New Water Filtration Plant on Scrub Road.</p> <p>NSW Dam Safety regulation with compulsory risk assessment for the dam under NSW Dam Safety requirements draft completed in December 2022.</p> <p>Opportunity to continue the Urbenville flood risk assessment has gained OEH endorsement. Tenterfield update of the flood risk study has also gained endorsement and has been shortlisted, grant has been successful, with Council awarded \$89,998. Brief under development January 2023.</p> <p>Opportunity under a Leakage reduction pilot program, Council was awarded \$36,843.75 DPE-Water, for installation of new mag-flow meter at East Street reservoir, planning completed equipment received for installation expected February 2023.</p> <p>A new opportunity to further the Bore water refinement with application for grant under Resilience NSW, Local &amp; Regional Risk Reduction stream - Pathway 2 application submitted unfortunately unsuccessful December 2022.</p> <p>A new opportunity to further the Dam masterplan development with application for grant under Regional Growth Fund, Regional Drought Resilience Planning Program Department of Regional NSW - application submitted February 2023.</p> <p>Arrival of new weather stations occurred this month May 2022, deployed, December 2022. Systems are running collecting data, new investigation for weather links links to Council's website to enable online data for the community.</p> | <br><small>ON TRACK</small> |

**23. WATER SUPPLY** **Monthly Operational Report - December 2022 - January 2023**

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

Manager  
 Water & Waste

December 2022 to January 2023-Update The Integrated water catchment management grant (IWCM) deeds have been signed February 2022, has progressed with secure yield studies awarded, with draft report received. Additional surveys required, including extended benthic survey of Urbenville, completed this month in October 2022, secure yield assessment finalised in November 2022. Urbenville assessment and future treatment strategy completed December 2022. Options report underway January 2022.

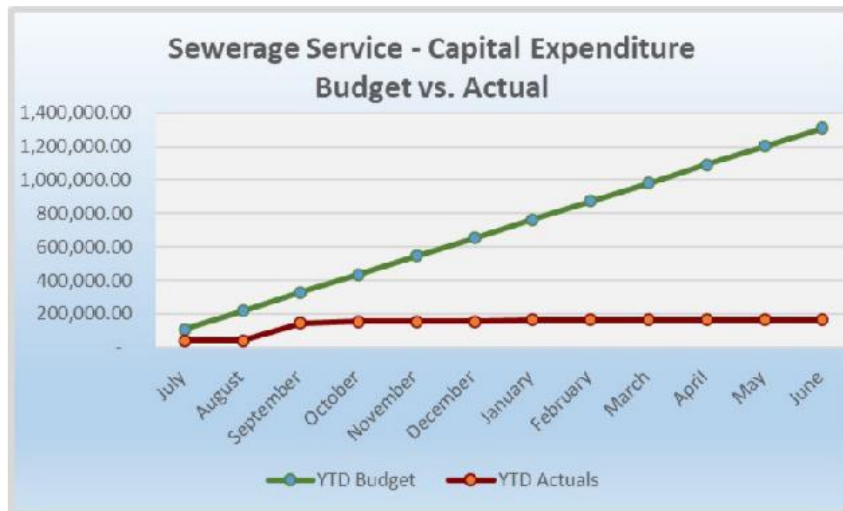
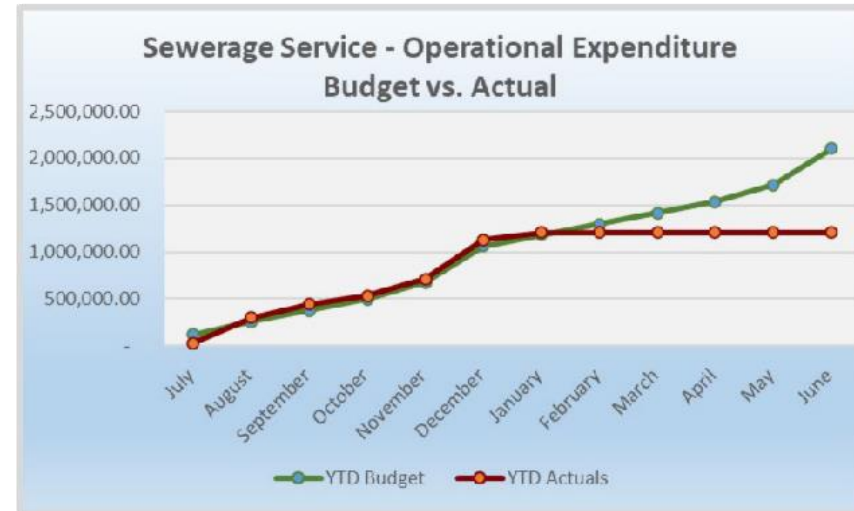
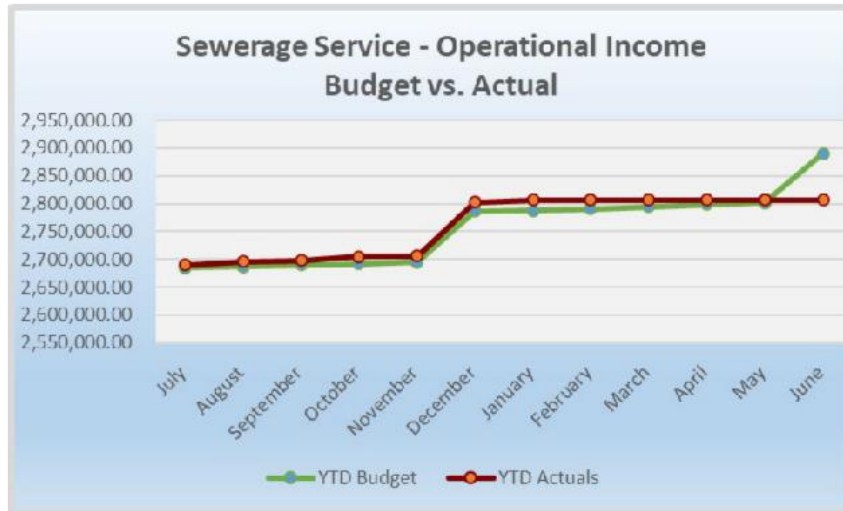


The Tenterfield Sustainable and Disaster Resilient Communities program, for the villages of Drake, Liston, Legume, and Torrington. The reticulation will predominantly service pumps for groundwater/river water holding tanks and standpipe delivery systems, including solar systems. The hydrogeologists engaged draft report pending August 2022. RFQ for drilling completed and under review in August 2022 report submitted to Council September 2022 and approved. Bore location inspections occurred in September with Hydrogeologists and Drillers, NRAR application for drilling Legume submitted September, completed applications for Liston Drake and Torrington in October 2022, waiting approval January 2023.

Verification mapping for Councils Water and Sewer assets was delayed in July to commence in August 2022, with contractors utilising GPS equipment for locations in Tenterfield 598 individual locations where mapped additional mapping of hydrants and valves will commence February 2023 this financial year, Urbenville was postponed till next financial year.

Amended Water Quality policy to include Dam Safety, and new Backflow prevention completed in August, report approved at Council's September meeting 2022. Report for Backflow prevention under community consultation, completion in October extended till November 2022 due to advertising delay, completed report to Council in February 2023.


## 24. Sewerage Service





| COA                                                                  | 22/23<br>Review 1<br>Budget | 22/23<br>YTD Actuals<br>January | 22/23<br>Percentage<br>Spent |
|----------------------------------------------------------------------|-----------------------------|---------------------------------|------------------------------|
| <b>Sewerage Service</b>                                              | <b>610,601</b>              | <b>(1,386,636)</b>              | <b>-227.09%</b>              |
| <b>1. Operating Income</b>                                           | <b>(2,889,930)</b>          | <b>(2,807,085)</b>              | <b>97.13%</b>                |
| <b>2. Operating Expenditure</b>                                      | <b>2,100,586</b>            | <b>1,207,864</b>                | <b>57.50%</b>                |
| <b>3. Capital Income</b>                                             | <b>(10,000)</b>             | <b>(3,100)</b>                  | <b>31.00%</b>                |
| <b>4. Capital Expenditure</b>                                        | <b>1,309,354</b>            | <b>165,391</b>                  | <b>12.63%</b>                |
| 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                     | 11,014                          | 10.75%                       |
| 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%                      |
| <b>6. Liabilities</b>                                                | <b>100,591</b>              | <b>50,295</b>                   | <b>50.00%</b>                |

## 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<br>Water & Waste | <p>December 2022 to January 2023-Update Molesworth/Miles Street pumping station review and design amendment under development and extending the sewer system to the new water filtration plant has progressed with final designs received in September, planning has commenced for construction with ordering of manholes, pipes and fittings.</p> <p>RFQ for manhole refurbishment under development to continue to refurbish the level 4 manholes, quotations received under LGP under review. Awarded with Council contractor commence in January 2023 - completed.</p> <p>RFQ for sewer relining released in December 2022, Tenders received and under review in January 2023 expected award in March 2023.</p> <p>Smoke testing second of inspections scheduled for February 2023 and the end of this financial year. Urbenville de-sludging of finishing ponds commenced in February 2022, however due to flooding finalisation of cleaning was postponed and recommenced in July continued through August 2022, some delays due to PS1 and WTP requirements, desludging now completed in December 2022. Inspection of Urbenville STP by EPA occurred on the 18th January 2023.</p> <p>Verification mapping for Councils Water and Sewer assets was delayed in July to commence in August 2022, with contractors utilising GPS equipment for locations in Tenterfield 598 individual locations where mapped additional mapping will commence February 2023 this financial year, Urbenville was postponed till next financial year.</p> <p>As part of the refurbishment program for the Tenterfield STP, a new upgrade with control probes that monitor treatment processes provide savings to utilise energy more efficiently, PLC replacement completed January 2023, handrails (measured and orders pending) and cable trays scheduled. Equipment services completed for Urbenville and Tenterfield.</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. A saw has been procured to aid this task. To enable schedules an equipment specialist will undertake cracking works in February 2023 to break the granite to ensure a better outcome for installation.</p> | <br>No TARGET |

**24. SEWERAGE SERVICES**

Monthly Operational Report - December 2022 - January 2023

Urbenville STP, bearings on rotor replaced, decanter repaired, PLC reset due to synchronisation issues from power outages, limit switches repaired.

Petre Street Major pump station has been scheduled for pump replacement, expected to occur next month, Pumps ordered expected installation February 2023.

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

|                      |                                                          |
|----------------------|----------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>             |
| <b>Submitted by:</b> | Roy Jones, Manager Finance & Technology                  |
| <b>Reference:</b>    | <b>ITEM GOV2/23</b>                                      |
| <b>Subject:</b>      | <b>QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2022</b> |

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                             |                                                                                                                                                      |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community. |
| <b>CSP Strategy:</b>        | Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.                                           |
| <b>CSP Delivery Program</b> | Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.                                    |

#### **SUMMARY**

The purpose of this Report is to provide Council with a Quarterly Budget Review Statement in accordance with Regulation 203 of the Local Government (General) Regulation 2005 (the Regulation).

#### **OFFICER'S RECOMMENDATION:**

##### **That Council:**

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

- a) No additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless they are offset by other savings (e.g. with road works such as re-sheeting, with a plan to reduce maintenance costs) or grant funded, and even then only where there will be no additional operating costs as a result of the expenditure i.e. if capital related expenditure, it should be for the replacement of existing assets only, not new assets;**
- b) Acknowledge the ongoing governance and treasury management difficulties Council faces with the current structure of many grant and disaster funding payments, and advocate for changes to the timing of these cash payments from State and Federal governments;**
- c) Council continues to explore increases in operational income by considering selling assets and reassessing commercial lease agreements to increase cash flow to meet requirements for the financial year in line with original budget.**

#### **BACKGROUND**

Regulation 203 of the Regulation states that:

- (1) Not later than two months after the end of each quarter (except the June quarter), the Responsible Accounting Officer of a Council must prepare and

Our Governance No. 2 Cont...

submit to the Council a Budget Review Statement that shows, by reference to the estimate of income and expenditure set out in the Council's Statement of Revenue Policy included in the Operational Plan for the relevant year, a revised estimate of the income and expenditure for that year.

- (2) A Budget Review Statement must include or be accompanied by:
  - (a) a Report as to whether or not the Responsible Accounting Officer believes that the statement indicates that the financial position of the Council is satisfactory, having regard to the original estimate of income and expenditure, and
  - (b) if that position is unsatisfactory, recommendations for remedial action.
- (3) A Budget Review Statement must also include any information required by the Code to be included in such a statement.

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

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

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

#### **REPORT:**

The original budget adopted by Council indicated that the Net Operating Deficit at the end of the 2022/23 financial year was expected to be **(\$1,266,008)**. The Operating Deficit was **(\$904,893)** when capital grants and contributions were included. This was based on budgeted total revenue of \$23,976,002 and budgeted total operating expenditure of \$24,880,895.

In the September 2022 Quarterly Budget Review, the net effect of changes made resulted in a decline of **(\$1,519,664)** from the projected deficit of the original budget, to result in a projected Net Operating Deficit of **(\$2,785,672)**.

**In the December 2022 Quarterly Budget Review, the net effect of changes made has resulted in a further decline of (\$1,754,414) from the projected operating deficit of the original budget, to result in a projected Net Operating Deficit of (\$4,540,086).**

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

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

Our Governance No. 2 Cont...

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

---

Total Continuing Operating Revenue

For the 2022/23 year, Council originally budgeted for a negative Operating Ratio (deficit) both including and excluding Capital income of (3.77%) and (5.36%) respectively.

This changed in the September 2022 Quarterly Budget Review to 56.39% and (10.74%) respectively. This was due to grant funding capital works carried forwards from previous year of approximately \$37 Million. Further, grants carried forward for operational purposes totaled approximately \$1.7 Million.

As a result of the December 2022 Quarterly Budget Review, the Operating Ratios are now forecast at 52.54% including Capital income, and (15.96%) **excluding Capital income.**

**Comment by the Responsible Accounting Officer:**

The report clearly indicates that the projected financial position as at 30 June 2023 is unsatisfactory. Further action needs to be taken to address this issue urgently to reduce operating deficit in this financial year and into the future years. Noting, this is primarily due to funding and timing of grants despite administrations ongoing operational deferrals.

Council's cash position has been positive predominately by the receipt of 75% advance payment of Financial Assistance Grants in the previous financial year.

As required under the Regulation, some remedial actions continue to be proposed as part of the December 2022 review, including that:

- a) No additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless they are offset by other savings (e.g. with road works such as re-sheeting, with a plan to reduce maintenance costs) or grant funded, and even then only where there will be no additional operating costs as a result of the expenditure i.e. if capital related expenditure, it should be for the replacement of existing assets only, not new assets;
- b) Acknowledge the ongoing governance and treasury management difficulties Council faces with the current structure of many grant and disaster funding payments, and advocate for changes to the timing of these cash payments from State and Federal governments.
- c) Council continues to explore increase in operational income by considering selling assets and to reassess current commercial lease agreements.

While the above will not return the operating position to surplus by 30 June 2023, the aim is to continue to ensure the financial sustainability of Council in the longer term.

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

Our Governance No. 2 Cont...

### **Special Rate Variation Application:**

On 26 October 2022 Council resolved (237/22) to request the Chief Executive Officer to notify the Independent Pricing and Regulatory Tribunal of its intent to apply under section 508A of the Local Government Act 1993 for a Special Rate Variation of 43% (including the rate peg) in 2023/2024 and 43% (including the rate peg) in 2024/2025 to be a permanent increase retained within the rate base, for the purpose of maintaining current service levels, maintenance and renewal of assets and enhancing financial sustainability.

As a result of the above, in December 2022 Council has formally applied for a Special Rate Variation. IPART will provide its final determination in May 2023.

### **Operational Budget Review:**

Council once again reduced budgets significantly and deferring operational expenditure as part of the 2022/23 budget process. This included a detailed review of the operational expenditure by the Executive Management Team and a further review of capital income and expenditure with a view to align the budget with the Original adopted budget. As shown in the December Quarterly Budget Review, the unsatisfactory financial position continues to be a risk to Council's financial sustainability.

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

Council's depreciation costs have increased substantially over the past few years as new infrastructure has been built on the back of a significant increase in grant funds (depreciation costs were \$6.072 million in 2017/18 and is currently estimated at \$8.311 million for 2022/23).

Council as part of the finalisation of Annual Financial Statements 2021/22 was required to undertake an indexation activity by the Audit Office of New South Wales applicable for infrastructure assets. This resulted in a net impact of \$41.6 million added in Council's balance sheet. The December QBR shows the impact of this indexation to depreciation expense with an increase of \$1,244,564 for the current year, and this increase will also need to be budgeted for next financial year.

Council also continues to face challenges in treasury management of cash-flow due to the many grant-funded and disaster recovery (DRFA) works being funded in arrears (wherein cash is received after expenditure has been incurred).

The claim for the DRFA November 2021 severe weather events is in progress and it is currently estimated that Council should receive reimbursement of approximately \$930,000 (out of total costs \$1.004 million). \$760,000 has so far been received for this event.

The December 2022 budget review has increased the Operational Expenditure budget by \$4.269 million, of which \$1.245 million is the additional depreciation costs mentioned

Our Governance No. 2 Cont...

above, and \$1.556 million is from the ongoing DRFA works which have been added to the budget (shown below):

| Service Area      | Disaster Event                                                              | Budget       |
|-------------------|-----------------------------------------------------------------------------|--------------|
| Transport Network | DRFA February 2022 Severe Weather & Flooding Immediate Recovery Works (IRW) | \$ 1,556,289 |

The Operational expenditure budget additions also includes several new operational grants which Council has received, totaling \$710,348 as below:

| Service Area             | Grant Project                                           | Total Project Budget |
|--------------------------|---------------------------------------------------------|----------------------|
| Civic Office             | National Australia Day Grant 2023                       | \$ 11,000            |
| Community Development    | Youth Week Grant 2023<br>(grant funds \$3,313)          | \$ 5,826             |
| Environmental Management | Millbrook Park Flying-Fox Camp Management Plan Grant    | \$ 10,000            |
| Transport Network        | Fixing Local Roads - Pothole Repair Round               | \$ 578,524           |
| Water Supply             | Tenterfield Flood Study Grant<br>(grant funds \$89,998) | \$ 104,998           |

Additional Operational income of \$2,514,752 has been incorporated in the budget in this review, of which \$2.249 million is related to the DRFA and operational grants shown in the tables above. The property sale for Sugarbag Road, Drake is also included in this QBR, for additional income of \$205,546.

### Capital Budget Review:

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

The December 2022 budget review has increased the Capital Works Expenditure budget by \$992,663, mainly from several grant-funded projects as outlined below:

| Service Area                | Capital Grant Project                                                                                                              | Total Project Budget |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Economic Growth and Tourism | Stronger Country Communities Round 5 - Tenterfield Youth Precinct Infrastructure Upgrade, Stage 2                                  | \$ 904,968           |
| Transport Network           | Ongoing Disaster Recovery program (Capital): DRFA AGRN1012 February 2022 - Essential Public Asset Reconstruction                   | \$ 56,047            |
| Transport Network           | Ongoing Disaster Recovery program (Capital): DRFA AGRN960 March 2021 Dumaresq River Bridge - Essential Public Asset Reconstruction | \$ 61,108            |



Our Governance No. 2 Cont...

### Cash and Investment Review:

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

As at 31 December 2022 Council reported a **positive unrestricted cash balance of \$2,693,127**. This was a positive result and is predominately due to receipt of 75% of Financial Assistance Grants in the previous financial year. However, cash remains a major concern given that this is a very small amount and there is no ability to re-establish internally restricted funds e.g. for Employee Leave Entitlements, or Plant & Vehicle Replacement. By not having sufficient funds within internal restrictions Council is at a higher risk to use externally restricted cash for general purpose. This would result in a breach of the Local Government Act.

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

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

Further, a declaration as to the preparation of bank reconciliations is also required. Bank reconciliations occur on a daily basis with a full reconciliation performed on a monthly basis. The full reconciliation for the December 2022 quarter occurred on 11 January 2023.

### Developer Contributions

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

|                                          |                   |
|------------------------------------------|-------------------|
| Plan Preparation and Administration      | \$ 12,991         |
| Roads                                    | \$ 338,849        |
| Emergency Services                       | \$ 25,563         |
| Community and Civic Facilities           | \$ 14,267         |
| Open Space, Sporting and Recreation      | \$ 4,708          |
| New Multi-Residential Development (7.12) | \$ 3,492          |
| Waste Fund                               | \$ 45,381         |
| Stormwater Fund                          | \$ 4,376          |
| Water Fund                               | \$ 74,192         |
| Sewer Fund                               | \$ 44,556         |
| <b>TOTAL</b>                             | <b>\$ 568,375</b> |

Our Governance No. 2 Cont...

**Contracts:**

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

**Consultancy and Legal Expenses:**

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

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

Nil.

**2. Policy and Regulation**

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

**3. Financial (Annual Budget & LTFP)**

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

In the December 2022 Quarterly Budget Review, the forecast Operating Position has been revised to a surplus of \$36,523,554 (including capital grants) and an **Operating Deficit of (\$4,540,086) (excluding capital grants)**.

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

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

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

**7. Performance Measures**

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

**8. Project Management**

Nil.

Our Governance No. 2 Cont...

**Kylie Smith**  
**Chief Corporate Officer**

|                               |                                                  |          |
|-------------------------------|--------------------------------------------------|----------|
| Prepared by staff member:     | Roy Jones, Manager Finance & Technology          |          |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer             |          |
| Department:                   | Office of the Chief Corporate Officer            |          |
| Attachments:                  | <b>1</b> December 2022 - Quarterly Budget Review | 11 Pages |

**Tenterfield Shire Council**

**Budget review for the quarter ended - 31 December 2022**

**Report by Responsible Accounting Officer**

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

*It is my opinion that the Quarterly Budget Review Statement for the Tenterfield Shire Council for the quarter ended 31 December 2022 indicates that Council's projected financial position at 30 June 2023 will be unsatisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure. Noting, this is primarily due to funding and timing of grants despite administrations ongoing operational deferrals. Council's cash position has been positive predominately by the receipt of 75% advance payment of Financial Assistance Grants in the previous financial year.*

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

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

- 1) No additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless they are offset by other savings (e.g. with road works such as re-sheeting, with a plan to reduce maintenance costs) or grant funded, and even then only where there will be no additional operating costs as a result of the expenditure i.e. if capital related expenditure, it should be for the replacement of existing assets only, not new assets;*
- 2) Acknowledge the ongoing governance and treasury management difficulties Council faces with the current structure of many grant and disaster funding payments, and advocate for changes to the timing of these cash payments from State and Federal governments;*
- 3) Council continues to explore increase in operational income by considering selling assets and to reassess current commercial lease agreements*

Signed: ..... *Roy Jones* .....

Date: 13/02/2022

Responsible Accounting Officer

| <b>Tenterfield Shire Council</b>                                       |                 |                  |                   |                         |                    |
|------------------------------------------------------------------------|-----------------|------------------|-------------------|-------------------------|--------------------|
| <b>Budget Statement for the year ended - 31 December 2022</b>          |                 |                  |                   |                         |                    |
| <b>Income and Expenditure Review by Function</b>                       |                 |                  |                   |                         |                    |
|                                                                        | Original Budget | Approved Changes | Recommend Changes | PROJECTED               | ACTUAL             |
|                                                                        | 2022/23         | September Review | December Review   | year end Result 2022/23 | YTD as at 31/12/22 |
|                                                                        | \$'000          | \$'000           | \$'000            | \$'000                  | \$'000             |
| <b>Income</b>                                                          |                 |                  |                   |                         |                    |
| - Civic Office                                                         | -               | (12)             | 11                | (1)                     | (3)                |
| - Organisation Leadership                                              | -               | -                | -                 | -                       | -                  |
| - Community Development                                                | 6               | 64               | 3                 | 73                      | 10                 |
| - Economic Growth and Tourism                                          | 27              | 1,994            | 895               | 2,916                   | 1,126              |
| - Theatre and Museum Complex                                           | 168             | -                | (61)              | 107                     | 61                 |
| - Library Services                                                     | 89              | 202              | -                 | 291                     | 289                |
| - Workforce Development                                                | 164             | 121              | 59                | 344                     | 134                |
| - Emergency Services                                                   | 138             | 311              | -                 | 449                     | 449                |
| - Finance and Technology                                               | 8,381           | (239)            | 150               | 8,292                   | 5,683              |
| - Corporate and Governance                                             | 2               | -                | -                 | 2                       | 2                  |
| - Environmental Management                                             | 86              | 44               | 10                | 140                     | 2                  |
| - Livestock Saleyards                                                  | 78              | (162)            | -                 | (84)                    | (134)              |
| - Parks, Gardens and Open Spaces                                       | 125             | 397              | -                 | 522                     | 416                |
| - Planning and Regulation                                              | 308             | 13               | 97                | 418                     | 196                |
| - Buildings and Amenities                                              | 133             | 870              | 213               | 1,216                   | 629                |
| - Swimming Complex                                                     | -               | -                | -                 | -                       | -                  |
| - Asset Management and Resourcing                                      | 10              | -                | -                 | 10                      | 1                  |
| - Commercial Works                                                     | 152             | -                | -                 | 152                     | 67                 |
| - Plant, Fleet and Equipment                                           | 188             | -                | (140)             | 48                      | 19                 |
| - Transport Network                                                    | 4,835           | 27,589           | 2,252             | 34,676                  | 16,712             |
| - Waste Management                                                     | 3,118           | 849              | 32                | 3,999                   | 3,688              |
| - Water Supply                                                         | 2,995           | 9,849            | 132               | 12,976                  | 4,138              |
| - Sewerage Service                                                     | 2,900           | -                | -                 | 2,900                   | 2,806              |
| - Stormwater & Drainage                                                | 71              | -                | -                 | 71                      | 72                 |
| <b>Total Income including Capital Grants &amp; Contributions</b>       | <b>23,974</b>   | <b>41,890</b>    | <b>3,653</b>      | <b>69,517</b>           | <b>36,363</b>      |
| <b>Expenses</b>                                                        |                 |                  |                   |                         |                    |
| - Civic Office                                                         | 355             | (38)             | 11                | 328                     | 134                |
| - Organisation Leadership                                              | 970             | 48               | (65)              | 953                     | 431                |
| - Community Development                                                | 101             | 305              | 6                 | 412                     | 217                |
| - Economic Growth and Tourism                                          | 620             | 154              | (41)              | 733                     | 286                |
| - Theatre and Museum Complex                                           | 294             | 6                | 127               | 427                     | 203                |
| - Library Services                                                     | 546             | (29)             | 20                | 537                     | 235                |
| - Workforce Development                                                | 1,096           | 14               | 366               | 1,476                   | 750                |
| - Emergency Services                                                   | 731             | (49)             | 2                 | 684                     | 463                |
| - Finance and Technology                                               | 701             | (60)             | 20                | 661                     | 294                |
| - Corporate and Governance                                             | 812             | (33)             | 4                 | 783                     | 336                |
| - Environmental Management                                             | 333             | 74               | 10                | 417                     | 87                 |
| - Livestock Saleyards                                                  | 159             | (20)             | (11)              | 128                     | 64                 |
| - Parks, Gardens and Open Spaces                                       | 1,161           | 11               | (14)              | 1,158                   | 531                |
| - Planning and Regulation                                              | 532             | 137              | 3                 | 672                     | 190                |
| - Buildings and Amenities                                              | 1,169           | 132              | 203               | 1,504                   | 782                |
| - Swimming Complex                                                     | 272             | (41)             | (4)               | 227                     | 96                 |
| - Asset Management and Resourcing                                      | 1,028           | (20)             | 15                | 1,023                   | 311                |
| - Commercial Works                                                     | 117             | -                | -                 | 117                     | 52                 |
| - Plant, Fleet and Equipment                                           | (375)           | (15)             | -                 | (390)                   | 89                 |
| - Transport Network                                                    | 7,401           | 2,964            | 2,429             | 12,794                  | 7,547              |
| - Waste Management                                                     | 2,317           | -                | 686               | 3,003                   | 1,406              |
| - Water Supply                                                         | 2,525           | 80               | 345               | 2,950                   | 1,376              |
| - Sewerage Service                                                     | 1,905           | 195              | 149               | 2,249                   | 1,130              |
| - Stormwater & Drainage                                                | 112             | 30               | 7                 | 149                     | 69                 |
| <b>Total Expenses</b>                                                  | <b>24,882</b>   | <b>3,845</b>     | <b>4,268</b>      | <b>32,995</b>           | <b>17,079</b>      |
| <b>Total Surplus/ (Deficit)</b>                                        | <b>(908)</b>    | <b>38,045</b>    | <b>(615)</b>      | <b>36,522</b>           | <b>19,284</b>      |
| Capital Grants and Contributions                                       | 361             | 39,565           | 1,137             | 41,063                  | 19,876             |
| <b>Net Operating Result excluding Capital Grants and Contributions</b> | <b>(1,269)</b>  | <b>(1,520)</b>   | <b>(1,752)</b>    | <b>(4,541)</b>          | <b>(592)</b>       |
| <b>Operating Ratio (including Capital Income)</b>                      | <b>-3.79%</b>   |                  |                   | <b>52.54%</b>           | <b>53.03%</b>      |
| <b>Operating Ratio (excluding Capital Income)</b>                      | <b>-5.37%</b>   |                  |                   | <b>-15.96%</b>          | <b>-3.59%</b>      |

**Budget Variations - Explanations**

C/F = Carry-forward from 2021/22 financial year

| Recommended Income Variations this Quarter              | (\$'000)     | Explanation:                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - Civic Office                                          | 11           | New Operating grant income: National Australia Day grant \$11,000                                                                                                                                                                                                                                                                                                                                                                                                        |
| - Community Development                                 | 3            | New Operating grant income: Youth Week grant \$3,313                                                                                                                                                                                                                                                                                                                                                                                                                     |
| - Economic Growth & Tourism                             | 895          | Reduction to Operating income: Tourism Merchandise Sales -\$10,400<br>New Capital grant income: Stronger Country Communities Fund Round 5 - Tenterfield Youth Precinct Infrastructure Upgrade Stage 2 \$904,968                                                                                                                                                                                                                                                          |
| - Theatre and Museum Complex                            | (61)         | Reduction to Operating income: Cinema Operations -\$33,500; Theatre Operations -\$27,500                                                                                                                                                                                                                                                                                                                                                                                 |
| - Workforce Development                                 | 59           | Ongoing Resilience NSW program - expected reimbursement income (Operating): Community Recovery Officer \$31,010<br>Addition to Operating income: Statecover Mutual Safety & Wellbeing Incentive \$27,772                                                                                                                                                                                                                                                                 |
| - Finance and Technology                                | 150          | Addition to Operating income: Interest On Investments \$150,000                                                                                                                                                                                                                                                                                                                                                                                                          |
| - Environmental Management                              | 10           | New Operating grant income: Millbrook Park Flying-Fox Camp Management Plan \$10,000                                                                                                                                                                                                                                                                                                                                                                                      |
| - Planning and Regulation                               | 97           | Addition to Operating income: Planning & Regulation fees & charges \$11,700<br>Addition to Capital income: Developer Contributions (General Fund) \$85,000                                                                                                                                                                                                                                                                                                               |
| - Buildings and Amenities                               | 213          | Addition to Operating income: Sale of Surplus Property - Sugarbag Rd, Drake \$205,546; Expected insurance settlement for House at 268 Douglas St - Carpet replacement \$7,000                                                                                                                                                                                                                                                                                            |
| - Plant, Fleet and Equipment                            | (140)        | Reduction to Operating income: Fuel tax credits -\$140,000                                                                                                                                                                                                                                                                                                                                                                                                               |
| - Transport Network                                     | 2,252        | Ongoing Disaster Recovery program - expected reimbursement funding (Operating): DRFA AGRN1012 February 2022 Immediate Reconstruction Works (IRW) \$1,556,289<br>New Operating grant income: Fixing Local Roads Pothole Repair \$578,524.<br>Ongoing Disaster Recovery program - expected reimbursement funding (Capital): DRFA AGRN1012 February 2022 Essential Public Asset Reconstruction (EPAR) \$56,047; DRFA AGRN960 March 2021 Dumaresq River Bridge EPAR \$61,108 |
| - Waste Management                                      | 32           | Addition to Operating income: Recycling income \$32,000                                                                                                                                                                                                                                                                                                                                                                                                                  |
| - Water Supply                                          | 132          | New Operating grant income: Tenterfield Flood Study grant \$89,998<br>Addition to Operating income: Water Network Installation charges \$12,000<br>Addition to Capital income: Developer Contributions (Water Fund) \$30,000                                                                                                                                                                                                                                             |
| <b>Total Recommended Income Variations this Quarter</b> | <b>3,653</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

**Budget Variations - Explanations**

C/F = Carry-forward from 2021/22 financial year

| Recommended Expenditure Variations this Quarter | (\$'000) | Explanation:                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - Civic Office                                  | 11       | New Operating grant: National Australia Day grant \$11,000                                                                                                                                                                                                                                                              |
| - Organisation Leadership                       | (65)     | Reduction: Wages -\$65,000                                                                                                                                                                                                                                                                                              |
| - Community Development                         | 6        | New Operating grant: Youth Week grant \$5,826 (requires Council contribution \$2,513)                                                                                                                                                                                                                                   |
| - Economic Growth & Tourism                     | (41)     | Addition: Depreciation \$4,221<br>Reduction: Wages -\$40,000; Economic Development -\$5,000                                                                                                                                                                                                                             |
| - Theatre and Museum Complex                    | 127      | Addition: Wages \$120,000; Fire Safety Maintenance \$5,000; Depreciation \$1,637                                                                                                                                                                                                                                        |
| - Library Services                              | 20       | Addition: Wages \$15,000; Depreciation \$4,971                                                                                                                                                                                                                                                                          |
| - Workforce Development                         | 366      | Ongoing Resilience NSW program: Community Recovery Officer \$31,010<br>Addition: Employee Leave Entitlements \$300,000; Recruitment Costs \$30,000; Travel Costs \$5,000                                                                                                                                                |
| - Emergency Services                            | 2        | Addition: Depreciation \$2,085                                                                                                                                                                                                                                                                                          |
| - Finance and Technology                        | 20       | Addition: Contract Staff - Statutory Accounting Function \$20,000                                                                                                                                                                                                                                                       |
| - Corporate and Governance                      | 4        | Addition: Procurement System increase \$3,065; Governance & Compliance Register increase \$775                                                                                                                                                                                                                          |
| - Environmental Management                      | 10       | New Operating grant: Millbrook Park Flying-Fox Camp Management Plan \$10,000                                                                                                                                                                                                                                            |
| - Livestock Saleyards                           | (11)     | Reduction: Depreciation -\$10,927                                                                                                                                                                                                                                                                                       |
| - Parks, Gardens and Open Spaces                | (14)     | Reduction: Depreciation -\$13,580                                                                                                                                                                                                                                                                                       |
| - Planning and Regulation                       | 3        | Addition: Depreciation \$2,788                                                                                                                                                                                                                                                                                          |
| - Buildings and Amenities                       | 203      | Addition: Depreciation \$102,873<br>Addition: Loss on Derecognition of Assets - Sugarbag Rd, Drake \$102,415<br>Addition: Public Toilets cleaning & maintenance \$36,000; Sale of Surplus Property Bendalls - survey & real estate costs \$10,000; Leasing agreements legal costs \$1,600<br>Reduction: Wages -\$50,000 |
| - Swimming Complex                              | (4)      | Reduction: Depreciation -\$3,741                                                                                                                                                                                                                                                                                        |
| - Asset Management and Resourcing               | 15       | Addition: Depreciation \$14,772                                                                                                                                                                                                                                                                                         |
| - Transport Network                             | 2,429    | Ongoing Disaster Recovery program (Operating): DRFA AGRN1012 February 2022 Immediate Reconstruction Works (IRW) \$1,556,289<br>New Operating grant: Fixing Local Roads Pothole Repair \$578,524<br>Addition: Depreciation \$294,403                                                                                     |
| - Waste Management                              | 686      | Addition: Depreciation \$641,099<br>Addition: Boonoo Boonoo Landfill operating costs \$20,111 (includes additional EPA directed costs for leachate pumps, water monitoring & lab testing)<br>Addition: Waste Collection costs \$20,000; Tenterfield Transfer Station Maintenance (air conditioner) \$5,000              |

**Budget Variations - Explanations**

C/F = Carry-forward from 2021/22 financial year

|                                                              |              |                                                                                                                                                                        |
|--------------------------------------------------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - Water Supply                                               | 345          | Addition: Depreciation \$142,380                                                                                                                                       |
|                                                              |              | New Operating grant: Tenterfield Flood Study grant \$104,998 (requires Council contribution \$15,000)                                                                  |
|                                                              |              | Addition: Integrated Water Cycle Management Strategy grant \$26,957 (extra costs required to be contributed by Council - grant funds expended)                         |
|                                                              |              | Addition: NSW Dam Safety Reporting Requirements \$13,033; Water Treatment & Testing \$46,500; Tenterfield Dam Maintenance \$8,000; Water reservoir maintenance \$3,399 |
| - Sewerage Service                                           | 149          | Addition: Depreciation \$54,344                                                                                                                                        |
|                                                              |              | Addition: Sewer Pump Station Maintenance \$51,500; Sewer Treatment & Testing \$26,000; Sewer Network Maintenance \$11,100; Sewer Pump Station Electricity \$6,500      |
| - Stormwater & Drainage                                      | 7            | Addition: Depreciation \$7,239                                                                                                                                         |
| <b>Total Recommended Expenditure Variations this Quarter</b> | <b>4,268</b> |                                                                                                                                                                        |

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



**Tenterfield Shire Council**

**Budget Statement for the year ended - 31 December 2022**

**Capital Budget Review**

|                                                                   | Original Budget | Approved Changes | Recommend Changes | REVISED Budget | ACTUAL YTD as at 31/12/22 |
|-------------------------------------------------------------------|-----------------|------------------|-------------------|----------------|---------------------------|
|                                                                   | 2022/23         | September Review | December Review   |                |                           |
|                                                                   | \$'000          | \$'000           | \$'000            | \$'000         | \$'000                    |
| <b>Capital Funding</b>                                            |                 |                  |                   |                |                           |
| <i>Rates and other untied funding</i>                             | 3,086           | 774              | (115)             | 3,745          | -                         |
| <i>Capital Grants &amp; Contributions</i>                         | 361             | 39,565           | 1,137             | 41,063         | 19,876                    |
| <b>External Restrictions</b>                                      |                 |                  |                   |                |                           |
| - <i>Specific Purpose Unexpended Grants</i>                       | -               | 43               | -                 | 43             | 43                        |
| - <i>Developer Contributions</i>                                  | -               | -                | 41                | 41             | 41                        |
| - <i>Water Supply Fund</i>                                        | 577             | 271              | -                 | 848            | 848                       |
| - <i>Sewerage Service Fund</i>                                    | 1,213           | 197              | -                 | 1,410          | 1,410                     |
| - <i>Domestic Waste Management Fund</i>                           | 2,754           | 282              | (70)              | 2,966          | 2,966                     |
| - <i>Stormwater Management Fund</i>                               | 130             | -                | -                 | 130            | 130                       |
| <b>Internal restrictions</b>                                      |                 |                  |                   |                |                           |
| - <i>Plant &amp; Vehicle Replacement Reserve</i>                  | -               | -                | -                 | -              | -                         |
| <b>Other Capital Funding Sources</b>                              |                 |                  |                   |                |                           |
| - <i>New Loan 2022/23</i>                                         | 3,100           | -                | -                 | 3,100          | -                         |
| - <i>Balance unspent from Transport loan taken out in 2021/22</i> | -               | 1,014            | -                 | 1,014          | 1,014                     |
| - <i>Balance unspent from loan taken out in 2020/21</i>           | -               | 1,054            | -                 | 1,054          | 1,054                     |
| <i>Income from sale of assets</i>                                 | 3,042           | -                | -                 | 3,042          | 1,030                     |
| <b>Total Capital Funding</b>                                      | <b>14,263</b>   | <b>43,200</b>    | <b>993</b>        | <b>58,456</b>  | <b>28,412</b>             |

**Tenterfield Shire Council**

**Budget Statement for the year ended - 31 December 2022**

**Capital Budget Review**

|                                    | Original Budget | Approved Changes | Recommend Changes | REVISED Budget | ACTUAL YTD     |
|------------------------------------|-----------------|------------------|-------------------|----------------|----------------|
|                                    | 2022/23         | September Review | December Review   |                | as at 31/12/22 |
|                                    | \$'000          | \$'000           | \$'000            | \$'000         | \$'000         |
| <b>Capital Expenditure</b>         |                 |                  |                   |                |                |
| <b>New Assets</b>                  |                 |                  |                   |                |                |
| <b>CHIEF EXECUTIVE OFFICE</b>      |                 |                  |                   |                |                |
| - Civic Office                     | -               | -                | -                 | -              | -              |
| - Organisation Leadership          | -               | -                | -                 | -              | -              |
| - Community Development            | -               | -                | -                 | -              | -              |
| - Economic Growth and Tourism      | -               | 1,969            | 905               | 2,874          | 168            |
| - Theatre and Museum Complex       | -               | -                | -                 | -              | -              |
| - Library Services                 | -               | -                | -                 | -              | -              |
| - Workforce Development            | -               | -                | -                 | -              | -              |
| - Emergency Services               | -               | -                | -                 | -              | -              |
| <b>CHIEF CORPORATE OFFICE</b>      |                 |                  |                   |                |                |
| - Finance and Technology           | -               | -                | -                 | -              | -              |
| - Corporate and Governance         | -               | -                | -                 | -              | -              |
| - Environmental Management         | -               | -                | -                 | -              | -              |
| - Livestock Saleyards              | -               | -                | -                 | -              | -              |
| - Parks, Gardens and Open Spaces   | -               | 15               | -                 | 15             | -              |
| - Planning and Regulation          | -               | -                | -                 | -              | -              |
| - Buildings and Amenities          | -               | -                | -                 | -              | -              |
| - Swimming Complex                 | -               | -                | -                 | -              | -              |
| <b>CHIEF OPERATING OFFICE</b>      |                 |                  |                   |                |                |
| - Asset Management and Resourcing  | -               | -                | -                 | -              | -              |
| - Commercial Works                 | -               | -                | -                 | -              | -              |
| - Plant, Fleet and Equipment       | -               | -                | -                 | -              | -              |
| - Transport Network                | -               | -                | -                 | -              | -              |
| - Waste Management                 | 2,500           | 144              | (70)              | 2,574          | 52             |
| - Water Supply                     | -               | 2,597            | -                 | 2,597          | 225            |
| - Sewerage Service                 | 50              | -                | -                 | 50             | -              |
| - Stormwater & Drainage            | -               | -                | -                 | -              | -              |
| <b>Renewals (Replacement)</b>      |                 |                  |                   |                |                |
| <b>CHIEF EXECUTIVE OFFICE</b>      |                 |                  |                   |                |                |
| - Civic Office                     | -               | -                | -                 | -              | -              |
| - Organisation Leadership          | -               | -                | -                 | -              | -              |
| - Community Development            | -               | -                | -                 | -              | -              |
| - Economic Growth and Tourism      | -               | -                | -                 | -              | -              |
| - Theatre and Museum Complex       | 94              | (94)             | -                 | -              | -              |
| - Library Services                 | 19              | 245              | -                 | 264            | 11             |
| - Workforce Development            | -               | -                | -                 | -              | -              |
| - Emergency Services               | -               | -                | -                 | -              | -              |
| <b>CHIEF CORPORATE OFFICE</b>      |                 |                  |                   |                |                |
| - Finance and Technology           | 225             | -                | -                 | 225            | 33             |
| - Corporate and Governance         | -               | -                | -                 | -              | -              |
| - Environmental Management         | -               | 1                | -                 | 1              | 1              |
| - Livestock Saleyards              | -               | 208              | -                 | 208            | 178            |
| - Parks, Gardens and Open Spaces   | -               | 377              | -                 | 377            | 174            |
| - Planning and Regulation          | -               | -                | -                 | -              | -              |
| - Buildings and Amenities          | 330             | 974              | -                 | 1,304          | 181            |
| - Swimming Complex                 | 25              | -                | -                 | 25             | 7              |
| <b>CHIEF OPERATING OFFICE</b>      |                 |                  |                   |                |                |
| - Asset Management and Resourcing  | 220             | -                | -                 | 220            | 2              |
| - Commercial Works                 | -               | -                | -                 | -              | -              |
| - Plant, Fleet and Equipment       | 3,944           | -                | -                 | 3,944          | 899            |
| - Transport Network                | 4,143           | 28,006           | 158               | 32,307         | 13,052         |
| - Waste Management                 | 68              | 827              | -                 | 895            | 46             |
| - Water Supply                     | 317             | 7,734            | -                 | 8,051          | 2,985          |
| - Sewerage Service                 | 1,062           | 197              | -                 | 1,259          | 154            |
| - Stormwater & Drainage            | 130             | -                | -                 | 130            | -              |
| <b>Loan Repayments (principal)</b> | 1,136           | -                | -                 | 1,136          | 445            |
| <b>Total Capital Expenditure</b>   | <b>14,263</b>   | <b>43,200</b>    | <b>993</b>        | <b>58,456</b>  | <b>18,613</b>  |

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

**Capital Expenditure Budget Variations - Explanations**

Recommended Expenditure Variations (\$'000) C/F = Carry-forward from 2021/22 financial year

**New Assets**

|                                           |            |                                                                                                                                    |
|-------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------|
| - Economic Growth & Tourism               | 905        | New Capital grant: Stronger Country Communities Fund Round 5 - Tenterfield Youth Precinct Infrastructure Upgrade Stage 2 \$904,968 |
| - Waste Management                        | (70)       | Reduction Waste fund capital projects: Mingoola Open Transfer Station - deferred to 2023/24 year -\$70,000                         |
| <b>Total New Asset Budget Adjustments</b> | <b>835</b> |                                                                                                                                    |

**Renewal Assets**

|                                               |            |                                                                                                                                                                                             |
|-----------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - Transport Network                           | 158        | Ongoing Disaster Recovery program (Capital): DRFA AGRN1012 February 2022 Essential Public Asset Reconstruction (EPAR) \$56,047; DRFA AGRN960 March 2021 Dumaresq River Bridge EPAR \$61,108 |
|                                               |            | Addition General fund capital projects: Developer Contribution Road Works \$40,540 (funded from Developer Contributions - General Fund Reserve)                                             |
|                                               |            | Addition General fund capital projects: Gravel Pit Rehabilitation \$20,000 (funds reallocated from Concrete Bridges budget)                                                                 |
|                                               |            | Reduction General fund capital projects: Concrete Bridges -\$20,000 (funds reallocated to Gravel Pit Rehabilitation budget)                                                                 |
| <b>Total Renewal Asset Budget Adjustments</b> | <b>158</b> |                                                                                                                                                                                             |

**Liabilities**

|                                              |            |
|----------------------------------------------|------------|
| <b>Total Liabilities Budget Adjustments</b>  | <b>0</b>   |
| <b>Total Proposed Expenditure Variations</b> | <b>993</b> |

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

| <b>Tenterfield Shire Council</b>                                    |                                                    |                                |                               |                               |               |
|---------------------------------------------------------------------|----------------------------------------------------|--------------------------------|-------------------------------|-------------------------------|---------------|
| <b>Budget Statement for the year ended - 31 December 2022</b>       |                                                    |                                |                               |                               |               |
| <b>Cash and Investment Review</b>                                   |                                                    |                                |                               |                               |               |
|                                                                     | Opening Balance                                    | Approved                       | Recommend                     | PROJECTED                     | ACTUAL YTD    |
|                                                                     | 30/06/2022<br>from Audited<br>Financial Statements | Changes<br>September<br>Review | Changes<br>December<br>Review | year end<br>Result<br>2022/23 | 31/12/2022    |
|                                                                     | \$'000                                             | \$'000                         | \$'000                        | \$'000                        | \$'000        |
| <b>Externally restricted</b>                                        |                                                    |                                |                               |                               |               |
| <i>Specific Purpose Unexpended Grants - General Fund</i>            | 13,786                                             | (12,775)                       | -                             | 1,011                         | 8,386         |
| <i>Specific Purpose Unexpended Grants - Water Fund</i>              | 616                                                | (616)                          | -                             | -                             | 821           |
| <i>Specific Purpose Unexpended Grants - Sewer Fund</i>              | -                                                  | -                              | -                             | -                             | -             |
| <i>Specific Purpose Unexpended Grants - Waste Fund</i>              | -                                                  | -                              | -                             | -                             | 499           |
| <i>Specific Purpose Unexpended Grants - Stormwater Fund</i>         | -                                                  | -                              | -                             | -                             | -             |
| <i>Developer Contributions - General Fund</i>                       | 348                                                | 38                             | 14                            | 400                           | 400           |
| <i>Developer Contributions - Water Fund</i>                         | 38                                                 | -                              | 37                            | 75                            | 74            |
| <i>Developer Contributions - Sewer Fund</i>                         | 41                                                 | -                              | 3                             | 44                            | 45            |
| <i>Developer Contributions - Waste Fund</i>                         | 37                                                 | 3                              | 5                             | 45                            | 45            |
| <i>Developer Contributions - Stormwater Fund</i>                    | 4                                                  | -                              | 1                             | 5                             | 4             |
| <i>Water Supply Fund</i>                                            | 2,181                                              | (521)                          | (101)                         | 1,559                         | 949           |
| <i>Sewerage Service Fund</i>                                        | 5,703                                              | (86)                           | (95)                          | 5,522                         | 6,348         |
| <i>Domestic Waste Management Fund</i>                               | 7,373                                              | (1,774)                        | 57                            | 5,656                         | 8,358         |
| <i>Stormwater Management Fund</i>                                   | 1,026                                              | (129)                          | 30                            | 927                           | 982           |
| <i>Trust Fund</i>                                                   | 382                                                | -                              | -                             | 382                           | 382           |
| <b>Total Externally restricted</b>                                  | <b>31,535</b>                                      | <b>(15,860)</b>                | <b>(49)</b>                   | <b>15,626</b>                 | <b>27,293</b> |
| <b>Internally restricted</b>                                        |                                                    |                                |                               |                               |               |
| <i>Plant &amp; Vehicle Replacement</i>                              | -                                                  | -                              | -                             | -                             | -             |
| <i>Employees Leave Entitlements</i>                                 | -                                                  | -                              | -                             | -                             | -             |
| <i>International Town Partnerships</i>                              | -                                                  | -                              | -                             | -                             | -             |
| <i>Roads &amp; Bridges (Pending outcomes of grant applications)</i> | -                                                  | -                              | -                             | -                             | -             |
| <i>Special Projects</i>                                             | 5,000                                              | (5,000)                        | -                             | -                             | 2,283         |
| <i>RFS Unspent Funds</i>                                            | 92                                                 | (8)                            | -                             | 84                            | 173           |
| <b>Total Internally restricted</b>                                  | <b>5,092</b>                                       | <b>(5,008)</b>                 | <b>-</b>                      | <b>84</b>                     | <b>2,456</b>  |
| <b>Total Restricted</b>                                             | <b>36,627</b>                                      | <b>(20,868)</b>                | <b>(49)</b>                   | <b>15,710</b>                 | <b>29,749</b> |
| <b>Available Cash (Unrestricted Funds)</b>                          | <b>482</b>                                         | <b>-</b>                       | <b>-</b>                      | <b>482</b>                    | <b>400</b>    |
| <b>Total Cash and Investments</b>                                   | <b>37,109</b>                                      | <b>(20,868)</b>                | <b>(49)</b>                   | <b>16,192</b>                 | <b>30,149</b> |

Notes:

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

**Comment on Cash and Investments Position**

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

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

**Recommended Changes to Revised Budget**

**Include:**

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

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

**Certification regarding Investments and Bank Reconciliations**

**Investments**

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

**Cash**

Bank reconciliations occur on a daily basis with a full reconciliation performed on a monthly basis. The full reconciliation for the December quarter occurred on 11 January 2023.

**Cash Book Reconciliation**

\$

|                                                          |                      |
|----------------------------------------------------------|----------------------|
| Operating Account Cash balance as at 30 September 2022   | 23,767,165.37        |
| Trust Account Cash balance as at 30 September 2022       | 382,340.85           |
| <b>Total Cash (Not invested) as at 30 September 2022</b> | <b>24,149,506.22</b> |

**Reconciliation**

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

| Financial Institution             | Amount               | Rating | Interest | Maturity Date |
|-----------------------------------|----------------------|--------|----------|---------------|
| National Australia Bank           | 1,500,000.00         | AA-    | 3.71%    | 24/01/2023    |
| Commonwealth Bank                 | 3,000,000.00         | AA-    | 3.98%    | 23/03/2023    |
| Westpac                           | 1,500,000.00         | AA-    | 3.45%    | 27/01/2023    |
| <b>TOTAL INVESTMENTS</b>          | <b>6,000,000.00</b>  |        |          |               |
| <b>TOTAL CASH ON HAND</b>         | <b>24,149,506.22</b> |        |          |               |
| <b>TOTAL CASH AND INVESTMENTS</b> | <b>30,149,506.22</b> |        |          |               |

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

**Tenterfield Shire Council**

**Budget review for the quarter ended - 31 December 2022**

**Contracts**

| Contractor | Contract detail & purpose | Contract value<br>\$ | Commencement<br>date | Duration of<br>contract | Budgeted<br>(Y/N) |
|------------|---------------------------|----------------------|----------------------|-------------------------|-------------------|
|            | None to report            |                      |                      |                         |                   |
|            |                           |                      |                      |                         |                   |

Notes:

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

**Consultancy and Legal Fees**

| Expense       | Expenditure YTD<br>\$ | Budgeted<br>(Y/N) |
|---------------|-----------------------|-------------------|
| Consultancies | <u>157,725</u>        | <u>Y</u>          |
| Legal Fees    | <u>30,533</u>         | <u>Y</u>          |

Definition of consultant:

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

Notes:

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

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

|                      |                                                               |
|----------------------|---------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                  |
| <b>Submitted by:</b> | Roy Jones, Manager Finance & Technology                       |
| <b>Reference:</b>    | <b>ITEM GOV3/23</b>                                           |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 31 DECEMBER 2022</b> |

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                             |                                                                                                                                                      |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community. |
| <b>CSP Strategy:</b>        | Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.                                           |
| <b>CSP Delivery Program</b> | Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.                                    |

#### **SUMMARY**

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

#### **OFFICER'S RECOMMENDATION:**

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

#### **BACKGROUND**

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

#### **REPORT:**

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

##### (a) Reconciliation of Accounts

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

Cash Book Balances on this date were as follows:-

|                        |                  |        |
|------------------------|------------------|--------|
| General (Consolidated) | \$ 23,767,165.00 | Credit |
| General Trust          | \$ 382,340.85    | Credit |

##### (b) Summary of Investments

Our Governance No. 3 Cont...

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

### Concealed Water Leakage Concession Policy Update

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

### 603 Certificates

During the sale of a property a 603 Certificate is usually requested to identify if there are any outstanding or payable fees to Council by way of rates, charges or otherwise in respect of a parcel of land. There were 16 applications for 603 Certificates in December 2022.

In the calendar year to date, there have been 324 applications compared to 471 applications for the same period last year.

### Cash and Investments – Detailed Analysis of External Restrictions

| <b>RESTRICTED CASH ANALYSIS</b>                                         | <b>AS AT 31 DECEMBER 2022</b> | <b>AS AT 30 JUNE 2022</b> |
|-------------------------------------------------------------------------|-------------------------------|---------------------------|
|                                                                         |                               |                           |
| <b>TOTAL CASH &amp; INVESTMENTS</b>                                     | <b>\$30,149,506</b>           | <b>\$37,107,638</b>       |
|                                                                         |                               |                           |
| <b>EXTERNALLY RESTRICTED CASH</b>                                       | <b>\$ 27,456,380</b>          | <b>\$31,625,799</b>       |
|                                                                         |                               |                           |
| <b>INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)</b>         | <b>\$ 9,706,207</b>           | <b>\$14,401,703</b>       |
| GRANT-RELATED - GENERAL (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES) | \$8,386,306                   | \$13,785,826              |
| GRANT-RELATED - WATER (EXCL DEVELOPER CONTRIBUTIONS)                    | \$820,733                     | \$615,877                 |
| GRANT-RELATED - SEWER (EXCL DEVELOPER CONTRIBUTIONS)                    | -                             | -                         |
| GRANT-RELATED - WASTE (EXCL DEVELOPER CONTRIBUTIONS)                    | \$499,168                     | -                         |
| GRANT-RELATED - STORMWATER (EXCL DEVELOPER CONTRIBUTIONS)               | -                             | -                         |
| BRUXNER WAY WIDENING                                                    | -                             | -                         |
|                                                                         |                               |                           |
| <b>INCLUDED IN DEVELOPER CONTRIBUTIONS</b>                              | <b>\$ 558,513</b>             | <b>\$467,232</b>          |
| DEVELOPER CONTRIBUTIONS - GENERAL                                       | \$390,009                     | \$347,608                 |
| DEVELOPER CONTRIBUTIONS - WATER                                         | \$74,192                      | \$37,565                  |
| DEVELOPER CONTRIBUTIONS - SEWER                                         | \$44,555                      | \$41,455                  |
| DEVELOPER CONTRIBUTIONS - WASTE                                         | \$45,381                      | \$36,595                  |
| DEVELOPER CONTRIBUTIONS - STORMWATER                                    | \$4,376                       | \$4,009                   |
|                                                                         |                               |                           |
| <b>INCLUDED IN RFS RESERVES</b>                                         | <b>\$173,470</b>              | <b>\$92,098</b>           |
| RFS RESERVES                                                            | \$173,470                     | \$92,098                  |
|                                                                         |                               |                           |



Our Governance No. 3 Cont...

| <b>INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER GRANT RELATED, DC AND RFS ABOVE)</b> | <b>\$17,018,190</b> | <b>\$16,664,766</b> |
|--------------------------------------------------------------------------------------------------|---------------------|---------------------|
| WATER                                                                                            | \$948,910           | \$2,180,603         |
| SEWER                                                                                            | \$6,347,620         | \$5,703,375         |
| WASTE                                                                                            | \$8,357,593         | \$7,372,548         |
| STORMWATER                                                                                       | \$981,726           | \$1,025,899         |
| TRUST FUND                                                                                       | \$382,341           | \$382,341           |
|                                                                                                  |                     |                     |
| <b>INTERNAL RESTRICTIONS</b>                                                                     |                     |                     |
| PLANT AND VEHICLE REPLACEMENT                                                                    | -                   | -                   |
| EMPLOYEES LEAVE ENTITLEMENTS                                                                     | -                   | -                   |
| SPECIAL PROJECTS                                                                                 | -                   | -                   |
|                                                                                                  |                     |                     |
| <b>UNRESTRICTED FUNDS</b>                                                                        | <b>\$2,693,127</b>  | <b>\$5,481,839</b>  |

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

Nil.

**2. Policy and Regulation**

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

**3. Financial (Annual Budget & LTFP)**

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

Our Governance No. 3 Cont...

**Kylie Smith**  
**Chief Corporate Officer**

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

**TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 DECEMBER 2022**

| Financial Institution                   | Issuer Rating | Investment Term | Maturity Date | Interest Rate | Amount                     | Percentage Exposure  |
|-----------------------------------------|---------------|-----------------|---------------|---------------|----------------------------|----------------------|
| NAB                                     | AA-           | 120 Days        | 24/Jan/23     | 3.71%         | 1,500,000.00               | 25.00%               |
| <b><u>TOTAL NAB INVESTMENTS</u></b>     |               |                 |               |               | <b><u>1,500,000.00</u></b> | <b><u>25.00%</u></b> |
| Commonwealth Bank                       | AA-           | 3 Months        | 23/Mar/23     | 3.98%         | 3,000,000.00               | 50.00%               |
| <b><u>TOTAL CBA INVESTMENTS</u></b>     |               |                 |               |               | <b><u>3,000,000.00</u></b> | <b><u>50.00%</u></b> |
| Westpac                                 | AA-           | 3 Months        | 27/Jan/23     | 3.45%         | 1,500,000.00               | 25.00%               |
| <b><u>TOTAL WESTPAC INVESTMENTS</u></b> |               |                 |               |               | <b><u>1,500,000.00</u></b> | <b><u>25.00%</u></b> |
| <b>INVESTMENTS TOTAL</b>                |               |                 |               |               | <b>6,000,000.00</b>        | <b>100.00%</b>       |

**Summary**

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

\_\_\_\_\_  
**Responsible Accounting Officer**

**By:**

\_\_\_\_\_  
 R.Jones

\* Except as highlighted in the associated Council Report.

|                      |                                                              |
|----------------------|--------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                 |
| <b>Submitted by:</b> | Roy Jones, Manager Finance & Technology                      |
| <b>Reference:</b>    | <b>ITEM GOV4/23</b>                                          |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 31 JANUARY 2023</b> |

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                             |                                                                                                                                                      |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community. |
| <b>CSP Strategy:</b>        | Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.                                           |
| <b>CSP Delivery Program</b> | Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.                                    |

#### **SUMMARY**

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

#### **OFFICER'S RECOMMENDATION:**

**That Council receive and note the Finance and Accounts Report for the period ended 31 January 2023.**

#### **BACKGROUND**

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

#### **REPORT:**

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

##### (a) Reconciliation of Accounts

A reconciliation of the cash books of all funds have been carried out with the appropriate bank statements as at 31 January 2023.

Cash Book Balances on this date were as follows:-

|                        |                  |        |
|------------------------|------------------|--------|
| General (Consolidated) | \$ 24,296,105.00 | Credit |
| General Trust          | \$ 382,340.85    | Credit |

##### (b) Summary of Investments

Our Governance No. 4 Cont...

The attachment to this report is a certified schedule of all Council's investments as at 31 January 2023 showing the various invested amounts and applicable interest rates.

### **Concealed Water Leakage Concession Policy Update**

For the month of January 2023, no concessions were granted under Council's Concealed Water Leakage Concession Policy.

### **603 Certificates**

During the sale of a property a 603 Certificate is usually requested to identify if there are any outstanding or payable fees to Council by way of rates, charges or otherwise in respect of a parcel of land. There were 16 applications for 603 Certificates in January 2023.

In the calendar year to date, there have been 16 applications compared to 29 applications for the same period last year.

### **Cash and Investments – Detailed Analysis of External Restrictions**

| <b>RESTRICTED CASH ANALYSIS</b>                                         | <b>AS AT 31 JANUARY 2023</b> | <b>AS AT 30 JUNE 2022</b> |
|-------------------------------------------------------------------------|------------------------------|---------------------------|
|                                                                         |                              |                           |
| <b>TOTAL CASH &amp; INVESTMENTS</b>                                     | <b>\$30,678,232</b>          | <b>\$37,107,638</b>       |
|                                                                         |                              |                           |
| <b>EXTERNALLY RESTRICTED CASH</b>                                       | <b>\$ 28,774,385</b>         | <b>\$31,625,799</b>       |
|                                                                         |                              |                           |
| <b><i>INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)</i></b>  | <b>\$ 10,933,469</b>         | <b>\$14,401,703</b>       |
| GRANT-RELATED - GENERAL (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES) | \$9,639,431                  | \$13,785,826              |
| GRANT-RELATED - WATER (EXCL DEVELOPER CONTRIBUTIONS)                    | \$822,733                    | \$615,877                 |
| GRANT-RELATED - SEWER (EXCL DEVELOPER CONTRIBUTIONS)                    | -                            | -                         |
| GRANT-RELATED - WASTE (EXCL DEVELOPER CONTRIBUTIONS)                    | \$473,305                    | -                         |
| GRANT-RELATED - STORMWATER (EXCL DEVELOPER CONTRIBUTIONS)               | -                            | -                         |
| BRUXNER WAY WIDENING                                                    | -                            | -                         |
|                                                                         |                              |                           |
| <b><i>INCLUDED IN DEVELOPER CONTRIBUTIONS</i></b>                       | <b>\$ 568,374</b>            | <b>\$467,232</b>          |
| DEVELOPER CONTRIBUTIONS - GENERAL                                       | \$399,870                    | \$347,608                 |
| DEVELOPER CONTRIBUTIONS - WATER                                         | \$74,192                     | \$37,565                  |
| DEVELOPER CONTRIBUTIONS - SEWER                                         | \$44,555                     | \$41,455                  |
| DEVELOPER CONTRIBUTIONS - WASTE                                         | \$45,381                     | \$36,595                  |
| DEVELOPER CONTRIBUTIONS - STORMWATER                                    | \$4,376                      | \$4,009                   |
|                                                                         |                              |                           |
| <b><i>INCLUDED IN RFS RESERVES</i></b>                                  | <b>\$160,229</b>             | <b>\$92,098</b>           |
| RFS RESERVES                                                            | \$160,229                    | \$92,098                  |
|                                                                         |                              |                           |

Our Governance No. 4 Cont...

| <b><i>INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER GRANT RELATED, DC AND RFS ABOVE)</i></b> | <b>\$17,112,313</b> | <b>\$16,664,766</b> |
|---------------------------------------------------------------------------------------------------------|---------------------|---------------------|
| WATER                                                                                                   | \$1,053,671         | \$2,180,603         |
| SEWER                                                                                                   | \$6,375,056         | \$5,703,375         |
| WASTE                                                                                                   | \$8,318,750         | \$7,372,548         |
| STORMWATER                                                                                              | \$982,709           | \$1,025,899         |
| TRUST FUND                                                                                              | \$382,127           | \$382,341           |
|                                                                                                         |                     |                     |
| <b>INTERNAL RESTRICTIONS</b>                                                                            |                     |                     |
| PLANT AND VEHICLE REPLACEMENT                                                                           | -                   | -                   |
| EMPLOYEES LEAVE ENTITLEMENTS                                                                            | -                   | -                   |
| SPECIAL PROJECTS                                                                                        | -                   | -                   |
|                                                                                                         |                     |                     |
| <b>UNRESTRICTED FUNDS</b>                                                                               | <b>\$1,903,847</b>  | <b>\$5,481,839</b>  |

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

Nil.

**2. Policy and Regulation**

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

**3. Financial (Annual Budget & LTFP)**

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

Our Governance No. 4 Cont...

**Kylie Smith**  
**Chief Corporate Officer**

Prepared by staff member: Roy Jones, Manager Finance & Technology

Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer

Department: Office of the Chief Corporate Officer

Attachments: **1** Investment Report - 31 January 2023 **1**  
Page

**TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 JANUARY 2023**

| Financial Institution                   | Issuer Rating | Investment Term | Maturity Date | Interest Rate | Amount                     | Percentage Exposure  |
|-----------------------------------------|---------------|-----------------|---------------|---------------|----------------------------|----------------------|
| NAB                                     | AA-           | 90 Days         | 24/Apr/23     | 3.95%         | 1,500,000.00               | 25.00%               |
| <b><u>TOTAL NAB INVESTMENTS</u></b>     |               |                 |               |               | <b><u>1,500,000.00</u></b> | <b><u>25.00%</u></b> |
| Commonwealth Bank                       | AA-           | 3 Months        | 23/Mar/23     | 3.98%         | 3,000,000.00               | 50.00%               |
| <b><u>TOTAL CBA INVESTMENTS</u></b>     |               |                 |               |               | <b><u>3,000,000.00</u></b> | <b><u>50.00%</u></b> |
| Westpac                                 | AA-           | 3 Months        | 27/Apr/23     | 3.93%         | 1,500,000.00               | 25.00%               |
| <b><u>TOTAL WESTPAC INVESTMENTS</u></b> |               |                 |               |               | <b><u>1,500,000.00</u></b> | <b><u>25.00%</u></b> |
| <b>INVESTMENTS TOTAL</b>                |               |                 |               |               | <b>6,000,000.00</b>        | <b>100.00%</b>       |

**Summary**

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

\_\_\_\_\_  
**Responsible Accounting Officer**

**By:**

\_\_\_\_\_  
 R.Jones

\* Except as highlighted in the associated Council Report.



|                      |                                                         |
|----------------------|---------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>            |
| <b>Submitted by:</b> | Roy Jones, Manager Finance & Technology                 |
| <b>Reference:</b>    | <b>ITEM GOV5/23</b>                                     |
| <b>Subject:</b>      | <b>CAPITAL EXPENDITURE REPORT AS AT 31 JANUARY 2023</b> |

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                             |                                                                                                                                                                                                                         |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.                                                                    |
| <b>CSP Strategy:</b>        | Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making. |
| <b>CSP Delivery Program</b> | Collaborate and deliver resources with other organisations to ensure a variety of cost effective services across the service area.                                                                                      |

#### **SUMMARY**

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

#### **OFFICER'S RECOMMENDATION:**

**That Council receive and note the Capital Expenditure Report for the period ended 31 January 2023.**

#### **BACKGROUND**

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

#### **REPORT:**

The carry-forward budgets for capital projects not completed in the 2021/22 year were adopted in the first Quarterly Budget Review at the November 2022 meeting. The budgets for a number of new grants received in the current financial year were also adopted. The Capital Expenditure Report has been updated to show the current list of approved capital projects.

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

#### **COUNCIL IMPLICATIONS:**

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

Our Governance No. 5 Cont...

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

**3. Financial (Annual Budget & LTFFP)**

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Kylie Smith**  
**Chief Corporate Officer**

Prepared by staff member: Roy Jones, Manager Finance & Technology

Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer

Department: Office of the Chief Corporate Officer

Attachments: **1** Capital Expenditure Report - **3**  
January 2023 **Pages**

**Tenterfield Shire Council**  
**Capital Expenditure Report as at 31 January 2023**

| Capital Projects                                                                         | Funding Source       | 22/23 Adopted Review 1 Budget \$ | 22/23 YTD Actuals \$ | 22/23 Percentage Spent % | Comments                                                                                                    |
|------------------------------------------------------------------------------------------|----------------------|----------------------------------|----------------------|--------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Office of the Chief Executive</b>                                                     |                      | <b>2,233,461</b>                 | <b>187,673</b>       | <b>8.40%</b>             |                                                                                                             |
| <b>Economic Growth and Tourism</b>                                                       |                      |                                  |                      |                          |                                                                                                             |
| 4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead                     | General Fund - Grant | 1,714,593                        | 170,259              | 9.93%                    |                                                                                                             |
| 5400509. RTBR - Art Installations Tenterfield Creek                                      | General Fund - Grant | 5,000                            | 5,000                | 100.00%                  | Completed                                                                                                   |
| 5400510. LF027 Tenterfield Dam Recreational Precinct - Stage 1 Fishing Platform          | General Fund - Grant | 249,576                          | 0                    | 0.00%                    | Planning & design stage underway                                                                            |
| <b>Total Economic Growth and Tourism</b>                                                 |                      | <b>1,969,169</b>                 | <b>175,259</b>       | <b>8.90%</b>             |                                                                                                             |
| <b>Library Services</b>                                                                  |                      |                                  |                      |                          |                                                                                                             |
| 5000515. Local Priority Grant 2019/20                                                    | General Fund - Grant | 3,848                            | 3,498                | 90.91%                   | To be used as part of Refurbishment project                                                                 |
| 5000520. Local Priority Grant 2020/21                                                    | General Fund - Grant | 19,329                           | 8,915                | 46.12%                   | To be used as part of Refurbishment project. Self-service IT equipment for Urbenville & Drake is on order   |
| 5000522. Local Priority Grant 2021/22                                                    | General Fund - Grant | 19,329                           | 0                    | 0.00%                    |                                                                                                             |
| 5000524. Local Priority Grant 2022/23                                                    | General Fund - Grant | 24,900                           | 0                    | 0.00%                    |                                                                                                             |
| 5000523. Public Library Infrastructure Grant - Refurbishment of the Tenterfield Library  | General Fund - Grant | 196,886                          | 0                    | 0.00%                    | To commence early next year                                                                                 |
| <b>Total Library Services</b>                                                            |                      | <b>264,292</b>                   | <b>12,413</b>        | <b>4.70%</b>             |                                                                                                             |
| <b>Office of the Chief Corporate Officer</b>                                             |                      | <b>2,155,108</b>                 | <b>583,345</b>       | <b>27.07%</b>            |                                                                                                             |
| <b>Buildings &amp; Amenities</b>                                                         |                      |                                  |                      |                          |                                                                                                             |
| 4200501. Admin Building - Refurbishment                                                  | General Fund         | 49,524                           | 16,365               | 33.04%                   |                                                                                                             |
| 4200508. Admin Building - Roof Replacement                                               | General Fund         | 300,000                          | 3,240                | 1.08%                    |                                                                                                             |
| 4205504. Housing - 268 Douglas St - Replace Water-Damaged Carpet                         | General Fund         | 25,000                           | 0                    | 0.00%                    | To be installed in March                                                                                    |
| 4210500. Mt McKenzie Tower Construct Access Road (SRV)                                   | General Fund         | 70,000                           | 0                    | 0.00%                    |                                                                                                             |
| 4230510. SCCF4-0858 Upgrades to Drake Hall                                               | General Fund - Grant | 109,277                          | 0                    | 0.00%                    |                                                                                                             |
| 4230512. SCCF4-0948 Improvements to Sunnyside Hall                                       | General Fund - Grant | 138,116                          | 110,493              | 80.00%                   |                                                                                                             |
| 4230513. BSBR000689 - Mingoola Hall Improvements                                         | General Fund - Grant | 120,000                          | 0                    | 0.00%                    |                                                                                                             |
| 4235000. Tenterfield Memorial Hall Sporting Complex - SCCF-1023                          | General Fund         | 64,667                           | 12,402               | 19.18%                   |                                                                                                             |
| 4235001. Memorial Hall Internal Acoustic, Ventilation & Insulation Treatments            | General Fund - Grant | 97,019                           | 30,744               | 31.69%                   |                                                                                                             |
| 4235002. Restorations to Pioneer Cottage                                                 | General Fund - Grant | 14,131                           | 7,744                | 54.80%                   | In 12 months defects rectification (final retention payment)                                                |
| 4235003. BCRRF Stream 1 Memorial Hall                                                    | General Fund         | 31,292                           | 0                    | 0.00%                    |                                                                                                             |
| 4235005. BSBR000682 - Installation of Ceiling Fans & Emergency Lighting at Memorial Hall | General Fund - Grant | 154,000                          | 0                    | 0.00%                    |                                                                                                             |
| 4235006. SCCF4-0949 Floor Refurbishments to Memorial Hall                                | General Fund - Grant | 131,117                          | 0                    | 0.00%                    |                                                                                                             |
| <b>Total Buildings &amp; Amenities</b>                                                   |                      | <b>1,304,143</b>                 | <b>180,987</b>       | <b>13.88%</b>            |                                                                                                             |
| <b>Environmental Management</b>                                                          |                      |                                  |                      |                          |                                                                                                             |
| 4235501. Covid-19 Council Pound Grant Expenditure                                        | General Fund - Grant | 688                              | 640                  | 93.02%                   |                                                                                                             |
| <b>Total Environmental Management</b>                                                    |                      | <b>688</b>                       | <b>640</b>           | <b>93.02%</b>            |                                                                                                             |
| <b>Finance &amp; Technology</b>                                                          |                      |                                  |                      |                          |                                                                                                             |
| 1810501. Computer Equipment - Finance                                                    | General Fund         | 75,000                           | 0                    | 0.00%                    |                                                                                                             |
| 1810508. Capitalised Software                                                            | General Fund         | 150,000                          | 43,173               | 28.78%                   |                                                                                                             |
| <b>Total Finance &amp; Technology</b>                                                    |                      | <b>225,000</b>                   | <b>43,173</b>        | <b>19.19%</b>            |                                                                                                             |
| <b>Livestock Saleyards</b>                                                               |                      |                                  |                      |                          |                                                                                                             |
| 4220504. Improvements to Loading Ramps & Traffic Facilities                              | General Fund         | 207,940                          | 178,302              | 85.75%                   | Double height ramp completed. Designing laneways and gates to complete project.                             |
| <b>Total Livestock Saleyards</b>                                                         |                      | <b>207,940</b>                   | <b>178,302</b>       | <b>85.75%</b>            |                                                                                                             |
| <b>Parks, Gardens and Open Space</b>                                                     |                      |                                  |                      |                          |                                                                                                             |
| 4215502. Cemeteries - Earthworks Preparation for Stage 1 Expansion                       | General Fund         | 15,428                           | 0                    | 0.00%                    | More slabs to install. Quoting on another niche                                                             |
| 4605514. PSLP - Jennings Playground Precinct                                             | General Fund - Grant | 216,909                          | 173,543              | 80.01%                   | Playground, exercise area and covered BBQ have been installed with shade cover. Carpark has been completed. |
| 4605516. SCCF4-0951 Revitalisation of Tenterfield Netball Courts                         | General Fund - Grant | 160,000                          | 0                    | 0.00%                    | In planning stage                                                                                           |
| <b>Total Parks, Gardens and Open Space</b>                                               |                      | <b>392,337</b>                   | <b>173,543</b>       | <b>44.23%</b>            |                                                                                                             |
| <b>Swimming Complex</b>                                                                  |                      |                                  |                      |                          |                                                                                                             |
| 4600512. Swimming Pool - Equipment Renewal                                               | General Fund         | 25,000                           | 6,701                | 26.80%                   |                                                                                                             |
| <b>Total Swimming Complex</b>                                                            |                      | <b>25,000</b>                    | <b>6,701</b>         | <b>26.80%</b>            |                                                                                                             |
| <b>Office of the Chief Operating Officer</b>                                             |                      | <b>48,897,366</b>                | <b>17,442,660</b>    | <b>35.67%</b>            |                                                                                                             |
| <b>Asset Management &amp; Resourcing</b>                                                 |                      |                                  |                      |                          |                                                                                                             |
| 6250502. Tenterfield Depot - Wash Down & Recycle Bay                                     | General Fund         | 20,000                           | 0                    | 0.00%                    | Consultants being engaged to assist with delivery                                                           |
| 6250505. Tenterfield Depot - WHS & Environmental Initiative Enhancements                 | General Fund         | 100,000                          | 0                    | 0.00%                    | Consultants being engaged to assist with delivery                                                           |
| 6250506. Tenterfield Depot - Fuel Tank Replacement/Remediation                           | General Fund         | 100,000                          | 4,335                | 4.33%                    | Consultants being engaged to assist with delivery                                                           |
| <b>Total Asset Management &amp; Resourcing</b>                                           |                      | <b>220,000</b>                   | <b>4,335</b>         | <b>1.97%</b>             |                                                                                                             |
| <b>Plant, Fleet &amp; Equipment</b>                                                      |                      |                                  |                      |                          |                                                                                                             |
| 6210500. Public Works Plant - Purchases                                                  | General Fund         | 3,944,257                        | 898,750              | 22.79%                   |                                                                                                             |
| 6210501. Public Works Plant - WDV of Asset Disposals                                     | General Fund         | (3,041,834)                      | (1,029,994)          | 33.86%                   |                                                                                                             |
| <b>Total Plant, Fleet &amp; Equipment</b>                                                |                      | <b>902,423</b>                   | <b>(131,244)</b>     | <b>-14.54%</b>           |                                                                                                             |

\*Report Contains Filters

| Capital Projects                                                                                   | Funding Source       | 22/23 Adopted Review 1 Budget \$ | 22/23 YTD Actuals \$ | 22/23 Percentage Spent % | Comments                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------|----------------------|----------------------------------|----------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sewerage Service</b>                                                                            |                      |                                  |                      |                          |                                                                                                                                                                                                                                       |
| 7872502. Tenterfield Mains Relining (1km Year)                                                     | Sewer Fund           | 173,800                          | 0                    | 0.00%                    | RFQ evaluations underway                                                                                                                                                                                                              |
| 7872503. Tenterfield Mains Augmentation                                                            | Sewer Fund           | 69,600                           | 0                    | 0.00%                    | Infrastructure ordered for work to new Water Treatment Plant                                                                                                                                                                          |
| 7872505. Tenterfield Man Hole Level Alterations (Water Infiltration)                               | Sewer Fund           | 162,500                          | 40,790               | 25.10%                   | Contractor completed in January                                                                                                                                                                                                       |
| 7872515. Tenterfield Upgrade Road to Tertiary Ponds                                                | Sewer Fund           | 7,000                            | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 7872517. Tenterfield Scada System Upgrade                                                          | Sewer Fund           | 21,853                           | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 7872519. Tenterfield Network Renewal                                                               | Sewer Fund           | 193,800                          | 0                    | 0.00%                    | Infrastructure ordered, initial smoke testing completed, additional 2 smoke testing scheduled for February                                                                                                                            |
| 7872524. Tenterfield STP - 3 Bay Shed for Storage                                                  | Sewer Fund           | 50,000                           | 0                    | 0.00%                    | Investigations re-commenced, obtaining quotes                                                                                                                                                                                         |
| 7872525. Tenterfield STP - Grinder Pump                                                            | Sewer Fund           | 10,000                           | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 7872526. Tenterfield STP - Refurbishment                                                           | Sewer Fund           | 102,500                          | 11,014               | 10.75%                   | New STP probe completed, PLC's ordered, handrails and cable boxes in planning.                                                                                                                                                        |
| 7872527. Tenterfield New Pump Station - Molesworth St                                              | Sewer Fund           | 200,000                          | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 7872528. Tenterfield New Pump Station - Trail Lane                                                 | Sewer Fund           | 150,000                          | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 7872529. Sewer System Mapping Improvements                                                         | Sewer Fund           | 20,000                           | 10,885               | 54.43%                   | Commenced GPS verification of manholes.                                                                                                                                                                                               |
| 7872800. Urbenville Dehydrator                                                                     | Sewer Fund           | 10,000                           | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 7872801. Removal Sludge from Tertiary Ponds/Renewal of Capacity                                    | Sewer Fund           | 10,600                           | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 7872804. Urbenville Telemetry Upgrade                                                              | Sewer Fund           | 15,000                           | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 7872807. Urbenville Telemetry From PS to STP                                                       | Sewer Fund           | 10,000                           | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 7872813. Urbenville Sewer Pump Station Emergency Works - Replacement                               | Sewer Fund           | 102,701                          | 102,701              | 100.00%                  | Completed                                                                                                                                                                                                                             |
| <b>Total Sewerage Service</b>                                                                      |                      | <b>1,309,354</b>                 | <b>165,391</b>       | <b>12.63%</b>            |                                                                                                                                                                                                                                       |
| <b>Stormwater &amp; Drainage</b>                                                                   |                      |                                  |                      |                          |                                                                                                                                                                                                                                       |
| 8252502. Drainage Pits - Upgrade                                                                   | Stormwater Fund      | 63,000                           | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 8252523. Urban Culverts Renewal                                                                    | Stormwater Fund      | 27,200                           | 71                   | 0.26%                    |                                                                                                                                                                                                                                       |
| 8252526. Stormwater Pipe Renewal                                                                   | Stormwater Fund      | 40,000                           | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| <b>Total Stormwater &amp; Drainage</b>                                                             |                      | <b>130,200</b>                   | <b>71</b>            | <b>0.05%</b>             |                                                                                                                                                                                                                                       |
| <b>Transport Network</b>                                                                           |                      |                                  |                      |                          |                                                                                                                                                                                                                                       |
| 6215110. Regional & Local Roads Traffic Facilities                                                 | General Fund - Grant | 68,000                           | 52,183               | 76.74%                   | Urban line marking planned in February                                                                                                                                                                                                |
| 6215510. Regional Roads Block Grant - Reseals Program                                              | General Fund - Grant | 582,668                          | 264,582              | 45.41%                   |                                                                                                                                                                                                                                       |
| 6215531. Special Grant Mt Lindesay Road (RMS/Fed)                                                  | General Fund - Grant | 5,323,347                        | 5,677,444            | 106.65%                  | Review of commitments and budget underway with Transport NSW, additional \$2 million funding has been applied for                                                                                                                     |
| 6215544. BLERF - 0737 - Improve Mt Lindesay Road                                                   | General Fund - Grant | 5,297,708                        | 1,290,024            | 24.35%                   |                                                                                                                                                                                                                                       |
| 6215550. Footpaths Capital Works                                                                   | General Fund         | 15,000                           | 1,435                | 9.57%                    | For Council co-contribution to Molesworth St Footpath grant works                                                                                                                                                                     |
| 6215552. Roads to Recovery 2019-24                                                                 | General Fund - Grant | 1,044,335                        | 32,252               | 3.09%                    |                                                                                                                                                                                                                                       |
| 6215566. Developer Contribution Road Works                                                         | General Fund         | 0                                | 36,879               | 0.00%                    | Funded by Developer Contributions - works carried out on Haddocks Road & Robinsons Lane. Budget to be added in December QBR                                                                                                           |
| 6215568. FLR200241 - Kildare Road (Tenterfield Tourist Route 9)                                    | General Fund - Grant | 2,666,325                        | 1,656,842            | 62.14%                   |                                                                                                                                                                                                                                       |
| 6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel               | General Fund - Grant | 0                                | 61,258               | 0.00%                    | Disaster Recovery works - consultants provided concept design and reconstruction estimate for approval by Transport for NSW & Resilience NSW for bridge replacement/extension. Budget addition is pending advice from funding bodies. |
| 6215572. FLR300128 - Tooloom Road West Rehabilitation                                              | General Fund - Grant | 2,970,024                        | 167,442              | 5.64%                    | Pavement widening works are continuing                                                                                                                                                                                                |
| 6215575. ROSI - Sunnyside Platform Road Upgrade                                                    | General Fund - Grant | 1,752,075                        | 1,561,105            | 89.10%                   | Bruxner Way intersection being upgraded.                                                                                                                                                                                              |
| 6215576. BSR000641 - Drake Village Revitalisation                                                  | General Fund - Grant | 2,900,300                        | 14,213               | 0.49%                    |                                                                                                                                                                                                                                       |
| 6215579. Local Roads & Community Infrastructure Program - Round 3                                  | General Fund - Grant | 2,088,670                        | 516,298              | 24.72%                   | Pavement preparation for sealing of Washpool Lane, Leeches Gully Rd and Robinsons Lane.                                                                                                                                               |
| 6215580. Repair Program 2022/23                                                                    | General Fund - Grant | 565,572                          | 239,735              | 42.39%                   |                                                                                                                                                                                                                                       |
| 6220269. DRFA AGRN1012 Package 1 EPAR                                                              | General Fund - Grant | 0                                | 138,292              | 0.00%                    |                                                                                                                                                                                                                                       |
| 6220271. Bridges Renewal Program - Deepwater River Bridge Renewal                                  | 50% Grant Funded     | 13,000                           | 13,000               | 100.00%                  | Completed.                                                                                                                                                                                                                            |
| 6220272. Bridges Renewal Program - Kangaroo Creek Bridge Replacement                               | 50% Grant Funded     | 1,100,574                        | 858,078              | 77.97%                   | Bridge open to traffic                                                                                                                                                                                                                |
| 6220274. Bridges Renewal Program - Unknown Creek Bridge (67203) Replacement, Paddy's Flat Road Nth | General Fund - Grant | 722,414                          | 128,476              | 17.78%                   | Abutments poured, deck under construction                                                                                                                                                                                             |
| 6220276. Bridges Renewal Program - Unknown Creek Bridge (67161) Replacement, Paddy's Flat Road Sth | General Fund - Grant | 532,955                          | 508,322              | 95.38%                   | Bridge open to traffic                                                                                                                                                                                                                |
| 6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Road             | General Fund - Grant | 644,907                          | 166,783              | 25.86%                   | Abutments poured, deck under construction                                                                                                                                                                                             |
| 6220278. Fixing Country Bridges - Washpool Creek Bridge Replacement, Leeches Gully Rd              | General Fund - Grant | 306,867                          | 325,789              | 106.17%                  | Bridge open to traffic                                                                                                                                                                                                                |
| 6220500. Urban Streets - Reseal Program                                                            | General Fund         | 60,000                           | 0                    | 0.00%                    | Upcoming works planned                                                                                                                                                                                                                |
| 6220501. Road Renewal - Gravel Roads                                                               | General Fund         | 601,519                          | 122,640              | 20.39%                   |                                                                                                                                                                                                                                       |
| 6220503. Gravel Resheets                                                                           | General Fund         | 632,452                          | 3,934                | 0.62%                    | Portion has been allocated for Council contribution to LRCI Round 3 projects                                                                                                                                                          |
| 6220505. Kerbing & Guttering                                                                       | General Fund         | 40,000                           | 0                    | 0.00%                    | Design commenced for Molesworth St corner                                                                                                                                                                                             |
| 6220506. Bridges / Causeways (SRV to 2023/24)                                                      | General Fund         | 530,000                          | 3,620                | 0.68%                    | To be used for Council contributions on bridge projects & flood signage program, and contribution to Sunnyside Platform project \$380,000                                                                                             |
| 6220507. Rural Roads - Reseal Program                                                              | General Fund         | 653,940                          | 0                    | 0.00%                    | \$570,000 of works to be committed in February                                                                                                                                                                                        |
| 6220512. Rural Culverts & Pipes                                                                    | General Fund         | 100,000                          | 2,531                | 2.53%                    | to be used for Council contribution to Kildare Road project                                                                                                                                                                           |
| 6220513. Concrete Bridges                                                                          | General Fund         | 40,223                           | 0                    | 0.00%                    | \$20,000 of budget to be moved in December QBR to Gravel Pit Rehabilitation budget                                                                                                                                                    |
| 6220514. Causeways                                                                                 | General Fund         | 208,163                          | 0                    | 0.00%                    | Design being prepared for Fisheries approvals                                                                                                                                                                                         |
| 6240101. Gravel Pit Rehabilitation                                                                 | General Fund         | 10,664                           | 0                    | 0.00%                    | Planned rehab for Geyers Road pit                                                                                                                                                                                                     |
| 6240509. SCCF4-0946 Extension to Urbenville Footpath                                               | General Fund - Grant | 159,815                          | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 6240511. Molesworth Street Footpath Replacement Grant                                              | General Fund - Grant | 10,000                           | 0                    | 0.00%                    | Design commenced                                                                                                                                                                                                                      |
| 6240512. Streets as Shared Spaces - SASS00027 Linking People and Place                             | General Fund - Grant | 500,000                          | 83,269               | 16.65%                   |                                                                                                                                                                                                                                       |
| 6240513. Other Contributions to Works (Capital) - Expenses                                         | General Fund         | 6,752                            | 6,138                | 90.91%                   | Dust abatement works carried out on Robinsons Lane                                                                                                                                                                                    |
| <b>Total Transport Network</b>                                                                     |                      | <b>32,148,269</b>                | <b>13,932,563</b>    | <b>43.34%</b>            |                                                                                                                                                                                                                                       |

\*Report Contains Filters

| Capital Projects                                                   | Funding Source                                                 | 22/23 Adopted Review 1 Budget \$ | 22/23 YTD Actuals \$ | 22/23 Percentage Spent % | Comments                                                                               |
|--------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------|----------------------|--------------------------|----------------------------------------------------------------------------------------|
| <b>Waste Management</b>                                            |                                                                |                                  |                      |                          |                                                                                        |
| 7080500. 240L Wheelie Bins                                         | Waste Fund                                                     | 2,101                            | 2,893                | 137.70%                  |                                                                                        |
| 7080503. Industrial Bins                                           | Waste Fund                                                     | 16,304                           | 3,522                | 21.60%                   |                                                                                        |
| 7080554. Boonoo Boonoo - Landfill Cover                            | Waste Fund                                                     | 10,000                           | 0                    | 0.00%                    | Alternative cover deployed and operational                                             |
| 7080555. Boonoo Boonoo - Cell Remediation Asset                    | Waste Fund                                                     | 50,000                           | 0                    | 0.00%                    |                                                                                        |
| 7080558. Tip shop - Drake, Liston & Tenterfield                    | Waste Fund                                                     | 2,000                            | 150                  | 7.49%                    | Roller door installation pending for Tenterfield                                       |
| 7080560. EPA Bushfire Recovery Program for Council Landfills       | Waste Fund - Grant                                             | 685,209                          | 57,166               | 8.34%                    | Upcoming costs include land purchase for boundary buffer, weighbridge, cell capping    |
| 7080561. Boonoo Boonoo Landfill - Environmental Improvements       | Grant balance \$3,320, Waste Fund \$8,700                      | 12,020                           | 12,020               | 100.00%                  | Completed                                                                              |
| 7080564. Boonoo Boonoo - Develop Stage 5                           | Waste Fund                                                     | 2,569,752                        | 51,692               | 2.01%                    | Plans completed - additional requests for information for final EPA approval           |
| 7080568. Boonoo Boonoo - WHS Facilities & Amenities Upgrade        | Waste Fund                                                     | 0                                | 55                   | 0.00%                    |                                                                                        |
| 7080720. Mingoola - Open Transfer Station                          | Waste Fund                                                     | 70,000                           | 0                    | 0.00%                    | To be removed in December QBR - to be deferred to 2023/24                              |
| 7080732. Torrington Landfill - Convert to Transfer                 | Waste Fund                                                     | 2,000                            | 365                  | 18.24%                   | Fencing to be completed                                                                |
| 7080811. Tenterfield WTS Groundwater Bores                         | Waste Fund                                                     | 119,879                          | 1,754                | 1.46%                    |                                                                                        |
| <b>Total Waste Management</b>                                      |                                                                | <b>3,539,265</b>                 | <b>129,615</b>       | <b>3.66%</b>             |                                                                                        |
| <b>Water Supply</b>                                                |                                                                |                                  |                      |                          |                                                                                        |
| 7484505. Tenterfield Mains Replacement                             | Water Fund                                                     | 282,900                          | 139,356              | 49.26%                   | Infrastructure ordered for work to new WTP                                             |
| 7484506. Tenterfield Meter Replacement                             | Water Fund                                                     | 22,600                           | 398                  | 1.76%                    | Ongoing                                                                                |
| 7484522. Tenterfield Water Treatment Plant Construction            | Water Fund Grants - State \$7 million, Federal \$2.645 million | 7,614,384                        | 2,878,473            | 37.80%                   |                                                                                        |
| 7484533. Water Network Mapping Improvements                        | Water Fund                                                     | 20,000                           | 10,885               | 54.43%                   | Commenced GPS mapping valves and hydrants.                                             |
| 7484538. BLERF 0377 - Tenterfield Villages Emergency Water Program | Water Fund - Grant \$960,000; Council contribution \$20,000    | 970,153                          | 186,372              | 19.21%                   | Planning complete, infrastructure purchased, drillers engaged, awaiting approvals NRAR |
| 7484540. Bulk Water Metering Grant                                 | Water Fund - Grant \$36,844; Council contribution \$12,281     | 49,125                           | 3,810                | 7.76%                    | Planning complete, infrastructure purchased, commenced construction                    |
| 7484541. New Grid Urbenville Water Supply Project                  | Water Fund - Grant \$1,458,000; Council contribution \$100,000 | 1,558,000                        | 18,622               | 1.20%                    | Preliminary assessments complete, moving to design phase                               |
| 7484542. Tenterfield Apex Park Bore - Relining                     | Water Fund                                                     | 39,193                           | 39,193               | 100.00%                  |                                                                                        |
| 7484811. Urbenville Water Treatment Plant Upgrade                  | Water Fund                                                     | 50,000                           | 48,559               | 97.12%                   |                                                                                        |
| 7484812. Urbenville Sewer Scada Renewal                            | Water Fund                                                     | 10,000                           | 561                  | 5.61%                    |                                                                                        |
| 7484901. Jennings Mains Replacement                                | Water Fund                                                     | 11,500                           | 0                    | 0.00%                    |                                                                                        |
| 7484950. Legume Catchment - Water Supply Options Study             | Water Fund                                                     | 20,000                           | 15,700               | 78.50%                   |                                                                                        |
| <b>Total Water Supply</b>                                          | Water Fund                                                     | <b>10,647,855</b>                | <b>3,341,929</b>     | <b>31.39%</b>            |                                                                                        |
| <b>Grand Total</b>                                                 |                                                                | <b>53,285,935</b>                | <b>18,213,678</b>    | <b>34.18%</b>            |                                                                                        |

\*Report Contains Filters

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b> |
| <b>Submitted by:</b> | Roy Jones, Manager Finance & Technology      |
| <b>Reference:</b>    | <b>ITEM GOV6/23</b>                          |
| <b>Subject:</b>      | <b>REPORT ON LOAN BALANCES</b>               |

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

#### **SUMMARY**

The purpose of this Report is to inform Council of its loan balances as at 31 December 2022.

#### **OFFICER'S RECOMMENDATION:**

**That Council notes the loan balance as at 31 December 2022 was \$18,399,100.48 (\$18,848,630.12 as at 30 June 2022).**

#### **BACKGROUND**

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

#### **REPORT:**

Loan payments are being made in accordance with the loan agreements. Council's loan balance as at 31 December 2022 was \$18,399,100.48 (\$18,848,630.12 as at 30 June 2022).

#### **New Loans Taken Out between reporting periods 1 July 2022 to 31 December 2022.**

No new loans were taken out during the quarter ending 31 December 2022.

Council Loan Register as at 31 December 2022 attached.

**Please note:** As per the attached register a final payment of \$40,202.38 was due on 21 December 2022 to the National Australia Bank. National Australia Bank deducted the associated interest prior to December but administered the final deduction of principal in January 2023. This loan has now been fully paid.

#### **Bridging Finance**

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

Our Governance No. 6 Cont...

limit of \$5,000,000 for a rollover period of 90 days, to function as a cash reserve to fund external restrictions when required.

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

The Debt Service Cover Ratio based as at 30 June 2022 is 9.08x (the benchmark is >2.00x). This ratio improved slightly from the financial year ending 30 June 2021 (when the ratio was 6.98x).

### **COUNCIL IMPLICATIONS:**

#### **1. Community Engagement / Communication (per engagement strategy)**

Council's projected loan borrowings are included in the 2022/23 Operational Plan.

#### **2. Policy and Regulation**

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

#### **3. Financial (Annual Budget & LTFP)**

Nil.

#### **4. Asset Management (AMS)**

Nil.

#### **5. Workforce (WMS)**

Nil.

#### **6. Legal and Risk Management**

Nil.

#### **7. Performance Measures**

Nil.

#### **8. Project Management**

Nil.

**Kylie Smith**  
**Chief Corporate Officer**

Prepared by staff member: Roy Jones, Manager Finance & Technology

Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer

Department: Office of the Chief Corporate Officer

Attachments: **1** Loan Register as at 31 December 2022 **1** Page

**Tenterfield Shire Council**  
**Loans Schedule**  
**As at 31 December 2022**

| Loan Details                                          |                                                             |           |                                |               |            |                  |                            | Principal \$                             |
|-------------------------------------------------------|-------------------------------------------------------------|-----------|--------------------------------|---------------|------------|------------------|----------------------------|------------------------------------------|
| FUND                                                  | PURPOSE                                                     | AMOUNT \$ | OBTAINED FROM                  | DATE OBTAINED | DUE DATE   | RATE OF INTEREST | INTERVALS AT WHICH PAYABLE | Principal Balance as at 31 December 2022 |
| General Fund                                          | Transport Infrastructure (and supportive plant items)       | 2,604,612 | Commonwealth Bank of Australia | 31/03/2022    | 31/03/2042 | 4.40%            | Half Yearly                | 2,563,462.58                             |
| General Fund                                          | Infrastructure 2020/21                                      | 4,048,952 | Commonwealth Bank of Australia | 31/03/2021    | 29/03/2041 | 2.69%            | Half Yearly                | 3,814,658.02                             |
| General Fund                                          | Infrastructure 2019/20                                      | 1,000,000 | Commonwealth Bank of Australia | 15/06/2020    | 15/06/2040 | 2.90%            | Half Yearly                | 904,152.67                               |
| General Fund                                          | Main Street Upgrade                                         | 1,200,000 | National Australia Bank        | 25/02/2015    | 25/02/2025 | 3.70%            | Half Yearly                | 342,382.06                               |
| Sewer Fund                                            | Tenterfield Sewerage Treatment Plant                        | 2,500,000 | National Australia Bank        | 30/05/2008    | 30/05/2033 | 7.81%            | Half Yearly                | 1,619,488.06                             |
| Water Fund                                            | Dam Wall Construction (1)                                   | 3,087,672 | CBA (Refinanced from ANZ)      | 29/09/2021    | 30/09/2041 | 2.59%            | Half Yearly                | 2,968,544.11                             |
| Water Fund                                            | Dam Wall Construction (2)                                   | 2,684,880 | CBA (Refinanced from CBA)      | 6/07/2022     | 7/07/2042  | 5.73%            | Half Yearly                | 2,648,741.88                             |
| Water Fund                                            | Urbenville Water Treatment Plant                            | 375,000   | National Australia Bank        | 5/02/2009     | 5/02/2033  | 6.47%            | Half Yearly                | 249,604.35                               |
| Waste Fund                                            | Rehabilitation                                              | 1,250,000 | National Australia Bank        | 21/12/2012    | 21/12/2022 | 5.45%            | Quarterly                  | 40,202.38                                |
| Waste Fund                                            | Waste Management - Boonoo Boonoo Landfill (Develop Stage 5) | 3,300,000 | Commonwealth Bank of Australia | 31/03/2022    | 31/03/2042 | 4.40%            | Half Yearly                | 3,247,864.37                             |
| <b>TOTAL Principal Balance as at 31 December 2022</b> |                                                             |           |                                |               |            |                  |                            | <b>18,399,100.48</b>                     |



|                      |                                                                                                                |
|----------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                                                                   |
| <b>Submitted by:</b> | Erika Bursford, Manager Customer Service, Governance & Records                                                 |
| <b>Reference:</b>    | <b>ITEM GOV7/23</b>                                                                                            |
| <b>Subject:</b>      | <b>AUDIT, RISK AND IMPROVEMENT COMMITTEE - PROPOSED APPOINTMENT FOR SOUTHERN DOWNS REGIONAL COUNCIL MEMBER</b> |

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

## SUMMARY

The Tenterfield Shire Council Audit, Risk and Improvement Committee (the Committee) provides independent assistance to Tenterfield Shire Council (Council) by monitoring, reviewing and providing advice on risk management, control frameworks, governance processes and external accountability responsibilities. Committee members are in place for the term of the Council. Council confirmed the Committee members for the current term of Council at its Ordinary Meeting of 23 February 2022.

The Committee was advised at its meeting of 7 December 2022 that the Southern Downs Regional Council (SDRC) committee member, Mr Andrew Page, would be stepping down due to his departure from SDRC. Mr Gurbindar Singh has been appointed as SDRC's Manager Finance and is proposed to fill the Committee position being vacated by Mr Page.

## OFFICER'S RECOMMENDATION:

**That Council confirm the Southern Downs Regional Council external independent committee member of the Tenterfield Shire Council Audit, Risk, and Improvement Committee to be Mr Gurbindar Singh.**

## BACKGROUND

Council's current Committee membership, as determined by the Audit, Risk and Improvement Charter, is made up of:

### 4. Composition and Tenure

*The Committee consists of one (1) independent prequalified voting Chair, two (2) independent voting members and one (1) non-voting Councillor, in accordance with the Guidelines for Risk Management and Internal Audit in Local Councils in NSW.*

*Council's Governing Body is to appoint the Chair and members of the Committee.*

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*The Chair in model ARIC Charter is counted as one member of the Committee.*

*The committee positions are as follows:*

- *Independent Chair (Voting)*
- *Independent Member (Voting)*
- *Independent Member (Voting)*
- *Councillor Member (Non-Voting)*

Council's current Committee members were appointed and reappointed to the Committee on 23 February 2022, for the current term of Council, as listed below:

- Independent Chair – Mr Peter Sheville
- Independent Member – Mr Tony Harb
- Independent Member – Mr Andrew Page (resigned)
- Councillor Member - Mayor Bronwyn Petrie

#### **REPORT:**

Mr Andrew Page was reappointed to the Committee by Council as the SDRC member of the Committee. Under an existing arrangement between Council and SDRC, Mr Page has filled this role while in the employ of SDRC. Council member of the SDRC Audit Committee is Ms Kylie Smith.

Mr Page advised the Committee of his resignation of his employment with SDRC, at the Committee's meeting of 7 December 2022. Mr Page also advised of the new Manager Finance employed by SDRC, Mr Gurbindar Singh. A Curriculum Vitae has been provided by Mr Singh and is attached to the report. Mr Singh appears to be suitably qualified and experienced from the details provided, and along with his current employment with SDRC as Manager Finance, would make Mr Singh an appropriate appointment to Council's committee.

It is recommended that Council appoint Mr Gurbindar Singh to the Audit, Risk and Improvement Committee as the Southern Downs Regional Council external independent committee member.

#### **COUNCIL IMPLICATIONS:**

##### **1. Community Engagement / Communication (per engagement strategy)**

Nil.

##### **2. Policy and Regulation**

- *NSW Local Government Act 1993*
- *Tenterfield Shire Council Audit, Risk and Improvement Committee Charter*

##### **3. Financial (Annual Budget & LTFP)**

Nil.

##### **4. Asset Management (AMS)**

Nil.

##### **5. Workforce (WMS)**

Nil.

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**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Kylie Smith**  
**Chief Corporate Officer**

|                               |                                                                   |
|-------------------------------|-------------------------------------------------------------------|
| Prepared by staff member:     | Erika Bursford, Manager Customer Service,<br>Governance & Records |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                              |
| Department:                   | Office of the Chief Corporate Officer                             |
| Attachments:                  | <b>1</b> Proposed ARIC Member - SDRC -<br>Gurbindar Singh - CV    |
|                               | 5<br>Pages                                                        |

**Gurbindar Singh (CPA)**  
163 Wallace Street, Warwick Queensland, 4370  
Mobile: 0420 607 217  
Email: gurbindar\_singh@yahoo.com.au

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**PROFESSIONAL SUMMARY:**

Forward-thinking Executive with both public and private accounting and financial reporting experience. Offering proven track record of leading, managing and providing specialist advice that aids in the decision-making process. Strong leader with calm presence and builds relationships across all organizational levels. Skilled in managing shareholder and board member relationships with excellent mediation and negotiation skills. An executive with high strategic thinking capability, proficient in policies and procedures, great attention to detail, strong interpersonal and communications skills.

**SKILLS:**

- 
- Innovative and Visionary
  - Systems Thinker
  - Governance and Risk Management
  - Project Leadership
  - Operational Analysis
  - Employee Motivation and Performance
  - Financial Management
  - Relationship and Team Building
  - Complex Problem Solving
  - Customer Management
  - Organizational Development
  - Stakeholder Management
  - Systems Thinker
  - Process Improvement
  - Analytical and Critical Thinker
  - Thrives Under Pressure
  - Succession Planning
  - Results Orientation
  - Cross-Functional Collaboration
  - Public Relations Management

**WORK EXPERIENCE:**

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**Southern Downs Regional Council (SDRC)**

**Manager Finance**

**May 2022 to Current**

**Key Responsibilities:**

- Provide advice, policy development and decision-making support to employees and ensure implementation of Council resolutions, policies and decisions.
- Provide development opportunities for employees.
- Provide leadership and co-ordinate departmental operations and performance.
- Ensure output is monitored and services provided in an efficient cost-effective manner.
- Develop, maintain and review Council's corporate plan.
- Develop and maintain organisation structure to achieve Council's objectives.
- Provide organisational change leadership and support.
- Ensure development and maintenance of appropriate systems, procedures and performance standards.
- Advise Council of financial implications of policy determinations.
- Exercise management oversight of Council financial operations and ensure appropriate financial planning.
- Maintain financial systems and controls to achieve financial targets.
- Ensure human resource management plans, systems, procedures, and programs are developed and implemented.
- Promote teamwork and develop and maintain positive work relations and appropriate organisation culture.
- Ensure services, communications, and dealings of staff with the public and external bodies is of a high standard.

Gurbindar Singh

1 | Page

**Cassowary Coast Regional Council (CCRC)**

**Chief Financial Officer**  
**(Includes a period as Director Corporate Services – position retitled)**

**Apr 2017 to Mar 2022**

**Key Responsibilities:**

- Leadership role in strategy and transformation of the organisation, its culture and in achieving regional economic and social development and prosperity resulting in great customer experience.
- Provide timely and business critical advice on all issues relating to the financial sustainability of Council. Provide leadership as a catalyst for positive change.
- Manage all aspects of Council's financial risks and prepare Council's Annual Financial Statements.
- Develop and monitor key performance measures to analyse Council's financial performance.
- Preparation and submission of Council's annual budget for adoption including managing of operational, capital requests and the budgeting process.
- Provide professional advice, policy development and decision-making support to Council and ensure timely implementation of Council resolutions, policies and decisions as they relate to the area of responsibility.
- Establish and maintain strong relationship with ELT, identifying their needs and providing a full range of business solutions.
- Directly manage Council's financial management capability across the whole of the organisation.
- Ensure effective management and coordination of functions relating to IT and communications, Rates, Finance, Procurement, Business Improvements and Payroll.
- Develop and manage Council's internal and external financial reporting platforms so that the Executive team can make critical business decisions with real time financial data.
- Provide advice to Council on rates revenue strategies and undertake modelling of various options.
- Ensure delivery of program outcomes in line with Corporate and Operational Plan objectives in an efficient and cost-effective manner.
- Oversee the development of financial and technological systems that enable Council to meet its statutory reporting requirements and meet the business needs of the organisation and improve the customer experience.
- Develop, implement and monitor Council's investment and borrowing strategy, ensuring maximum financial return on investment of public funds and minimum risk exposure.
- Ensure operation of an effective internal control and audit function including responsibility for coordination of the audit committee.
- Lead with purpose and by example to coach, mentor and develop staff to actively promote CCRC review outcomes and change practices.

**ACHIEVEMENTS:**

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- Led the timely development of the CCRC Corporate Plan 2017-2022 and Operational Plans in collaboration with various stakeholders.
- Developed the CCRC Services Catalogue, Long-Term Financial Plans and reporting dashboards.
- Successfully delivered six budgets including the CCRC 20/21 Covid Relief Package and received unmodified audit opinions. This includes nil audit deficiencies in FY20/21.
- Led the community engagement discussion with the CCRC Community Reference Group resulting in service ratings and recommendations provided to Council for budget consideration.
- Delivered the 2020 CCRC in-house structural review in consultation with the newly elected Councillors, saving approx. \$1m.
- Paid out CCRC Queensland Treasury Corporation Loans after undertaking a comprehensive analysis with various options – initial savings est. at \$1.15m.
- Drove the development of CCRC Long Term Financial Plans, Asset Management Plans, Water Projects (Boil Water / Water Security/ Smart Meters), Asset Rationalisation Strategy, Valuation and Capitalisation process improvements.
- Contributed to the development of Council's Customer Service Charter, Tropical Coast Tourism Strategy and CCRC's Communication Plan.
- Deputy Chair of the Asset Management Working Group and Executive Member of Major Projects

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Teams driving the Mission Beach Master Plan, Innisfail Master Plan, and Port Hinchinbrook Sewerage Treatment Plant.

- Chair of the Information Management Steering Committee – delivered the Information Services (IS) Transformation Paper 2023, IT AMP, Technology One transition to Cloud including transition of Finance, Budgeting and Supplier Chain modules to CIA platform. Completion of various IT related projects including major network upgrades and Community First.
- Initiated the CCRC solar and energy efficiency program (over \$1.2m investment) – generation of renewable energy, reduction in carbon footprint, and electricity cost with est. savings over \$400k annually.
- Successfully managed the Audit Committee and Governance function including addressing several historical outstanding internal and external audit issues. Council continues to receive unmodified audit opinions.
- Other achievements include - CCRC Rating Review, Facilities Review, Waste Review including Waste Levy implications / Landfills, Telstra Review, Procurement Reviews – resulting in improved customer experience, local spent, continuous improvements and considerable financial savings.

**Acting Chief Executive Officer**

**Dec 2020 to Jan 2021**

**Key Responsibilities:**

- Whole of Council Leadership and Collaboration - (collaboration to deliver benefits across the organisation and region) - Impactful leadership to enable collaboration in delivering high performance to achieve Council and Executive Management Team (EMT) priorities.
- Organisational Priorities (Performance for Organisation) - Progress and deliver priorities in line with agreed vision, strategy and planning, leading a customer focussed organisation that continuously improves the efficiency and effectiveness of what it does for the customer.
- Organisational Financial Management (Performance for Organisation) -Sustainable financial outcomes and maximised public value.
- Organisational Leadership and Culture (Performance for Organisation) - High performing, customer centric workforce with an ethical and healthy workplace culture that reinforces trust in the organisation.
- Personal Development - As a leader pursue opportunities for growth through agile learning and development.

**ACHIEVEMENTS:**

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- Successfully led the whole organisation comprising of over 350 staff and 7 elected members.
- Successfully defended Council's position at a QCAT minor civil matter at the Tully Magistrate Court.
- Provided position papers associated with all CCRC legal matters to Council, the Queensland Audit Office and the Audit Committee including advice to Council around the defamation matters associated with the former CEO.
- Dealt with Governance matters such as OIA referrals and urgent customer complaints/requests associated with planning and local laws resulting in satisfactory outcomes for both Council and customers.

**Manager Finance**

**May 2016 to Mar 2017**

**Key Responsibilities:**

- Assist Council in developing and implementing strategies to promote sound financial management and economic sustainability and to act as a catalyst for positive change.
- Develop policies and strategies for consideration by Senior Management and Council relating to areas of responsibility.
- Update and develop Council's QTC financial model and provided strategic advice to Council and senior management on short/long-term policy directions.
- Ensure completion of financial statements within the statutory timeframes.
- Develop and manage Council's Financial Reporting functions ensuring compliance with all relevant accounting and legislative requirements, including FBT, Payroll Tax and BAS.
- Develop and deliver a system of management reports to meet the financial information needs of Council.

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- Prepare reports to Council (including monthly, quarterly and annual) and advised Council as required by relevant legislation on Council's Financial Position and Operational Performance.
- Manage and coordinate the preparation of Council's annual budget and periodic budget reviews and complete associated statutory statements.
- Develop and maintain an accurate and robust asset management register to support council's asset management system.
- Review business processes within the Finance Section to ensure maximum efficiency and effectiveness particularly through the application of the Technology One software.
- Manage Council's Financial Services Program (included Procurement) to ensure outcomes in line with Corporate and Operational plans and Financial Management Strategy
- Through effective leadership, develop a positive professional organizational culture that displayed excellent customer service.

**ACHIEVEMENTS:**

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- Provided the Audit Committee various position papers on accounting standards and addressed historical outstanding internal and external audit issues associated with Finance and Procurement resulting in less deficiencies with the QAO closing report.
- Successfully completed financials resulting in Council receiving unmodified audit opinions.
- Set up internal overhead allocation model for CCRC resulting in full cost pricing and recovery.
- Reviewed Council's banking contract and various contract within Procurement resulting in significant savings.
- Initiated process reviews and implemented improvements associated with credit cards, cash handling, portable & attractive items, fuel and uniforms.
- Streamlined Stores processes and addressed issues around financial delegation resulting in improved compliance and productivity gains.
- Set up and initiated several data mining reviews as part of Council's Fraud Control Plan – resulting in reduction in overtime, allowance and ad-hoc purchases.

**Ipswich City Council (ICC)**

**Principal Business Accounting Analyst  
Business Accounting Analyst**

**May 2013 to April 2016  
Mar 2009 to May 2013**

**ACHIEVEMENTS:**

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- Acted as Manager Business Accounting Support as required, demonstrated visible leadership, ensured business continuity and succession planning.
- Undertook Green Waste Bins analysis and financial modelling – additional Waste service successfully rolled out at Ipswich City Council.
- Set up the ICC internal overhead model.
- Automated various end of month reporting – resulting in significant efficiencies within various teams.
- Assisted in the development of the ICC Services Catalogue including various reports for Executives.
- Designed various reports in Oracle to assist Management with improved reporting and performance monitoring.
- Selected to be on the LGMA QLD - Concept Project Team – resulting in various recommendations presented to the Gladstone Regional Council for consideration in August 2015.

**PRIOR WORK HISTORY:**

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**Merchant Finance and Investment Co Ltd**

(Merchant Finance is a licensed credit institution which operates under the Reserve Bank of Fiji requirements and specializes in personal loans, hire purchase agreements and term deposits. Formerly known as Merchant bank of Fiji, a subsidiary of Fijian Holdings Limited)

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Gurbindar Singh

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|                                    |                      |
|------------------------------------|----------------------|
| Manager Finance and Administration | Jan 2008 to Dec 2008 |
| Accountant                         | Jun 2005 to Dec 2007 |
| Graduate Accountant                | Jan 2005 to Jun 2005 |

**QUALIFICATIONS and MEMBERSHIPS:**

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- **Committee Observer:** Local Government Finance Profession (LGFP) since 2021
- **Graduate Certificate in Business Law:** Southern Cross University (Online) completed 2021
- **Secretary:** Cassowary Coast River Improvement Trust 2019 till Jan 2022
- **Director:** Bendigo Bank - Mission Beach Community Branch 2018 till 2020, 2022
- **Master of Business Administration:** Australian Institute of Business completed 2017
- **Member of Local Government Managers Australia (LGMA) QLD** Since 2015
- **Certified Practising Accountant (CPA):** CPA Australia completed 2013
- **Bachelor of Arts - Accounting & Financial Management, Information Systems**  
University of the South Pacific, Fiji completed 2004

**REFEREES:**

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1. Mr. James Gott (Retired – Sep 2021)  
Former Chief Executive Officer  
Cassowary Coast Regional Council  
Tel: (07) 4063 2462  
Mob: 0429 875 600  
Email: james.p.gott@gmail.com
2. Mr. David Goodman  
Director Infrastructure Service  
Cassowary Coast Regional Council  
Tel: (07) 4043 9156  
Mob: 0408 760 849  
Email: [David.Goodman@ccrc.qld.gov.au](mailto:David.Goodman@ccrc.qld.gov.au)



|                      |                                                           |
|----------------------|-----------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                      |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media            |
| <b>Reference:</b>    | <b>ITEM GOV8/23</b>                                       |
| <b>Subject:</b>      | <b>NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT 2023</b> |

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                                 |                                                                                                                                                                                                                         |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>                | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.                                                                    |
| <b>CSP Strategy:</b>            | Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making. |
| <b>Delivery Plan Action:</b>    | Maintain strong relationships with all levels of Government and proactively seek involvement in decision making impacting our Shire and the New England Northwest Region.                                               |
| <b>Operational Plan Action:</b> | Participate in regionals organisations of Council and other joint bodies to advance the needs of the Tenterfield Shire and the surrounding regions.                                                                     |

#### **SUMMARY**

The purpose of this report is for Council to consider the attendance of the Chief Executive and Mayor at the National General Assembly of Local Government 2023 in Canberra, 13-16 June 2023 and to call for submission of Motions.

#### **OFFICER'S RECOMMENDATION:**

##### **That Council:**

- (1) Approve the attendance of the Chief Executive and Mayor Bronwyn Petrie at the National General Assembly of Local Government 2023 and Regional Cooperation & Development Forum to be held in Canberra, 13 to 16 June 2023.**

#### **BACKGROUND**

Each year Council budgets for the attendance of the Mayor and Chief Executive at this very important Local Government event. The Mayor is Council's voting delegate.

In addition to attending the National General Assembly (NGA), the opportunity is taken, while in Canberra, to meet with our Federal politicians to discuss issues of importance to our Shire and to lobby for funding where appropriate.

#### **REPORT:**

The theme of the 2023 National General Assembly is "*Our Communities, Our Future*". The NGA aims for this year's Assembly to be the biggest yet, and the program being developed is to feature a wide range of high profile and engaging speakers, leaders and presenters.

The NGA aims to generate ideas for new federal programs and policies that will support Council's to build stronger communities in the future.

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Our Governance No. 8 Cont...

A significant number of motions will be put to the Assembly, generating lively, vigorous and constructive debate. All of the motions that are supported at the NGA are submitted to the Australian Local Government Association (ALGA) Board for consideration and aim, ultimately, to advance the cause of Local Government and the communities we seek to serve.

An email seeking "Motion" suggestion was forwarded to all Councillors on Tuesday 10 January 2023. Council has scheduled discussions on proposed "Motions" for submission to the National General Assembly at its 8 March 2023 Workshop.

The ALGA Board has undertaken a comprehensive review of the motions process.

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

- Be relevant to the work of Local Government nationally;
- Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications;
- Be consistent with the themes of the NGA
- Complement or build on the policy objectives of ALGA and your state and territory Local Government Association;
- Be from a Council which is a financial member of their state or territory Local Government Association;
- Propose a clear action and outcome; and
- Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, Local Government.
- Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
- Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

*This National General Assembly calls on the Australian Government to ...*

This has resulted in the allocation of additional time for debate on motions at the 2023 NGA and amended the criteria with a view to improving the quality and relevance of motions included in the Business Papers. (Criteria attached)

Our Governance No. 8 Cont...

### **Regional Cooperation & Development Forum 2023**

The Forum will be held on Tuesday, 13 June 2023.

#### **COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

- Councillor Expenses and Facilities Policy 1.160.

**3. Financial (Annual Budget & LTFP)**

- Registration - \$1320.00 x 2 (Early Bird prior to 19 May 2023)
- Accommodation – Policy allows \$350.00 per night x 2 (4 nights)
- Return Airfare – Approximately \$850.00 x 2

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Kylie Smith**  
**Chief Corporate Officer**

Prepared by staff member: Elizabeth Melling, Executive Assistant & Media

Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer

Department: Office of the Chief Executive

Attachments: **1** 2023 Discussion Paper National General Assembly 20 Pages



AUSTRALIAN  
LOCAL GOVERNMENT  
ASSOCIATION

# 2023 NGA

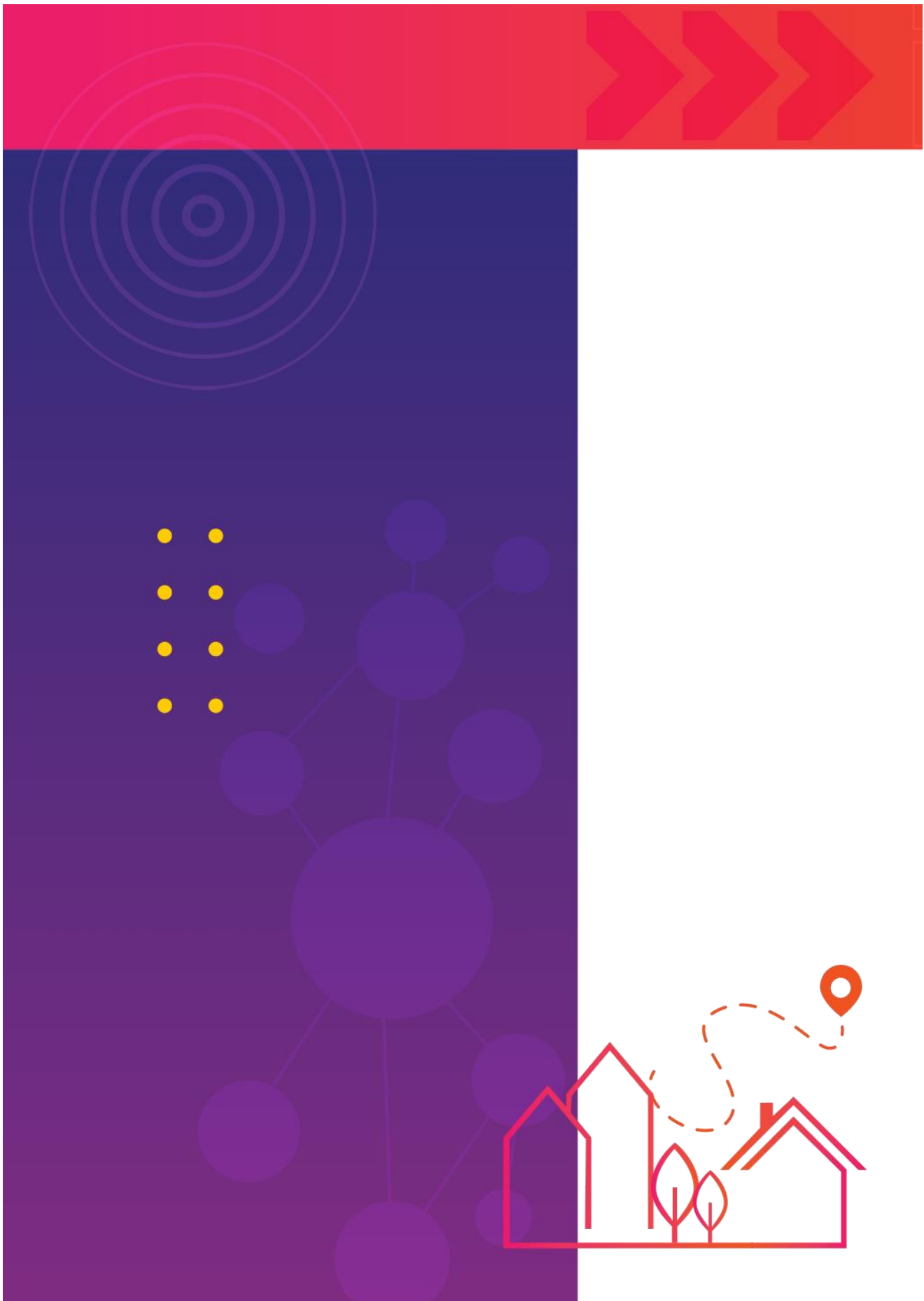
**OUR COMMUNITIES  
OUR FUTURE** ▶▶▶

**DISCUSSION PAPER**  
Call for Motions

**13 – 16 JUNE 2023**

NATIONAL CONVENTION CENTRE  
CANBERRA







The Australian Local Government Association (ALGA) is pleased to convene the 29<sup>th</sup> National General Assembly of Local Government (NGA), to be held in Canberra 13 - 16 June 2023.

This discussion paper contains essential information for Australian councils considering submitting motions for debate at the 2023 NGA.

It is recommended that all councils and delegates intending to attend this event familiarise themselves with the guidelines for motions contained in this paper.

## Key Dates

|                                               |                                                                 |                                                       |                                                               |
|-----------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------|
| <b>24 March 2023</b><br>Acceptance of Motions | <b>13 June 2023</b><br>Regional Cooperation & Development Forum | <b>14 - 15 June 2023</b><br>National General Assembly | <b>16 June 2023</b><br>Australian Council of Local Government |
|-----------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------|

**To submit your motion,**  
**visit: [alga.com.au](http://alga.com.au)**



## **Background to ALGA and the NGA**

ALGA was established in 1947, and its structure is a federation of member state and territory local government associations.

Its mission is to champion and strengthen Australian councils by representing the agreed position of ALGA members, the seven local government associations from around Australia, who represent 537 Australian councils.

In 1994, the ALGA Board, in consultation with its member associations, established the NGA as a unique forum to engage with councils directly at the national level.

The purpose of the NGA was to build the profile of local government on the national stage and demonstrate to the Australian Government the strength and value of working with local government nationally.

As part of the NGA, debate on motions was introduced as a vehicle for councils from across the nation to canvas ideas, and solutions to the challenges facing Australia's councils and communities.

Outcomes of debate on motions (NGA Resolutions) could then be used by participating councils to inform their own policies and priorities, as well as their own advocacy to the Federal Government and Federal MPs.

At the same time, they assist ALGA, and its member state and territory associations to gain valuable insight into council priorities, emerging national issues, and gauge the level of need and support for emerging policy and program initiatives and advocacy.

## **Changes for 2023**

The ALGA Board has undertaken a comprehensive review of the motions process.

As a result, ALGA has allocated additional time for debate on motions at the 2023 NGA and amended the criteria with a view to improving the quality and relevance of motions included in the Business Papers.

The updated criteria for motions is listed on page 6.

ALGA's policies and priorities will continue to be informed by motions and determined by the ALGA Board and based on the positions of its member associations.

ALGA's Board thanks all councils for attending the NGA, and those that will take the time to submit motions for debate at this event.





## Submitting Motions

### **The theme of the 2023 NGA: Our Communities, Our Future.**

This theme conveys the critical importance of our communities, how they are the focus of our attention, and how they are at the centre of all our work.

Our communities are the reason that local governments exist, and it is the health and wellbeing of our communities that will shape Australia's future.

This discussion paper is a call for councils to submit motions for debate at the 2023 NGA, to be held in Canberra 13 - 16 June 2023.

A notice of motion to this year's NGA should either:

- Focus on practical and deliverable programs and policies that the Australian Government can support and work directly with the local government sector to build our communities; or
- New program ideas that would help the local government sector to deliver national objectives.

Motions should be concise, practical and able to be implemented.

They must also meet the guidelines for motions outlined in this paper.

You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s should address one or more of the issues identified in the discussion paper.

Motions must be lodged electronically using the online form available at [www.alga.com.au](http://www.alga.com.au) and be received no later than 11:59pm on Friday 24 March 2023.

All notices of motions will be reviewed by the NGA Subcommittee to ensure that they meet the criteria included in this paper.

The Subcommittee reserves the right to select, edit or amend notices of motions to facilitate the efficient and effective management of debate on motions at the NGA.

All NGA resolutions will be published on [www.nationalgeneralassembly.com.au](http://www.nationalgeneralassembly.com.au).

As the convener of the NGA, the ALGA Board will communicate resolutions to the relevant Australian Government Minister and publish Ministerial responses as they are received on this website.

If your council does submit a motion, there is an expectation that a council representative will be present at the NGA to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2023 NGA.





## Criteria for motions

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

*This National General Assembly calls on the Australian Government to ...*



## Other things to consider

Please note that it is important to complete the background section on the form. Submitters of motions should not assume that NGA delegates will have background knowledge of the proposal.

The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion.

Motions should not be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed, relatively simple and capable of being implemented to ensure that relevant Australian Government Ministers provide considered, thoughtful and timely responses.

Multi-point motions that require cross portfolio coordination have not historically received meaningful responses from the Government.

All motions submitted will be reviewed by the NGA Subcommittee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers.

When reviewing motions, the Subcommittee will consider the motions criteria, clarity of the motion and the importance and relevance of the issue to local government.

If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate where there are numerous motions on a similar issue, the Subcommittee will group motions together under an overarching strategic motion.

The strategic motions will have either been drafted by ALGA or will be based on a motion submitted by a council which best summarises the subject matter.

Debate will occur in accordance with the rules for debate on motions published in the Business Papers and will focus on the strategic motions.

Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

Motions should be lodged electronically using the online form available on the NGA website at: [www.alga.com.au](http://www.alga.com.au).

All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council.

- > **Motions should be received no later than 11:59pm on Friday 24 March 2023.**

## Setting the scene

*Through a devastating pandemic, through a succession of dangerous and damaging natural disasters, through global uncertainty and painful price rises – The Australian people have demonstrated the best of our national character. Resolute and resilient in hard times. Practical and pragmatic about the challenges we confront. Optimistic and confident in a better future. And ready to work together to build it.'*

*The Hon Jim Chalmer MP, Federal Treasurer Budget Speech 2022-23*

The opening statement of the Federal Treasurer's first Budget Speech describes the backdrop against which the 2023 NGA will be held.

The 2022 NGA was held just weeks after the change in the Federal Government on 21 May 2022. On 25 October 2022, the new Government handed down its first Budget which updated the economic outlook, realigned priorities and outlined how the Government was to meet its election promises.

The Budget update foreshadows deteriorating economic conditions, citing global challenges, slowing growth, high inflation and higher interest rates, and acknowledges the mounting cost of living pressures on individuals, families and communities.

Key updates include:

- The economy is expected to grow solidly this financial year, by 3 ¼ percent – before slowing to 1 ½ percent growth for 2023/24, a full percentage point lower than what was forecast in March;
- That slowing growth will have an effect on employment, but jobs will continue to be created, and unemployment is expected to stay low by historical standards – at 4 ½ percent in 2023/24 and 2024/25;
- Inflation is expected to peak at 7 ¾ percent late in 2022, before moderating over time to 3 ½ percent through 2023/24, and returning to the Reserve Bank's target range in 2024/25; and that
- When that inflation moderates, real wages are expected to start growing again in 2024.



The Government is also committed to repairing the Budget in a ‘measured and responsible’ manner consistent with the objective of maintaining full employment and the delivery of essential services. It foreshadows that this will be achieved through spending restraint, with new spending focused on high-quality and targeted investments and building on the capability of the Australian people, expanding the productive capacity of the economy, and supporting action on climate change.

The Budget also included a focus on measuring and improving community wellbeing.

By the time of the 2023 NGA, the Government will have delivered its second Budget, which will provide further updates to the economic outlook and also refine its economic strategy going forward.

The 2023 NGA provides you - the elected representatives of Australia’s local councils and communities - with the opportunity to engage with the Federal Government and key Ministers.

Further, it is your opportunity to advocate for new or extended programs and policy initiatives that could strengthen local governments’ capacity to deliver services and infrastructure to communities across the nation.

This year’s call for motions focusses on eight priority areas:

- Productivity;
- Local Government Infrastructure;
- Community Wellbeing;
- Local Government Workforce;
- Data, Digital Technology and Cyber Security;
- Climate Change and Renewable Energy;
- Natural Disasters; and
- Housing.





# 1. Productivity

In February 2022, the then Federal Treasurer asked the Productivity Commission to undertake an inquiry into Australia’s productivity performance and provide recommendations on productivity enhancing reform.

This inquiry was the second of a regular series, undertaken at five-yearly intervals, and recognises that productivity growth is vital for Australia’s future. Drawing on the Intergenerational Report the Treasurer notes that ‘... future growth in income and living standards will be driven from productivity growth as the participation effects of young migration are offset by an ageing population.’

ALGA engaged SGS Economics and Planning to undertake research to support its submissions to this inquiry.

SGS Principal and Partner Dr Marcus Spiller presented on some of the findings of this research at the 2022 NGA. In his presentation he identified that local governments generate local economic activity through employment, payment of wages and expenditure on goods and services in the local economy. In addition, SGS identified nine ways local government supports the productive capacity of the broader economy.

**Figure 1 – Nine ways local governments contribute to the productive capacity of the broader economy:**



Sources: Adapted from SGS Research for ALGA’s Submission to Productivity Commission (2022)

*Are there programs and initiatives that the Commonwealth Government could implement to improve local government’s capacity to support productivity growth?*

*Are there programs that could support one, or all of the identified ways local government contributes to productivity in the broader economy?*



## 2. Local Government Infrastructure

The 2021 National State of the Assets Report (NSoA) shone a spotlight on local government infrastructure assets. While the technical report shows that local government assets such as roads, bridges, buildings, parks and recreation, stormwater, water and wastewater and airports and aerodromes are generally in good to very good condition, around 10 percent are not fit for purpose, and around 20 - 25 percent are only fair and over time will need attention.

Over the past 12 months this situation has further deteriorated as a result of natural disasters, and particularly flooding across the eastern seaboard.

The technical report shows that in 2019/20 non-financial infrastructure assets were valued at \$342 billion and were depreciating at \$7.7 billion per year. Replacement costs of these infrastructure assets were in the order of \$533 billion.

While 86 percent of councils have adopted long term financial plans, one third of councils do not have asset management plans for their major assets, or if they do, they are out-of-date. Of the councils that do have asset management plans only 66 percent included financial projections in their financial plan.

Asset management and long-term financial planning are essential tools for councils to manage community assets now and into the future.

*Are there programs or initiatives that the Commonwealth Government could adopt to improve the long-term sustainability of council's infrastructure?*

*Are there programs or initiatives that the Commonwealth Government could provide to improve the sector's capacity to manage local government infrastructure and to integrate these plans into long-term financial plans?*



### 3. Community Wellbeing

While the NSoA focuses attention on physical assets, local governments also provide a wide range of important community services that improve local wellbeing. These services are provided at the discretion of councils based on local characteristics, needs, priorities and resources of the local community.

Australian Bureau of Statistics (ABS) data shows that local government annual expenditure in 2020/21 was \$43 billion. It is important to note that nationally local government is 83 percent self-sufficient. That is, the vast majority of local government services and infrastructure are funded at the local level either through rates, fees and charges, sale of goods and services, and interest, and only 17 percent comes from grants and subsidies from other levels of government. Unfortunately, many of these grants and subsidies are tied, and often require matching funding which restricts the ability to address local priorities in the way the council and community might like.

Local government community services are broadly defined and may include but not limited to:

- environmental health including food safety;
- childcare, early childhood education;
- aged care, senior citizens;
- services to the disabled;
- programs to address disadvantage, to reduce poverty and homelessness;
- sporting and recreational programs;
- arts and cultural activities, program and festivals;
- tourism and economic development activities; and
- library services.

Councils also play a key role making places that are attractive and liveable for current and future workers, and closing the gap between Indigenous and non-Indigenous Australians.

ALGA's research shows that almost one in four councils are heavily reliant on federal Financial Assistance Grants, which make up at least 20 percent of their annual operating revenue.

Financial sustainability of local governments remains an ongoing issue which threatens local service provision and community wellbeing.

*Noting the funding arrangements for the provision of local government community services in your area and across the country, are there programs and initiatives that the Commonwealth Government could implement to improve the delivery of these services?*

*Are there changes to existing programs, including to administrative arrangements, that would significantly improve local government human service planning and provision of services and infrastructure across Australia?*

*Are there new programs the Australian Government could develop that would support councils to close the gap between Indigenous and non-Indigenous Australians?*

*What are the actions the Australian Government could take to support councils to improve their ongoing financial sustainability, and their capacity to deliver the services their communities need?*



## 4. Local Government Workforce

Local government is a major employer in Australia providing employment, career advancement and training opportunities for more than 190,800 Australians, across an estimated 400 occupations. In many communities, the council is one of the largest employers.

There are 537 local councils in Australia. Importantly, they are geographically dispersed and provide essential public administration to every corner of the nation.

According to the 2022 National Local Government Workforce Skills and Capability Survey, more than 90 percent of local governments are experiencing skills shortages, resulting in around two thirds of councils having their projects impacted or delayed.

Skills shortages occur for a variety of reasons including an inability to compete against the private sector, worker accommodation, support services for families, ageing of the workforce and geographic isolation. The attrition rate (or rate of turnover) of local government staff is estimated to be between 15 – 20 percent per annum.

The most cited skills shortages include engineers, urban planners, building surveyors, environmental officers and human resources professionals.

ALGA's submission to the Productivity Commission's Productivity Inquiry called on all levels of government to work together to improve training pathways and address skills and labour shortages for the benefit of councils, communities, and businesses right across Australia.

While local government must face its immediate workforce challenges, it must also anticipate the changing nature of work, and future skills needed to meet the changing needs of our communities.

*Are there programs or initiatives that the Commonwealth Government could implement that would enhance local government's capacity to attract and retain appropriately skilled staff now and into the future?*

*Are there programs or changes to existing programs that would increase local government's ability to employ apprentices and trainees?*

*Are there other initiatives that the Commonwealth Government could provide to improve the sector's ability to plan and develop skills fit for the future?*



## **5. Data, Digital Technology and Cyber Security**

Provision of information technology to all Australians is vital for innovation, economic growth and social equity. However, it is potentially even more important to regional Australia where the tyranny of distance increases the inequity of services available – including education, health, economic and social.

Innovative technology is becoming more broadly available and has the ability to boost productivity and economic growth.

Councils around Australia continue to embrace new technologies to improve their service delivery standards and broaden consultation and engagement with their local communities. However, many councils lack basic technological infrastructure and have a shortage of necessary skills and resources.

In October 2022, cyber-attacks on major Australian corporate organisations including Optus and Medibank Private highlighted the critical importance of cyber security. It is a timely reminder as digital information, services and products become an increasing feature of modern business operation including in local government.

Like all risks, local government must manage the risk of cyber-attack and address cyber security. At a national level, there is a poor understanding of local government's vulnerability to cyber-attacks and a lack or inadequacy of risk management strategies and business continuity planning within the sector. While this is primarily a responsibility of the sector itself, governments at all levels must work together to ensure that the public have confidence in government information management systems and its security.

*Drawing upon your own council experience, and your knowledge of other councils within your state, or territory, are there programs and initiatives that the Commonwealth Government could implement to help local government develop its digital technology services and infrastructure and/or to improve cyber security within the sector?*



## 6. Climate Change and Renewable Energy

Local governments are playing an important leadership role in addressing climate change, supporting a wide range of programs to lower the carbon footprint of their own business operations and in their local communities.

As a sector, local government is leading the debate for lowering carbon emissions, sourcing renewable energy, responding creatively to reduce greenhouse gas emissions from landfills, and facilitating the construction of green buildings and water sensitive design of cities and towns.

Councils also have a role to play supporting communities in transition, moving away from fossil fuels to new industries.

Pragmatically, local government has been at the forefront of addressing the impacts of climate change and adapting to reduce its environmental footprint. These impacts include an increased number of days with high temperatures, less rainfall and more droughts in southern Australia, less snow, more intense rainfall and fire weather, stronger cyclones, and sea level rise. These changes will increase stress on Australia's infrastructure and physical assets and natural ecosystems that are already threatened, and significantly affect agriculture, forestry, fisheries, transport, health, tourism, finance and disaster risk management.

At the 2022 NGA, there were five Strategic Motions and 15 associated motions debated concerning this issue. Councils are encouraged to review these motions on ALGA's website prior to developing new motions for debate at the 2023 NGA.

*Noting the Government's commitment to reducing emissions, are there programs and initiatives that the Commonwealth Government could develop to assist councils in their work to address climate change and reduce emissions?*



## 7. Natural Disasters

Over the past five years, Australian communities have experienced unprecedented natural disasters. At the time of writing, almost every community in Australia, particularly those on the East Coast, had been adversely affected by wet weather conditions associated with the La Nina weather pattern.

Councils in Western Australia are still recovering from a cyclone in 2021, and the Black Summer bushfires in 2019/20 burned approximately 250,000 square kilometres across the country.

The impacts of heavy rainfall, record breaking floods and associated social disruption and damage to infrastructure have exposed weaknesses as well as the strength of current emergency management systems.

There have been numerous NGA motions in the past regarding natural disasters. This year, councils are encouraged to draw on their practical experience of the improvements that could be made to managing emergencies.

Please note, however, that many aspects of emergency management are state or territory responsibilities, and your motions should focus on how the Commonwealth Government could assist.

*What new programs could the Australian Government develop to partner with local government to improve the current natural disaster management systems to further assist in recovery and build resilience?*



## 8. Housing

A lack of affordable housing remains one of the biggest issues for Australian councils and communities.

There is less social and affordable housing stock available than there was a decade ago, and more low-income Australians are experiencing housing stress.

The shortage and rising costs of rental properties and affordable home ownership are having significant social and economic impacts in cities and towns across Australia, including rural and regional communities.

This is due to a range of factors including changes to recent migration patterns, cheap finance and labour and material shortages in the construction sector.

While the provision of affordable housing is not a local government responsibility, councils often facilitate affordable housing within their communities, operating within state/territory planning, financial and other legislation requirements.

Some councils are going further, addressing thin markets and developing land and housing themselves, delivering local solutions to meet the needs of their communities.

Local government also plays an important role addressing some of the causes of homelessness, including social inclusion programs that can assist mental health and family violence issues, as well as providing support for people currently experiencing homelessness.

*What new programs and policies could the Australian Government develop to partner with local government to support the provision of more affordable housing?*

*How can the Australian Government work with councils to address the causes and impacts of homelessness?*





## Conclusion

Thank you for taking the time to read this discussion paper and your support for the 2023 National General Assembly of Local Government.

### A FINAL REMINDER:

- » Motions should be lodged electronically at [www.alga.com.au](http://www.alga.com.au) and received no later than 11.59pm on Friday 24 March 2023.
- » Motions must meet the criteria published in this paper.
- » Motions should commence with the following wording: 'This National General Assembly calls on the Australian Government to...'
- » Motions should not be prescriptive in directing how the matter should be pursued
- » Motions should be practical, focussed and relatively simple.
- » It is important to complete the background section on the form.
- » Motions must not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- » When your council submits a motion there is an expectation that a council representative will be present at the 2023 National General Assembly to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2023 National General Assembly in Canberra.







AUSTRALIAN  
**LOCAL GOVERNMENT**  
ASSOCIATION

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Deakin, ACT, 2600 | [alga@alga.asn.au](mailto:alga@alga.asn.au)

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**(ITEM RC1/23) MURRAY DARLING ASSOCIATION - REGION 11 ORDINARY MEETING MINUTES 25 NOVEMBER 2022**

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**REPORT BY:** Elizabeth Melling, Executive Assistant & Media

The following minutes are attached for your information:

- Region 11 Ordinary Meeting Friday 25 November 2022

**RECOMMENDATION**

**That Council receive and note the Region 11 Ordinary Meeting Minutes from Friday 25 November 2022.**

**ATTACHMENTS**

- |                                                                                           |             |
|-------------------------------------------------------------------------------------------|-------------|
| <b>1</b> Region 11 Murray Darling Association Ordinary Meeting Minutes - 25 November 2022 | 11<br>Pages |
|-------------------------------------------------------------------------------------------|-------------|





## Murray Darling Association Inc.

### Region 11

Chairperson:  
Cr Jamie Chaffey, Mayor  
Ph: 0467 402 412

Hosting Council:  
Gunnedah Shire Council  
Ph: (02) 6740 2115

[www.mda.asn.au](http://www.mda.asn.au)  
Ph: (03) 5480 3805  
ABN: 64 636 490 493  
P.O. Box 1268, Echuca VIC 3564  
553 Kiewa St, Albury NSW 2640

**Region 11 Ordinary Meeting**  
**11:00am, Friday 25 November 2022**  
**Gunnedah Shire Council, Council Chambers, held in person and via zoom**

### MINUTES – Friday 25 November 2022

#### Acknowledgement to Country

I would like to acknowledge all first nations people as the traditional custodians of the lands on which we gather today. I would also like to pay respect to elders both past, present and emerging and extend that respect to any Aboriginal Australians present today.

#### ATTENDANCE

##### Present

|                  |                                                                |
|------------------|----------------------------------------------------------------|
| Cr Jamie Chaffey | Gunnedah Shire Council                                         |
| Cr Robert Hoddle | Gunnedah Shire Council                                         |
| Cr Russell Webb  | Tamworth Regional Council                                      |
| Cr Greg Sauer    | Tenterfield Shire Council (via Zoom)                           |
| Mr Mark Lamb     | Chief Executive Officer, Murray Darling Association (via Zoom) |
| Mr Tim Phillips  | MDA, Communications & Engagement Officer (via Zoom)            |
| Cr Doug Hawkins  | Liverpool Plains Shire Council (via Zoom)                      |
| Annabelle Guest* | Regional Engagement Officer, MDBA (via Zoom)                   |
| Jane Humphries*  | Local Engagement officer, Northern Basin (Moree) (via Zoom)    |

\* Non-member – attendance by invitation

##### Apologies

|                    |                                                                    |
|--------------------|--------------------------------------------------------------------|
| Cr Lyndon Mulligan | Gwydir Shire Council                                               |
| Mr Andrew Johns    | Director Planning & Environmental Services, Gunnedah Shire Council |

#### DECLARATIONS OF INTEREST

Councillor Jamie Chaffey advised that he has a “less than significant and non pecuniary interest” due to being a primary producer and he has a small stock and domestic water licence.

#### PREVIOUS MEETING MINUTES

That the minutes of the General Meeting of Murray Darling Association Inc Region 11 held on Friday 12 August 2022, as typed and circulated, be confirmed as a true record of the proceedings of that meeting.

**ACTION:** That the minutes of the General Meeting held on Friday 12 August 2022, be accepted

**Moved Cr G Sauer /Seconded Cr R Hoddle Carried**

BROC Secretariat is Inverell Shire Council

**UPDATE FROM MURRAY DARLING BASIN AUTHORITY (MS ANNABELLE GUEST)**

Ms Annabelle Guest, Murray Darling Basin Authority gave a brief update

- MDBA have been very busy, the basin is currently sitting at almost 100% north and south
- There has been a lot of flooding down in the basin system from the Murray system
- Acknowledge the tough time for those on the Namoi River, it has been a tough 12 months, hearing that flooding is better than the drought
- 10 year of basin plan, looking back at achievements - Initial plan for review is in 2024
- New Chief Executive is Mr Andrew McConville
- The Basin plan is a critical part of the water reform
- Dedicated water recovery taskforce, conversation with stakeholders along the Namoi Water, conversation around the target that will be received
- Minister Plibersek advised that there are options on the table, buybacks on the table, no dedicated program currently in place, but the Minister has advised that they will be back on the table.
- MDBA Conference for 2023 will be located in the northern basin (Narrabri), Griffiths held a conference first and then Mildura, now will be held in 2023 in Narrabri 14 – 15 June 2023.
- Steering Committee has been formed from various groups that will assist with the content and field groups for the conference.
- Apologies that couldn't get to Gunnedah Shire Council meeting last week due to the flooding.
- Inspector -General of Water Compliance, Mr Troy Grant will be coming to the Namoi area in early December 2022.
- MDBA have a dedicated office in Goondiwindi, they find it difficult to find staff to fill the office space in Goondiwindi, but there is offsite dedicated staff.
- Councillor Chaffey advised that there is a legal process for buybacks, because there are options there are some processes happening, but nothing in place at the moment.

**UPDATE FROM MS JANE HUMPHRIES** - Local Engagement officer, Northern Basin (Moree) – Department of Climate Change, Energy the Environment & Water Local engagement officer for commonwealth

Ms Humphries provided a verbal presentation for those members present:

- We are managing adaptably, a lot of phone call, online and getting out and about as we can
- Water Birds – Breeding numbers increasing across the basin.
- Planning for this coming season – had a meeting with Namoi and Peel stakeholders
- Other engagement, school groups, local community groups, focussing on Aboriginal groups and work with other key organisations like Councils, irrigator groups anyone interested in Environmental Water

**General Notes**

There has been significant rain events in the Gunnedah Shire over the past 12 months, with 9 floods. There has been erosion, with significant damage, on the banks of the Namoi and Mooki Rivers. We need to plan of a lot of assessments for the network once our cycle gets back to normal. Councillor Chaffey asked if there has been any conversation at MDBA level on how to do that assessment of these banks on the rivers.

Ms Humphries has been talking to the northwest section about this – Sarah Chapman in Moree. Contact has been made to them about the Riverbank erosion and there will be small amounts of funding put in place to assist with this. Funding options for the earthworks, soil conservation fully booked already, it will take time

Ms Humphries will provide more information around this eg stabilising, fencing etc. The issue is across all catchments, Namoi River has been more impacted by the quick flood events.

Councillor Chaffey asked who will provide the funding or additional funding for this and how can we advocate to strengthen the support for more funding.

Ms Humphries advised that North West Local Land Services receive funding from the Federal Government and NSW State Government sources (Natural Resources team), they are trying to obtain an estimate of funding required for the areas. Flood recovery funding – not sure how much is for erosion and restoration.

Councillor Russell Webb asked, Natural Resource Funding from Local Land Services, the funding has been low for a number of years now, so not sure where they will receive the money from and that would be a Federal Government decision to provide them more funding. There certainly will be some claims to be made.

Murray Cod – there is a lot of organisations that do restocking into local dams, local business that breed fish and can restock the dams. There is a downturn of fish numbers currently in Keepit Dam.

Ms Jane Humphries left the meeting, the time being 11.37am

#### **CEO REPORTS SINCE LAST REGION 11 MEETING (MR MARK LAMB)**

Mr Mark Lamb, CEO of Murray Darling Association, provided an update:

- Intends on visiting the areas of Region 11 and it is great to see Councillor Webb from Tamworth Regional Council at today's meeting.
- Highlighted a few keys issues from his MDA CEO Report and spoke about the recent MDA Conference that was held recently in Albury.
- Conference – there were 15 new motions put up to the conference, with 100 letters now gone out since the conference, all these motions are available on website
- Councillor Jamie Chaffey's Region 11 chairperson conference report was provided and Mr Lamb thanked Councillor Chaffey for the excellent summary of the conference
- Advocacy - really great to see a number of members attending the conference and the support from the Water Minister to State Politicians, Academics, Partners, Sponsors etc
- Further communication from Minister Plibersek, hoping to receive an invite to MINCO, however they chose not to invite us on this occasion, however there has been communication before and since MINCO
- Advocating with all state water ministers
- Overall very pleased with the conference and a great response, previous years have lost money, but this year made a slight contribution. Will continue to work with various partners.
- SQNSW is about the drought resilience Hub, working with them – driven by the UNE and Southern Uni QLD
- Key initiatives is working with CSIRO, they engaged us to work on the Circular Economy
- Funding provided to engage and provide work on the Circular Economy
- MDA is about supporting communities and local government
- Starting to plan for the MDA Conference in South Australia for 2023
- Membership – after the conference focussing on the northern basin, hoping to meet in person in the near future, engage in a membership drive. Tamworth Regional Council recently made the decision to join the MDA.
- Mark is hoping to visit Region 12 in the coming months
- Councillor Greg Sauer – 2024 conference timing is crucial, the Local Government elections is 24 September 2024, Councils will be reluctant to send anyone to a conference close to the election date, so

- the conference will need to be a month before, need to plan well ahead and identify the best time in August 2024.
- Councillor Russell Webb confirmed that TRC have now joined the MDA, encouraged by Councillor Chaffey, noting that membership is more affordable now than in previous years

Ms Annabelle Guest left the meeting, the time being 11.51am

Mr Mark Lamb, CEO will advise Councillor Jamie Chaffey well in advance before he heads to Gunnedah, so that Councillor Chaffey can book this out in his diary and travel with Mr Lamb to visit members within Region 11. Councillor Chaffey also suggested that Mr Lamb could address the Council and make it a more beneficial tour of the area.

#### **Delegates Report after MDA Conference**

The Conference was very well run and a well informed conference, MDA does hold informative conferences, It's great to get together across the whole basin to hear the conversations and hear the other side.

#### **2022 MDA Motions Progress**

Motion 6.8 – Progress Reporting on the 450GL Recovery Program

This is in the early days, with over 100 letters issued and still a few motions that we are working on Reengaging with them further to obtain what the motion objectives are  
Looking at meeting with specific delegates

We are nervous about the buybacks and meeting the 450GL commitment, there is a plan, however it isn't being shared at the moment. We are hoping that Mr Lamb, CEO MDA will be able to find out more information. If we lose 9.4 gig in the Namoi this could be catastrophic

Ongoing motions progress is updated via the MDA website

<https://bit.ly/3tW1ijR>

It was great to see the feedback after the motions were made at the conference and this should continue to be provided on a bimonthly basis. Thank you to Mark and his team for doing a fantastic job

#### **2024 MDA Conference – Region 11 bid to host**

Tamworth Regional Council and Gunnedah Shire Council are looking to combine to host the 2024 Conference

Unfortunately we didn't have time to submit application for the 2023 MDA Conference bid

If endorsed by Region 11, then we need to get together and commence the process of organising the conference

The 2024 Conference bid applications will open from any time now and will close just prior to the 2023 Conference being held, so that the winner can be announced at the 2023 Conference. Mr Lamb will mention this at the next Board meeting on 05/12/22

Suggest submitting an application in the early part of 2023 to ensure that it is received

There may be an impact on number of attendees may be because of the LG election in September 2024

**RECOMMENDATIONS:**

1. That MDA Region 11 put forward a bid to host the 2024 MDA Conference
2. Expressions of Interest be sent to all financial members of MDA Region 11 to seek if there are any members who would like to host the 2024 MDA Conference

*Moved Cllr Greg Sauer, Seconded Cllr Russell Webb*

The EOI might help to increase MDA membership, members of Region 11 may wish to then join and become a financial member of MDA so as to be able to bid to host the MDA Conference in 2024.

Councillor Russell Webb commented that this is what we should aim for, this is a positive for Tamworth Regional Council joining MDA, as this will assist in drawing a conference to our areas and for others to look at what challenges we have in our areas.

EOI to be submitted in February or March 2023 to MDA – (mark advised will look at possibly August 2023 they be due)

Tamworth / Gunnedah would be excellent to host this event, these two towns being between Lake Keepit Dam and Tamworth has a great Airport, however we need to ensure that we don't hold the conference close to Ag-Quip week as well, Tamworth, Narrabri, Quirindi are also affected with no accommodation during this time.

The members present suggested July 2024 as the month for the Conference.

1/3 of those members of Murray Darling Association are eligible to be a member of Region 11

EOI is only to be distributed and received from the financial members of MDA Region 11, however suggested that the other towns wish to become a member of Region 11 be advised of the EOI and see if they wish to join the MDA

Gunnedah Shire Council received an email from MDA with a guide on how to submit a tender for the National Conference, plus copies of previous submissions as reference, noting that these documents are Confidential.

**Consideration of Northern Basin Forum**

Consider a mini version of to bring the members back together, with major speakers, this will assist with membership and water user groups, state agencies and local government agencies. Key issues around water. It is timely to do this now given the water buyback is on the table. Look at hosting early in the new year.

Mr Mark Lamb - Northern basin – Regions 10, 11, 12 – there is 10A and 10B – focus on 10A, 11 and 12, but can invite other regions to attend the forum.

MDA are happy to assist with supporting the forum, however Regions to run it, but MDA to support as much as possible

Councillor Russell Webb suggested a draft forum agenda be sent out to the members requesting feedback, will also need to apply costing into the draft eg: accommodation, dinner on the night etc. Councillor Webb and Councillor Chaffey to meet to discuss and draft an agenda to be distributed.

Councillor Greg Sauer, we need to lock in a date, draft agenda and obtain some sponsorship, then send out to the regions, need to be proactive. Suggested end May 2023 for the Forum, Send a briefing paper to Region 10 and 12.

All MDA Region 11 members please submit an email back to Region 11 Secretary on what they would like to see held at the forum.

An email to be sent to all the MDA Region Chairs to advise that Region 11 will be looking at holding and hosting a Forum and that going forward will look a forum event being held annually or biannually.

Mr Lamb will raise this at the 5 December Board meeting, so that the Board are aware. Mr Lamb advised that the Regions don't need to go to the Board for approval, more just to keep the Board informed.

Councillor Russell Webb suggested that Tamworth Regional Council host this Forum for end May 2023 and Councillor Webb will make contact with accommodation providers in Tamworth to inform them.

Councillor Doug Hawkins advised that he fully supports Tamworth Regional Council to host the Forum in May 2023. Mr Mark Lamb agreed that he is happy to MC the Forum in May 2023.

#### **Membership of Region 11**

Mr Mark Lamb to provide a Region 11 Membership list a week in advance of the tour, so that Councillor Chaffey can approach each Council Mayor.

#### **MDA REGION 11 FUTURE MEETING DATES**

There was a general discussion held in relation to Region 11 future meeting dates:

- BROC meeting is next week, Clr Kate Dight (Inverell) is standing for the chairs role next week
- BROC AGM - they will set their future meeting dates
- Region 11 meetings usually aligned with the BROC meetings
- Proposed BROC meetings to be held in 2023 in the months of February, May, August and November, but not confirmed till after the BROC AGM on Monday 5 December 2022, will look at our standard meeting dates for Region 11 will align with them.

#### **NOTE: BROC DATES WERE CONFIRMED AFTER THIS MDA REGION 11 MEETING WAS HELD, ADDING THE MEETING DATES TO THE MINUTES AS A REFERENCE FOR MDA REGION 11 MEMBERS:**

- **BROC meeting dates for 2023 are as follows** 23 February @ Walgett, 25 May @ St George (Balonne), 24 August @ Cunnamulla (Paroo) and 23 November @ Tenterfield and;  
**BROC meeting dates for 2024 are as follows** 22 February @ Brewarrina, 23 May @ Warwick (Southern Downs), 22 August @ Inverell and 28 November @ Goondiwindi.
- **Northern Basin Forum** – we will need to have an **Extraordinary meeting** in December 2022 once consensus from Region 10 and Region 11 about the forum, so we can lock in dates, accommodation. The Extraordinary meeting will be held virtual and face to face.

Thank you to all members for their commitment to Region 11 MDA

#### **NEXT MEETING DATE**

The next MDA Region 11 meeting is to be advised and will be held in person and via Zoom.

#### **CLOSE**

The meeting closed, the time being 12:45pm

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**(ITEM RC2/23) TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING  
- THURSDAY 2 FEBRUARY 2023**

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**REPORT BY:** David Counsell, Manager Asset & Program Planning

That a meeting of the Tenterfield Shire Council Local Traffic Committee was held on Thursday 2 February 2023. Minutes attached.

### **RECOMMENDATION**

#### **That Council:**

**Receive and note the minutes of the Tenterfield Shire Local Traffic Committee meeting of 2 February 2023;**

#### **(1) Adopt the following recommendations from General Business a) thru d):**

- (a) ROUSE STREET VISITOR INFORMATION CENTRE PARKING SIGNS - That Council amend the regulatory parking signs for the Rouse Street parking spaces immediately in front of the Visitor Information Centre to 30-minute time limited parking;**
- (b) TENTERFIELD HIGH SCHOOL CROSS COUNTRY EVENT - That Council approve the annual Tenterfield High School Cross Country event subject to Police approval and standard conditions;**
- (c) ANZAC DAY – TENTERFIELD - That Council offer no objection to the temporary closure of roads including sections of Manners Street, Rouse Street and Molesworth Street associated with the annual ANZAC Day ceremony 25 April 2023 subject to approval by NSW Police and Transport NSW with standard conditions;**
- (d) ANZAC DAY – URBENVILLE - That Council offer no objection to the temporary closure of streets including sections of Beury Street, Tooloom Street and Clarence Way in Urbenville associated with the annual ANZAC Day ceremony 25 April 2023 subject to approval by NSW Police and Transport NSW with standard conditions.**

### **ATTACHMENTS**

- |                                                                                               |                   |
|-----------------------------------------------------------------------------------------------|-------------------|
| <b>1</b> Tenterfield Shire Council Local Traffic Committee Meeting - Thursday 2 February 2023 | <b>6</b><br>Pages |
|-----------------------------------------------------------------------------------------------|-------------------|

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**MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING**  
**THURSDAY 2 FEBRUARY 2023**

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**MINUTES OF**  
**TENTERFIELD SHIRE LOCAL TRAFFIC**  
**COMMITTEE MEETING**  
**THURSDAY, 2 FEBRUARY 2023**

Minutes of the **Tenterfield Shire Local Traffic Committee Meeting** held at the Administration Centre Koreelah Room, on Thursday, 2 February 2023 commencing at 10.10 am.

**ATTENDANCE**

Councillor Tim Bonner (T.S.C.)  
Councillor Bronwyn Petrie (T.S.C. Mayor)  
Snr. Const. Josh Butler (NSW Police)  
Const. Andreas Hellyar (NSW Police)

**ALSO IN ATTENDANCE**

David Counsell (T.S.C.)  
James Paynter (T.S.C.)

**DISCLOSURE OF INTERESTS**

Nil.

**APOLOGIES**

Hon. Janelle Saffin (M.P.)  
Councillor Tom Peters (T.S.C.)  
Glenn Lamb (M.P. representative)  
Caleisse Dunston (TfNSW)



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**MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING**  
**THURSDAY 2 FEBRUARY 2023**

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**BUSINESS ARISING FROM PREVIOUS MINUTES**

**1. LIGHTING REQUEST IN ROUSE STREET (NEW ENGLAND HIGHWAY)**

Transport NSW are seeking to contact the consultants (ECL) for the lighting upgrade and have advised that after trying to contact the consultant a number of times, there has been no response.

**ACTION:**

*The Committee noted recent advice from Transport NSW that they are continuing to try to contact ECL consultants and finalise the design in this matter.*

**2. DRAKE PEDESTRIAN REFUGE & BUS BAY, BRUXNER HIGHWAY**

Transport NSW are seeking funding for survey, design and construction of the Bruxner Highway safety pedestrian treatment and the interaction of the bus bay with traffic movements. This project is being considered in conjunction with Council's Drake Village Revitalisation project.

Advice has been received that Transport NSW have considered the funding request from Council and can provide \$ 10,000 to support the development as other funding sources are currently exhausted.

**ACTION:**

*Committee noted the information from Transport NSW.*

**3. NAAS STREET / NEW ENGLAND HIGHWAY INTERSECTION - SILENT COP TRAFFIC DEVICE**

Request made by Police to have *the 'silent cop'* traffic device removed.

**ACTION:**

*Markings for a painted centreline and island treatment have been made in Naas Street and further rainy weather has delayed the chance for the line marking contractor to complete the line marking prior to removing the 'silent cop' traffic device.*

**4. MANNERS STREET CROSSING**

Pedestrian crossing safety in Manners Street between the Post Office and the Library is to be assessed.

**ACTION:**

*Transport NSW are assessing the site for pedestrian safety with regard to the close proximity of the New England Highway.*

**5. MT LINDESAY ROAD – BOOKOOKOORARA RIVER**

Vehicle accident had been reported at previous meeting in December.

**ACTION:**

*Curve advisory signs are to be reinstalled on the approach to the bridge.*

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**MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING**  
**THURSDAY 2 FEBRUARY 2023**

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**GENERAL BUSINESS**

**1. TRAFFIC ACCIDENT – MT LINDESAY ROAD GRAVEL SECTION**

Report was received of an accident on the remaining gravel section of Mt Lindesay Road on 1st January, 2023 involving a single northbound vehicle. It was reported that after leaving the bitumen section, the vehicle rolled after hitting an embankment, with no injuries received.

It was noted that Gravel Road Warning signs are in place and that a 60km/h roadwork zone is also in place.

**ACTION:**

*The Committee noted the report of the incident.*

**2. TRAFFIC ACCIDENT – CHEVIOT HILLS ROAD.**

Report was received of a single fatality accident on Cheviot Hills Road 1.84km north of Drake on Friday 20th January, 2023. It was noted that a northbound vehicle left the road on a curve along a bitumen sealed section of the road.

It was reported that it was dark and raining at the time of the accident.

NSW Police attended the accident and Transport NSW has also noted the accident details.

**ACTION:**

*That Committee noted the report of the accident.*

**3. ROUSE STREET VISITOR INFORMATION CENTRE PARKING SIGNS.**

A request received to have the parking in Rouse St in front of Visitors Information Centre changed from 2 hour to 15 minute parking to encourage higher turnover in parking space availability.

The Committee discussed the matter and considered that 30 minute parking would be more appropriate for this location. It was also noted that Transport NSW had indicated in principle support to change the time limit, suggesting that a warning period be allowed once the limit was changed.

**ACTION:**

*The Committee recommended that the Rouse Street parking spaces immediately in front of the Visitor Information Centre be 30 minute time limited.*

**RECOMMENDATION:**

*That Council amend the regulatory parking signs for the Rouse Street parking spaces immediately in front of the Visitor Information Centre to 30 minute time limited parking.*

*TfNSW - Supported*

*Police - Y*

*Council - Y*

**MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING**  
**THURSDAY 2 FEBRUARY 2023**

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**4. TENTERFIELD HIGH SCHOOL CROSS COUNTRY EVENT.**

An application received for the annual Tenterfield High School Cross Country proposed to be held on 22nd March 2023 was discussed. It was noted that the event commenced near Federation Park and involves the use of Naas Street, George Street, Petre Street, Duncan Street. It was noted that Transport NSW had indicated support for the event.

**ACTION:**

*The Committee raised no objection to the event subject to Police approval and standard conditions.*

**RECOMMENDATION:**

*That Council approve the annual Tenterfield High School Cross Country event subject to Police approval and standard conditions.*

*TfNSW - Supported*

*Police - Y*

*Council - Y*

**5. ANZAC DAY - TENTERFIELD.**

An application received from the Tenterfield RSL Sub-Branch for annual Anzac Day activities on 25 April 2023 was discussed.

It was noted that the event arrangements would be similar to previous events and that documentation had been submitted including insurances, notification to emergency services and Molesworth Street residents.

Transport NSW indicated in principle support with the Traffic Guidance Scheme to be approved.

**ACTION:**

*The Committee raised no objection to the event subject to NSW Police and Transport NSW approval to standard conditions.*

**RECOMMENDATION:**

*That Council offer no objection to the temporary closure of roads including sections of Manners Street, Rouse Street and Molesworth Street associated with the annual ANZAC Day ceremony 25 April 2023 subject to approval by NSW Police and Transport NSW with standard conditions.*

*TfNSW - Supported in principle*

*Police - Y*

*Council - Y*

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**MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING**  
**THURSDAY 2 FEBRUARY 2023**

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**6. ANZAC DAY - URBENVILLE.**

In discussing Anzac Day events, it was pointed out that no formal application had been received for annual Anzac Day at Urbenville, however it was noted that where the event might impact roads, Council staff would liaise with the event organiser to ensure appropriate documentation was completed including public liability, plan of proposed route and notification to emergency services, subject to NSW Police and Transport NSW approval.

Transport NSW indicated in principle support noting that a Traffic Guidance Scheme has not been provided at this stage and would to be approved.

**ACTION:**

*The Committee raised no objection to the event subject to NSW Police and Transport NSW approval to standard conditions.*

**RECOMMENDATION:**

*That Council offer no objection to the temporary closure of streets including sections of Beaury Street, Tooloom Street and Clarence Way in Urbenville associated with the annual ANZAC Day ceremony 25 April 2023 subject to approval by NSW Police and Transport NSW with standard conditions.*

*TfNSW – Supported in principle*

*Police – Y*

*Council - Y*

**7. BOOKOOKOORARA BRIDGE APPROACHES.**

Cr Bonner advised that curve signs were still to be re-erected on Mt Lindesay Road at the curved approaches to Bookookoorara Bridge. The approaches to the bridge were discussed noting that there is a crest in the road alignment on the northern approach to the bridge.

**ACTION:**

*The Committee noted that Council staff would arrange to expedite the installation of additional guidepost delineation and replacement signage including Reduce Speed signs.*

**8. WOODENBONG TRUCK ROLL OVER REPORT.**

Cr Bonner advised of a report that a truck had rolled over, off the side of Mt Lindesay Road the previous day on a range section between Beaury Creek Road and Woodenbong. No further information was available or known to the Committee.

**ACTION:**

*The Committee noted the reported information and that Council staff will investigate the matter.*

**MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING**  
**THURSDAY 2 FEBRUARY 2023**

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**NEXT MEETING**

Next meeting to be held at 10am, Thursday 6th April 2023.

There being no further business, the meeting closed at 11:25 am.

.....  
Councillor Tim Bonner  
Councillor/Chairperson

|                      |                                                   |
|----------------------|---------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>              |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media    |
| <b>Reference:</b>    | <b>ITEM RES1/23</b>                               |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - JANUARY 2023</b> |

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                             |                                                                                                                                                                                                                         |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.                                                                    |
| <b>CSP Strategy:</b>        | Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making. |
| <b>CSP Delivery Program</b> | Ensure that the performance of Council as an organisation complies with all statutory reporting guidelines and information is available to decision makers.                                                             |

#### **SUMMARY**

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

#### **OFFICER'S RECOMMENDATION:**

**That Council notes the status of the Council Resolution Register to January 2023.**

**Kylie Smith**  
**Chief Corporate Officer**

Prepared by staff member: Elizabeth Melling, Executive Assistant & Media

Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer

Department: Office of the Chief Executive

Attachments: **1** Resolution Register (Action Listing) - January 2023 **12** Pages

|                                     |                                                |
|-------------------------------------|------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Tuesday, 14 February 2023 10:16:44 AM |
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:                         |

| Meeting            | Date       | Officer         | Title                                                                                                         | Target     |
|--------------------|------------|-----------------|---------------------------------------------------------------------------------------------------------------|------------|
| Council 27/02/2019 | 27/02/2019 | Counsell, David | <b>Compulsory Acquisition of Crown Land for the Mount Lindesay Road Upgrade, 0-6km Section East of Legume</b> | 13/03/2019 |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>30/19</b> | <p><b>Resolved</b> that Council:</p> <p>(1) Proceed with the compulsory acquisition of the land described as part of Lot 7016 DP 1073681, Lot 7017 DP 1106730 and Lot 7020 DP 1106731 for the purpose of operational land being for road widening in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991 and subject to the Undetermined Aboriginal Land Claim being withdrawn; and</p> <p>(2) Make an application to the Minister and the Governor for approval to acquire part of Lot 7016 DP 1073681, Lot 7017 DP 1106730 and Lot 7020 DP 1106731 by compulsory process under section 177(1) and 177(2)(b) of the Roads Act 1993; and</p> <p>(3) Requests the Minister for Local Government approve a reduction in the notification period from 90 days to the minimum 60 days.</p> <p style="text-align: right;">(Greg Sauer/Gary Verri)</p> |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <p><b>Notes</b></p> <p><b>12 Oct 2022 3:26pm Counsell, David</b><br/>Meeting has been held with land surveyor to complete survey work now that fencing is complete and finalise acquisition plan preparation.</p> <p><b>14 Sep 2022 12:40pm Counsell, David</b><br/>Matter is still awaiting land surveyor to complete on site boundary pegging and preparation of the survey plan for lodgement.</p> <p><b>14 Feb 2022 2:56pm Gibbins, Jessica</b><br/>Awaiting final survey plans.</p> <p><b>02 Dec 2021 12:48pm Fitzpatrick, Christie</b><br/>Data imported from Resolution Register:<br/>18.3.19 Awaiting Final plans to be sent with application to Minister.<br/>12.4.19 No change to status.<br/>10.5.19 No change.<br/>12.7.19 Final plans being reviewed.<br/>19.8.19 Pricing being sought from registered surveyors for the initial set out of proposed acquisition areas.<br/>15.11.19 No change to status.<br/>10.2.20 Section of existing boundary between 0.1 to 1 km has been pegged in consultation with RMS design review.<br/>Advice of determination of Land Claim received for Lots 7016, 7017 &amp; 7020 received at start of November. Likely impacts to the project to be discussed with RMS.<br/>11.5.20 Interim section 0.1km to 1.0km agreed with RMS for commencement of works once water is again available for construction. Drainage materials have been ordered and remaining sections to be surveyed with a view to minimise any compulsory acquisition required.<br/>1.7.20 Survey of design centreline has been initially done on Legume 0-6.0km section and minor adjustments being considered to minimise extent of works impacting on adjacent properties.<br/>7.8.20 The set out of a slightly modified alignment has commenced that should minimise extent of acquisition required.<br/>Revised construction design plans have been sent to the consultant land surveyors for use in defining the land acquisition boundaries.<br/>14.4.21 Land surveyors from Tenterfield are currently pegging proposed acquisition boundaries although access for this task has been hampered by recent wet ground conditions.<br/>7.5.21 Surveyors are back on site continuing with field work.<br/>7.6.21 Land surveyors are preparing plans for proposed acquisition.<br/>14.10.21 Land surveyors have been delayed by wet weather to complete the field work to peg acquisition boundaries.<br/>10.11.21 Ongoing process with surveyors to prepare survey plans.</p> |
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| Meeting            | Date       | Officer         | Title                                                             | Target     |
|--------------------|------------|-----------------|-------------------------------------------------------------------|------------|
| Council 22/07/2020 | 22/07/2020 | Counsell, David | <b>Tenterfield Common Easement and Lot Compulsory Acquisition</b> | 27/07/2020 |

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b>133/20</b> | <p><b>Resolved</b> that Council:</p> <p>(1) Proceed with the compulsory acquisition of the interest in the land described as right of carriageway and easement for water supply within Lot 7023 DP1126222 and within Lot 7022 DP 1126834 for the purpose of creating and obtaining an easement for water supply and right of carriage way to the water source and pump infrastructure in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;</p> |
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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Tuesday, 14 February 2023 10:16:44 AM |
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:                         |

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

**Notes**  
**02 Dec 2021 1:17pm Fitzpatrick, Christie**  
 Data imported from Resolution Register:  
 13.8.20 Jennings & Kneipp instructed to develop the 88B instrument for the easement.  
 CA application drafted.  
 No response from the Common Trust regarding their concurrence within the allotted timeframe.  
 9.9.20 Jennings & Kneipp are to develop the 88B instrument for the easement. No response from Common Trust regarding their concurrence within the allotted timeframe. CA application drafted and signed by CE.  
 15.10.20 Compulsory Land Acquisition submitted to Crown Lands for processing.  
 3.12.20 Sent to OLG as advised by Crown to begin next steps.  
 9.2.21 Register Acquisition Plan being finalised between surveyor and OLG.  
 10.3.21 Registered Acquisition Plan with NSW Land Registry Services for advice.  
 20.4.21 This acquisition has stalled as the Common Trust Board have not signed the papers for the Agreement.  
 11.6.21 Resending papers to trust.  
 Waiting on response  
 9.9.21 Adviseements underway to proceed with acquisition due to second attempt with no response.  
 11.11.21 Several attempts made by phone and letter to the Common Trust since April 2021, however no response has been received.  
 Works are being scheduled to proceed.

| Meeting            | Date                                                                                                                                                                                              | Officer         | Title                                                                             | Target                      |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------|-----------------------------|
| Council 26/08/2020 | 26/08/2020                                                                                                                                                                                        | Counsell, David | <b>NOTICE OF MOTION - MARYLAND CULLENDORE ROAD THROUGH MARYLAND NATIONAL PARK</b> | 9/09/2020                   |
| <b>176/20</b>      | <b>Resolved</b> that Council contact Crown Lands Department and National Parks & Wildlife Service informing them that Tenterfield Shire Council wishes to keep the Maryland Cullendore Road open. |                 |                                                                                   | (Gary Verri/Bronwyn Petrie) |

**Notes**  
**20 Sep 2022 8:33am Coonan, Neville**  
 No action taken to date  
**02 Dec 2021 1:24pm Fitzpatrick, Christie**  
 Data imported from Resolution Register:  
 11.9.20 Letter forwarded to NPWS dated 3 September 2020, awaiting response.  
 12.2.21 Phone meeting held NPWS & EO 14.12.20 further details to be discussed through CE & Manager EDCE  
 12.3.21 Meeting held with Acting CE, DI, EO & Manager EDCE. EO to provide response to NPWS.  
 19.4.21 NPWS has confirmed that gazettal documents have been withdrawn from the Ministers Office. Meeting to be arranged between TSC and NPWS.



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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Tuesday, 14 February 2023 10:16:44 AM |
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:                         |

| Meeting  | Date | Officer | Title                                                                                           | Target |
|----------|------|---------|-------------------------------------------------------------------------------------------------|--------|
| 10.5.21  |      |         | Making arrangements for NPWS to attend June 2021 Councillor Workshop.                           |        |
| 10.6.21  |      |         | Councillor workshop with NPWS 10.06.21                                                          |        |
| 18.8.21  |      |         | NPWS looking at all paper roads through NP. Will prioritise Maryland NP. TSC to pay for survey. |        |
| 14.10.21 |      |         | Estimate of survey costs and any other expenses being arranged for consideration.               |        |

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

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>187/20</b> | <p><b>Resolved</b> that Council:</p> <ol style="list-style-type: none"> <li>(1) Proceed with the compulsory acquisition of the land described as Lot 7013 in DP 1075621 for the purpose of developing the Mingoola Waste Transfer Station in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and</li> <li>(2) Proceed with the compulsory acquisition of the land described as the western portion of subdivided Lot 7018 in DP 1075621 for the purpose of subdivision, acquisition and developing the Mingoola Waste Transfer Station in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and</li> <li>(3) Make an application to the Minister and the Governor for approval to acquire Lot 7013 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and</li> <li>(4) Make an application to the Minister and the Governor for approval to acquire the western portion of the subdivided Lot 7018 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and</li> <li>(5) Classify the land as operational land; and</li> <li>(6) Proceed with the subdivision of the land described as Lot 7018 in DP 1075621 for the purpose of compulsory acquisition of the newly-formed Lot in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and</li> <li>(7) Arrange the survey of the formed road, known as Springfield Road, that traverses through Lot 7013 in DP 1075621 and dedicate this as a Public Road; and</li> <li>(8) Make an application to the Minister and the Governor for approval to acquire the newly-formed Road Lot that traverses through Lot 7013 in DP 1075621 by compulsory process under section 177(1) or 177(2)(a) or 177(2)(b) of the Roads Act.</li> </ol> <p style="text-align: right;">(Brian Murray/Michael Petrie)</p> |
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| <p><b>Notes</b></p> <p><b>17 Oct 2022 4:36pm Marchant, Gillian</b><br/>Negotiations ongoing</p> <p><b>14 Sep 2022 1:46pm Marchant, Gillian</b><br/>Negotiations ongoing.</p> <p><b>02 Dec 2021 1:26pm Fitzpatrick, Christie</b><br/>Data imported from Resolution Register:<br/>15.10.20 TSC working with Crown Lands in relation to the compulsory acquisition.<br/>6.11.20 Ongoing<br/>4.12.20 Scoping the exact area required to negotiate with ALC. NSWALC providing advice on process.<br/>9.2.21 Negotiations underway with local Aboriginal Council requesting the ALC to be amended to exclude the part required for the project. Awaiting their response.<br/>10.3.21 This is awaiting response. NSW LALC are the claimant but won't change the claim until MLALC agree to.<br/>20.4.21 Continues to stall awaiting advice from Aboriginal Land Council. Negotiations continue.<br/>6.5.21 Project handover, negotiations continue.<br/>11.6.21 Project negotiations continue.</p> <p>19.7.21-18.10.21 Negotiations continue, arrangements to visit site once lockdown ended.<br/>11.11.21 Negotiations continue.</p> |
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| Meeting            | Date       | Officer           | Title                                                               | Target    |
|--------------------|------------|-------------------|---------------------------------------------------------------------|-----------|
| Council 23/09/2020 | 23/09/2020 | Marchant, Gillian | NOTICE OF MOTION - TENTERFIELD TOWN DAM FOR RECREATIONAL ACTIVITIES | 7/10/2020 |

|                                     |                                                |
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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Tuesday, 14 February 2023 10:16:44 AM |
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:                         |

| Meeting                | Date | Officer | Title                                                                                                                                                                                                                                               | Target |
|------------------------|------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>202/20</b>          |      |         | <b>Resolved</b> that Council investigate the opportunities that may be available near and including the town dam for recreational activities with a view to producing a master plan for presentation to the Council and subsequently the community. |        |
| (Bob Rogan/Greg Sauer) |      |         |                                                                                                                                                                                                                                                     |        |

**Notes**  
**18 Jul 2022 4:34pm Marchant, Gillian**  
 Note masterplan grant applied for 14/07/2022  
 Fishing Platform fence has been altered to accomodate platform, requotations supplied and approved, meeting due 21/07/2022.  
**02 Dec 2021 1:34pm Fitzpatrick, Christie**  
 Data imported from Resolution Register:  
 1.10.20 Scheduled for discussion at Councillor Workshop 21/10. Meeting with invited community members (due to COVID) 27/10.  
 1.12.20 Meetings held, results consolidated and provided for comment. Survey of parks underway. Focus group established.  
 15.4.21 Site inspection with focus group held, preliminary designs under investigation  
 6.5.21 Investigation into possible grants underway  
 11.6.21 - 9.9.21 Investigations continue-note awarded fishing platform grant  
 18.10.21 Signed Deeds of Grant  
 12.11.21 Platform planning underway.

| Meeting            | Date       | Officer            | Title                                                                                         | Target     |
|--------------------|------------|--------------------|-----------------------------------------------------------------------------------------------|------------|
| Council 24/02/2021 | 24/02/2021 | Davidson,<br>Tamai | <b>Request to relocate the Band Hall to Leechs Gully Road (former Leechs Gully Hall Site)</b> | 10/03/2021 |

|                               |                                                                                                                                      |  |  |  |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <b>16/21</b>                  | <b>Resolved</b> that Council:                                                                                                        |  |  |  |
|                               | (1) Supports the gifting of the Band Hall to the Leechs Gully Progress Association subject to the association being responsible for: |  |  |  |
|                               | (a) Ensuring the Band Hall can fit on the property by conducting an identification survey;                                           |  |  |  |
|                               | (b) Ensuring the Band Hall transfer meets heritage requirements;                                                                     |  |  |  |
|                               | (c) Paying for all costs associated with the relocation of the Band Hall;                                                            |  |  |  |
|                               | (d) All upkeep and maintenance on the band hall once ownership is formally transferred to the association.                           |  |  |  |
|                               | (2) Allocates up to \$50,000 to the Leechs Gully Progress Association towards the costs associated with the items in (1) above.      |  |  |  |
|                               | (3) Negotiates with the Leechs Gully Progress Association on the proposed relocation of the Band Hall.                               |  |  |  |
| (John Macnish/Bronwyn Petrie) |                                                                                                                                      |  |  |  |

**Notes**  
**18 May 2022 5:12pm Melling, Elizabeth**  
 Ongoing - Chief Executive Office met with Grant Johnson for an update 12 May 2022  
**02 Dec 2021 1:47pm Fitzpatrick, Christie**  
 Data imported from Resolution Register:  
 24.2.21 Mr Rod Dowe was informed of Council's decision.  
 25.2.21 Mr Dowe will contact a surveyor re the recommendation of part 1 (a) as a first step in the process.  
 1.3.21 Mr Dowe provided with the names of some Heritage Consultants.  
 12.3.21 The above is evidence of part 3 of the recommendation being enacted.  
 20.4.21 The Gem Club have been advised of the council resolution and provided with contact with Leechs Gully Progress Association for continued use of the hall if relocation takes place.  
 4.5.21 Survey to be completed and relocation quotes are being sought by Progress Association  
 11.6.21 Nothing further to report.  
 19.7.21 Committee to meet and review Constitution.  
 13.8.21 Ongoing waiting for Progress Assoc to become an incorporated body.  
 8.10.21 Meeting to be organised with Progress Association and TSC  
 11.11.21 Meeting held on site to discuss the actions required to expedite the relocation of the Hall to Leechs Gully.  
 8.12.21 They have organised a heritage report which is due Feb 2022. PS is coordinating the matter.

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| <b>OUTSTANDING ACTIONS REPORT</b>   |  | Printed: Tuesday, 14 February 2023 10:16:44 AM |
| Division:<br>Committee:<br>Officer: |  | Date From:<br>Date To:                         |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                   | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Officer         | Title                                  | Target    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------|-----------|
| Council 24/03/2021                                                                                                                                                                                                                                                                                                                                                                                        | 24/03/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Counsell, David | Snake Creek Road - Road Reserve Update | 7/04/2021 |
| <b>60/21</b>                                                                                                                                                                                                                                                                                                                                                                                              | <b>Resolved</b> that Council:                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |                                        |           |
|                                                                                                                                                                                                                                                                                                                                                                                                           | <p>(1) Proceed with the compulsory acquisition of the land described as part of Lot 7301 DP 1145839 for the purpose of dedicating a road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;</p> <p>(2) Make an application to the Minister and the Governor for approval to acquire part of Lot 7301 DP 1145839 by compulsory process under section 177 (2)(b) of the Roads Act 1993.</p> <p style="text-align: right;">(Greg Sauer/Bronwyn Petrie)</p> |                 |                                        |           |
| <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                                        |           |
| 15 Nov 2022 4:12pm Melling, Elizabeth<br>Staff member currently on extended leave until January 2023                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                                        |           |
| 14 Feb 2022 2:58pm Gibbins, Jessica<br>Collating documents for the new application to send to OLG                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                                        |           |
| 02 Dec 2021 1:54pm Fitzpatrick, Christie<br>Data imported from Resolution Register:<br>10.5.21 Office of Local Government application required.<br>15.6.21-19.7.21 Office of Local Government Application being drafted.<br>18.8.21 Application and attachments sent 17/8/21 OUT21/61C3BA5A.<br>14.10.21 Application rejected as need updated searches & correspondence. Being arranged for resubmitting. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                                        |           |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Date                                                                                                                                                                                               | Officer         | Title                               | Target     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------|------------|
| Council 28/04/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 28/04/2021                                                                                                                                                                                         | Counsell, David | Molesworth Street Drainage Easement | 12/05/2021 |
| <b>86/21</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Resolved</b> that the matter of the Molesworth Street Draining Easement be deferred until the roles and responsibilities are determined in relation to stormwater discharge onto Lots 1 and 13. |                 |                                     |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | (Brian Murray/Michael Petrie)                                                                                                                                                                      |                 |                                     |            |
| <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                    |                 |                                     |            |
| 08 Dec 2022 1:01pm Counsell, David<br>Report to be prepared to Council early in 2023.                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                    |                 |                                     |            |
| 14 Feb 2022 12:07pm Counsell, David<br>Further advice on responsibilities being resolved with planning authorities and further report to be presented to Council in March 2022.                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                    |                 |                                     |            |
| 02 Dec 2021 1:56pm Fitzpatrick, Christie<br>Data imported from Resolution Register:<br>7.5.21 Matter referred to cross department meeting for discussion with Council's Planning and Building Departments for further action.<br>7.6.21 Council report from April has been discussed at cross department meeting and assessment of the extent of properties and impacts is being investigated.<br>19.7.21-18.10.21 Council Report to be prepared by Engineering with input from Planning Dept. |                                                                                                                                                                                                    |                 |                                     |            |

| Meeting                                                                                                | Date                                                                                                                                                                                                            | Officer         | Title                                                                                              | Target    |
|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------|-----------|
| Council 23/02/2022                                                                                     | 23/02/2022                                                                                                                                                                                                      | Counsell, David | ACQUISITION OF PART OF PRIVATE LAND REQUIRED FOR ROAD WIDENING PURPOSES - BRUXNER WAY, TENTERFIELD | 9/03/2022 |
| <b>45/22</b>                                                                                           | <b>Resolved</b> that Council proceed with the recommendations as contained within this report to finalise this matter regarding acquisition of land for road realignment purposes for Bruxner Way, Tenterfield. |                 |                                                                                                    |           |
|                                                                                                        | (John Macnish/Kim Rhodes)                                                                                                                                                                                       |                 |                                                                                                    |           |
|                                                                                                        | <b>Motion Carried</b>                                                                                                                                                                                           |                 |                                                                                                    |           |
| <b>Notes</b>                                                                                           |                                                                                                                                                                                                                 |                 |                                                                                                    |           |
| 15 Nov 2022 4:13pm Melling, Elizabeth<br>Staff member responsible on extended leave until January 2023 |                                                                                                                                                                                                                 |                 |                                                                                                    |           |
| 14 Apr 2022 12:09pm Gibbins, Jessica<br>Correspondence sent to applicable land owners.                 |                                                                                                                                                                                                                 |                 |                                                                                                    |           |

| <b>OUTSTANDING ACTIONS REPORT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |                                                                                                    |            |
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| <b>Division:</b><br><b>Committee:</b><br><b>Officer:</b>                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 | <b>Printed:</b> Tuesday, 14 February<br>2023 10:16:44 AM<br><b>Date From:</b><br><b>Date To:</b>   |            |
| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Officer         | Title                                                                                              | Target     |
| Council 22/06/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 22/06/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Counsell, David | <b>McCliftys Road &amp; Bungulla Reserve Road - Public Gate &amp; Vehicle By-pass Applications</b> | 6/07/2022  |
| <b>124/22</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Resolved</b> that Council as the Roads Authority under the Roads Act 1993:- <ol style="list-style-type: none"> <li>(1) Approves the installation of a public gate and vehicular by-pass on McCliftys Road at approx. 0.316km west of the New England Highway intersection and Bungulla Reserve Road at the intersection with Rosehill Road in accordance with Council Policy No 2.162 – Public Gates and Vehicle By-passes; and</li> <li>(2) Provide applicant with Council Consent as outlined in 4.2 Council’s Internal Administrative Procedures of Policy 2.162.</li> <li>(3) Advertise the approval with proposed installation 1 month after advertising as required by the Roads Regulation 2008.</li> </ol> <p style="text-align: right;">(Giana Saccon/Tom Peters)</p> <p><b>Motion Carried</b></p> |                 |                                                                                                    |            |
| <b>Notes</b><br>15 Nov 2022 4:13pm Melling, Elizabeth<br>Staff member currently on extended leave until January 2023                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |                                                                                                    |            |
| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Officer         | Title                                                                                              | Target     |
| Council 27/07/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 27/07/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Counsell, David | <b>AM White Drive reserve dedication</b>                                                           | 10/08/2022 |
| <b>148/22</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Resolved</b> that Council proceed with action to formally dedicate Part of Lot 2 DP 815097 as a Public Road Reserve along A M White Drive from New England Highway to Bolivia Hall. <p style="text-align: right;">(Tim Bonner/Peter Petty)</p> <p><b>Motion Carried</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |                                                                                                    |            |
| <b>Notes</b><br>08 Dec 2022 1:01pm Counsell, David<br>Details being compiled for submission to TFNSW to undertake dedication.<br>14 Sep 2022 12:16pm Counsell, David<br>Crown Lands have confirmed status of the land and do not object to proposed dedication. Matter will now be referred to Transport for NSW to progress the formal dedication as a road.<br>17 Aug 2022 12:50pm Melling, Elizabeth<br>Matter to be raised with Crown Lands for discussion of process. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |                                                                                                    |            |
| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Officer         | Title                                                                                              | Target     |
| Council 27/07/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 27/07/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Counsell, David | <b>Policy 2.162 Public Gates and Vehicle Bypasses</b>                                              | 10/08/2022 |
| <b>159/22</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Resolved</b> that Council: <p>Place Policy 2.162 Public Gates and Vehicle Bypasses on public display for 28 days to seek community input prior to reviewing the policy.</p> <p style="text-align: right;">(Peter Petty/Peter Murphy)</p> <p><b>Motion Carried</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |                                                                                                    |            |
| <b>Notes</b><br>08 Dec 2022 12:59pm Counsell, David<br>Report to Council yet to be completed.<br>14 Sep 2022 12:24pm Counsell, David<br>Public exhibition period has been held and a report will be prepared for Council to review the Policy.<br>12 Aug 2022 4:26pm Melling, Elizabeth<br>Put on Public Display - Website. 28 days on display.                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |                                                                                                    |            |
| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Officer         | Title                                                                                              | Target     |
| Council 27/07/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 27/07/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Counsell, David | <b>Policy 2.130 Construction &amp; Maintenance of Property Access from Council Roads</b>           | 10/08/2022 |

| <b>OUTSTANDING ACTIONS REPORT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |                                                                             |           |
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| Division:<br>Committee:<br>Officer:                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    | Printed: Tuesday, 14 February<br>2023 10:16:44 AM<br>Date From:<br>Date To: |           |
| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Officer            | Title                                                                       | Target    |
| <b>160/22</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p><b>Resolved</b> that Council:</p> <p>Place Policy 2.130 Construction &amp; Maintenance of Property Access from Council Roads on public display for 28 days to seek community input prior to reviewing the policy.</p> <p style="text-align: right;">(Peter Petty/Peter Murphy)</p> <p><b>Motion Carried</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |                                                                             |           |
| <p><b>Notes</b></p> <p><b>08 Dec 2022 12:58pm Counsell, David</b><br/>                     Revised drawings to be compiled and report to Council yet to be completed.</p> <p><b>14 Sep 2022 12:26pm Counsell, David</b><br/>                     Public exhibition period has been held and a report will be prepared for Council to review the Policy</p> <p><b>12 Aug 2022 4:30pm Melling, Elizabeth</b><br/>                     Policy on Public Display for 28 days - TSC Website.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |                                                                             |           |
| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Officer            | Title                                                                       | Target    |
| Council 24/08/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 24/08/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Davidson,<br>Tamai | OPTIONS TO MANAGE 136 MANNERS STREET, TENTERFIELD.                          | 7/09/2022 |
| <b>190/22</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p><b>OFFICER'S RECOMMENDATION:</b></p> <p>That Council delegate authority the Chief Executive to:</p> <ol style="list-style-type: none"> <li>1. Leave the current lessee in occupation on a month to month basis at the same rent or;</li> <li>2. Commence negotiations for a new commercial lease over the property with the existing tenant at a market rent or;</li> <li>3. Commence negotiations for a new commercial lease over the property with the existing tenant at a concessional rent or;</li> <li>4. Investigate putting the property to the market for lease or;</li> <li>5. Investigate the sale of the property with vacant possession or subject to a lease at a market rent.</li> </ol> <p><b>AMENDMENT</b></p> <p>That Council delegate authority to the Chief Executive to:</p> <ol style="list-style-type: none"> <li>1. Leave the current lessee in occupation on a month to month basis for six months; and</li> <li>2. Commence negotiations for a new commercial lease over the property with the existing tenant at a market rent.</li> </ol> <p style="text-align: right;">(Peter Petty/Greg Sauer)</p> <p><b>Amendment Carried</b></p> <p><b>Resolved</b> that Council delegate authority the Chief Executive to:</p> <ol style="list-style-type: none"> <li>1. Leave the current lessee in occupation on a month to month basis for six months; and</li> <li>2. Commence negotiations for a new commercial lease over the property with the existing tenant at a market rent.</li> </ol> <p style="text-align: right;">(Peter Petty/Greg Sauer)</p> <p><b>Motion Carried</b></p> |                    |                                                                             |           |
| <p><b>Notes</b></p> <p><b>14 Feb 2023 9:27am Melling, Elizabeth</b><br/>                     Report to go to March 2023 Ordinary Council Meeting</p> <p><b>02 Nov 2022 9:42am Coonan, Neville</b></p>                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |                                                                             |           |

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| <b>OUTSTANDING ACTIONS REPORT</b>                        | <b>Printed:</b> Tuesday, 14 February 2023 10:16:44 AM<br><b>Date From:</b><br><b>Date To:</b> |
| <b>Division:</b><br><b>Committee:</b><br><b>Officer:</b> |                                                                                               |

| Meeting                                                                                                                                                              | Date | Officer | Title | Target |
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| A letter has been sent to the tenant advising them of the resolution.                                                                                                |      |         |       |        |
| <b>20 Sep 2022 8:35am Coonan, Neville</b>                                                                                                                            |      |         |       |        |
| The tenant will be provided with a letter notifying them of the Council resolution. Market rent assessments will be organised towards the end of the 6 month period. |      |         |       |        |

| Meeting                                                                                                                                                    | Date                                                                                                                                            | Officer         | Title                                                                             | Target     |
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| Council 28/09/2022                                                                                                                                         | 28/09/2022                                                                                                                                      | Counsell, David | ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - SUNNYSIDE PLATFORM ROAD | 12/10/2022 |
| <b>200/2</b>                                                                                                                                               | <b>Resolved</b> that Council:                                                                                                                   |                 |                                                                                   |            |
|                                                                                                                                                            | (1) Agree to the acquisition of land adjacent to Sunnyside Platform Road for road widening purposes at the intersection of Bruxner Way; and     |                 |                                                                                   |            |
|                                                                                                                                                            | (2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners. |                 |                                                                                   |            |
|                                                                                                                                                            | (Peter Petty/Tom Peters)                                                                                                                        |                 |                                                                                   |            |
|                                                                                                                                                            | <b>Motion Carried</b>                                                                                                                           |                 |                                                                                   |            |
| <b>Notes</b>                                                                                                                                               |                                                                                                                                                 |                 |                                                                                   |            |
| <b>31 Jan 2023 9:37am Counsell, David</b><br>Surveyor is completing field work and acquisition plan to be prepared during February.                        |                                                                                                                                                 |                 |                                                                                   |            |
| <b>08 Dec 2022 12:53pm Counsell, David</b><br>Surveyor has been engaged for acquisition plan and works to undertaken adjusted fencing has been programmed. |                                                                                                                                                 |                 |                                                                                   |            |
| <b>12 Oct 2022 3:31pm Counsell, David</b><br>Preliminary meeting held with registered surveyor to assist in acquisition process.                           |                                                                                                                                                 |                 |                                                                                   |            |

| Meeting                                                                                                                                                     | Date                                                                                                                                             | Officer         | Title                                                                                | Target     |
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| Council 28/09/2022                                                                                                                                          | 28/09/2022                                                                                                                                       | Counsell, David | ACQUISITION OF LAND REQUIRED FOR ROAD REALIGNMENT PURPOSES ON PADDYS FLAT ROAD NORTH | 12/10/2022 |
| <b>201/22</b>                                                                                                                                               | <b>Resolved</b> that Council:                                                                                                                    |                 |                                                                                      |            |
|                                                                                                                                                             | (1) Agree to the acquisition of land adjacent to Paddys Flat Road North for road realignment and widening purposes at Kangaroo Creek Bridge; and |                 |                                                                                      |            |
|                                                                                                                                                             | (2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners. |                 |                                                                                      |            |
|                                                                                                                                                             | (Peter Petty/Tom Peters)                                                                                                                         |                 |                                                                                      |            |
|                                                                                                                                                             | <b>Motion Carried</b>                                                                                                                            |                 |                                                                                      |            |
| <b>Notes</b>                                                                                                                                                |                                                                                                                                                  |                 |                                                                                      |            |
| <b>31 Jan 2023 9:35am Counsell, David</b><br>Bridge approach works being finalised and surveyor is planning to undertake field work at the end of February. |                                                                                                                                                  |                 |                                                                                      |            |
| <b>08 Dec 2022 12:55pm Counsell, David</b><br>Surveyor has been engaged for acquisition plan. Fencing has been undertaken for new boundary.                 |                                                                                                                                                  |                 |                                                                                      |            |
| <b>12 Oct 2022 3:33pm Counsell, David</b><br>Meeting held with registered surveyor to assist in realignment acquisition process.                            |                                                                                                                                                  |                 |                                                                                      |            |

| Meeting               | Date                                                                                                                                                          | Officer         | Title                                                                                   | Target     |
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| Council 28/09/2022    | 28/09/2022                                                                                                                                                    | Counsell, David | ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - MT LINDESAY ROAD BLER PROJECT | 12/10/2022 |
| <b>202/22, 203/22</b> | <b>Resolved</b> that Council:                                                                                                                                 |                 |                                                                                         |            |
|                       | (1) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes on various curves being widened under the BLER Fund project; and |                 |                                                                                         |            |
|                       | (2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.               |                 |                                                                                         |            |

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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Tuesday, 14 February 2023 10:16:44 AM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                          |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Target                   |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | (Peter Petty/Tom Peters) |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |         | <p><b>Motion Carried</b></p> <p><b>Resolved</b> that Council:</p> <p>(1) Agree to the acquisition of land along Kildare Road for road aligning purposes; and</p> <p>(2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners in consideration to close an existing road reserve in exchange.</p> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> |                          |
| <p><b>Notes</b></p> <p><b>31 Jan 2023 9:32am Counsell, David</b><br/>Survey plans are completed and with Council's Solicitors for legal processing.</p> <p><b>08 Dec 2022 12:56pm Counsell, David</b><br/>Surveyor engaged, survey work undertaken and acquisition plan being compiled.</p> <p><b>02 Nov 2022 9:44am Counsell, David</b><br/>Field survey works have commenced for the acquisition.</p> <p><b>12 Oct 2022 3:35pm Counsell, David</b><br/>Preliminary meeting held with registered surveyor to assist in road widening acquisition with survey and plan preparation.</p> |      |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Date       | Officer         | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Target     |
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| Council 28/09/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 28/09/2022 | Counsell, David | ACQUISITION OF LAND REQUIRED FOR ROAD ALIGNING PURPOSES ALONG KILDARE ROAD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 12/10/2022 |
| <u>202/22, 203/22</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |                 | <p><b>Resolved</b> that Council:</p> <p>(1) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes on various curves being widened under the BLER Fund project; and</p> <p>(2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.</p> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> <p><b>Resolved</b> that Council:</p> <p>(1) Agree to the acquisition of land along Kildare Road for road aligning purposes; and</p> <p>(2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners in consideration to close an existing road reserve in exchange.</p> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> |            |
| <p><b>Notes</b></p> <p><b>31 Jan 2023 9:30am Counsell, David</b><br/>Surveyor has now completed field work pegging of proposed boundaries and plans are being compiled.</p> <p><b>08 Dec 2022 12:57pm Counsell, David</b><br/>Surveyor has been engaged and field survey work is partially undertaken with pegging of proposed boundary.</p> <p><b>12 Oct 2022 3:36pm Counsell, David</b><br/>Preliminary meeting held with registered surveyor to commence road reserve alignment process.</p> |            |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |

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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Tuesday, 14 February 2023 10:16:44 AM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                          |

| Meeting            | Date       | Officer         | Title                                              | Target     |
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| Council 28/09/2022 | 28/09/2022 | Davidson, Tamai | OPTIONS TO MANAGE 142 MANNERS STREET, TENTERFIELD. | 12/10/2022 |

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| <b>207/22</b> | <p><b>OFFICER'S RECOMMENDATION:</b></p> <p>That Council delegate authority to the Chief Executive to:</p> <ol style="list-style-type: none"> <li>1. Leave the current lessee in occupation of 'The Property' on a month to month basis at the same rent or;</li> <li>2. Commence negotiations for new commercial agreement(s) over 'The Property' with the existing tenant at market rents or;</li> <li>3. Commence negotiations for new commercial agreement(s) over 'The Property' with the existing tenant at a concessional annual payment or rent or;</li> <li>4. Investigate putting 'The Property' to the market for lease or;</li> <li>5. Investigate the sale of 142 Manners Street with vacant possession or subject to a lease at a market rent.</li> </ol> |
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| <p><b>Notes</b></p> <p>14 Feb 2023 9:30am Melling, Elizabeth<br/>Further Report to will be provided to the May 2023 Ordinary Council Meeting.</p> <p>02 Nov 2022 9:48am Coonan, Neville<br/>No action required at this time.</p> <p>19 Oct 2022 1:13pm Condrick, Jodie<br/>Letter has been sent to the current lessee</p> |
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| Meeting            | Date       | Officer         | Title                       | Target     |
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| Council 28/09/2022 | 28/09/2022 | Keneally, Fiona | Sale of Surplus Plant Items | 12/10/2022 |

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| <b>211/22</b> | <p><b>Resolved</b> that Council:</p> <p>(1) Delegate the Chief Executive the authority to arrange for sale of the surplus items of plant identified in the report by public auction with a reserve price to be set by the Chief Executive.</p> <p style="text-align: right;">(Greg Sauer/Geoff Nye)</p> <p><b>Motion Carried</b></p> |
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| Meeting            | Date       | Officer         | Title                                                                                                                 | Target     |
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| Council 28/09/2022 | 28/09/2022 | Condrick, Jodie | Commence negotiations with the current occupier of Reserve R83670 with the intent of entering into a long term lease. | 12/10/2022 |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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|  | <p><b>OFFICER'S RECOMMENDATION:</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>(1) Ratify the Letter of Support (Attachment A) to current occupier to apply for a grant to revitalise the clubhouse by extending the kiosk function area and construct amenities, noting that any additional asset cost will be on Councils Asset Register until a Lease is effected;</li> <li>(2) Prepare and have approved a Plan of Management (PoM) for the Reserve (Reserve R83670 - Lot 599 DP 704008) in consultation with the occupiers, and</li> <li>(3) Provide 'in principle' approval for the Chief Executive to commence negotiations for a long-term Lease over the Reserve. The 'in principle' approval is provided subject to the satisfactory resolution of community consultation processes, necessary Crown Land approvals, satisfactory site analysis, Lease negotiation and development approval process.</li> </ol> |
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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Tuesday, 14 February 2023 10:16:44 AM |
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:                         |

| Meeting                                                                   | Date            | Officer | Title | Target |
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| 19 Oct 2022 1:09pm                                                        | Condrick, Jodie |         |       |        |
| Letter of Support was sent and POM and lease are still being investigated |                 |         |       |        |

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

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| <b>Notes</b>                                                                                                                                                                                                    |  |  |  |  |
| 10 Feb 2023 1:52pm Melling, Elizabeth<br>Review figures for January & February 23 to include in MOR                                                                                                             |  |  |  |  |
| 05 Dec 2022 11:11am Melling, Elizabeth<br>Review variation monthly advise in MOR monthly until April 2023                                                                                                       |  |  |  |  |
| 15 Nov 2022 4:30pm Melling, Elizabeth<br>Will monitor enrolment figures in each Ward up to and including April 2023. Then start the boundary adjustment process should a greater than 10% margin be calculated. |  |  |  |  |

| Meeting            | Date                                                                                                                                                                                                   | Officer      | Title                            | Target    |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------|-----------|
| Council 26/10/2022 | 26/10/2022                                                                                                                                                                                             | Mills, Bruce | SALE OF SURPLUS LAND - BENDALL'S | 9/11/2022 |
| <b>245/22</b>      | <b>Resolved</b> that Council:                                                                                                                                                                          |              |                                  |           |
|                    | (1) Authorise the Chief Executive to Sell Bendall's (Lot 2 DP 1037068) via public auction; and<br>(2) Seek quotations from Agents to List, advertise and manage the auction.<br>(Kim Rhodes/Geoff Nye) |              |                                  |           |
|                    | <b>Motion Carried</b>                                                                                                                                                                                  |              |                                  |           |
|                    | <i>Upon being put to the meeting, the motion was declared carried. The record of the vote was sought by Cr Giana Saccon and supported by the Chairperson.</i>                                          |              |                                  |           |
|                    | <i>Against the Motion was Councillors Giana Saccon and Tom Peters.</i>                                                                                                                                 |              |                                  |           |

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| <b>Notes</b>                                                                                                                                                                                                                                                                                                                                             |  |  |  |  |
| 10 Feb 2023 2:25pm Melling, Elizabeth<br>Auction arranged with Nutrien Hardcourts 18 March 2023 at 11.30 am at their Rosue St property                                                                                                                                                                                                                   |  |  |  |  |
| 15 Nov 2022 4:38pm Melling, Elizabeth<br>Staff have emailed and spoken to ALL local real estate agents, advising Council's decision and asked for quotes to sell "Bendall's". Four agents have responded. Staff will discuss proposals with Chief Executive when he returns to work and decide on which agent will be given the sale. Monday, 7 Nov 2022 |  |  |  |  |

| Meeting            | Date                                                                                                                 | Officer         | Title                                                                                | Target     |
|--------------------|----------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------|------------|
| Council 21/12/2022 | 21/12/2022                                                                                                           | Counsell, David | TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING - THURSDAY 1 DECEMBER 2022 | 11/01/2023 |
| <b>251/22</b>      | <b>Resolved</b> that Council:                                                                                        |                 |                                                                                      |            |
|                    | (1) Receive and note the report of the Tenterfield Shire Council Local Traffic Committee meeting of 1 December 2022; |                 |                                                                                      |            |

| <b>OUTSTANDING ACTIONS REPORT</b>   |            |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |
|-------------------------------------|------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Division:<br>Committee:<br>Officer: |            |         | Printed: Tuesday, 14 February<br>2023 10:16:44 AM<br>Date From:<br>Date To:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |
| Meeting                             | Date       | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Target |
|                                     | <b>(2)</b> |         | <p><b>Adopt the recommendations from the meeting as follows:-</b></p> <p><b>a) Traffic Accident - Tooloom Street, Urbenville</b><br/>                     TfNSW recommends a traffic signage review of the area and applying for Fatal Crash Response funding if upgrades are required.</p> <p><b>b) Manners Street, Tenterfield – request for pedestrian crossing.</b><br/>                     Transport for NSW to assess the site in respect to the request for a pedestrian crossing given the close proximity to the New England Highway. Council to send a letter to TfNSW requesting assessment.</p> <p><b>c) Rouse Street Telstra Driveway.</b><br/>                     All line marking of the parking bays be reviewed and renewed in CBD.</p> <p><b>d) Cycle Event.</b><br/>                     That Committee note the application and recommend the event be approved subject to any requirements of Transport for NSW and NSW Police in liaison with The Saddlers Mountain Bike Club Tenterfield Inc. prior to event.</p> <p><b>e) Manners Street Bus Stop.</b><br/>                     That the Committee note the request and prior to considering any change to the existing bus stop in Manners Street, seek comments from Transport for NSW Traffic Section in respect to any traffic impacts to the Rouse Street (New England Highway) traffic and parking arrangement implications.</p> <p><b>f) Proposed meeting dates for 2023</b><br/>                     Committee accept meeting dates as presented.</p> <p style="text-align: right;">(Tom Peters/Tim Bonner)</p> <p><b><u>Motion Carried</u></b></p> |        |
| <b>Notes</b>                        |            |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |