



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

## **BUSINESS PAPER ORDINARY COUNCIL MEETING 22 MARCH 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 March 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

## **CLOSED COUNCIL**

### **Confidential Reports**

#### **(Section 10A(2) of The Local Government Act 1993)**

Where it is proposed to close part of the Meeting, the Chairperson will allow members of the public to make representations to or at the meeting, before any part of the meeting is closed to the public, as to whether or not that part of the meeting should be closed to the public.

The Chairperson will check with the General Manager whether any written public submissions or representations have been received as to whether or not that part of the meeting should be closed to the public.

The grounds on which part of the Council meeting may be closed to public are listed in Section 10A(2) of the Local Government Act 1993 and are as follows:

- (a) personnel matters concerning particular individuals others than Councillors,
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) during the receipt of information or discussion of information concerning the nature and location of a place or an item of Aboriginal significance on community land.
- (i) alleged contraventions of any code of conduct requirements applicable under section 440.

Section 10A(3) of the Act provides that Council, or a Committee of the Council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Section 10B(3) of the Act provides that if a meeting is closed during discussion of a motion to close another part of the meeting to the public (as referred to in section 10A(3) of the Act,) the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting (other than consideration of whether the matter concerned is matter referred to in section 10A(2) of the Act).

Section 10B(1) of the Act provides that a meeting is not to remain closed to the public during the receipt of information or the discussion of matters referred to in section 10A(2):

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the Council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest section 10B(4) of the Act states it is irrelevant that:

- (a) a person may interpret or misunderstand the discussion, or
- (b) The discussion of the matter may:
  - (i) cause embarrassment to the Council or committee concerned, or to councillors or to employees of the council, or
  - (ii) cause a loss of confidence in the Council or committee.

#### **Resolutions passed in Closed Council**

It is a requirement of Clause 253 of the Local Government (General) Regulation 2005 that any resolution passed in Closed Council, or Committee be made public as soon as practicable after the meeting has ended. At the end of Closed Council or Committee meeting, the Chairperson will provide a summary of those resolutions passed in Closed Council or Committee.

# AGENDA

## COMMUNITY CONSULTATION (PUBLIC ACCESS)

### WEBCASTING OF MEETING

This meeting will be 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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### 6. TABLING OF DOCUMENTS

### 7. URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

## **8. MAYORAL MINUTE**

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

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**CONFIDENTIAL**

(ITEM ENV3/23) LEASING OF 136 MANNERS STREET, TENTERFIELD

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

**15. MEETING CLOSED**



**(ITEM MIN2/23) CONFIRMATION OF PREVIOUS MINUTES**

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**REPORT BY:** Elizabeth Melling

**RECOMMENDATION**

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

- **Ordinary Council Meeting – 22 February 2023**
- **Extraordinary Council Meeting – 16 February 2023**

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

**ATTACHMENTS**

- |          |                                                                           |          |
|----------|---------------------------------------------------------------------------|----------|
| <b>1</b> | Unadopted Minutes - Extraordinary Council Meeting - 16 February 2023      | 3 Pages  |
| <b>2</b> | Unadopted Minutes - Ordinary Council Meeting - Wednesday 22 February 2023 | 11 Pages |

# MINUTES



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

## **MINUTES OF EXTRAORDINARY COUNCIL MEETING THURSDAY 16 FEBRUARY 2023**

MINUTES OF THE **Extraordinary Council Meeting** OF TENTERFIELD SHIRE held at the Koreelah Room, Administration Building, 247 Rouse St, Tenterfield NSW 2372 on Thursday 16 February 2023 commencing at 9.30 am

**ATTENDANCE**

Councillor Bronwyn Petrie (Mayor)  
Councillor John Macnish (Deputy Mayor)  
Councillor Peter Petty  
Councillor Tim Bonner (Via Zoom)  
Councillor Tom Peters  
Councillor Kim Rhodes  
Councillor Greg Sauer  
Councillor Peter Murphy

**ALSO IN ATTENDANCE**

Chief Executive (Daryl Buckingham)  
Governance Officer (Lee Sisson)  
Chief Corporate Officer (Kylie Smith)  
Director Infrastructure (Fiona Keneally)

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

**COMMUNITY CONSULTATION (PUBLIC ACCESS)**

**WEBCASTING OF MEETING**

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

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

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

**OPENING AND WELCOME**

**CIVIC PRAYER**

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

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

**ACKNOWLEDGEMENT OF COUNTRY**

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

**APOLOGIES**

**1/23**

**Resolved** that Councillors Geoff Nye and Giana Saccon were apologies.

(Peter Petty/Peter Murphy)

**Motion Carried**

**DISCLOSURE & DECLARATIONS OF INTEREST**

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

| Name | Type | Item |
|------|------|------|
| Nil. |      |      |
|      |      |      |

**OPEN COUNCIL REPORTS**

**OUR COMMUNITY**

**(ITEM COM1/23) CROWN LANDS PLAN OF MANAGEMENT RESERVE R22044**

**SUMMARY**

The purpose of this report is to present Council with the results of public consultation and to obtain a Council resolution to adopt the Plan of Management for Crown Reserve R22044. The Reserve is over Lot 12 Section 22 DP 758959, Lot 701 DP 1059521 and Lot 7029 DP 1112788.

**2/23**

**Resolved** that Council:

Adopt the Plan of Management for the Old Power House Reserve - Crown Reserve R22044 pursuant to Section 40 of the Local Government Act 1993 and in accordance with Section 3.23(6) of the Crown Land Management Act 2016.

(Kim Rhodes/Greg Sauer)

**Motion Carried**

**MEETING CLOSED**

There being no further business the Mayor declared the meeting closed at 9.58 am.

.....  
Councillor Bronwyn Petrie  
Mayor/Chairperson

# MINUTES



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

## **MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 22 FEBRUARY 2023**

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the "Koreelah Room", Administration Building, 247 Rouse St Tenterfield on Wednesday 22 February 2023 commencing at 9.30 am

**ATTENDANCE**

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

**ALSO IN ATTENDANCE**

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

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

Website: [www.tenterfield.nsw.gov.au](http://www.tenterfield.nsw.gov.au)

Email: [council@tenterfield.nsw.gov.au](mailto:council@tenterfield.nsw.gov.au)

**COMMUNITY CONSULTATION (PUBLIC ACCESS)**

**ITEM GOV2/23** – QUARTERLY BUDGET REVIEW STATEMENT – DECEMBER 2022  
Ms Cheryl Jaques spoke against the Officer’s Recommendation.

**WEBCASTING OF MEETING**

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

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

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

**OPENING AND WELCOME**

**CIVIC PRAYER**

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

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

**ACKNOWLEDGEMENT OF COUNTRY**

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

**APOLOGIES**

**3/23** **Resolved** that Cr Peter Petty be noted as an apology.  
(Greg Sauer/Kim Rhodes)  
**Motion Carried**

**DISCLOSURE & DECLARATIONS OF INTEREST**

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

| Name | Type | Item |
|------|------|------|
| Nil. |      |      |
|      |      |      |

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

**4/23** **Resolved** 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.

(John Macnish/Kim Rhodes)

**Motion Carried**

**TABLING OF DOCUMENTS**

Nil.

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

Nil.

**MAYORAL MINUTE**

**SUMMARY**

I, Mayor Bronwyn Petrie intend to move the following Mayoral Minute with respect to updating Council and ratepayers on the following issues: -

- (1) I have been attending the Regional and Rural Summit, Political Forum in Sydney and Country Mayor's Association meetings, major topics include:
  - (a) the housing crisis, rural health, roads infrastructure and labour force. I spoke with Roads Minister Sam Farraway MP regarding the transfer of the Mt Lindesay Rd and Bruxner Way back to the state government and he advised that nothing further would be done prior to the election and that roads with disaster funding on them cannot be transferred until those works are complete. Currently both our roads have disaster funding works underway. Of note for Councillors was the housing session where the General Manager of Tweed advocated for a new rating category for Airbnb accommodation and also taxation amendments.
  - (b) The recent Auditor General's Report on the 2020 Bushfire Recovery Grants that some shires including Tenterfield and the Blue Mountains appeared to have been treated poorly with the administration process of the Fast Tracked round lacking integrity, transparency and consistency, with Tenterfield missing out despite also having high impact and need. I have been advocating for a redress of this, so we receive comparable funding however the Deputy Premier advised me that because that fund was exhausted they had no capacity under it for additional funding. The matter has been referred to ICAC.
  - (c) Our Chief Executive and I conducted an airport inspection and subsequently met with the District Manager of the Northern Tablelands Rural Fire Service (RFS) team. He is supportive of installing a large water tank at the airport for firefighting and is pursuing RFS funding but if this is achieved RFS would pay for installation and maintenance, but the tank would become a council asset.

**Motion Carried**

**OPEN COUNCIL REPORTS**

**OUR COMMUNITY**

Nil.

**OUR ECONOMY**

Nil.

*Gillian Marchant - Manager Waste & Water entered the meeting, the time being 9.37am*

**OUR ENVIRONMENT**

**(ITEM ENV1/23) FINALISATION OF CONTAMINATED RECYCLING BIN & BACKFLOW PREVENTION POLICIES FROM PUBLIC EXHIBITION.**

**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.

5/23

**Resolved** that Council:

- (1) Note that there were 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.

(Kim Rhodes/Greg Sauer)

**Motion Carried**

**(ITEM ENV2/23) REPLACEMENT PLANT 26 WASTE SIDE LOADING TRUCK**

**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).

**AMENDMENT**

4) That unit 26 be transferred to the Tenterfield Transport Museum after Inverell TAFE have finished with the vehicle.

(Geoff Nye/Greg Sauer)

**Amendment Carried**

6/23

**Resolved** 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), and
- (4) That Unit 26 be transferred to the Tenterfield Transport Museum after Inverell TAFE have finished with the vehicle.

(Geoff Nye/Kim Rhodes)

**Motion Carried**

*Gillian Marchant - Manager Waste & Water left the meeting, the time being 9.48am*

**OUR GOVERNANCE**

**(ITEM GOV1/23) MONTHLY OPERATIONAL REPORT DECEMBER 2022 AND JANUARY 2023**

**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.

7/23

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

(John Macnish/Kim Rhodes)

**Motion Carried**

*Roy Jones - Manager Finance & Technology entered the meeting, the time being 10.26 am.*

**(ITEM GOV2/23) QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2022**

**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).

8/23

**Resolved** 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.

(Greg Sauer/Kim Rhodes)

**Motion Carried**

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

*Against the Motion was Councillor Giana Saccon.*

*Cr Tim Bonner (via zoom) left the meeting, the time being 10.55am*

**(ITEM GOV3/23) FINANCE & ACCOUNTS - PERIOD ENDED 31 DECEMBER 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.

9/23

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

(Kim Rhodes/Geoff Nye)

**Motion Carried**

**(ITEM GOV4/23) FINANCE & ACCOUNTS - PERIOD ENDED 31 JANUARY 2023**

**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.

10/23

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

(Greg Sauer/Kim Rhodes)

**Motion Carried**

**SUSPENSION OF STANDING ORDERS**

11/23

**Resolved** that Standing Orders be suspended.

(Kim Rhodes/Greg Sauer)

**Motion Carried**

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

*The meeting reconvened, the time being 11.35am.*

**RESUMPTION OF STANDING ORDERS**

12/23

**Resolved** that Standing Orders be resumed.

(Kim Rhodes/John Macnish)

**Motion Carried**

**(ITEM GOV5/23) CAPITAL EXPENDITURE REPORT AS AT 31 JANUARY 2023**

**SUMMARY**

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

**13/23** **Resolved** that Council receive and note the Capital Expenditure Report for the period ended 31 January 2023.

(Kim Rhodes/Geoff Nye)

**Motion Carried**

**(ITEM GOV6/23) REPORT ON LOAN BALANCES**

**SUMMARY**

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

**14/23** **Resolved** 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).

(Kim Rhodes/John Macnish)

**Motion Carried**

*Roy Jones - Manager Finance & Technology left the meeting, the time being 11.42am.*

*Erika Bursford - Manager Records, Customer Service & Governance entered the meeting, the time being 11.42 am*

**(ITEM GOV7/23) AUDIT, RISK AND IMPROVEMENT COMMITTEE - PROPOSED APPOINTMENT FOR SOUTHERN DOWNS REGIONAL COUNCIL MEMBER**

**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.

- 15/23** **Resolved** 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.  
(John Macnish/Kim Rhodes)

**Motion Carried**

*Erika Bursford - Manager Records, Customer Service & Governance left the meeting, the time being 11.46am.*

**(ITEM GOV8/23) NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT 2023**

**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.

- 16/23** **Resolved** 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.  
(Greg Sauer/Kim Rhodes)

**Motion Carried**

**REPORTS OF DELEGATES & COMMITTEES**

**(ITEM RC1/23) MURRAY DARLING ASSOCIATION - REGION 11 ORDINARY MEETING MINUTES 25 NOVEMBER 2022**

- 17/23** **Resolved** that Council receive and note the Region 11 Ordinary Meeting Minutes from Friday 25 November 2022.  
(Kim Rhodes/Geoff Nye)

**Motion Carried**

*David Counsell - Manager Assets & Program Planning entered the meeting, the time being 11.53am.*

**(ITEM RC2/23) TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING - THURSDAY 2 FEBRUARY 2023**

- 18/23** **Resolved** 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 Beauray 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.

(Giana Saccon/Tom Peters)

**Motion Carried**

**NOTICES OF MOTION**

Nil.

*David Counsell – Manager Assets & Program Planning left the meeting, the time being 12.07pm.*

*David Counsell – Manager Assets & Program Planning entered the meeting, the time being 12.13pm.*

**RESOLUTION REGISTER**

**(ITEM RES1/23) COUNCIL RESOLUTION REGISTER - JANUARY 2023**

**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.

**19/23** **Resolved** that Council notes the status of the Council Resolution Register to January 2023.

(Kim Rhodes/Geoff Nye)

**Motion Carried**

*David Counsell – Manager Assets & Program Planning left the meeting, the time being 12.16pm.*

**MEETING CLOSED**

There being no further business the Mayor declared the meeting closed at 12.17pm.

.....  
Councillor Bronwyn Petrie  
Mayor/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 COM2/23</b>                                    |
| <b>Subject:</b>      | <b>ANZAC DAY ARRANGEMENTS - TUESDAY, 25 APRIL 2023</b> |

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

|                                 |                                                                                                                                                                      |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>                | <b>Community</b> - Tenterfield Shire is a vibrant, inclusive, and safe community where diverse backgrounds and cultures are respected and celebrated.                |
| <b>CSP Strategy:</b>            | The individual unique qualities and strong sense of local identity of Tenterfield Shires towns, villages and community groups is respected, recognised and promoted. |
| <b>Delivery Plan Action:</b>    | Promote the liveability of Tenterfield Shire as a place to live, work and invest.                                                                                    |
| <b>Operational Plan Action:</b> | Support marketing activities and events to promote Tenterfield as a place to, play, live and invest.                                                                 |

#### **SUMMARY**

The purpose of this report is to provide information for Council's consideration regarding arrangements for Anzac Day, Tuesday, 25 April 2023.

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

- (1) That in accordance with Council Minute 208/04, Council's representative at Anzac Day Ceremonies throughout the Shire will lay a wreath or present a book as per the requirements of the local organisers; and**
- (2) That Councillors be allocated to attend the Anzac Day services and events around the Shire as follows:**
  - (a) The Mayor, Cr Bronwyn Petrie at the Tenterfield Dawn Service and Morning Service;**
  - (b) Councillor ..... at the Dawn Service in Torrington;**
  - (c) Councillor ..... at the Legume Service;**
  - (d) Councillor ..... at the Urbenville Service;**
  - (e) Councillor ..... at the Jennings Service;**
  - (f) Councillor ..... at the Drake Service;**
  - (g) Councillor ..... at the Liston Service; and**
  - (h) Councillor ..... at the Mingoola Service.**

#### **BACKGROUND**

Council has resolved that if agreeable to the local RSL Sub-Branch, a book be presented instead of a wreath at the Anzac Day Services with the exception of the Dawn Services in Tenterfield and Torrington.

Artificial wreaths are provided to those services where the logistics of delivery of fresh wreaths proves difficult.

#### **REPORT:**

It is suggested that Council representatives make presentations as follows:-



Our Community No. 2 Cont...

*Wreaths*

- Tenterfield Dawn Service
- Torrington Dawn Service
- Liston Service
- Mingoola Service

*Books*

- Urbenville
- Legume (goes to Urbenville School)
- Jennings
- Drake

To date the following information has been received in respect to this year's Anzac Day ceremonies:-

- Tenterfield – 5:30 am, Dawn Service at Memorial Hall, followed by service at Cemetery then at 6:30 am, Gunfire Breakfast at Memorial Hall (RSL Pavilion). 10:30 am - Anzac Day March from Telegraph Hotel to Memorial Hall with the Commemoration Service at 11:00 am. Luncheon at the Tenterfield Bowling Club at 12.30 pm followed by Two Up at the Telegraph Hotel from 1:30 pm.
- Torrington Dawn Service – Assemble at Hall between 5:00 am and 5:15 am and march to Torrington War Memorial Park. Refreshments at Memorial Hall following the service.
- Drake Dawn Service – Service commences at 6:00 am followed by breakfast. Service at Drake Hall. \$5 breakfast following service.
- Urbenville – Assemble for March 10.15 am for 10.30am start. March Urban Street to Showground for a Service 11am.
- Legume – Service at Legume Cemetery at 8.00 am.
- Wallangarra/Jennings – Dawn Service at RSL Hall. March commences at 11.00am (EDST) at the RSL Hall, Barrawell Street, Wallangarra and proceeds to the School of Arts Hall, Wallangarra. Service commences at 12 (EDST) noon and is followed by a light luncheon at the RSL Hall.
- Liston – Dawn service at Monument 5.30 am. Breakfast at Liston Hall following service.
- Mingoola –3pm Afternoon Tea. 4pm Service. BBQ After Service – Mingoola School and Hall

**COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

Nil.

Our Community No. 2 Cont...

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

Expenditure is contained within existing budget allocations.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Daryl Buckingham**  
**Chief Executive**

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

|                      |                                                                   |
|----------------------|-------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                              |
| <b>Submitted by:</b> | Bruce Mills, Senior Advisor Communications & Economic Development |
| <b>Reference:</b>    | <b>ITEM ECO1/23</b>                                               |
| <b>Subject:</b>      | <b>TENTERFIELD AIRSTRIP - OPTIONS FOR COMMUNITY MANAGEMENT</b>    |

|                                                               |                                                                                                                                                   |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                   |
| <b>CSP Goal:</b>                                              | <b>Economy</b> - Develop Tenterfield Shire's economic base into a robust and growing economy that supports employment and business opportunities. |
| <b>CSP Strategy:</b>                                          | Develop and facilitate a diversified and growing economy that is a balance of all economic contributors.                                          |

## SUMMARY

The purpose of this report is to advise Council of best options for management of the Tenterfield airstrip via a third party.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Authorises the Chief Executive to advertise for Expressions of Interest (EOI) from appropriately Incorporated, community groups (social enterprise) or private sector operator to develop and manage the day-to-day operations of the Tenterfield airstrip; and**
- (2) Authorise the Chief Executive to negotiate an acceptable lease agreement with the successful applicant. Lease terms and conditions will be negotiated with the preferred applicant and set out in a standard (legally binding) lease agreement that annuls all costs to council and ultimately the ratepayer.**

## BACKGROUND

Due to long-term budget challenges, Council needs to initiate substantial savings across all service delivery areas, including the airstrip. Council understands the community's desire to retain ownership of the airstrip but does not have the financial or human resources to do anymore in terms of further development and is unlikely to have said resources anytime in the medium term as per the long-term financial plan.

It should be considered that there may be opportunity for a community-based interest group, or private sector operator who may be best placed to take over management of the airstrip via a lease arrangement thereby keeping the asset in community hands whilst at the same time keeping the asset/service and at the same time removing the cost burden and risk from the rate payer.

Furthermore, it should be considered that a Lessee may be better placed to commercialise the airstrip, improve it as an asset and develop a sustainable business model.

Our Economy No. 1 Cont...

**REPORT:**

Council resolved at its Ordinary Council Meeting – 24 August 2022 to sell the airstrip land and called for tenders to meet various conditions as part of the sale. No complying tenders were received (Report to Ordinary Council Meeting - 21 December 2022), subsequently Council is now looking at options for community groups to take over the management and all maintenance costs.

**FURTHER BACKGROUND: raising revenue by charging landing fees.**

As previously reported, because the airstrip is unlicensed and in uncontrolled airspace, no landings/take-off figures are collected – by commercial companies such as AVDATA which use radio calls, flight plans logged with Airservices Australia and ADS-B transmissions. Hence no landing fees are charged.

AVDATA relies on data from:

Airservices Aust – logged flight plans

ABR – recordings of pilot broadcasts

ADS-B transmissions – that's if the planes are equipped. There is currently no regulation requiring non-commercial passenger planes to have the equipment.

If Council rented the equipment, the overall minimum cost would be \$350 + GST/month.

Charging say, \$15 landing fee Council would need a minimum of 25 flights/month to be captured, either by data from Airservices Aust or ADS-B transmission, to cover rental costs. This does not allow for maintenance, internet, or the need for a secure serviced air-conditioned room to mount the equipment, nor staff time to check equipment and respond to any faults etc.

AVDATA has advised TSC staff that trying to collect data from Tenterfield airstrip appeared very marginal, noting many non-commercial and older aircraft were not equipped with ADS-S equipment and local pilots may not bother to log flight plans with Airservices Aust – meaning their flights/landings were not recorded anywhere.

A typical landing fee would be \$15 (per 1,000kg aircraft weight). Most planes landing at Tenterfield are small and in this weight range. A Cessna 172 has a gross weight of 998kg.

While it's straightforward for billing at larger ports, where there's far more traffic and regular commercial, passenger-carrying flights, for Tenterfield it would add to costs for no return.

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

Widespread community discussion/engagement has been undertaken.

The community is well aware of Council's need to find savings across all areas of service delivery, including the airstrip.

**2. Policy and Regulation**

- Airstrip is unlicensed and in uncontrolled airspace.
- Any upgrading would have to comply with CASA regulations and increase the cost to the ratepayer.

Our Economy No. 1 Cont...

- It is unlikely the council will be in a financial position to maintain let alone improve the asset in the foreseeable future.

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

A successful Lessee would be responsible for all outgoings with savings of management and maintenance costs of approximately \$40,000 to \$50,000/yr. In the first year.

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

A successful Lessee would be responsible for management and maintenance of assets at the airstrip – including buildings, toilet/septic, runway maintenance and regular mowing, fencing, runway cone markers and windsock etc. they would also have opportunity to renew and reinvigorate the asset and build a sustainable business model of their choice that would further benefit the community.

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

A successful lessee would be responsible for any works carried out at the airstrip, including responsibility for checking contractors'/workers' insurance and also public liability insurance etc.

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

A successful lessee would be responsible for all legal and risk management associated with the airstrip.

### **7. Performance Measures**

A Lease agreement would include requirements for the Lessee to maintain the airstrip to a minimum standard for General Aviation light aircraft use, recognising the strip is unlicensed and in uncontrolled airspace, including regular inspection of the runway, mowing and maintenance of marker cones and windsock, toilet/septic and mowing of taxiways etc.

### **8. Project Management**

Nil.

**Daryl Buckingham**  
**Chief Executive**

Prepared by staff member: Bruce Mills, Senior Advisor Communications & Economic Development  
Approved/Reviewed by Manager: Daryl Buckingham, Chief Executive  
Department: Office of the Chief Executive  
Attachments: There are no attachments for this report.

|                      |                                                                                          |
|----------------------|------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                                     |
| <b>Submitted by:</b> | Bruce Mills, Manager Economic Development & Special Projects                             |
| <b>Reference:</b>    | <b>ITEM ECO2/23</b>                                                                      |
| <b>Subject:</b>      | <b>OPTIONS FOR COMMUNITY MANAGEMENT OF THE TENTERFIELD VISITORS' INFORMATION CENTRE.</b> |

|                                                               |                                                                                                                                                   |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                   |
| <b>CSP Goal:</b>                                              | <b>Economy</b> - Develop Tenterfield Shire's economic base into a robust and growing economy that supports employment and business opportunities. |
| <b>CSP Strategy:</b>                                          | Develop and facilitate a diversified and growing economy that is a balance of all economic contributors.                                          |

## SUMMARY

The purpose of this report is to seek a decision from Council on the future management of the Tenterfield Visitors' Information Centre (VIC).

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Authorises the Chief Executive to advertise for Expressions of Interest (EOI) from appropriately Incorporated, not-for-profit, community group to manage the day-to-day visitor information services of the Tenterfield Visitors' Information Centre (VIC)**

## BACKGROUND

Council has a challenge regarding service delivery priorities and a budget that simply can't fund all services. As such council should look at adopting solutions that reduce the cost burden on the budget and ultimately the rate payer without losing much loved services.

Council is in the unfortunate position of having to prioritise services in terms of budget and its long-term financial sustainability and explore alternative ways of delivering services at zero or a significantly reduced cost, while not losing said services. Fortunately, in the matter of the VIC, Council has viable options to partner with a community group to further develop, maintain and provide a full visitor information service.

It is posited this could be cost-neutral to ratepayers while delivering a robust, sustainable visitor information service and possibly new tourism product and experience.

At the February workshop council agreed to progress the discussion of options to find savings in the order of \$120,000/year to fund the position of Ranger.

It was identified that saving from outsourcing the visitor center services would fund the required Ranger position in its entirety.

It should also be considered that the VIC was traditionally a community based and managed service as such this is not a new model and there is a historic precedent.

Our Economy No. 2 Cont...

### **REPORT:**

**1 Council Operated:** Continue operation as is – no savings, not sustainable, limited hours of operation, no staff resources to cover leave, no funding for upgrades or growth, no budget for maintenance etc.

No funding for a Ranger service without cutting or removing some other service or function.

**2 Community led/ Social enterprise Model:** Cooperatives are jointly owned, independent businesses formed to benefit their members, who are also their owners. In a co-op, ownership and control are shared equally among members who use the enterprise to meet a common purpose.

This is the recommended model, as it removes all costs apart from major maintenance if required, although this can be managed with a lease clause indemnifying the Council and allowing the Council to revoke the lease if it can't afford significant work. It also puts the power and responsibility back in the hands of the community and makes them masters of their own destinies. Furthermore, adopting a social enterprise model means the required outcomes can be managed via service-level agreements. Further positive results will include new tourism product, a return to a historical community enterprise, and community managed model with access to a cohort of volunteers and possibly micro businesses

If agreed to, Council would seek EOIs from non-profit, community groups/organisations to take over the day-to-day operations of VIC, including management and all direct, face-to-face, telephone and online dealings with public members on tourism attractions of the Shire, accommodation, food, entertainment, transport etc. Note council would still maintain the marketing and project management of visitor economy and tourism related services

### **Financial Implications**

Council needs to consider all financial reduction opportunities and prioritise spending to deal with ongoing budget challenges. When considering the 2023/2024 budget, it is posited that the savings made would fund the Ranger FTE.

### **Expressions of Interest**

Should the Council seek alternatives to the current arrangement, it is advised that the Council advertise for EOIs and detailed proposals from associated community groups that might wish to provide tourism information services and take responsibility for maintenance costs not deemed significant.

The EOI document would need to outline critical areas of performance Council requires, for example, hours of operation, use of agreed/standard messaging, fair and reasonable advice that does not favour any business/group, maintaining membership of tourism organisations and industry accreditation(s) etc.

### **COUNCIL IMPLICATIONS:**

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

The future of the Visitors' Information Centre has been talked about widely in the community for some time. The community is aware of Council's financial position and need to save on service delivery costs.

A change of management of the VIC to a community-based, not-for-profit group would be likely welcomed by the broader community as there is historic

Our Economy No. 2 Cont...

precedence and often the community prefers a community led enterprise as apposed to dealing with the red tape and framework of local government.

## **2. Policy and Regulation**

- Council would retain ownership of VIC premises.
- Council would retain oversight of the services, including opening hours and messaging through printed material and electronic content (websites, Facebook pages and other social media)
- Regular audit of operations, including above and continued accreditation/membership of regional and national tourism bodies.

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

As mentioned, the projected annual savings of \$130,000 to \$140,000 would be used to fund the Ranger FTE position.

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

As mentioned, the day-to-day management and maintenance of the VIC building would become the responsibility of the community group. For example, the cost of phones and internet, lease of photocopier, maintenance and regular servicing of other equipment, electricity and insurance, cleaning of the building, including public toilets and the gardens and grounds would be the responsibly of the community group.

**Major repairs to the building would remain the responsibly of Council.**

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

Currently the VIC operates with one, full-time casual staff member and part-time management by another. The full-time casual position would be redeployed, and management would be limited to continued general oversight of operations and messaging etc.

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

Community group management of the VIC should reduce Council's public liability risk and need for insurance at the VIC building. It would also reduce the OH&S risk Council currently has with staff and volunteers who work at the VIC.

## **7. Performance Measures**

As mentioned, under the recommended model, Council would retain ownership of the VIC building and oversight of the services provided, including hours of operation and messaging etc. In any management agreement, Council would seek regular reporting to Council of numbers of visitors to the centre and where from etc.

## **8. Project Management**

Nil.

**Daryl Buckingham**  
**Chief Executive**

|                               |                                                                   |
|-------------------------------|-------------------------------------------------------------------|
| Prepared by staff member:     | Bruce Mills, Senior Advisor Communications & Economic Development |
| Approved/Reviewed by Manager: | Daryl Buckingham, Chief Executive                                 |
| Department:                   | Office of the Chief Executive                                     |
| Attachments:                  | There are no attachments for this report.                         |



|                      |                                                                |
|----------------------|----------------------------------------------------------------|
| <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 GOV9/23</b>                                            |
| <b>Subject:</b>      | <b>TENTERFIELD SHIRE WARD D COUNCILLOR VACANCY</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. |

#### **SUMMARY**

The purpose of this report is to provide Council with information on the requirements following the resignation of civic office by an elected official, and options available to Council.

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

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

- (1) Set aside Council Resolution 5/22 of 12 January 2022 to call a by-election and have Council conduct an election in the event of a casual vacancy of civic office, and**
- (2) Makes application to the Minister for Local Government under section 294 of the NSW Local Government Act 1993 that the Tenterfield Shire Ward D civic office casual vacancy remain unfilled until the next ordinary Council elections are held, in September 2024.**

#### **BACKGROUND**

Tenterfield Shire Ward D Councillor Giana Saccon resigned as an elected official of Tenterfield Shire Council on 15 March 2023, under section 234(1)(b) of the *NSW Local Government Act 1993* (the Act):

*234 When does a vacancy occur in a civic office?*

- (1) A civic office becomes vacant if the holder –*
- (b) resigns the office by writing addressed to the general manager*

At Council's Ordinary Meeting of 12 January 2022, Council received a report on using countbacks to fill casual vacancies during this term of Council (*GOV 4/22 DECISION ON USING COUNTBACKS TO FILL CASUAL VACANCIES*) under section 291A(1)(b) of the Act. Following an adopted amendment to the report recommendation, Council: *Resolved that should a Councillor resign or pass away during their current term of Council a by-election be held and that Council should conduct the election (Resolution Number 5/22).*

Our Governance No. 9 Cont...

**REPORT:**

Council's decision of 12 January 2022 to conduct a by-election in the event of a casual vacancy during the current term of council was made 14 months ago. With the passage of this time, Council may wish to reconsider the decision to call a by-election and have the election conducted by Council, in the event of a casual vacancy. The options for Council's are:

**Current Position** – Call a by-election and Council conduct the election.

**Option 2** – Call a by-election and advertise for an external provider/providers to conduct the election.

**Option 3** – Call a by-election and engage the NSW Electoral Commission to conduct the election.

**Option 4** – Make application to the Minister for Local Government to carry the casual vacancy until ordinary Council elections in September 2024.

Considerations for Council include:

**Current Position** – Council's austerity measures have been in place for 14 months, and the environment in which Council has made this decision has changed.

**Option 2** – advertising at the end of 2022 to secure interested parties to conduct the next ordinary Council elections for Council in September 2024 did not receive any applications.

**Option 3**

1. The NSW Electoral Commission is currently engaged in the NSW State Elections being held on 25 March 2023. While we are awaiting advice at the time of this report being written, advice from the Office of Local Government is that the timeframe Council may need to look at a for by-election is towards the end of May 2023, or June 2023, with an application for an extension for a by-election to be conducted being made to the Minister for Local Government very likely.

2. A by-election conducted by the NSW Electoral Commission for Tenterfield Shire in the first half of 2022 cost Council \$33,987 (ex GST). While we do not have a quotation of cost from the NSW Electoral Commission at the time of writing, it is reasonable to expect that the cost of a by-election held in 2023 will be increased on this amount.

**Option 4** - Due to the casual vacancy of civic office occurring within 18 months of the next ordinary Council election, Council can apply to the Minister for Local Government to dispense with a by-election to fill the vacancy.

Council's application to dispense with a by-election must be made in writing. Because the making of an application to the Minister is a non-delegable function under section [377\(1\)\(s\)](#) of the Act, the application must also be endorsed by a resolution of the Council.

Our Governance No. 9 Cont...

## **COUNCIL IMPLICATIONS:**

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

Should Council adopt the recommendation to apply to the Minister for Local Government for an order to keep the casual vacancy unfilled, the current population statistics would reflect 755 residents per sitting civic official. This is an increase from 678 residents per sitting civic official with all ten civic official positions filled. 2021 statistics across Office of Local Government group 10 similar sized councils show an average of 828 residents per elected official and this proposal would maintain the existing high level of resident representation.

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

- NSW Local Government Act 1993

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

Estimated budget adjustment of approximately \$40, 000 would be required should Council decide to call a by-election.

If the casual vacancy remains unfilled, a small budget saving will be effected through reduced councillor allowance payments.

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

Nil.

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

Council's workforce has reduced by approximately 20% in the period since the commencement of this term of Council on 12 January 2022. Any requirement to undertake an additional activity such as a by-election will impact other deliverables.

### **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,  
Governance & Records

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

Department: Office of the Chief Corporate Officer

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, Governance Officer                  |
| <b>Reference:</b>    | <b>ITEM GOV10/23</b>                            |
| <b>Subject:</b>      | <b>MONTHLY OPERATIONAL REPORT FEBRUARY 2023</b> |

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**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. |

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**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 February 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 Operational Report - February 2023 | 84 Pages |

# Monthly Operational Report

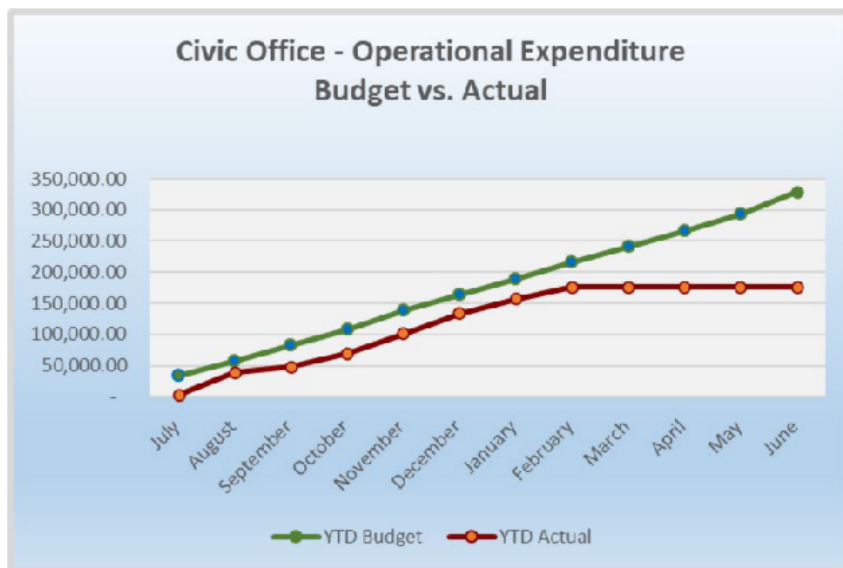
Tenterfield Shire Council February 2023

Council Meeting 22 March 2023






**TENTERFIELD**

## 1. Civic Office






| COA                      | 22/23 Review 2 Budget | 22/23 YTD Actuals February | 22/23 Percentage Spent |
|--------------------------|-----------------------|----------------------------|------------------------|
| Civic Office             | 329,401               | 178,493                    | 54.19%                 |
| 1. Operating Income      | 993                   | 3,084                      | 310.59%                |
| 2. Operating Expenditure | 328,408               | 175,408                    | 53.41%                 |

**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 | February 2023 - Nothing further to report.                                                                                                                                                                                                                                                                                | <br>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 | February 2023 - I am pleased to report that council has successfully achieved approval for \$25,345,768 in grants, during the month of February. This is a substantial amount, considering that we only raise 4.8 Million dollars in rates revenue, a big well done to the team.                                          | <br>No TARGET   |
| 5.1.1.10 Advocate to hand back Bruxner Way and Mt Lindsay Road to State Government.                                                    | Chief Executive | February 2023 - Nothing further to report other than we have constantly lobbied our case to the key decision makers. At the time of writing we are waiting to see what the result of the elections is, note that the labor party has stated that if they win the election they intend to take the identified roads back . | <br>No TARGET |

**1. CIVIC OFFICE**

**Monthly Operational Report - February 2023**

| Action                                                                                                                        | Responsibility                                      | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Status                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 5.1.1.11 Manage communication, media and information channels.                                                                | Senior Advisor Communication & Economic Development | <p>Facebook</p> <p>Page reach for February 2023 was 6472 - up 16.6% on January. Most viewed posts were Youth Precinct Works Underway (4.3K), Smoke-Testing Tenterfield Sewer Network (2.1K) and Cloud Library NewsStand (1.4K)</p> <p>Flying-fox roost Naas St</p> <p>Officer is working with State Government Environment officers on communication and management plan. Extra funding (now \$25K) has been secured through formal agreement with the Dept of Planning and Environment and after considering two formal proposals with the Dept, Lismore-based environmental consultants, Greenloaning, have been engaged to prepare a flying-fox management plan. Greenloaning staff will be in Tenterfield over coming months to assess the colony, engage with local residents and Millrace Lodge and hold a formal public meeting to canvass views. Following assessment and public consultation, including review of feedback, a draft management plan will be prepared for review by the Dept before being presented to Council.</p> | <br>No TARGET   |
| 5.1.1.12 Deliver councillor services.                                                                                         | Chief Executive                                     | February 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                                     | February 2023 - Nothing further to report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <br>No TARGET |







## 2. Organisation Leadership

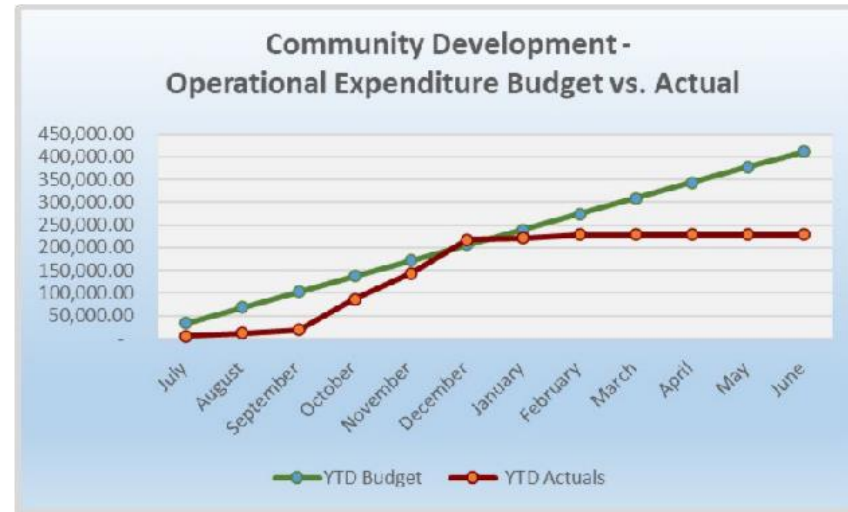
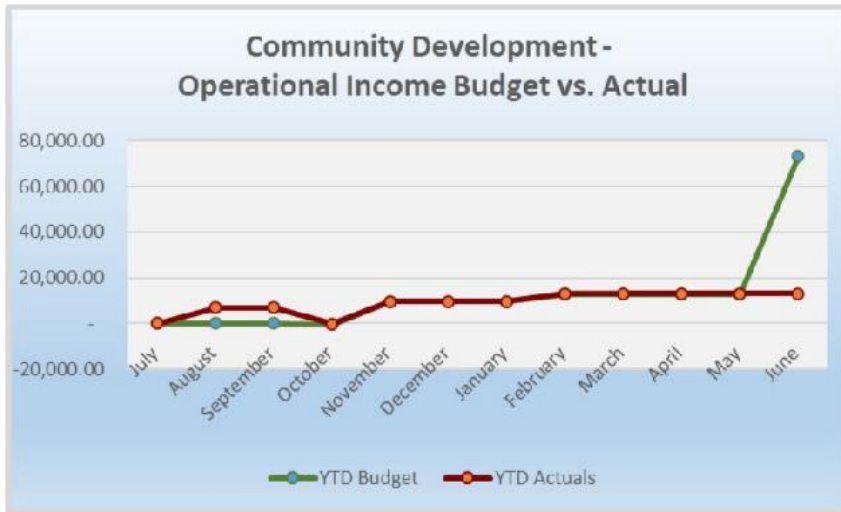


| COA                      | 22/23 Review 2 Budget | 22/23 YTD Actuals February | 22/23 Percentage Spent |
|--------------------------|-----------------------|----------------------------|------------------------|
| Organisation Leadership  | 953,194               | 520,521                    | 54.61%                 |
| 2. Operating Expenditure | 953,194               | 520,521                    | 54.61%                 |

**2. ORGANISATION LEADERSHIP** Monthly Operational Report - February 2023



| 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                                              | February 2023 - We are constantly reviewing budgets and looking for further savings, this is ongoing otherwise nothing further to report.                                                                                                                                                                                                                                                                                                            |  NEEDS WORK |
| 5.1.2.5 Apply for a Special Rate Variation.                                                                               | Chief Executive                                              | February 2023 - We have had further discussions with IPART and continue to provide data and respond to enquiry's it is anticipated that this will continue until May.                                                                                                                                                                                                                                                                                |  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>Communication<br>& Economic<br>Development | February 2023 stats – visitors through the Visitors’ Information Centre totalled 694, with 351 or 51% from Queensland, 230 or 33% from NSW, 24 from Vic and 29 from Overseas.<br><br>Visittenterfield Website Feb 1 - Feb 28, 2023 Users (visits) 3530, and page views totalled 9965.<br><br>Visit Tenterfield Facebook page for 31 Jan - 27 Feb 2023<br>Page reach was 7131 - up 59% on January, and Instagram reach was 797 - up 63.3% on January. |  No TARGET  |

### 3. Community Development





| COA                      | 22/23 Review 2 Budget | 22/23 YTD Actuals February | 22/23 Percentage Spent |
|--------------------------|-----------------------|----------------------------|------------------------|
| Community Development    | 338,684               | 216,268                    | 63.86%                 |
| 1. Operating Income      | (73,262)              | (13,070)                   | 17.84%                 |
| 2. Operating Expenditure | 411,946               | 229,337                    | 55.67%                 |


### 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 | During the February reporting period communications involved presenting community information via one issue of 'Tenterfield In Touch' on 28th of February. Key information provided in this issue included details on a range of community organised events such as Gravel n Granite, Eat Street, Mountain Bike Adventure Film Festival at The School of Arts, Walk and Talk for Life, MZAZA, arts and music workshops and the Country Music event at Sunnyside Hall. Mental health and technology workshops for seniors. Editorial correction about Uluru Statement - Indigenous Voice to Parliament and Festivals Australia - Round 16. This media stream continues to provide a valuable touch point for ensuring Tenterfield community is informed on a range of information with 624 subscribers.                                                        | <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 February reporting period there were no committee meetings. However, the Council provided opportunity for community to contribute to the development of the new Disability Action Plan by putting in place the Consultation plan where an online survey was published and the results where received, a public charette in the library and answering emails from members of the community interested in participating. During the February reporting period the following committee meetings were held:</p> <ul style="list-style-type: none"> <li>• Heritage Advisory committee – Thursday 16 February 2023</li> <li>• Tourism Advisory committee – Wednesday 1 February 2023</li> <li>• Local Health committee – Wednesday 8 February 2023</li> <li>• Northern Tableland Bushfire Management Committee – Thursday 23 February 2023</li> </ul> | <br>No TARGET |

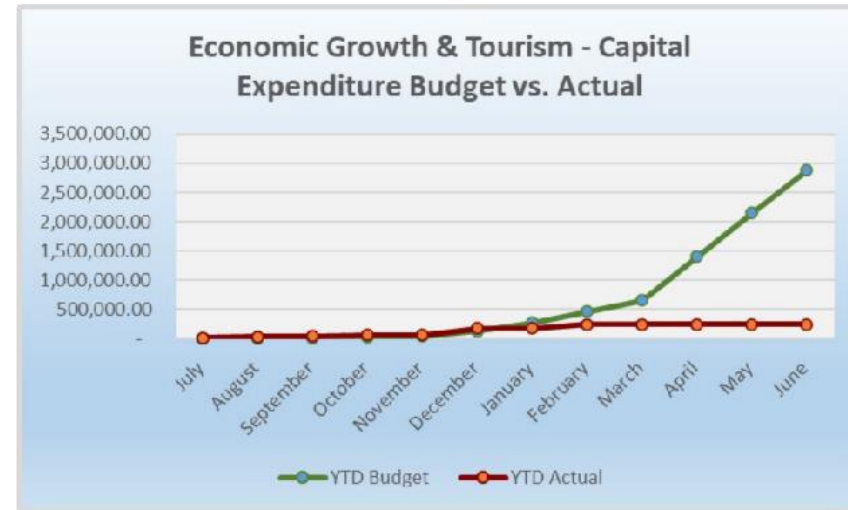
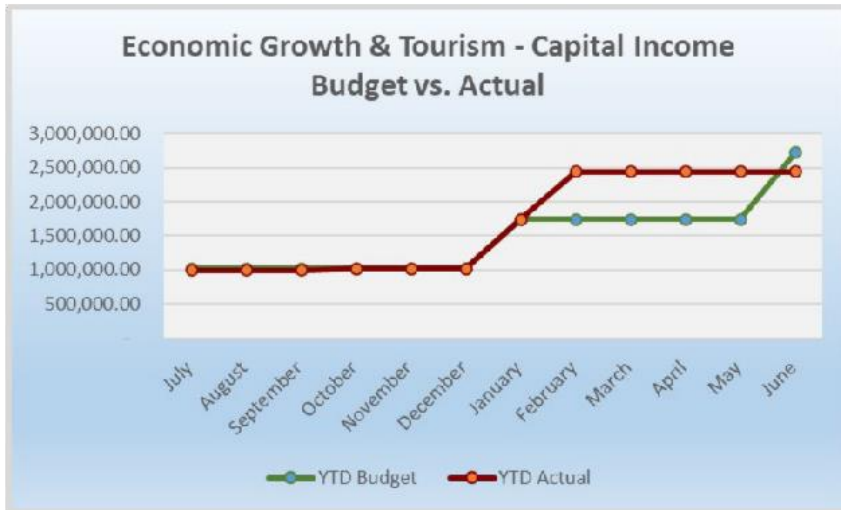
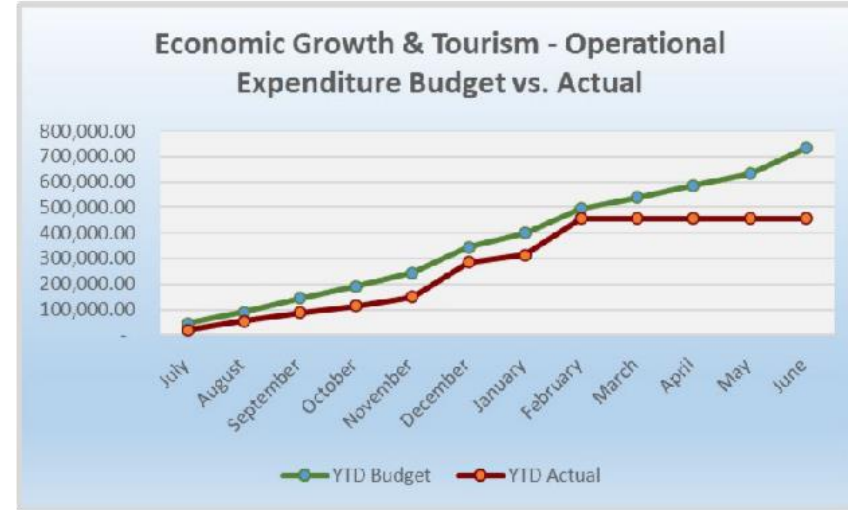
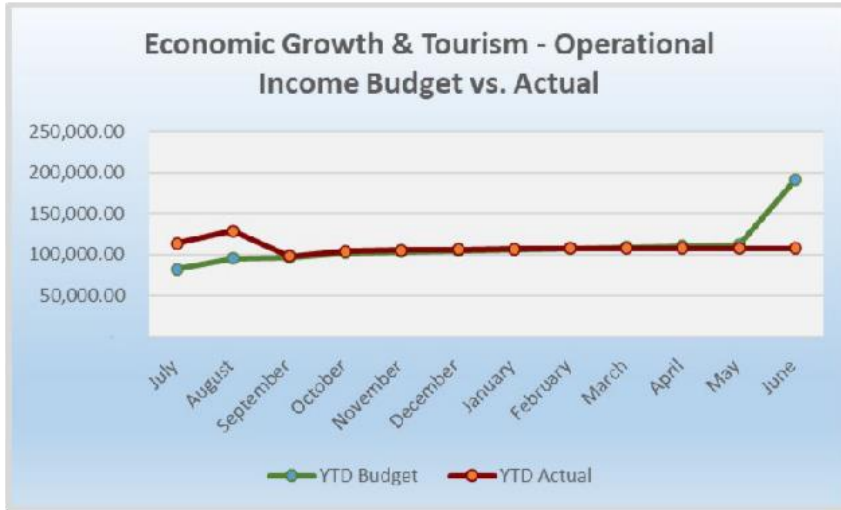
**3. COMMUNITY DEVELOPMENT** Monthly Operational Report - February 2023

| Action                                                                                                                                                                                                                    | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Status                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 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 | During the February reporting period the Community Development Advisor offered availability to support the LALC on the application for grants available to celebrate NAIDOC Week, they had different meetings during the month. The LALC decided not to progress the grant application at this time. Reconciliation Action plan is pending with minor revisions as recommended by Reconciliation Australia and is currently being actioned by the Community Development Advisor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <br>No TARGET |
| 1.1.3.1 Support the physical and mental health of the community, through wellbeing activities which improve community capacity and resilience. This includes contributing and supporting local events such as Youth Week. | Manager Arts, Culture and Library Services | During the February reporting period the Community Development Advisor advocated for funding support from the Office of Sport for the community initiative to establish 'Parkrun Tenterfield'. The Office of Sport has confirmed their commitment for grant funding of \$7,000 to support the initiative to contribute to the physical and mental health of the community.<br>Grant applications for Youth Week and Autumn Youth Break with Department of Community and Justice for \$3,300 and Regional NSW for \$7,000 were submitted during this reporting period. This initiative will lead to a celebration during the month April as part of National Youth week activities.<br>The Music grant funded project 'Get it Together' continued during this reporting period with 20 students participating in the program and has received positive feedback. The community event activities for the Reconnecting Regional NSW Communities Events funding continued this reporting period with a total of \$169,625 funds distributed to date but no disbursements actioned during February.<br>A range of community events, opportunities and activities were promoted through the Tenterfield in Touch Newsletter distributed to 620+ subscribers. | <br>No TARGET |

**3. COMMUNITY DEVELOPMENT** Monthly Operational Report - February 2023

| Action                                                                                   | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                                                                            | Status                                                                                           |
|------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 1.2.3.1 Deliver and report to the OLG on the Council's Disability Inclusion Action Plan. | Manager Arts, Culture and Library Services | In accordance with Council's Disability Inclusion Action Plan (DIAP), outcomes against the actions of the plan are to be reported to the Minister for Families, Communities and Disability Services annually. During the February reporting the Community Development Advisor collected information on different sections from Council to be reported on the next report due November 2023. | <br>No TARGET |



### 4. Economic Growth and Tourism




| COA                                                                                | 22/23<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>February | 22/23<br>Percentage<br>Spent |
|------------------------------------------------------------------------------------|-----------------------------|----------------------------------|------------------------------|
| <b>Economic Growth and Tourism</b>                                                 | 699,278                     | (1,854,903)                      | -265.26%                     |
| <b>1. Operating Income</b>                                                         | (190,937)                   | (107,623)                        | 56.37%                       |
| <b>2. Operating Expenditure</b>                                                    | 733,238                     | 455,829                          | 62.17%                       |
| <b>3. Capital Income</b>                                                           | (2,724,191)                 | (2,443,568)                      | 89.70%                       |
| <b>4. Capital Expenditure</b>                                                      | 2,874,137                   | 234,506                          | 8.16%                        |
| 4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead               | 1,714,593                   | 229,506                          | 13.39%                       |
| 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%                        |
| 5400511. SCCF5 - 0867 - Tenterfield Youth Precinct Infrastructure Upgrade, Stage 2 | 904,968                     | 0                                | 0.00%                        |
| <b>6. Liabilities</b>                                                              | 7,031                       | 5,952                            | 84.65%                       |



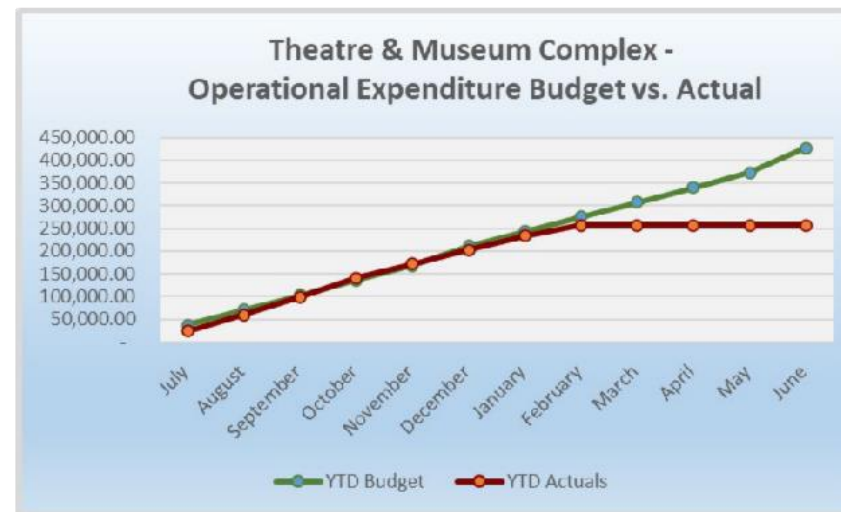
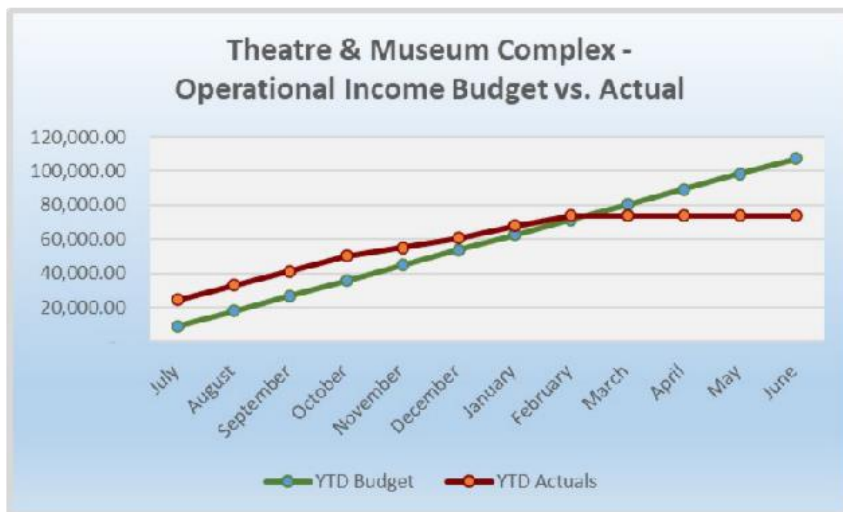
**4. ECONOMIC GROWTH & TOURISM** **Monthly Operational Report - February 2023**

| 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 Communication & Economic Development | <p>Sale of "Bendall's"<br/>                     Officer has continued working with agent on sale of "Bendall's" - scheduled for auction Thursday, 16 March. Agent reports good interest in the property. Sale may be completed by the time of March Council meeting.</p> <p>Airstrip<br/>                     Officer continues to work with Friends of Tenterfield Aerodrome (FOTA) on a variety of issues regarding the airstrip.</p> <p>Real estate market remains strong<br/>                     Agents report home property market has come off the boil a bit, although demand for rural properties remains strong.<br/>                     More retail activity in town with a second discount store opening, fish &amp; chip shop and tobacco/vape store opening.</p> <p>Job market<br/>                     Demand for builders and general construction and trades is very high. Some local builders report at least 12 months' work booked in advance and not even looking at new job. Repair and general trades, carpenters, plumbers and electricians also very busy. Delays in getting repairs done.</p> <p>Northern Border Trail Sign project<br/>                     Progress continues, although at the time of writing, staff waiting to see final proof of signs from the Legume Progress Association committee.</p> | <br>No TARGET   |
| 2.1.1.2 Deliver and manage Destination Marketing Plan and marketing campaigns and activities.                                                                               | Senior Advisor Communication & Economic Development | <p>Recruitment of replacement tourism officer will not be undertaken as Council continues to contain costs in the short-term.</p> <p>The 'We Are Explorers' digital marketing running for both Tenterfield and New England High Country has progressed. Final draft of the editorial and pics for the "We are Explorers" influencers /online promotion has been approved and should be on-line early March.</p> <p>We are Explorers writer/photographer spent some time in Tenterfield and surrounds as part of a broader New England High Country group promotion.</p> <p>Cost of the promotion for Tenterfield was \$10K – to be covered by grant funding from the National Bushfire Recovery Fund.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <br>No TARGET |

**4. ECONOMIC GROWTH & TOURISM** Monthly Operational Report - February 2023




| Action                                                                           | Responsibility                                      | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Status                                                                                           |
|----------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 5.2.3.1 Support future proposals for improved telecommunications infrastructure. | Senior Advisor Communication & Economic Development | <p>Sitelogic</p> <p>Staff received request from Sitelogic (Telstra) advising of Telstra’s plan to construct a new mobile phone tower at Billirimba Rd, and inviting TSC to comment on its (Telstra’s) community consultation plan.</p> <p>Officer said comms plan appeared OK – given company said it had placed info/advice on website and would place ad in local paper and had contacted (letter to) one local landholder and would send letters to the local State and Federal members of Parliament.</p> <p>Given the proximity of the proposed 44.41m tower to the nearby historic Steinbrook Hall, officer suggested contacting hall committee members by phone and email.</p> | <br>No TARGET |

## 5. Theatre and Museum Complex

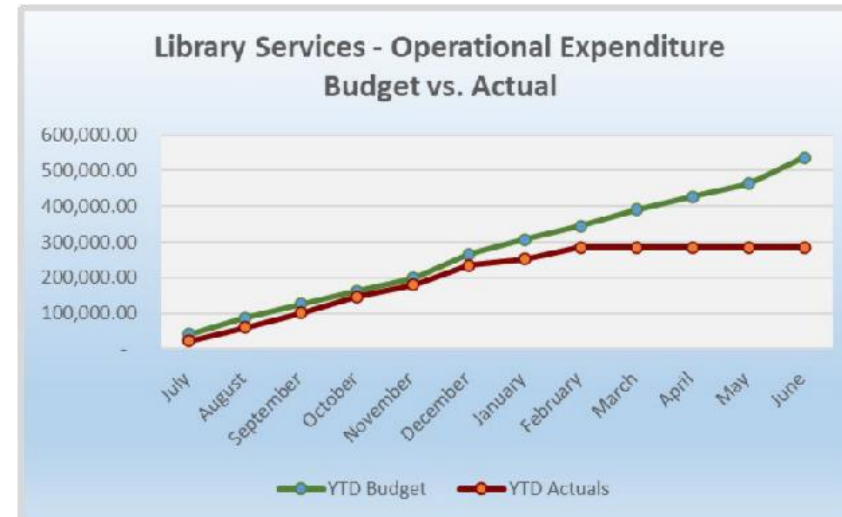
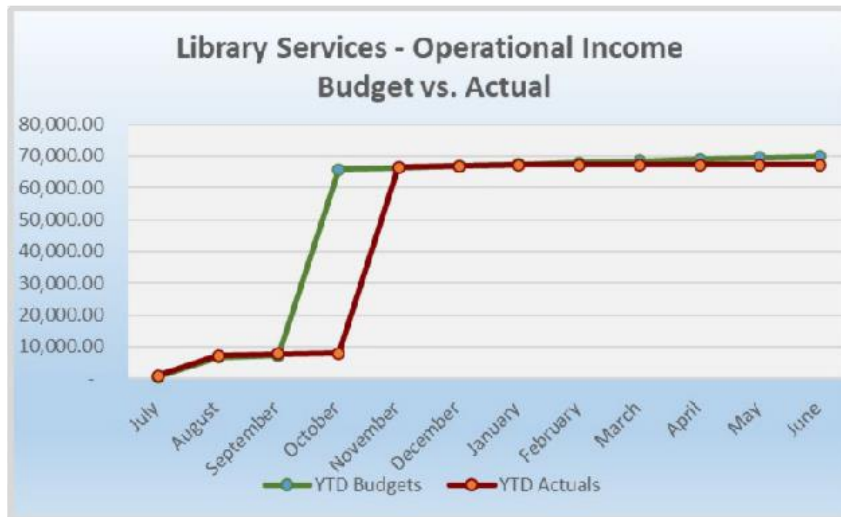


| COA                      | 22/23 Review 2 Budget | 22/23 YTD Actuals February | 22/23 Percentage Spent |
|--------------------------|-----------------------|----------------------------|------------------------|
| Theatre & Museum Complex | 319,973               | 183,672                    | 57.40%                 |
| 1. Operating Income      | (107,316)             | (73,772)                   | 68.74%                 |
| 2. Operating Expenditure | 427,289               | 257,443                    | 60.25%                 |

**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 February reporting period, the School of Arts Theatre program screened 20 movie sessions with total attendees of 364. The movie titled 'A Man Called Otto' with 135 ticket sales was the most popular movie of this period followed by "I Wanna Dance with Somebody" with 78 attendees. No live show was programmed for this period. The "Get Together" grant funded music lesson project started during this period. The first two sessions were held at the School of Arts Theatre Hall with total 20 student attendees.</p> <p>The electrical maintenance of the burnt-out fuses in the main distribution box was completed during this reporting period.</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 | During the February reporting period, the number of museum visits was 135 in total. The staff mock tour training program was on hold during this period.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <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 | Call-out for new Volunteers commenced December 2022. 5 Applications have been received to-date and 2 have been progressed to on-boarding during this reporting period.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <br>No TARGET |

## 6. Library Services

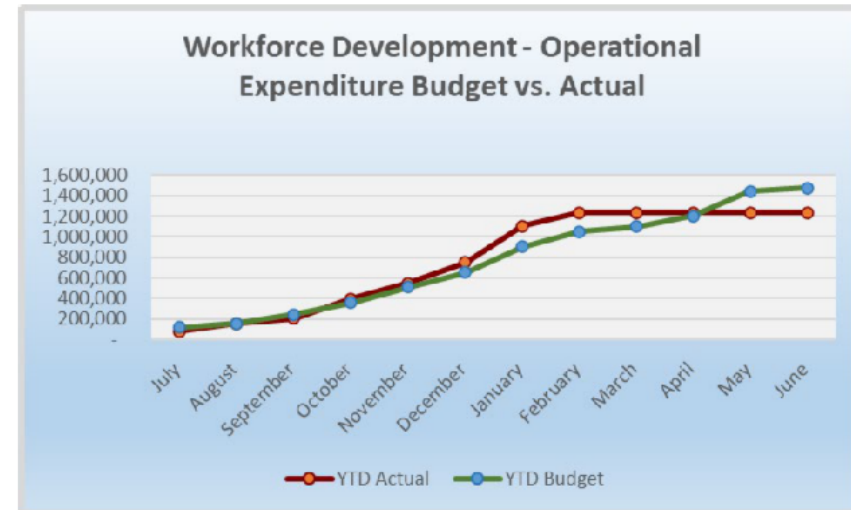
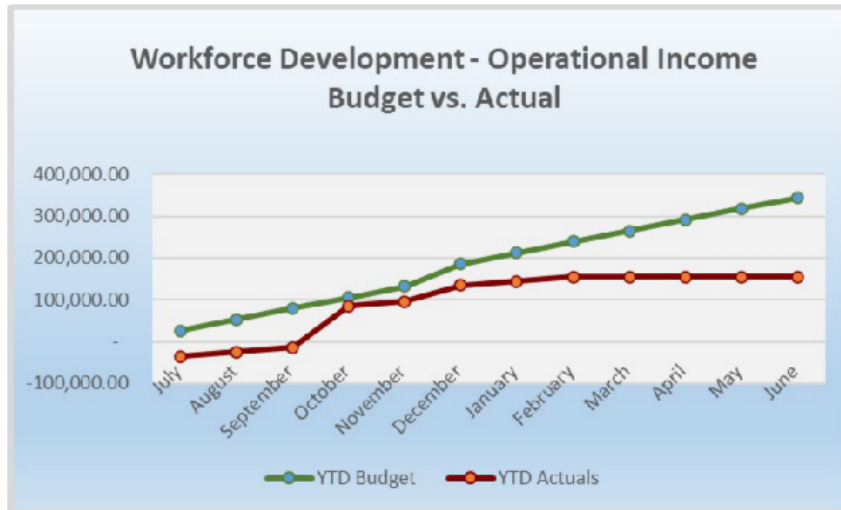


| COA                                                                                     | 22/23<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>February | 22/23<br>Percentage<br>Spent |
|-----------------------------------------------------------------------------------------|-----------------------------|----------------------------------|------------------------------|
| <b>Library Services</b>                                                                 | 516,077                     | 13,647                           | 2.64%                        |
| 1. Operating Income                                                                     | (69,931)                    | (67,709)                         | 96.82%                       |
| 2. Operating Expenditure                                                                | 536,502                     | 285,174                          | 53.15%                       |
| 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>5,554</b>                     | <b>79.35%</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 February reporting period the Library provided services to 1284 members and visitors who borrowed 1,558 items with 223 individuals spending 249 hours using the public computers. The home Library service delivered 131 items to 22 home Library members. Storytime was attended by 6 children and 4 parents</p> <p>The library held 4 Tech Savvy Seniors workshops with 8 participants attending. Further sessions are scheduled for March.</p> <p>On Wednesday 22 February library staff travelled to Urbenville Library Resource Hub. Staff delivered and installed repurposed Library shelving from Tenterfield with 500 collection items for the new Library Resource Hub. Training and a procedures manual was provided to the Urbenville Progress Association volunteer who will be overseeing the opening/closing of the Hub for the community. Agent agreements have been provided to both Urbenville and Drake centres outlining the terms of the Resource Hub Services and equipment provided by Tenterfield Shire Council. Delivery and setup of the Drake Resource Hub will be scheduled on receipt of the signed Agent Agreement to Council.</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>Invitations were extended to multiple community groups/organisations who hold/care for heritage collection items to participate in the face-to-face e-Hive collection digitisation and cataloguing workshop in planning. An additional funding application has been submitted to Museums and Galleries NSW and awaiting outcome notification in approx. six weeks.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <br>No TARGET |



## 7. Workforce Development






| COA                          | 22/23 Review 2 Budget | 22/23 YTD Actuals February | 22/23 Percentage Spent |
|------------------------------|-----------------------|----------------------------|------------------------|
| <b>Workforce Development</b> | <b>1,131,361</b>      | <b>1,082,722</b>           | <b>95.70%</b>          |
| 1. Operating Income          | (344,349)             | (154,373)                  | 44.83%                 |
| 2. Operating Expenditure     | 1,475,710             | 1,237,095                  | 83.83%                 |



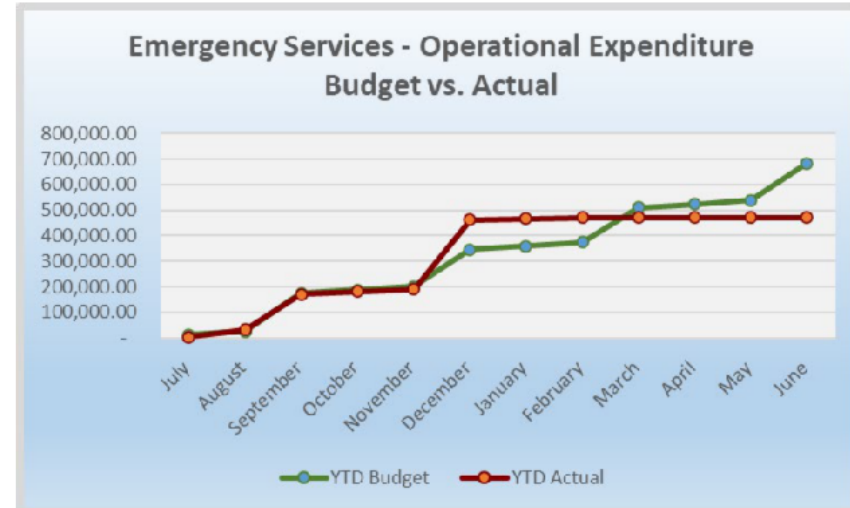
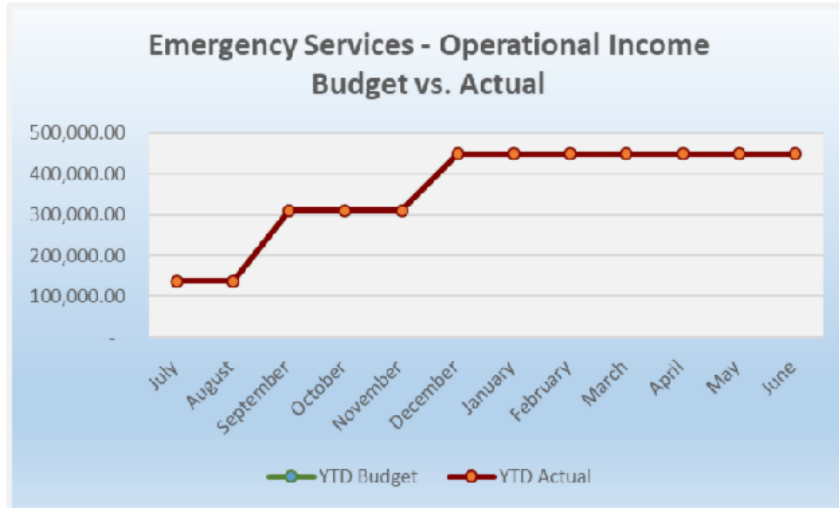
## 7. WORKFORCE DEVELOPMENT

| 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 lifted in February. Strategies are currently underway to recruit for critical roles within Council. Current recruitment challenges are the economic and market climate facing local rural Councils. Casual staff are still being managed in an effort to assist with the current service delivery expectations.</p> <p>Current Full Time Equivalent (FTE) - 106<br/>                     (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 - 84 (Note, this count has not been finalised due to the continued workforce review, organisational change and the required Award instrument processes). Current Casual count - 11 (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>Management and supervisors are providing regular onsite WHS discussions/meetings with staff/crews. 0 incidents occurred during February. 244 days since the last lost time injury. Council's employee assistance program continues with ongoing onsite counselling sessions being provided monthly. Additional outreach program was initiated and commenced in February 2023.</p> <p>Capital Health Care has been engaged to provide staff with valuable free health checks in May 2023 to support employee health and wellbeing.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <br>ON TRACK |

**7. WORKFORCE DEVELOPMENT** Monthly Operational Report - February 2023


| Action                                                                                         | Responsibility                            | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                       | Status                                                                                            |
|------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 5.1.1.6 Develop, manage and deliver Employer the skills targeted training plans.               | Acting Manager HR & Workforce Development | Certificate IV in civil construction supervision ongoing.<br>Certificate III in civil construction plant operations ongoing.<br>Diploma in Facilities Management and Arts & Cultural Administration ongoing.<br>Graduate Certificate of Leadership underway.<br>NSW Emergency Management Program undertaken.                                                                                                                           | <br>ON TRACK   |
| 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 where possible to ensure the retention of valuable staff assets remains a priority during this period of organisational change and is ongoing.<br>Recruitment challenges facing Council are the current economic and market climate impeding finding quality talent. 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. Council's insurance portfolio for 2023-2024 renewal questionnaires are being released with expected completion before 30 April.                                                                                                                                                                                                                               | <br>ON TRACK |

## 8. Emergency Services

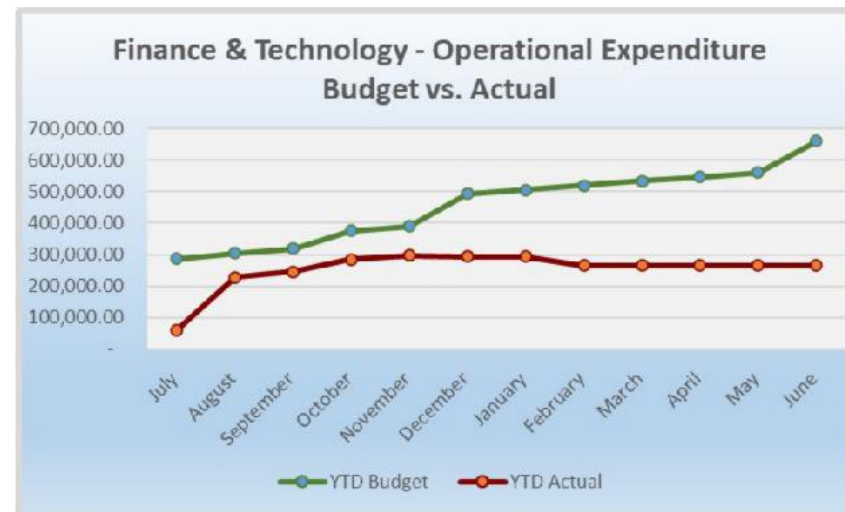
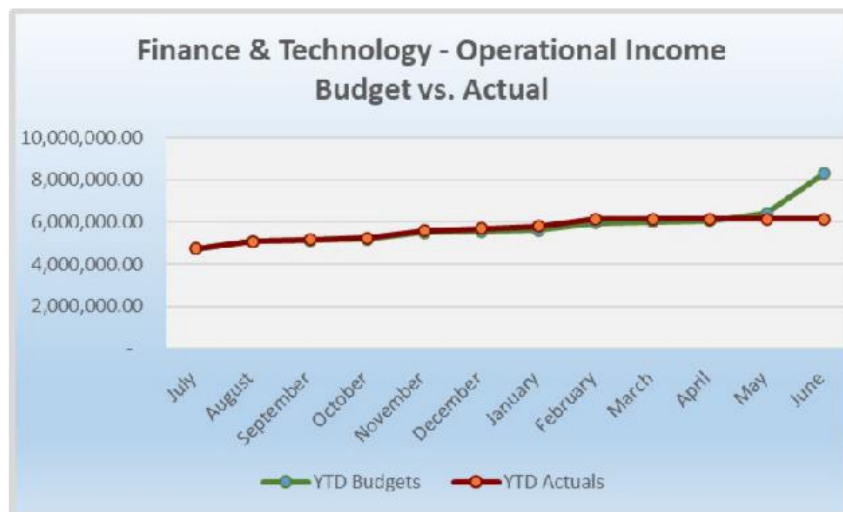


| COA                      | 22/23 Review 2 Budget | 22/23 YTD Actuals February | 22/23 Percentage Spent |
|--------------------------|-----------------------|----------------------------|------------------------|
| Emergency Services       | 234,599               | 21,262                     | 9.06%                  |
| 1. Operating Income      | (448,895)             | (448,895)                  | 100.00%                |
| 2. Operating Expenditure | 683,494               | 470,157                    | 68.79%                 |

## 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<br>HR, Workforce<br>Development &<br>Safety | Local Emergency Management Committee (LEMC) first meeting to commence in March. Work was undertaken updating our LEMC Committee members listing due to staff changes across multiple emergency services organisations.<br><br>Council's Community Recovery Officer (CRO) has been actively working with NSW Reconstruction Authority (formerly NSW Resilience), Red Cross, National Parks & Wildlife Services, Rural Fire Service and the Tenterfield community, providing emergency recovery information and programs. Reconnection recovery programs were undertaken with villages Urbenville and Mingoola, and Tenterfield High School. The CRO undertook training in Lismore in community disaster trauma. |  |

## 9. Finance and Technology





| COA                                          | 22/23 Review 2 Budget | 22/23 YTD Actuals February | 22/23 Percentage Spent |
|----------------------------------------------|-----------------------|----------------------------|------------------------|
| <b>Finance &amp; Technology</b>              | <b>(7,327,997)</b>    | <b>(5,776,072)</b>         | <b>78.82%</b>          |
| 1. Operating Income                          | (8,292,471)           | (6,137,551)                | 74.01%                 |
| 2. Operating Expenditure                     | 661,181               | 266,271                    | 40.27%                 |
| 4. Capital Expenditure                       | 225,000               | 46,695                     | 20.75%                 |
| 1810501. Computer Equipment - Finance & Tech | 75,000                | 3,522                      | 4.70%                  |
| 1810508. Capitalised Software                | 150,000               | 43,173                     | 28.78%                 |
| 6. Liabilities                               | 78,293                | 48,513                     | 61.96%                 |

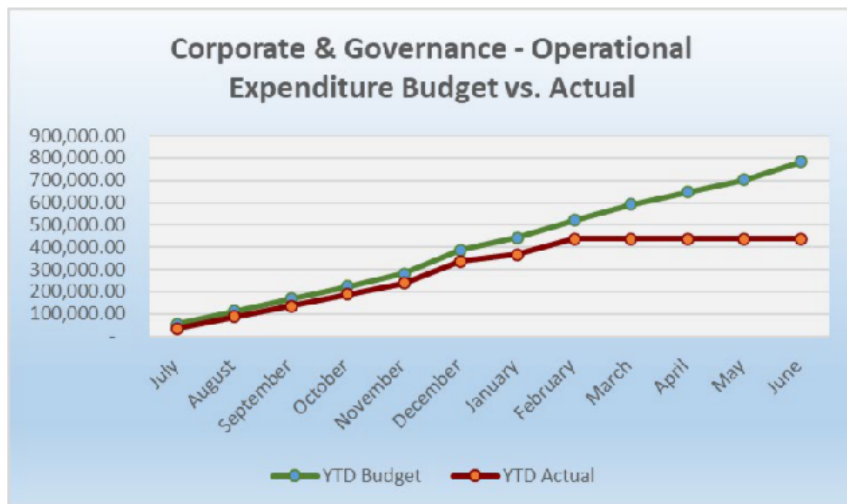
## 9. FINANCE & TECHNOLOGY

| 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 | <p>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.</p> <p>As at February 2023 Council is delivering and managing its financial services. The December Quarterly Budget Review was adopted in February 2023.</p>                                                                                                                                                                                                                                                                                                  | <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 | <p>Council Long Term Financial Plan has been updated and presented to Council as part of the Integrated Planning and Reporting documents. The plan will be updated upon final determination by IPART as part of the Special Rate Variation Application.</p> <p>Council has received its Final Management Letter for 30 June 2022. This report has been presented to ARIC with a presentation by Audit Office of New South Wales in February ARIC meeting. Council is currently working on a position paper for intangible assets as a response to Audit Office and will provide outcome of its finding in in coming Council meeting/workshops.</p> <p>Audit Planning for 2022/2023:<br/>                     Initial meeting was held with Audit Office of New South Wales and Council Agent Auditors to develop the Audit Engagement Plan for FY 22-23 audit. The interim audit will be held on 17 April 2023.<br/>                     Final AEP will be sent by AONSW as the date of the final audit is finalized.</p> | <br>MONITOR |

**9. FINANCE & TECHNOLOGY** Monthly Operational Report - February 2023

| Action                                                                               | Responsibility                       | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Status                                                                                         |
|--------------------------------------------------------------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| 5.1.2.3 Manage investments - Plan develop and manage Council's investment portfolio. | Manager<br>Finance and<br>Technology | <p>Investments are managed within Council's Investment Policy guidelines. Investments are reported to Council every month as part of the Finance and Accounts report, with the latest update being provided for February 2023.</p> <p>Council's interest income has increased since the incremental increase in interest rates over the past few months. This has assisted council in its cash flow.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <br>MONITOR |
| 5.1.4.1 Develop, manage and deliver Council's Technology Strategic Plan.             | Manager<br>Finance and<br>Technology | <p>Council's Technology Strategic Plan is a work in progress, documents are 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>Council's Cyber Incident Response Plan was activated on 24 February 2023 to address a perceived breach within Council IT Network which resulted in closure of business operations for 3 hours across two business days (24 February - 27 February 2023). Council's Manager Finance and Information Technology and Council outsourced information technology team RMT were made aware of this breach and on the advise of IT experts all staff were required to unplug the network server cable from their machines and unplug at power source. RMT technical experts commenced locking firewall and performed scans of the network and server. A full shutdown of the network was required, and this was in place till morning of Monday 27 February 2023. On Monday 27 February RMT performed external port scan to identify all open port on the network- this resulted in all networks appearing to be normal. Several other safety scans were conducted to ensure that no data breach has occurred.</p> <p>It was confirmed that no data was compromised from Council Network. There is no evidence of any access intrusion into the Council domain and infrastructure. The events noted in the admin building may have been a slow computer and buffered mouse clicks. Further communication took place between Council and representative from Cyber Security New South Wales to ensure corrective measures have been taken place from Cyber Security perspective.</p> <p><b>TERMINATION OF ASSET MANAGEMENT SOFTWARE:</b><br/>                 During February 2023 Council received the final invoice formalizing the termination of Council Asset Management System. Council 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>MONITOR |



## 10. Corporate and Governance



| COA                      | 22/23 Review 2 Budget | 22/23 YTD Actuals February | 22/23 Percentage Spent |
|--------------------------|-----------------------|----------------------------|------------------------|
| Corporate and Governance | 781,458               | 436,312                    | 55.83%                 |
| 1. Operating Income      | (1,616)               | (2,139)                    | 132.37%                |
| 2. Operating Expenditure | 783,074               | 438,451                    | 55.99%                 |





## 10. CORPORATE & GOVERNANCE

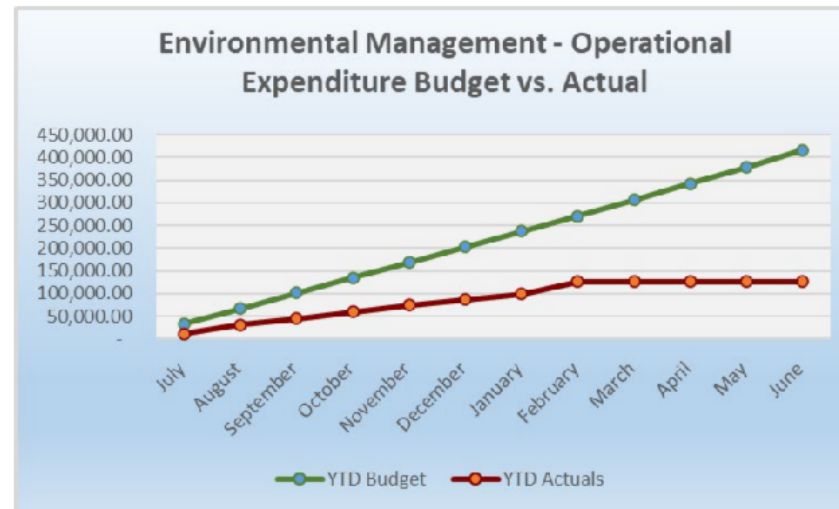
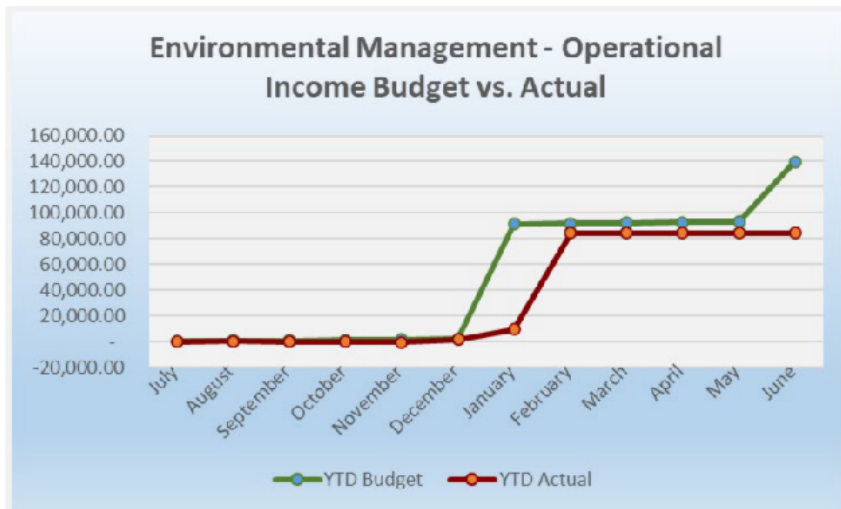
| Business Unit: Corporate & Governance                                                                                                                                                                                           |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 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 February 2023 - 4</p> <p>Complaints for February 2023 - 0</p> <p>Abusive customers for February 2023 - 0</p> <p>Customer Service General Enquiries for February 2023 - 99</p> <p>Total inbound calls for February 2023 - 1,904</p> <p>Inbound calls for Customer Service for February 2023 - 334</p> <p>Inbound calls for Planning and Development Services for February 2023 - 106</p> <p>Inbound calls for Infrastructure and Engineering Services for February 2023 - 238</p> <p>Inbound calls for Rates for February 2023 - 109</p> <p>Customer service staff receipted and registered the following applications in February 2023:</p> <p>Section 10.7 Planning Certificates - 36 Section 603 Certificates - 20</p> <p>Dwelling Permissibility Search - 5</p> <p>Section 735A - 2</p> <p>Sewer Diagrams - 13</p> <p>Drainage Diagrams - 7</p> |   |
| 5.1.1.2 Develop, manage and deliver Governance Services, in accordance with the OLG Compliance Guide, IP&R Framework and Reporting including the Monthly Operational Report, GIPA and PIDS and facilitate and support the ARIC. | Manager<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>                                                                                                                                                                                                                                                                     |  |

**10. CORPORATE & GOVERNANCE**

Monthly Operational Report - February 2023



| Action                                                                                           | Responsibility                                          | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Status                                                                               |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 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 commenced the Records Management Assessment Program in February 2023, with two of six sections having completed the Records Management Assessment Tool by 28 February 2023. Four sections remain to be completed. All results are amalgamated for an organisation level score, which is reported to State Records NSW.</p> <p>Storage of finance records in hard copy continues to be a challenge. Council is required to hold the previous seven years of finance records, and while electronic versions are permitted under various legislative mechanisms, there is not enough IT system space to store all of these. This then means that a physical repository has to be maintained at the Depot Store, and at Records House, until it is possible to save electronic versions of finance records directly to the records management system.</p> |   |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |

## 11. Environmental Management




| COA                                               | 22/23 Review 2 Budget | 22/23 YTD Actuals February | 22/23 Percentage Spent |
|---------------------------------------------------|-----------------------|----------------------------|------------------------|
| <b>Environmental Management</b>                   | <b>276,964</b>        | <b>42,958</b>              | <b>15.51%</b>          |
| 1. Operating Income                               | (139,886)             | (84,570)                   | 60.46%                 |
| 2. Operating Expenditure                          | 416,162               | 126,887                    | 30.49%                 |
| 4. Capital Expenditure                            | 688                   | 640                        | 93.02%                 |
| 4235501. Covid-19 Council Pound Grant Expenditure | 688                   | 640                        | 93.02%                 |

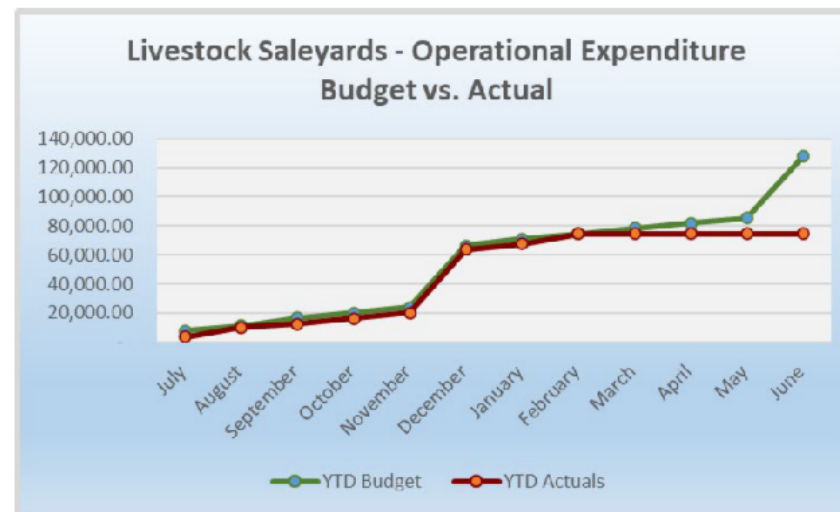
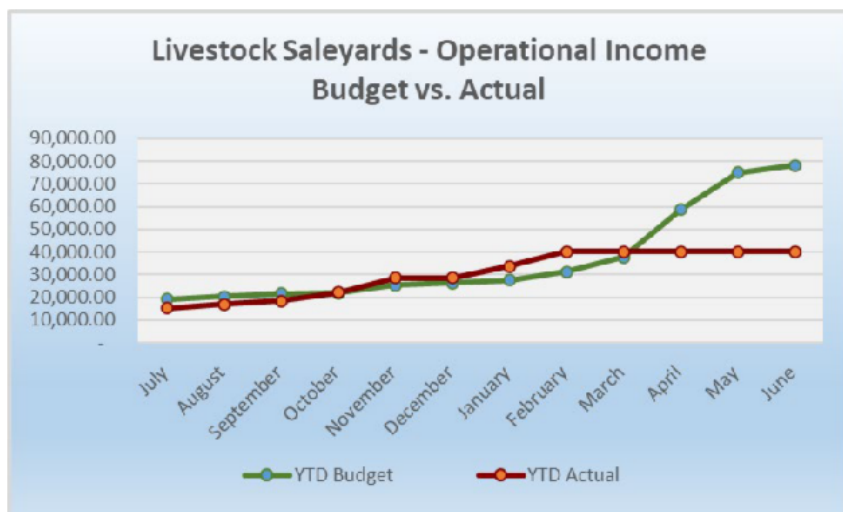
## 11. ENVIRONMENTAL MANAGEMENT

| 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 dog impounded for February.</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>2 abandon vehicles reported.</p> <p>No illegal dumping was reported for February</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> <p>Several barking dog complaints received. No Ranger to follow up.</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 - February 2023</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>Lantana- Mt Lindsey Highway from Tenterfield to Legume and from Legume to Woodenbong .</p> <p>Blackberrys - Timbarra Rd, Mt Lindsey Highway from Tenterfield to Legume and from Legume to Woodenbong, and the Bruxner Way.</p> <p>Council Lands - Tenterfield Sale yards, Tenterfield Cemetery, Tenterfield Waste Transfer Centre and Pound and the Shire Depot.</p> <p>Tenterfield Streets and Parks</p> <p>Private Property Inspections - 35 inspections undertaken for February</p> <p>High Risk Pathways - Inspections carried out along the New England Highway from Deepwater to Wallangarra, from Tenterfield to Tabulam along the Bruxner Highway, Tenterfield to the Beardy River along the Bruxner way, Tenterfield to Woodenbong along the Mt Lindsey Highway and Tooloom rd.</p> <p>A Follow up Black Knapweed surveillance exercise was undertaken in the Tenterfield area on the 14th and 15th February 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.</p> <p>Attended the Regional Weeds committee meeting in Bellingen. This was a cross border meeting held with the North Coast.</p> | <br>ON TRACK |

**11. ENVIRONMENTAL MANAGEMENT** Monthly Operational Report - February 2023


| Action                                                                                                                                              | Responsibility                             | Progress Comment                                                                                                                              | Status                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 3.1.2.3 Notices and Orders to be issued or served where necessary as per the Local Government Act, EPA Act and POEO Act and Associated Regulations. | Manager Open Space, Regulatory & Utilities | 4 complaints received for overgrown / untidy blocks.<br><br>One notice has been issued in relation to overgrown/untidy blocks, still ongoing. |  |

## 12. Livestock Saleyards

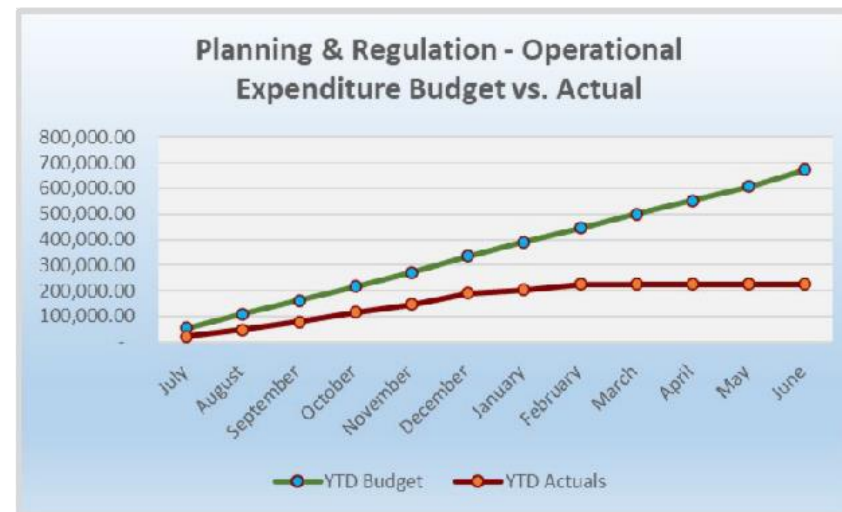
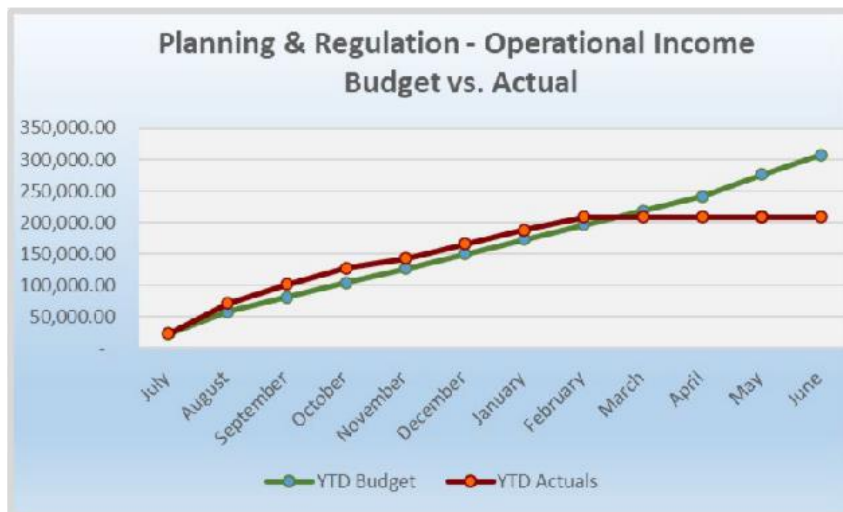


| COA                                                         | 22/23 Review 2 Budget | 22/23 YTD Actuals February | 22/23 Percentage Spent |
|-------------------------------------------------------------|-----------------------|----------------------------|------------------------|
| <b>Livestock Saleyards</b>                                  | <b>420,414</b>        | <b>378,080</b>             | <b>89.93%</b>          |
| 1. Operating Income                                         | (78,188)              | (40,218)                   | 51.44%                 |
| 2. Operating Expenditure                                    | 128,314               | 74,498                     | 58.06%                 |
| 3. Capital Income                                           | 162,348               | 162,348                    | 100.00%                |
| 4. Capital Expenditure                                      | 207,940               | 181,452                    | 87.26%                 |
| 4220504. Improvements to Loading Ramps & Traffic Facilities | 207,940               | 181,452                    | 87.26%                 |

**12. LIVESTOCK SALEYARDS** Monthly Operational Report - February 2023

| Service Profile: Livestock Saleyards                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                            |                            |             |                  |                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|----------------------------|-------------|------------------|----------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Responsibility                             | Progress Comment           |             | Status           |                                                                                                                |
| 2.1.2.1 Manage and deliver commercial Saleyards Services.                                                                                                                                                                                                                                                                                                                                                                                                                     | Manager Open Space, Regulatory & Utilities | February 2023 Prime Cattle | 804 Head    | \$ 1,084,224.26  | <br><small>ON TRACK</small> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                            | Private Weighing           | 150 Head    | \$ 217,237.95    |                                                                                                                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                            | Total                      | 954 Head    | \$ 1,301,462.21  |                                                                                                                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                            | Financial Year 2022/2023   | 2,958 Head  | \$ 4,450,863.83  |                                                                                                                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                            | 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/>                     Double Height ramp is operational. Further laneways are to be built.</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 2 Budget | 22/23 YTD Actuals February | 22/23 Percentage Spent |
|----------------------------------|-----------------------|----------------------------|------------------------|
| <b>Planning &amp; Regulation</b> | 253,609               | (125,996)                  | -49.68%                |
| 1. Operating Income              | (307,250)             | (208,936)                  | 68.00%                 |
| 2. Operating Expenditure         | 672,101               | 224,875                    | 33.46%                 |
| 3. Capital Income                | (111,242)             | (141,935)                  | 127.59%                |



**13. PLANNING & REGULATION**

Monthly Operational Report - February 2023

| 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 | February - All applications assessed in accordance with relevant regulatory and legislative requirements. Reduced staffing numbers in administration and technical areas mean that time frames have expanded for assessment and determination.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <br>ON TRACK |
| 3.1.1.2 Manage and deliver heritage advisory services.                                                                    | Manager Planning & Development Services | February - Local Heritage Fund Applications - successful applicants have until April 2023 to complete works - two (2) projects completed to date. 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 | February - 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. Greenlight System decommissioned as unable to provide necessary integration with Altus and council's DA systems and the NSW Planning Portal - matter being dealt with by Manager Finance & Technology. | <br>MONITOR  |

### Applications Lodged February 2023

| DA Number | Applicant                 | Property Address                        | Description of Work                                |
|-----------|---------------------------|-----------------------------------------|----------------------------------------------------|
| 2023.007  | Karl Foskett              | 181 Border Gate Road, Cottonvale        | Garage                                             |
| 2023.008  | Tenterfield Surveys       | 632a New England Highway, Tenterfield   | Two (2) Lot Subdivision                            |
| 2023.009  | Jo Moore                  | 105 Bulwer Street, Tenterfield          | Extension to existing dwelling                     |
| 2023.010  | Tenterfield Surveys       | Tooloom Street, Legume                  | Two (2) Lot Subdivision                            |
| 2023.011  | Sean Campbell             | 362 Urbenville Road, Urbenville         | Dwelling                                           |
| 2023.012  | Kieran Jones              | 12 Casino Road, Tenterfield             | Shed                                               |
| 2023.013  | Rob Andrews               | 51 Molesworth Street, Tenterfield       | Shed                                               |
| 2023.014  | Steve Wotherspoon         | 2583 Torrington Road, Torrington        | Use of existing building as dwelling and extension |
| 2023.015  | Jessica Rennie            | 963 Lower Rocky River Road, Rocky River | Two (2) Lot Boundary Adjustment                    |
| 2023.016  | Tenterfield Surveys       | 305 Faggs Road, Wylie Creek             | Two (2) Lot Boundary Adjustment                    |
| 2023.017  | Brad Holley               | 89 Rouse Street, Tenterfield            | Shed                                               |
| 2023.018  | Kyogle Home Modifications | 7 Beaury Street, Urbenville             | Dwelling                                           |
| 2023.019  | Ajay Coutinho             | 119 Douglas Street, Tenterfield         | Carpport and Shed                                  |

**Applications Determined February 2023**

| <b>DA Number</b> | <b>Applicant</b>           | <b>Address</b>                    | <b>Description of Work</b> |
|------------------|----------------------------|-----------------------------------|----------------------------|
| 2023.003         | Westbuilt (Kennedy)        | Geyers Road, Tenterfield          | Dwelling                   |
| 2023.004         | Wes Smith Building (Spark) | 442 Mt Lindesay Road, Tenterfield | Dwelling                   |
| 2023.007         | Karl Foskett               | 181 Border Gate Road, Cottonvale  | Garage                     |
| 2022.151         | Jason Bryant               | 289 Bellevue Road, Tenterfield    | Dwelling                   |

**Applications Outstanding –February 2023**

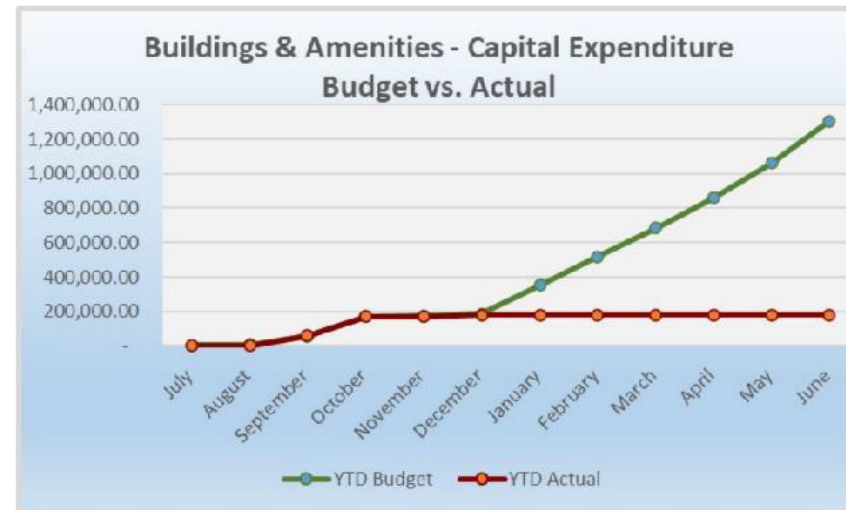
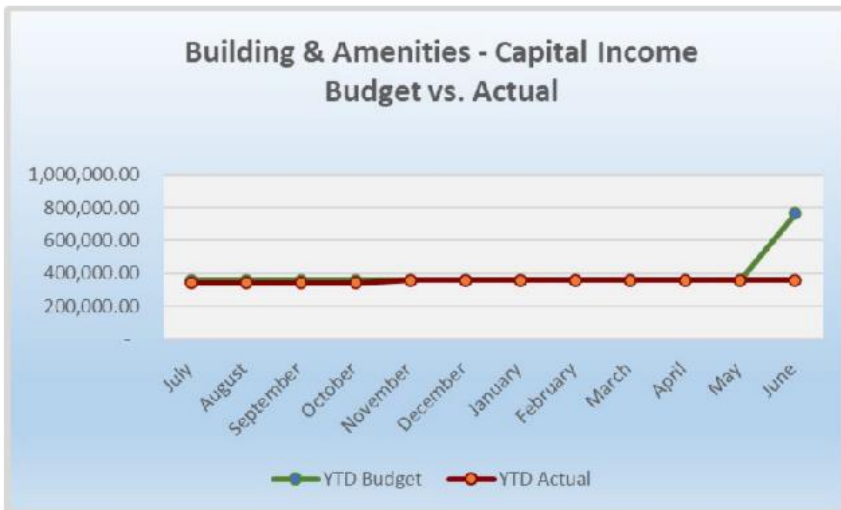
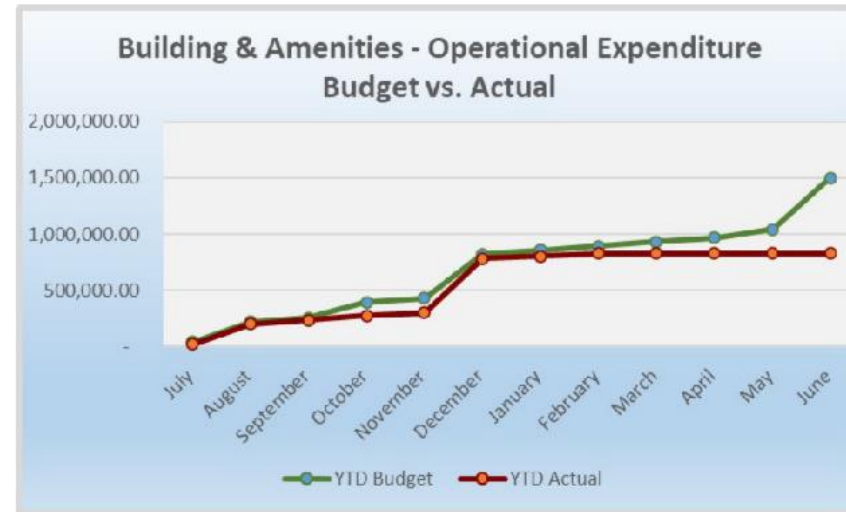
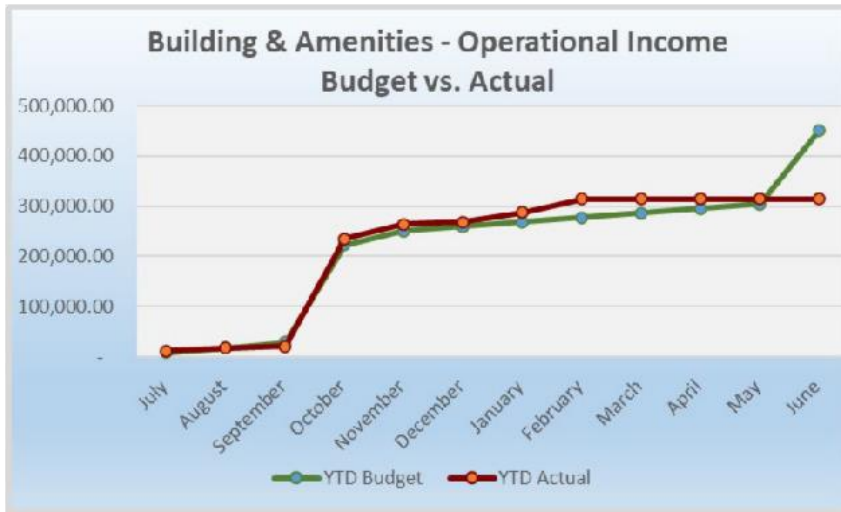
| DA Number | Applicant                                         | Property Address                 | Description of Work                                                                                                                                                                                                             | 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  |
| 2022.152 | 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                               |
| 2023.005 | 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               | Under assessment/Awaiting RFS recommendations  |
| 2023.008 | Tenterfield Surveys                  | 632a New England Highway, Tenterfield | Two (2) Lot Subdivision                     | Under assessment/Awaiting RFS recommendations  |
| 2023.009 | Jo Moore                             | 105 Bulwer Street, Tenterfield        | Extension to existing dwelling              | Under assessment                               |

|          |                           |                                         |                                                    |                                               |
|----------|---------------------------|-----------------------------------------|----------------------------------------------------|-----------------------------------------------|
| 2023.010 | Tenterfield Surveys       | Tooloom Street, Legume                  | Two (2) Lot Subdivision                            | Under assessment/Awaiting RFS recommendations |
| 2023.011 | Sean Campbell             | 362 Urbenville Road, Urbenville         | Dwelling                                           | Under assessment                              |
| 2023.012 | Kieran Jones              | 12 Casino Road, Tenterfield             | Shed                                               | Under assessment                              |
| 2023.013 | Rob Andrews               | 51 Molesworth Street, Tenterfield       | Shed                                               | Under assessment                              |
| 2023.014 | Steve Wotherspoon         | 2583 Torrington Road, Torrington        | Use of existing building as dwelling and extension | Under assessment                              |
| 2023.015 | Jessica Rennie            | 963 Lower Rocky River Road, Rocky River | Two (2) Lot Boundary Adjustment                    | Under assessment/Awaiting RFS recommendations |
| 2023.016 | Tenterfield Surveys       | 305 Faggs Road, Wylie Creek             | Two (2) Lot Boundary Adjustment                    | Under assessment/Awaiting RFS recommendations |
| 2023.017 | Brad Holley               | 89 Rouse Street, Tenterfield            | Shed                                               | Under assessment                              |
| 2023.018 | Kyogle Home Modifications | 7 Beaury Street, Urbenville             | Dwelling                                           | Under assessment                              |
| 2023.019 | Ajay Coutinho             | 119 Douglas Street, Tenterfield         | Carport and Shed                                   | Under assessment                              |

| 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.   | 3               | 1                                                  | 5                            | 0                                 | 4           | 0                      | 13                        | 15                        |
|                                        | Value | \$345,000.00    | \$85,000.00                                        | \$117,346.89                 | \$0.00                            | \$0.00      | \$0.00                 | \$547,346.89              | \$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)                     |       | 32              | 11                                                 | 16                           | 3                                 | 17          | 4                      | 83                        |                           |
| FY 22/23 Total Value<br>(Year to Date) |       | \$9,777,920.00  | \$891,100.00                                       | \$606,249.78                 | \$183,467.00                      | \$0.00      | \$48,000.00            | \$11,506,736.78           |                           |
| 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<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>February | 22/23<br>Percentage<br>Spent |
|------------------------------------------------------------------------------------------|-----------------------------|----------------------------------|------------------------------|
| <b>Buildings &amp; Amenities</b>                                                         | <b>1,592,126</b>            | <b>333,852</b>                   | <b>20.97%</b>                |
| 1. Operating Income                                                                      | (451,674)                   | (313,938)                        | 69.51%                       |
| 2. Operating Expenditure                                                                 | 1,503,317                   | 826,816                          | 55.00%                       |
| 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 March 2023.</li> <li>• Staff are currently trying to manage Council property finding it difficult being understaffed and with a reduced budget. 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 only 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.</li> <li>• Quote has been requested for the RSL Deck to be cleaned, secure existing nails and stained.</li> </ul> <p>Current Capital Works</p> <ul style="list-style-type: none"> <li>• Purchase order has been raised to replace the air conditioning units on the administration roof. Installation should be first week in July 2023.</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, discussions with the engineer regarding walkways and access onto the roof; and</li> <li>• Band Hall relocation to Leechs Gully Documentation is ready awaiting minister signature prior to lodgement of the Development Application.</li> </ul> | <br>NEEDS WORK |

14. BUILDINGS & AMENITIES

Monthly Operational Report - February 2023

| Action                                                                         | Responsibility                   | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Status                                                                              |
|--------------------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1.2.1.5 Manage and update Land and Property Register.                          | Buildings & 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. | Buildings & Property Coordinator | <p>Licences &amp; Agreements on Council owned/managed Land</p> <ul style="list-style-type: none"> <li>A draft Deed of Assignment has been issued to the concerned parties in relation to the Tentrefield War Memorial Baths management for the remainder of the contract, ready for signing.</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> <p>Drought Communities Programme Extension</p> <ul style="list-style-type: none"> <li>Streetscape Recovery Project – work is underway on all four (4) buildings and will be completed in the next few months - ongoing.</li> <li>Upgrades to the Drake Resource Centre – Acquittal documents have been given to Council and an audit yet to be completed.</li> </ul> <p>Local Drought Stimulus Package</p> <ul style="list-style-type: none"> <li>Memorial Hall Internal Acoustic &amp; Insulation Treatments – Fire system is completed, and funding should be claimed, awaiting final payments of invoices - ongoing</li> </ul> |  |

14. BUILDINGS & AMENITIES

Monthly Operational Report - February 2023

1.2.1.7 Manage Crown Lands and prepare designated Native Title Advice.

Buildings & Property Coordinator

National Bushfire Funding

- Advertising Campaign Expansion & Brochure Production -working on final project to be completed.

Public Spaces Legacy Program

- Tenterfield Youth Precinct & Mountain Bike Trail Head –POM was approved in last Council Meeting. Construction has commenced and should be completed by the end of April 2023 – ongoing.
- Jennings Playground Project - has been completed with the seal of the carpark completed in December - final landscaping and drainage discussions are being had.

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 standalone toilet and Memorial Hall installation 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.

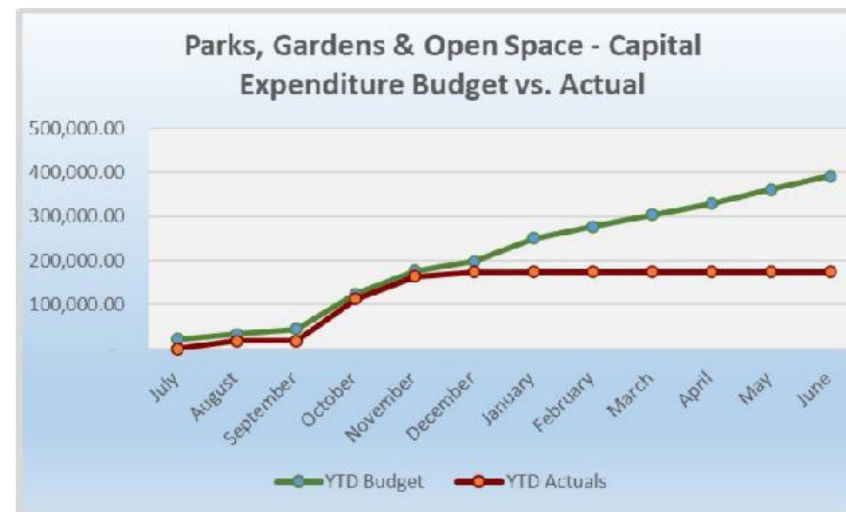
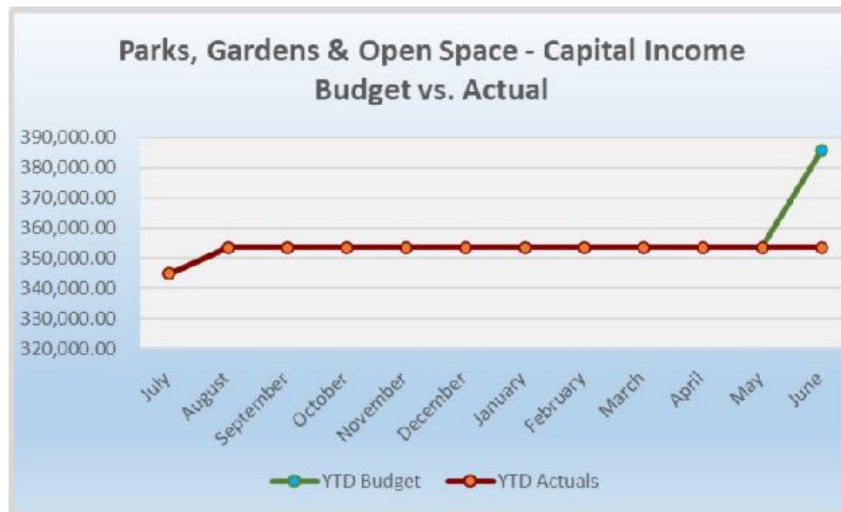
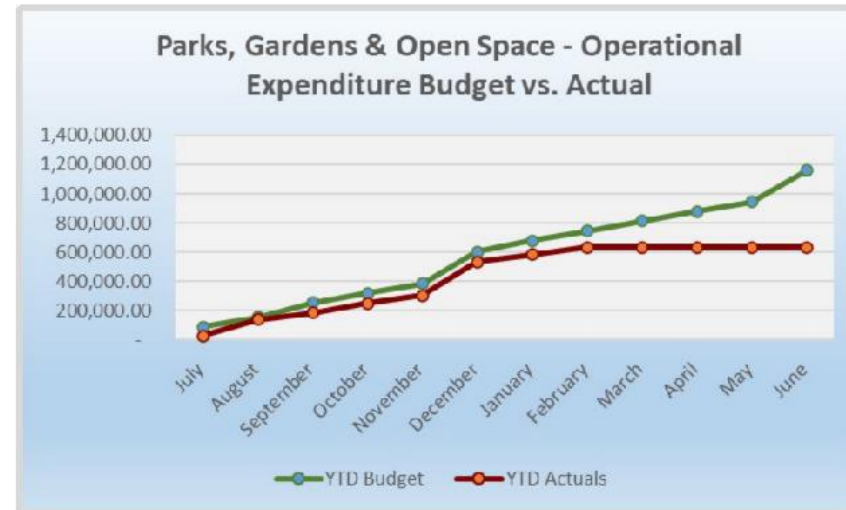
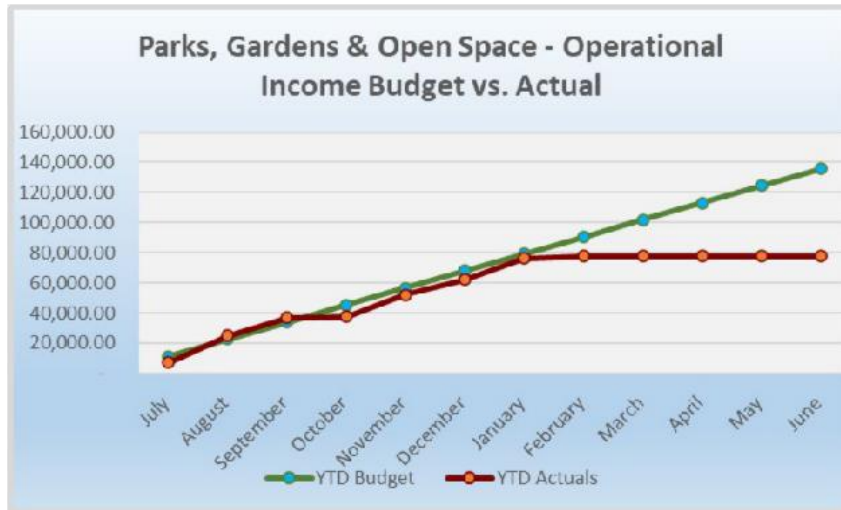
Property specialist position is currently vacant, any Crown Land, Aboriginal Land Claims and Designated Native Title advice has been deferred until a person has been appointed to the position.

Last update from November 2022

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





### 15. Parks, Gardens and Open Space




| COA                                                                | 22/23<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>February | 22/23<br>Percentage<br>Spent |
|--------------------------------------------------------------------|-----------------------------|----------------------------------|------------------------------|
| <b>Parks, Gardens and Open Space</b>                               | <b>1,029,940</b>            | <b>375,378</b>                   | <b>36.45%</b>                |
| 1. Operating Income                                                | (135,737)                   | (77,564)                         | 57.14%                       |
| 2. Operating Expenditure                                           | 1,159,007                   | 633,066                          | 54.62%                       |
| 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

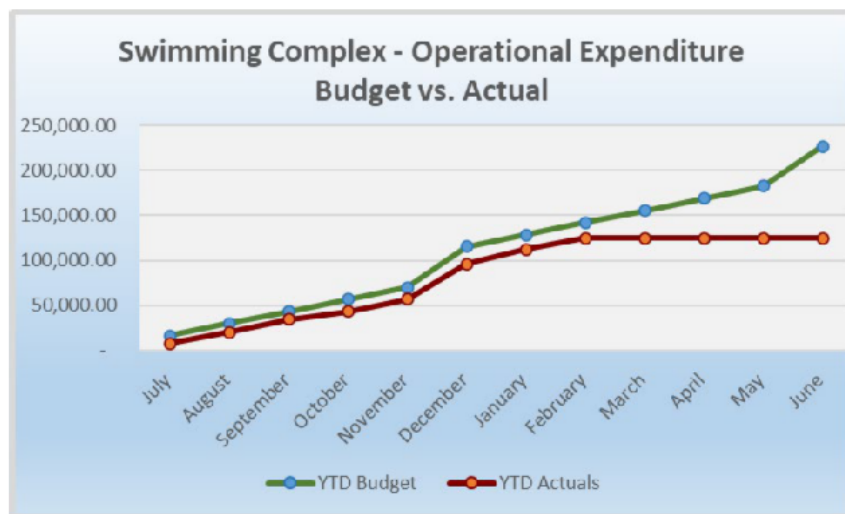
| Business Unit: Parks, Gardens & Open Space                                                                                                                           |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Service Profile: Parks, Gardens & Open Space                                                                                                                         |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                   |
| Action                                                                                                                                                               | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Status                                                                                            |
| 1.2.1.1 Implement and deliver maintenance programs for Parks, Gardens and Open Spaces.                                                                               | Manager Open Space, Regulatory & Utilities | <p>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>Waste staff are now assisting with the emptying of the park and street bins.</p> | <br>MONITOR    |
| 1.2.1.2 Work with the Tenterfield Shire Village Progress Associations 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 and carpark completed. Additional bins installed at Jennings Park due to increase use of the park.<br/>                     Water availability to Jennings park now connected to main.<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>                                                                                                                                                                                                                                   | <br>NEEDS WORK |

**15. PARKS, GARDENS & OPEN SPACE** Monthly Operational Report - February 2023

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




## 16. Swimming Complex

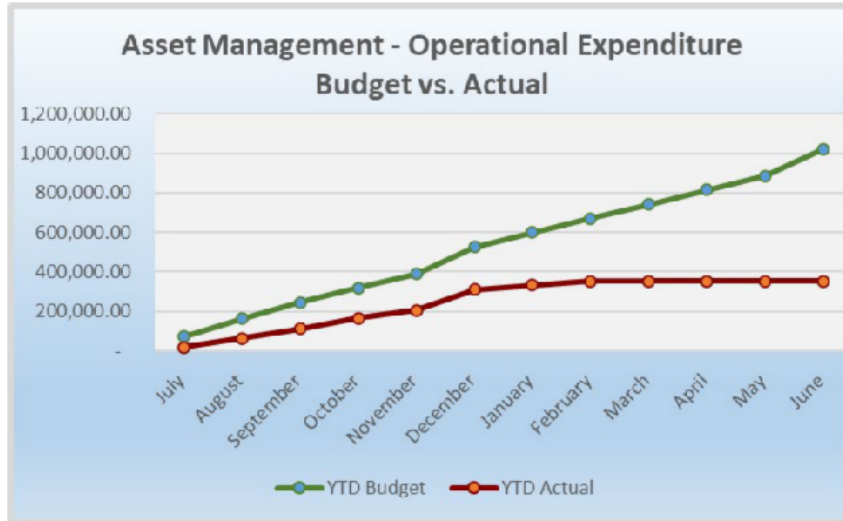


| COA                                        | 22/23 Review 2 Budget | 22/23 YTD Actuals February | 22/23 Percentage Spent |
|--------------------------------------------|-----------------------|----------------------------|------------------------|
| <b>Swimming Complex</b>                    | <b>252,112</b>        | <b>131,282</b>             | <b>52.07%</b>          |
| <b>2. Operating Expenditure</b>            | <b>227,112</b>        | <b>124,581</b>             | <b>54.85%</b>          |
| <b>4. Capital Expenditure</b>              | <b>25,000</b>         | <b>6,701</b>               | <b>26.80%</b>          |
| 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. | Buildings & 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. Works identified for budget for next few years</li> <li>• All pool shade sails need to be replaced with another shade sail damaged due to wind and the age of the sail.</li> <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>• Existing shade sail over the toddler pool has been torn and needed to be removed for safety. Need to look for possible funding options to replace all shade sails as they are all beyond repair</li> <li>• Learn to swim programs, development classes and senior squad programs continues with 143 lessons taught per week.</li> <li>• School Swimming Carnivals were organised and completed in early February</li> <li>• Bookings have been placed for Tuesday mornings for eight (8) families to participate in a play group, water safe play program.</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>3,577</td> <td>-</td> <td>13,979</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 | 3,577 | - | 13,979 |  |  |  |  |  |  |
|                                                                                                               | 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   | 3,577    | -        | 13,979  |          |       |     |         |       |       |       |       |       |       |        |         |     |       |       |       |       |     |        |         |       |       |       |       |       |       |        |         |       |       |       |       |       |       |        |         |       |       |       |       |       |   |        |  |  |  |  |  |                                                                                     |

## 17. Asset Management and Resourcing

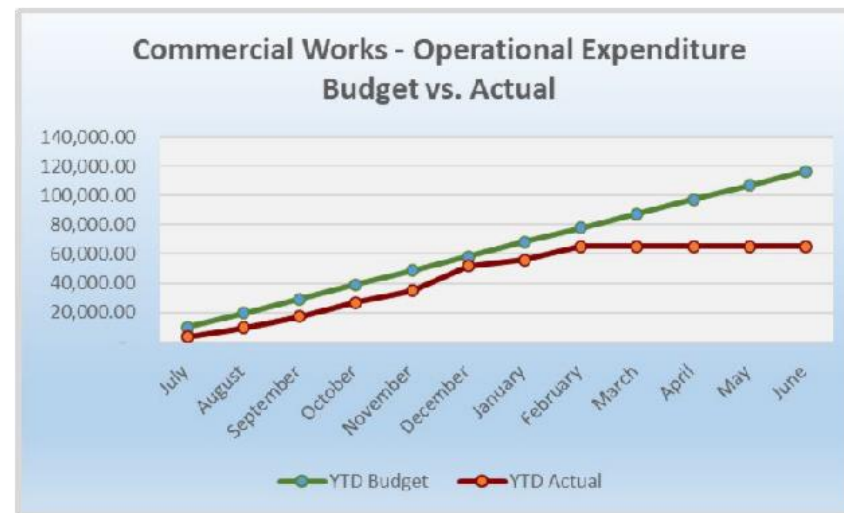


| COA                                                                      | 22/23 Review 2 Budget | 22/23 YTD Actuals February | 22/23 Percentage Spent |
|--------------------------------------------------------------------------|-----------------------|----------------------------|------------------------|
| <b>Asset Management &amp; Resourcing</b>                                 | <b>1,241,361</b>      | <b>364,601</b>             | <b>29.37%</b>          |
| 1. Operating Income                                                      | (10,000)              | (516)                      | 5.16%                  |
| 2. Operating Expenditure                                                 | 1,022,524             | 354,385                    | 34.66%                 |
| 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                 | 6,397                      | 72.39%                 |

**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 | Asset Management Strategy is being implemented with programmed revaluation of assets and focus towards renewal of existing assets.                                         |  MONITOR      |
| 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 | Review to update the PAMP is being undertaken with document to be presented to Council in April or May subject to resourcing.                                              |  MONITOR      |
| 5.1.3.3 Infrastructure and assets inspections.                                                                                           | Manager Asset & Program Planning | Asset inspections are limited by staffing resources as the Asset Inspector position has been vacant for two years.                                                         |  NEEDS WORK   |
| 5.1.3.4 Review and update Council's Risk Register and intervention programs on an ongoing basis in accordance with inspection schedules. | Manager Asset & Program Planning | Risk register is reviewed regularly and risk assessments form part of project management process.                                                                          |  MONITOR     |
| 5.1.3.6 Develop and implement the Depot Master Plan.                                                                                     | Manager Asset & Program Planning | Components for the depot master plan are being considered with regard to legislative compliance requirements. Consultants are assisting with environmental control design. |  NEEDS WORK |

### 18. Commercial Works

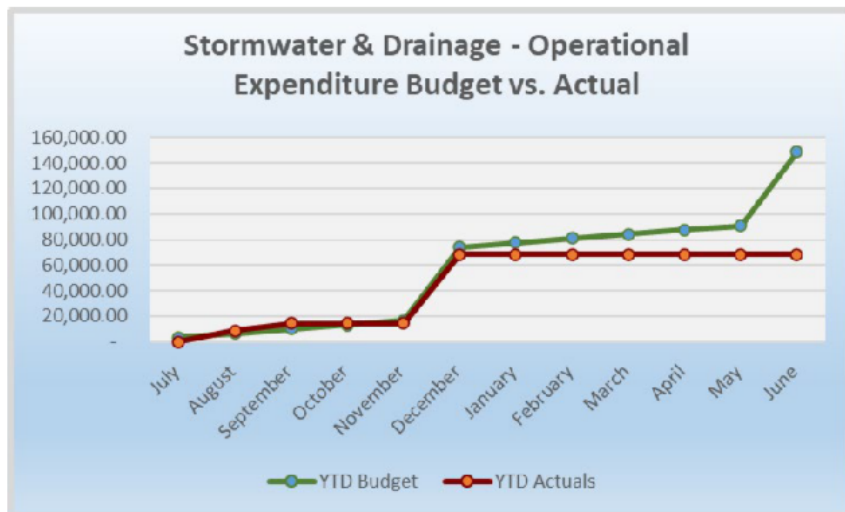


| COA                      | 22/23 Review 2 Budget | 22/23 YTD Actuals February | 22/23 Percentage Spent |
|--------------------------|-----------------------|----------------------------|------------------------|
| <b>Commercial Works</b>  | (35,159)              | (35,481)                   | 100.92%                |
| 1. Operating Income      | (151,842)             | (100,567)                  | 66.23%                 |
| 2. Operating Expenditure | 116,683               | 65,086                     | 55.78%                 |

## 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  | February 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 Works. | <br><small>NEEDS WORK</small> |

### 19. Stormwater and Drainage



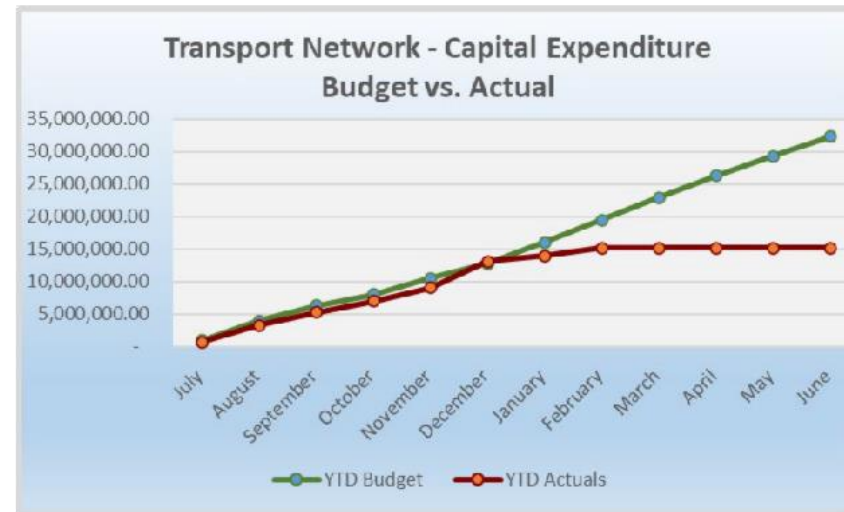
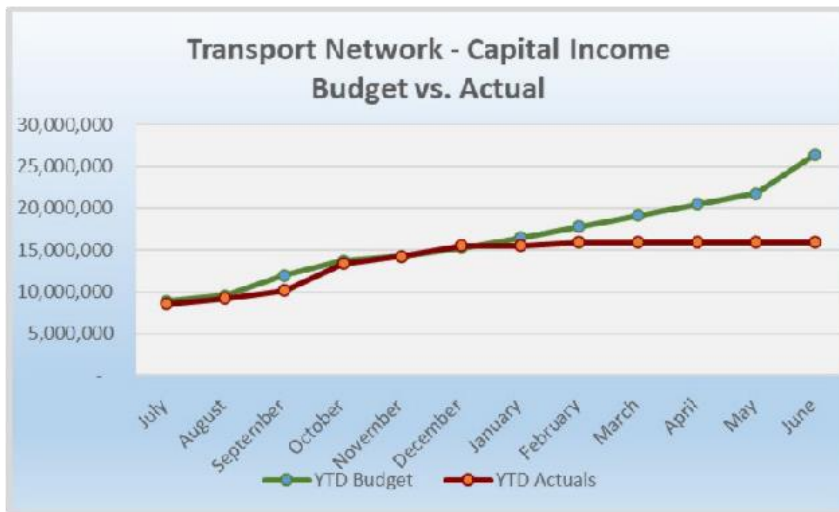
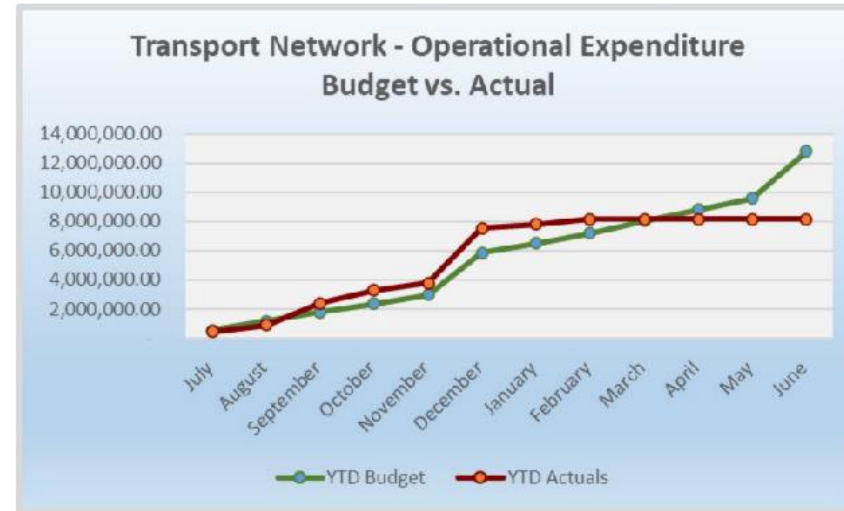
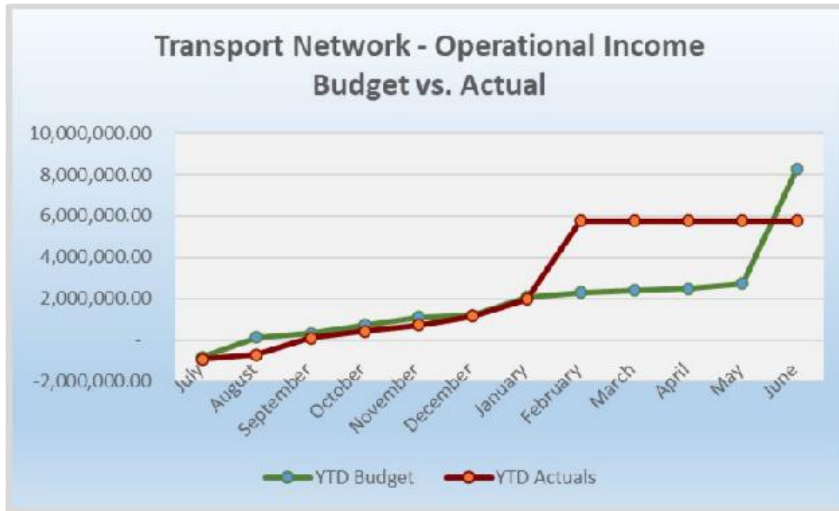
| COA                              | 22/23 Review 2 Budget | 22/23 YTD Actuals February | 22/23 Percentage Spent |
|----------------------------------|-----------------------|----------------------------|------------------------|
| <b>Stormwater &amp; Drainage</b> | <b>207,232</b>        | <b>(1,785)</b>             | <b>-0.86%</b>          |
| 1. Operating Income              | (71,478)              | (71,509)                   | 100.04%                |
| 2. Operating Expenditure         | 148,510               | 68,556                     | 46.16%                 |
| 3. Capital Income                | 0                     | (1,468)                    | 0.00%                  |
| 4. Capital Expenditure           | 130,200               | 2,636                      | 2.02%                  |
| 8252502. Drainage Pits - Upgrade | 63,000                | 2,565                      | 4.07%                  |
| 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 Comment                                                                                                                                     | Status                                                                                            |
| 4.1.2.1 Implement the Storm water Asset Management Plan. | Manager Asset & Program Planning | Stormwater blind pit raising has been commenced and further pipe replacement and pit renewals are being designed in conjunction with footpath works. | <br>NEEDS WORK |



## 20. Transport Network





| COA                                                                                  | 22/23<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>February | 22/23<br>Percentage<br>Spent |
|--------------------------------------------------------------------------------------|-----------------------------|----------------------------------|------------------------------|
| <b>Transport Network</b>                                                             | <b>10,912,410</b>           | <b>1,810,492</b>                 | <b>16.59%</b>                |
| <b>1. Operating Income</b>                                                           | <b>(8,249,091)</b>          | <b>(5,758,928)</b>               | <b>69.81%</b>                |
| <b>2. Operating Expenditure</b>                                                      | <b>12,794,141</b>           | <b>8,149,562</b>                 | <b>63.70%</b>                |
| <b>3. Capital Income</b>                                                             | <b>(26,427,685)</b>         | <b>(15,947,560)</b>              | <b>60.34%</b>                |
| <b>4. Capital Expenditure</b>                                                        | <b>32,305,964</b>           | <b>15,116,469</b>                | <b>46.79%</b>                |
| 6215110. Regional & Local Roads Traffic Facilities                                   | 68,000                      | 58,959                           | 86.70%                       |
| 6215510. Regional Roads Block Grant - Reseals Program.                               | 582,668                     | 265,090                          | 45.50%                       |
| 6215531. Special Grant Mt Lindesay Road (RMS/Fed)                                    | 5,323,347                   | 5,734,352                        | 107.72%                      |
| 6215544. BLERF - 0737 - Improve Mt Lindesay Road                                     | 5,297,708                   | 1,331,527                        | 25.13%                       |
| 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                                           | 40,540                      | 36,879                           | 90.97%                       |
| 6215568. FLR200241 - Kildare Road (Tenterfield Tourist Route 9)                      | 2,666,325                   | 1,817,800                        | 68.18%                       |
| 6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel | 61,108                      | 62,343                           | 102.02%                      |
| 6215572. FLR300128 - Tooloom Road West Rehabilitation                                | 2,970,024                   | 438,968                          | 14.78%                       |
| 6215575. ROSI - Sunnyside Platform Road Upgrade                                      | 1,752,075                   | 1,562,068                        | 89.16%                       |
| 6215576. BSBR000641 - Drake Village Revitalisation                                   | 2,900,300                   | 14,213                           | 0.49%                        |

| <b>COA</b>                                                                                       | <b>22/23<br/>Review 2<br/>Budget</b> | <b>22/23<br/>YTD Actuals<br/>February</b> | <b>22/23<br/>Percentage<br/>Spent</b> |
|--------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------|---------------------------------------|
| 6215579. Local Roads & Community Infrastructure Program - Round 3                                | 2,088,670                            | 512,045                                   | 24.52%                                |
| 6215580. Repair Program 2022/23                                                                  | 565,572                              | 239,735                                   | 42.39%                                |
| 6215582. DRFA EPAR - EN00010 - AGRN1012 - 22 Feb 2022 Onwards                                    | 0                                    | 30,318                                    | 0.00%                                 |
| 6220269. DRFA AGRN1012 Package 1 EPAR                                                            | 56,047                               | 153,537                                   | 273.94%                               |
| 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                            | 859,962                                   | 78.14%                                |
| 6220274. Bridges Renewal Program - Unknown Creek Bridge (67203) Replacement, Paddy's Flat Rd Nth | 722,414                              | 375,506                                   | 51.98%                                |
| 6220276. Bridges Renewal Program - Unknown Creek Bridge (67161) Replacement, Paddy's Flat Rd Sth | 532,955                              | 553,481                                   | 103.85%                               |
| 6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Rd             | 644,907                              | 314,579                                   | 48.78%                                |
| 6220278. Fixing Country Bridges - Washpool Creek Bridge Replacement, Leechs Gully Rd             | 306,867                              | 349,439                                   | 113.87%                               |
| 6220500. Urban Streets - Reseal Program                                                          | 60,000                               | 0                                         | 0.00%                                 |
| 6220501. Road Renewal - Gravel Roads                                                             | 601,519                              | 128,137                                   | 21.30%                                |
| 6220503. Gravel Resheets                                                                         | 632,452                              | 99,988                                    | 15.81%                                |
| 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                              | 10,276                                    | 10.28%                                |

| <b>COA</b>                                                             | <b>22/23<br/>Review 2<br/>Budget</b> | <b>22/23<br/>YTD Actuals<br/>February</b> | <b>22/23<br/>Percentage<br/>Spent</b> |
|------------------------------------------------------------------------|--------------------------------------|-------------------------------------------|---------------------------------------|
| 6220513. Concrete Bridges                                              | 20,223                               | 0                                         | 0.00%                                 |
| 6220514. Causeways                                                     | 208,163                              | 0                                         | 0.00%                                 |
| 6240101. Gravel Pit Rehabilitation                                     | 30,664                               | 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                              | 110,821                                   | 22.16%                                |
| 6240513. Other Contributions to Works (Capital) - Expenses             | 6,752                                | 6,138                                     | 90.91%                                |
| <b>6. Liabilities</b>                                                  | <b>489,081</b>                       | <b>250,949</b>                            | <b>51.31%</b>                         |

## 20. TRANSPORT NETWORK

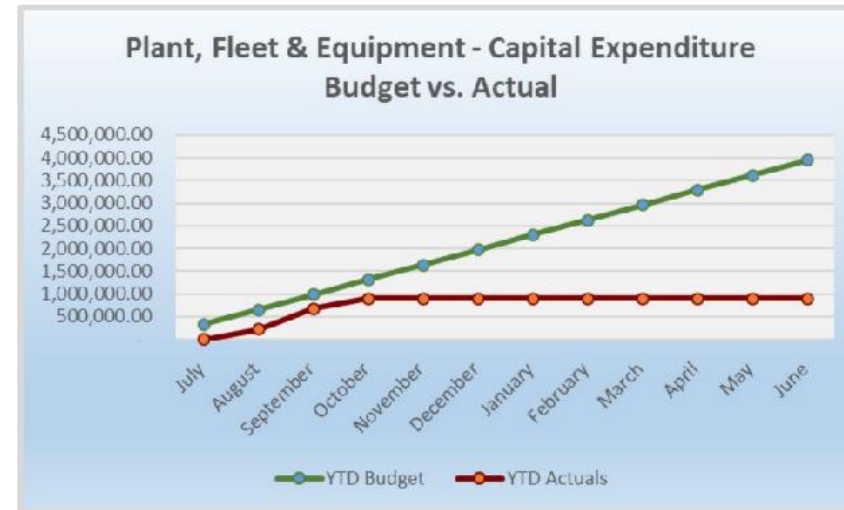
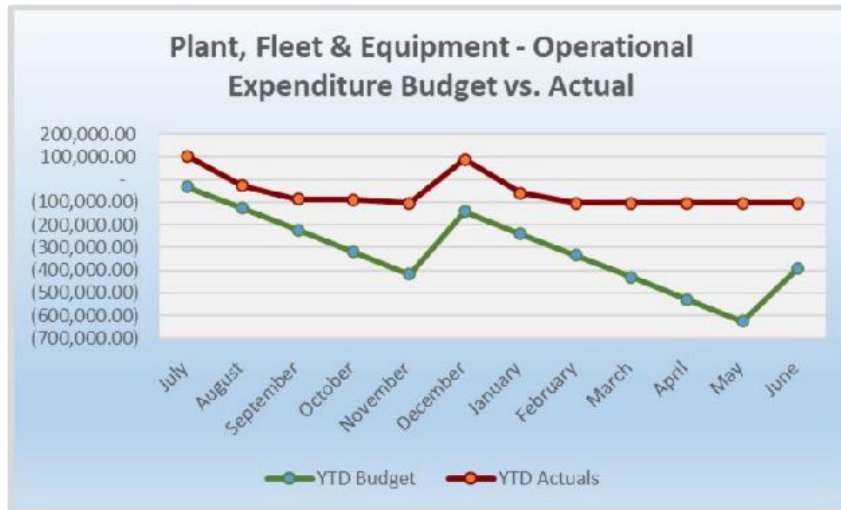
| Business Unit: Transport Network                                                                                             |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 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 | A number of major road and bridge construction projects are underway, majority under grant funding. Road projects include Mt Lindesay Road, Tooloom Road, Kildare Road and Paddys Flat Road. Bridge projects are located on Paddys Flat Road and Grahams Creek Road.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <br>MONITOR    |
| 4.1.1.2 Manage and deliver maintenance services for transport infrastructure.                                                | Manager Works                    | <p>February Grading Report 2023 Council is returning to a normal grading routine maintenance.</p> <p>Grading Schedule</p> <ul style="list-style-type: none"> <li>o Eastern Grader –This crew has prepared a low cost pavement for LRCI sealing on Paddy’s Flat Rd South commencing at 11.87km for a length of 5.1km, which is now sealed. This crew will prepare Timbarra St in Drake for another low cost pavement preparation for LRCI sealing, Council anticipates sealing this road by the end of March, 2023. 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 –Paddy’s Flat Rd North LRCI project (chainage 49.476 to 52.621, now from 48.319 to Tin Hut Rd) has reconstructed the unsealed road to a low cost pavement preparation standard finishing at the completed new bridge over Kangaroo Creek, this section is now sealed. This crew has attended to Wallaby Ck Rd and New Kooreelah Rd and will attend to various other roads on the Northern Crew run in the coming months.</li> <li>o Western Grader – subject to staffing availability, currently stood down. A contract grader is constructing 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 grading Sandy Flat Rd, Mt Speribo Rd, Bluff Ck and River roads. Council anticipates commencing flood damage repairs and full grading Pyes Ck Rd and Silent Grove Rd, once upper limit approvals are attained.</li> </ul> | <br>NEEDS WORK |

**20. TRANSPORT NETWORK**

Monthly Operational Report - February 2023

- o Central Grader –This crew is working down Billirimba Rd, Demon Ck South Rd, Daisy Mount Rd, working down to Billirimba Ck Rd, Upper Rocky and Rocky River roads.
- o Bridge Crew are completing various drainage works around the shire during February and 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 Rd and other eastern roads.
- 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 Local and Regional roads reseals will commence by the end of March 2023.
- o A contract crew will be engaged to attend to McLeods Ck Rd, Boorook Rd and Gilgurry Rd.
- 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



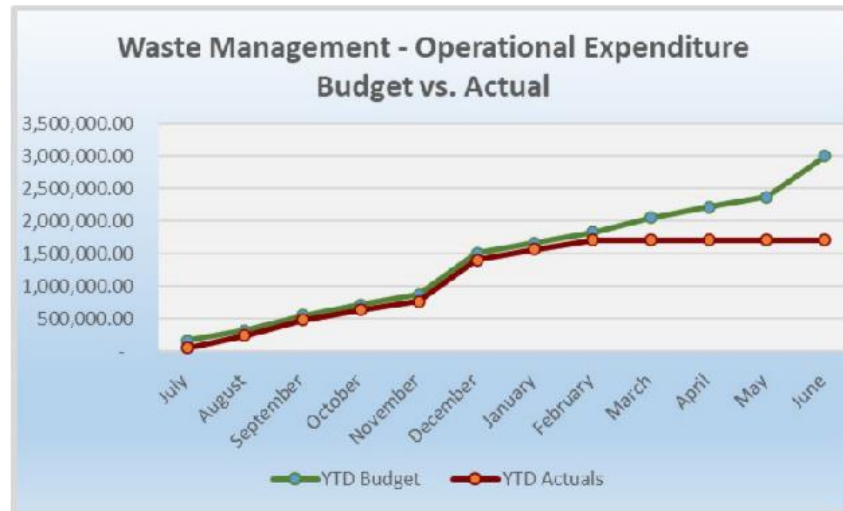
| COA                                     | 22/23 Review 2 Budget | 22/23 YTD Actuals February | 22/23 Percentage Spent |
|-----------------------------------------|-----------------------|----------------------------|------------------------|
| <b>Plant, Fleet &amp; Equipment</b>     | <b>463,887</b>        | <b>(262,095)</b>           | <b>-56.50%</b>         |
| 1. Operating Income                     | (48,190)              | (27,675)                   | 57.43%                 |
| 2. Operating Expenditure                | (390,346)             | (103,176)                  | 26.43%                 |
| 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 | Light fleet replacements under contract while major plant replacements are pending plant reserve. |  |




## 22. Waste Management



| COA                                                          | 22/23<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>February | 22/23<br>Percentage<br>Spent |
|--------------------------------------------------------------|-----------------------------|----------------------------------|------------------------------|
| <b>Waste Management</b>                                      | <b>2,658,643</b>            | <b>(1,854,180)</b>               | <b>-69.74%</b>               |
| <b>1. Operating Income</b>                                   | <b>(3,305,259)</b>          | <b>(3,305,914)</b>               | <b>100.02%</b>               |
| <b>2. Operating Expenditure</b>                              | <b>3,002,828</b>            | <b>1,701,309</b>                 | <b>56.66%</b>                |
| <b>3. Capital Income</b>                                     | <b>(693,858)</b>            | <b>(526,761)</b>                 | <b>75.92%</b>                |
| <b>4. Capital Expenditure</b>                                | <b>3,469,265</b>            | <b>145,196</b>                   | <b>4.19%</b>                 |
| 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                     | 66,241                           | 9.67%                        |
| 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                           | 6,515                            | 0.00%                        |
| 7080732. Torrington Landfill - Convert to Transfer           | 2,000                       | 410                              | 20.51%                       |
| 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>February 2023 - Update</p> <p>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 EFA. Surface water management plan has been received in draft, under review. Further surveys have been undertaken which are required for masterplan update delayed due to 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, including analysis and drawdown tests expected to occur in March 2023.</p> <p>Upgrade for Mingoola new waste transfer station, has stalled Council entered into leases with Crown Lands initially and now Council entering into negotiations with the Moombahlene LALC to purchase the site - on hold.</p> <p>Arrival of new weather stations occurred this month May 2022, deployment complete and on-line in February 2023. Investigating links o Council's website to enable online data for the community.</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 evaluated and report to Council for the March 2023 meeting for weighbridges site ground truthing completed November 2022, fencing quotations received and awarded, front fence completed-pit completed August 2022, surveys and drawings completed. 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> | <br><small>ON TRACK</small> |

22. WASTE MANAGEMENT

Monthly Operational Report - February 2023

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

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

Inspection of Site 51, Boonoo Boonoo Landfill occurred in October 2022 with EPA.

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

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

Upgrade to the security cameras for Tenterfield WTS are under review, along with installation of cameras at Drake to act as a deterrent to the continued break-ins causing damage to fences and theft. Theft and fence damage reported at Drake November 2022, deployment of new surveillance cameras occurred in February 2023.

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

Quarterly toolbox meeting occurred November 2022 and in February 2023.

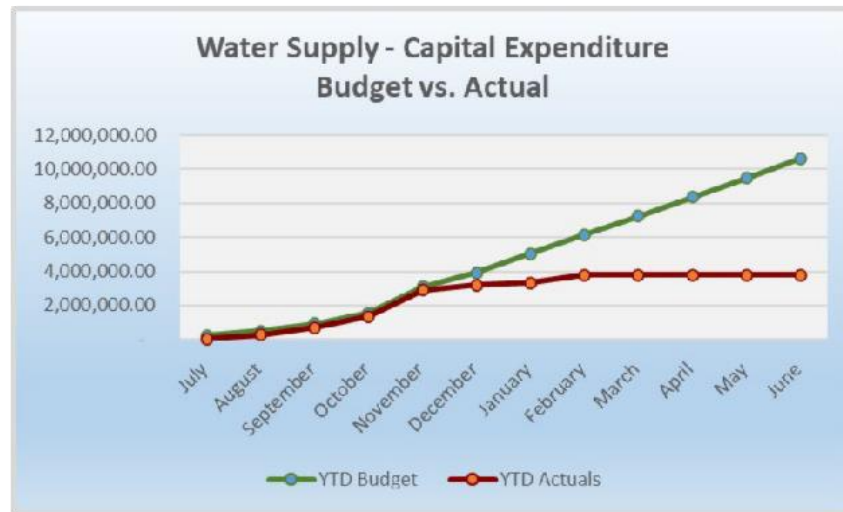
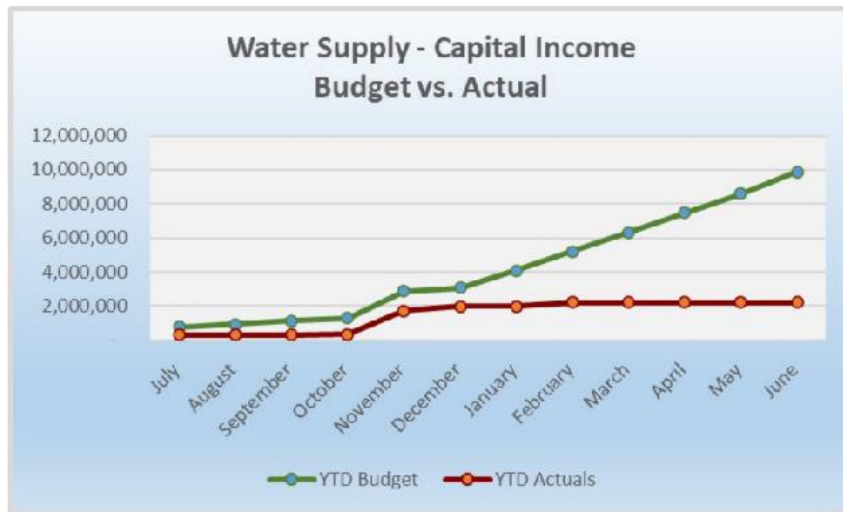
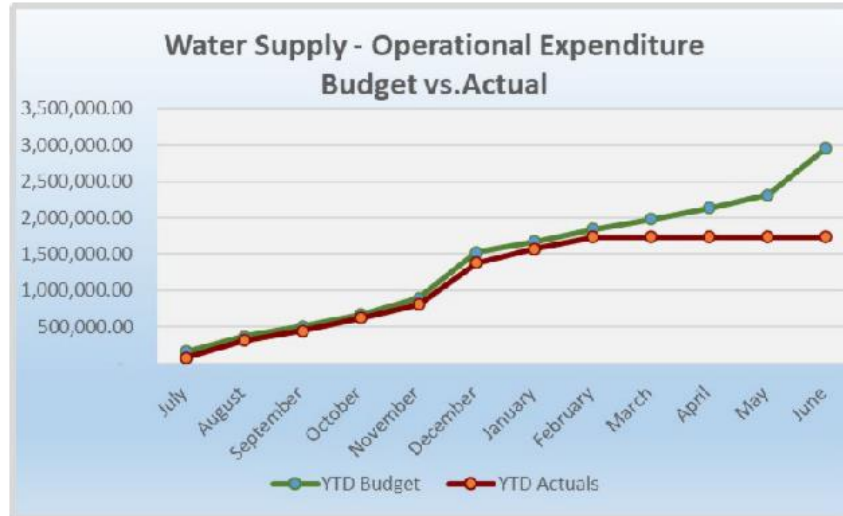
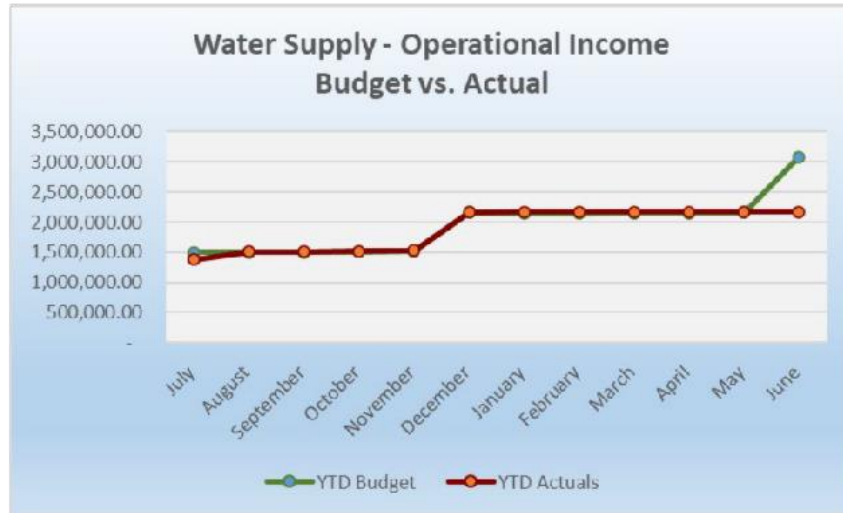
Replacement of the old side loader has commenced the tender stage with RFT preparation and release expected to occur next month report prepared for Council's February 2023 meeting.

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.

Staff Training Chemical Handling Course and Basic Chainsaw operation in Tenterfield, August and September 2022.


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

### 23. Water Supply



| COA                                                                | 22/23<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>February | 22/23<br>Percentage<br>Spent |
|--------------------------------------------------------------------|-----------------------------|----------------------------------|------------------------------|
| <b>Water Supply</b>                                                | <b>881,897</b>              | <b>1,244,504</b>                 | <b>141.12%</b>               |
| 1. Operating Income                                                | (3,087,717)                 | (2,173,500)                      | 70.39%                       |
| 2. Operating Expenditure                                           | 2,949,693                   | 1,732,349                        | 58.73%                       |
| 3. Capital Income                                                  | (9,887,899)                 | (2,206,877)                      | 22.32%                       |
| 4. Capital Expenditure                                             | 10,647,855                  | 3,782,927                        | 35.53%                       |
| 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                   | 3,319,471                        | 43.59%                       |
| 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>109,606</b>                   | <b>42.16%</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>February 2023-Update</p> <p>Bore sampling program is complete awaiting finalisation of analysis results. Checking of Shirly 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 commenced for the New Water Filtration Plant on Scrub Road, the project was awarded to contractors LC Water. Pipework commenced in June, 2022 with concreting of geobag and chemical sump areas completed. The main building slab poured in three stages occurred in August 2022 including a Councillor inspection for the new Water Filtration Plant. Tanks and frame of the building have been erected including new gantry crane, This month of October 2022 the major filtration and flocculation vessels arrived and were craned into position. This month of November 2022 roof with solar panels have been installed with major brick work nearing completion, chemical tanks have been installed over grated bunded area, electrical conduits have commenced installation and pipes have arrived onsite. The December to January 2023 period has seen the roof completed, internal rooms including lining and electrical installation. February has provided the switch board, pipe connections to the large contact tanks and filtration vessels, installation of the laboratory process flow equipment, chemical dosing systems installations as well as installation of pumps.</p> <p>Council staff have commenced in October 2022, the replacement of the major water main for the new filtration plant to the East Street reservoir, works slowed due to rock encountered this has been rectified with the hire of a rock saw. The works are nearing completion to the reservoir, which then will continue along Scrub Road, effect of hard granite is demonstrated by the wearing of tungsten tipped teeth December 2022. The new main continues along scrub road, to the new water filtration plant to expedite installation gel explosives where utilised to crack the hard granite this occurred in February 2023.</p> | <br><small>ON TRACK</small> |

23. WATER SUPPLY

Monthly Operational Report - February 2023

NSW Dam Safety regulation with compulsory risk assessment for the dam under NSW Dam Safety requirements draft completed in December 2022, final report received in February 2023. Inspection of Dam September 2022. Opportunity to continue the Urbenville flood risk assessment has gained OEH endorsement, grant application underway. 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 expected to be released in March 2023.

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.

Risk for Councils doctors surgery at Urbenville was identified, as a NSW health sampling site, works where commissioned to install new storm drain to assist with site drainage.

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

A new opportunity to further the Dam masterplan development with application for grant under Resilience NSW, Local & Regional Risk Reduction stream - Pathway 1 application submitted unfortunately unsuccessful October 2022.

A new opportunity to further the Bore water refinement with application for grant under Resilience NSW, Local & Regional Risk Reduction stream - Pathway 2 application submitted unfortunately unsuccessful December 2022.

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.

Arrival of new weather stations occurred this month May 2022, deployed, December 2022. Systems are running collecting data, new investigation for weather links to Council's website to enable online data for the community.

A grant for water treatment improvement, increased storage capacity and secondary supply at Urbenville has been awarded to Council through New Grid & Water Infrastructure NSW, 1st milestone completed payment pending, secondary supply bore hydrologist engaged, report pending, RFQ for drilling completed and under review in August 2022, report submitted to Council September 2022 and approved. Bore location inspections occurred in September with Hydrogeologists and Drillers, NRAR applications for drilling submitted September, approval granted, scheduling drilling for next month. Pad and access for drilling completed November 2022. Engaging geo-technician for site survey April 2023 and designers January 2023.



Refurbishment of the Water Treatment Plant at Urbenville continues with installation of new dosing pumps, arrival of new process control meters, with installation by specialist contractors Hach completed November 2022. Leak in pit to fluoride system repaired December 2022.

Water supply, is provided to the community under Australian Drinking Water Guidelines (ADWG), current usage at Tenterfield is currently 880KL/day increasing by 45KL/day. Current usage at Urbenville is 249.9KL/day providing an increase in consumption of 4.4KL/day for the 3 communities. Tenterfield Dam Level is 100%-new data loggers place level at 100%; Urbenville Tooloom Creek Level is 100% receiving 108mm for the month of September. Meter Reading completed in May/June water meter readings commenced October/November.

- Tenterfield 0 major main; 1 new meter; 1 new service connections; 0 water limiters installed; 0 water limiters removed; 0 disconnection, 10 broken services repaired; 0 services leaks repaired; 0 valve replacements; mains flushing occurred in 7 location and 2 hydrant replacements. Note Tenterfield WTP repairs including 20m poly pipe installed in April 2022, Fluoride tank maintenance and prominent service inspections May 2022. 0 section 67 private works jobs completed (major repair of Mt Lindsay main). Restrictor notices hand delivered, Clive Street main replacement completed; Reservoir cleaned by Aqualift. 0 interim meter reads. Meter reading commenced. New sludge pump installed at WTP January 2023.

- Jennings 0 including meter; 0 meter replacements; 1 broken services repaired; Major main break (Southern Downs) left community without water Staff supplied water bottles to the community in response to the shortage, mains where flushed to clear debris from repair and return of water.

- Urbenville had 0 major main broken main repairs, mains flushing occurred in 8 location, 0 new meter, 0 meter replacements, 0 water limiters installed and 0 broken service repaired 0 hydrant replacement from damage. Valve testing and hydrant cleaning and checking continues. Urbenville pressure testing for fire suppression system at hospital, Repairs to DAFF system in April 2022, repairs to service line at WTP and prominent service inspections May 2022. SCADA Requires upgrade, Reservoir cleaned by Aqualift, Reservoir floats replaced. Compressor repaired and 2 new oil traps included in system. Meter reading completed. Hydrants marked and painted.

Tenterfield Dam capacity and consumption graphs are provided below (Graph 1); the new data logging probes to assist with raw water information are on-line and delivering a variety of information including a more precise depth measure, allowing dam percentage to be measured more accurately (Graph 2) issues with telemetry have stopped retrieval of information. Installation and testing periods are demonstrated by gaps in information (Graph 2); Tooloom Creek capacity and consumption graph is provided below (Graph 3). Water quality information is also available in monthly water health cards available at Water Health Cards | Tenterfield Shire Council ([nsw.gov.au](http://nsw.gov.au))

Staff Training Chemical Handling Course in Tenterfield and Fluoride course in Casino. Congratulations to Matt Stubbings and Matt Mason for successfully achieving accreditation in Fluoride Course. Resignation of Matthew Stubbings located at Urbenville, staff will miss Matt and wish him well for future endeavours.

23. WATER SUPPLY

Monthly Operational Report - February 2023

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

Manager  
Water & Waste

February 2023-Update



ON TRACK

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. Draft population report received February 2023.

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 February 2023.

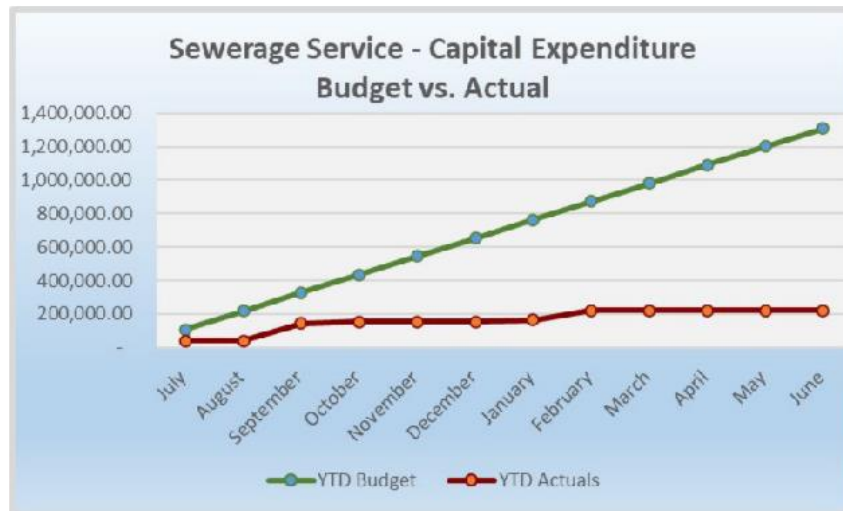
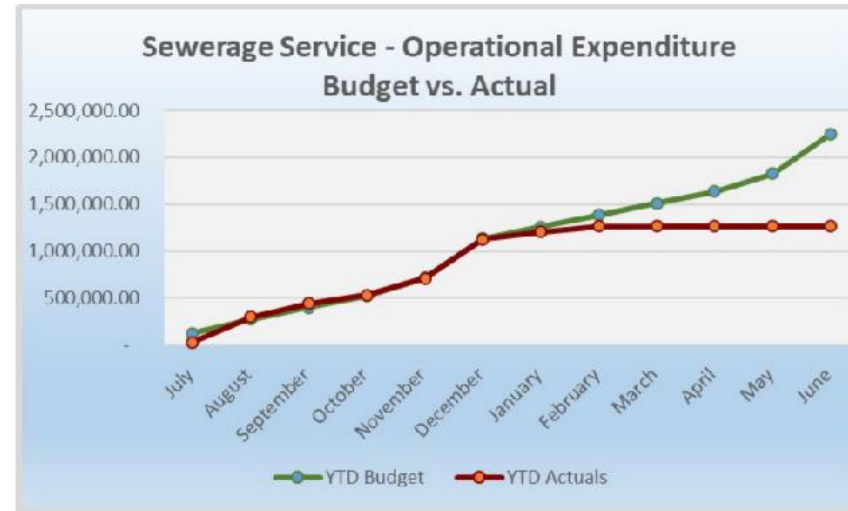
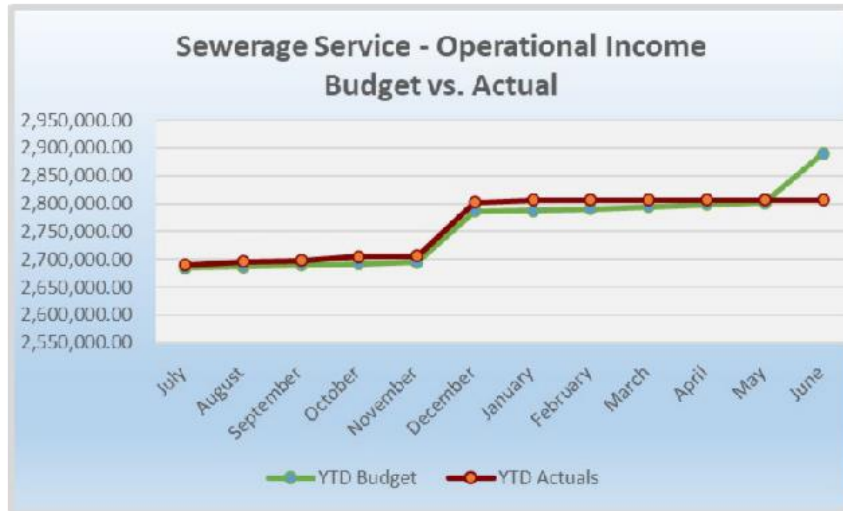
Verification mapping for Councils Water and Sewer assets was delayed in July to commence in August 2022, with contractors utilising GPS equipment for locations in Tenterfield 598 individual locations where mapped additional mapping of hydrants and valves will underway in February 2023 this financial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

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

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


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

## 24. Sewerage Service



| COA                                                                  | 22/23<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>February | 22/23<br>Percentage<br>Spent |
|----------------------------------------------------------------------|-----------------------------|----------------------------------|------------------------------|
| <b>Sewerage Service</b>                                              | <b>760,045</b>              | <b>(1,276,979)</b>               | <b>-168.01%</b>              |
| <b>1. Operating Income</b>                                           | <b>(2,889,930)</b>          | <b>(2,809,711)</b>               | <b>97.22%</b>                |
| <b>2. Operating Expenditure</b>                                      | <b>2,250,030</b>            | <b>1,266,767</b>                 | <b>56.30%</b>                |
| <b>3. Capital Income</b>                                             | <b>(10,000)</b>             | <b>(6,200)</b>                   | <b>62.00%</b>                |
| <b>4. Capital Expenditure</b>                                        | <b>1,309,354</b>            | <b>221,870</b>                   | <b>16.95%</b>                |
| 7872502. Tenterfield Mains Relining (1km Year)                       | 173,800                     | 0                                | 0.00%                        |
| 7872503. Tenterfield Mains Augmentation                              | 69,600                      | 55,780                           | 80.14%                       |
| 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                      | 700                              | 3.20%                        |
| 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>February 2023-Update</p> <p>Molesworth/Miles Street pumping station review and design amendment under development and extending the sewer system to the new water filtration plant has progressed with final designs received in September, planning has commenced for construction with ordering of manholes, pipes and fittings.</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. Urbenville major Pump Station replacement June 2022 met with some technical issues, installers AESSeal where contacted and rectification was scheduled and completed in August 2022 additional costs will be incurred due to requirement to tanker sewerage. The smoke testing program was scheduled to commence in July delayed till August 2022 to rectify illegal storm connections, information was readvertised in the fortnightly our local news. Initial program completed with 69 issues found including three illegal connections properties inspected. Next round of inspections scheduled for February 2023 - underway this financial year.</p> <p>Urbenville de-sludging of finishing ponds commenced in February 2022, however due to flooding finalisation of cleaning was postponed and recommenced in July continued through August 2022, some delays due to PS1 and WTP requirements, desludging now completed in December 2022. Inspection of Urbenville STP by EPA occurred on the 18th January 2023. New lids have been installed in August 2022 at the Tenterfield Petrie and Simpson Street pump stations creating lighter lids for operations and providing compliance with safety regulations.</p> | <br>No TARGET |

24. SEWERAGE SERVICES

Monthly Operational Report - February 2023

A request through meetings with Landowners occurred and additional inspections were requested at Logan Street, from associated works occurring from an overflow in 2020, where a bund was created, for spill in 2020 in report at the time of flooding show the area before works as a low depression area. There is no visual bund remaining on the property, this was fixed in 2020. The area depicts a swampy area, with vegetation reflecting the water/swampy nature in this area the land has a natural slope towards the manhole then into the creek, estimate approx. 3m height/fall from road, for the owners to mow this area I estimate to fill would be several tons (not Council's issue), however for fill this close to the creek, they may need to undertake a flood effect report. There are 2 manholes through this area as well as IO connections, all looked in good condition, may change lids at future date to aid with infiltration. The creek and area is a natural collection area before entering Tenterfield creek. Inspection for mains extension at Tenterfield section 67 occurred this month September 2022.

Inspection of Site 51 and Tenterfield Sewage Treatment Plant (STP) occurred in October 2022 with EPA. Arrival of new weather stations occurred this month May 2022, deployment completed September 2022. Systems are running collecting data, new investigation for weather links to Council's website to enable online data for the community. Weather station at Tenterfield STP 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 commenced February 2023 this financial year, Urbenville was incorporated this financial year.

As part of the refurbishment program for the Tenterfield STP, a new upgrade with control probes that monitor treatment processes provide savings to utilise energy more efficiently, PLC replacement completed January 2023, handrails (measured and orders pending) and cable trays scheduled. Equipment services completed for Urbenville and Tenterfield.

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.

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

Staff Training Fluoride Course in Casino and Chemical course Tenterfield September 2022. Trade waste seminar/ refresher held in November 2022.

Resignation of Matthew Stubbings located at Urbenville, staff will miss Matt and wish him well for future endeavours.

**24. SEWERAGE SERVICES**

Monthly Operational Report - February 2023

Our customer base is the public, other Council departments and contractors. Tenterfield  
Sewer connections 0; Major pump station clearing 0; Blockages were reported and cleared at 2 locations; 0  
broken main repair; with 3 mains visually checked with new CCTV. Large tree roots in Tenterfield and 0 major  
manhole repair, 0 broken main repairs and 1 section 67 private works jobs completed in this reporting  
period. Pump refurbishment 3 at STP July 2022, Major pumpstation maintenance 0. Trade Waste inspections.  
Urbenville

Sewer connections 0; Major pump station clearing 0; Blockages were reported and cleared at 1 locations; 0  
broken main repair; with 0 mains visually and 0 major manhole repair, 0 broken main repairs and 0 effluent  
line repair. Major pump station refurbishment June technical and failure issues July 2022, competed and  
functional August 2022 (PS1) adjustment on counters undertaken, and 0 section 67 private works jobs  
completed, in this reporting period. STP switch repairs to decant process boards, new PLC's under  
investigation October 2022. Trade Waste inspections.

|                      |                                                               |
|----------------------|---------------------------------------------------------------|
| <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 GOV11/23</b>                                          |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 28 FEBRUARY 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 28 February 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 28 February 2023.

Cash Book Balances on this date were as follows:-

|                        |                  |        |
|------------------------|------------------|--------|
| General (Consolidated) | \$ 27,391,148.00 | Credit |
| General Trust          | \$ 382,340.85    | Credit |

##### (b) Summary of Investments



Our Governance No. 11 Cont...

The attachment to this report is a certified schedule of all Council's investments as at 28 February 2023 showing the various invested amounts and applicable interest rates.

### Concealed Water Leakage Concession Policy Update

For the month of February 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 25 applications for 603 Certificates in February 2023.

In the calendar year to date, there have been 41 applications compared to 60 applications for the same period last year.

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

| <b>RESTRICTED CASH ANALYSIS</b>                                         | <b>AS AT 28 FEBRUARY 2023</b> | <b>AS AT 30 JUNE 2022</b> |
|-------------------------------------------------------------------------|-------------------------------|---------------------------|
|                                                                         |                               |                           |
| <b>TOTAL CASH &amp; INVESTMENTS</b>                                     | <b>\$33,773,489</b>           | <b>\$37,107,638</b>       |
|                                                                         |                               |                           |
| <b>EXTERNALLY RESTRICTED CASH</b>                                       | <b>\$ 32,224,796</b>          | <b>\$31,625,799</b>       |
|                                                                         |                               |                           |
| <b>INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)</b>         | <b>\$ 14,156,723</b>          | <b>\$14,401,703</b>       |
| GRANT-RELATED - GENERAL (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES) | \$12,846,439                  | \$13,785,826              |
| GRANT-RELATED - WATER (EXCL DEVELOPER CONTRIBUTIONS)                    | \$846,054                     | \$615,877                 |
| GRANT-RELATED - SEWER (EXCL DEVELOPER CONTRIBUTIONS)                    | -                             | -                         |
| GRANT-RELATED - WASTE (EXCL DEVELOPER CONTRIBUTIONS)                    | \$464,230                     | -                         |
| GRANT-RELATED - STORMWATER (EXCL DEVELOPER CONTRIBUTIONS)               | -                             | -                         |
| BRUXNER WAY WIDENING                                                    | -                             | -                         |
|                                                                         |                               |                           |
| <b>INCLUDED IN DEVELOPER CONTRIBUTIONS</b>                              | <b>\$ 695,023</b>             | <b>\$467,232</b>          |
| DEVELOPER CONTRIBUTIONS - GENERAL                                       | \$511,423                     | \$347,608                 |
| DEVELOPER CONTRIBUTIONS - WATER                                         | \$82,456                      | \$37,565                  |
| DEVELOPER CONTRIBUTIONS - SEWER                                         | \$47,655                      | \$41,455                  |
| DEVELOPER CONTRIBUTIONS - WASTE                                         | \$48,012                      | \$36,595                  |
| DEVELOPER CONTRIBUTIONS - STORMWATER                                    | \$5,477                       | \$4,009                   |
|                                                                         |                               |                           |
| <b>INCLUDED IN RFS RESERVES</b>                                         | <b>\$156,627</b>              | <b>\$92,098</b>           |
| RFS RESERVES                                                            | \$156,627                     | \$92,098                  |
|                                                                         |                               |                           |

Our Governance No. 11 Cont...

| <b>INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER GRANT RELATED, DC AND RFS ABOVE)</b> | <b>\$17,216,423</b> | <b>\$16,664,766</b> |
|--------------------------------------------------------------------------------------------------|---------------------|---------------------|
| WATER                                                                                            | \$781,355           | \$2,180,603         |
| SEWER                                                                                            | \$6,575,733         | \$5,703,375         |
| WASTE                                                                                            | \$8,488,175         | \$7,372,548         |
| STORMWATER                                                                                       | \$988,819           | \$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>\$1,548,693</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. 11 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 - 28 February 2023 | 1<br>Page |

**TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 28 FEBRUARY 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><u>INVESTMENTS TOTAL</u></b>         |               |                 |               |               | <b><u>6,000,000.00</u></b> | <b><u>100.00%</u></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 GOV12/23</b>                                     |
| <b>Subject:</b>      | <b>CAPITAL EXPENDITURE REPORT AS AT 28 FEBRUARY 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 28 February 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. Further updates to the Capital Expenditure budgets were adopted in the December 2022 Quarterly Budget Review at the February 2023 Council meeting. 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**

- Local Government Act 1993

Our Governance No. 12 Cont...

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

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

|                               |                                                        |                   |
|-------------------------------|--------------------------------------------------------|-------------------|
| Prepared by staff member:     | Roy Jones, Manager Finance & Technology                |                   |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                   |                   |
| Department:                   | Office of the Chief Corporate Officer                  |                   |
| Attachments:                  | <b>1</b> Capital Expenditure Report -<br>February 2023 | <b>3</b><br>Pages |

**Tenterfield Shire Council  
Capital Expenditure Report as at 28 February 2023**

| Capital Projects                                                                         | Funding Source       | 22/23 Adopted Review 2 Budget \$ | 22/23 YTD Actuals \$ | 22/23 Percentage Spent % | Comments                                                                                                                                              |
|------------------------------------------------------------------------------------------|----------------------|----------------------------------|----------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office of the Chief Executive</b>                                                     |                      | <b>3,138,429</b>                 | <b>246,920</b>       | <b>7.87%</b>             |                                                                                                                                                       |
| <b>Economic Growth and Tourism</b>                                                       |                      |                                  |                      |                          |                                                                                                                                                       |
| 4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead                     | General Fund - Grant | 1,714,593                        | 229,506              | 13.39%                   |                                                                                                                                                       |
| 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                                                                                                                      |
| 5400511. SCCF5 - 0867 - Tenterfield Youth Precinct Infrastructure Upgrade, Stage 2       | General Fund - Grant | 904,968                          | 0                    | 0.00%                    |                                                                                                                                                       |
| <b>Total Economic Growth and Tourism</b>                                                 |                      | <b>2,874,137</b>                 | <b>234,506</b>       | <b>8.16%</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%                   | Expenditure to date utilised for self-service IT equipment for Urbenville & Drake. Remainder to be used as part of Refurbishment project.             |
| 5000522. Local Priority Grant 2021/22                                                    | General Fund - Grant | 19,329                           | 0                    | 0.00%                    | To be used as part of Refurbishment project                                                                                                           |
| 5000524. Local Priority Grant 2022/23                                                    | General Fund - Grant | 24,900                           | 0                    | 0.00%                    | To be used as part of Refurbishment project                                                                                                           |
| 5000523. Public Library Infrastructure Grant - Refurbishment of the Tenterfield Library  | General Fund - Grant | 196,886                          | 0                    | 0.00%                    | In-progress - due for completion June 2023                                                                                                            |
| <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>590,017</b>       | <b>27.38%</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%                    | Site has been surveyed and quote being sought                                                                                                         |
| 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%                   | Works being conducted by community group                                                                                                              |
| 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                           | 3,522                | 4.70%                    |                                                                                                                                                       |
| 1810508. Capitalised Software                                                            | General Fund         | 150,000                          | 43,173               | 28.78%                   |                                                                                                                                                       |
| <b>Total Finance &amp; Technology</b>                                                    |                      | <b>225,000</b>                   | <b>46,695</b>        | <b>20.75%</b>            |                                                                                                                                                       |
| <b>Livestock Saleyards</b>                                                               |                      |                                  |                      |                          |                                                                                                                                                       |
| 4220504. Improvements to Loading Ramps & Traffic Facilities                              | General Fund         | 207,940                          | 181,452              | 87.26%                   | Double height ramp completed and operational. Further laneways to complete.                                                                           |
| <b>Total Livestock Saleyards</b>                                                         |                      | <b>207,940</b>                   | <b>181,452</b>       | <b>87.26%</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. Drainage and landscaping to be 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>48,985,061</b>                | <b>19,142,189</b>    | <b>39.08%</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>     |                          |                                                                                                                                                       |

\*Report Contains Filters

| Capital Projects                                                                                   | Funding Source       | 22/23 Adopted Review 2 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 complete, report to council                                                                                                                                                                                           |
| 7872503. Tenterfield Mains Augmentation                                                            | Sewer Fund           | 69,600                           | 55,780               | 80.14%                   | Infrastructure arrived and cracking rocks completed for works 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                           | 700                  | 3.20%                    |                                                                                                                                                                                                                                       |
| 7872519. Tenterfield Network Renewal                                                               | Sewer Fund           | 193,800                          | 0                    | 0.00%                    | Infrastructure ordered, initial smoke testing completed, additional 2 smoke testing scheduled for February underway                                                                                                                   |
| 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%                    | Redesign underway                                                                                                                                                                                                                     |
| 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%                   | GPS verification of manholes, nearing completion                                                                                                                                                                                      |
| 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%                    | Completed for Urbenville, Tenterfield recommenced                                                                                                                                                                                     |
| 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>221,870</b>       | <b>16.95%</b>            |                                                                                                                                                                                                                                       |
| <b>Stormwater &amp; Drainage</b>                                                                   |                      |                                  |                      |                          |                                                                                                                                                                                                                                       |
| 8252502. Drainage Pits - Upgrade                                                                   | Stormwater Fund      | 63,000                           | 2,565                | 4.07%                    |                                                                                                                                                                                                                                       |
| 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>2,636</b>         | <b>2.02%</b>             |                                                                                                                                                                                                                                       |
| <b>Transport Network</b>                                                                           |                      |                                  |                      |                          |                                                                                                                                                                                                                                       |
| 6215110. Regional & Local Roads Traffic Facilities                                                 | General Fund - Grant | 68,000                           | 58,959               | 86.70%                   | Urban linemarking done in February                                                                                                                                                                                                    |
| 6215510. Regional Roads Block Grant - Reseals Program                                              | General Fund - Grant | 582,668                          | 265,090              | 45.50%                   |                                                                                                                                                                                                                                       |
| 6215531. Special Grant Mt Lindesay Road (RMS/Fed)                                                  | General Fund - Grant | 5,323,347                        | 5,734,352            | 107.72%                  | 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                        | 1,331,527            | 25.13%                   |                                                                                                                                                                                                                                       |
| 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         | 40,540                           | 36,879               | 90.97%                   | Completed                                                                                                                                                                                                                             |
| 6215568. FLR200241 - Kildare Road (Tenterfield Tourist Route 9)                                    | General Fund - Grant | 2,666,325                        | 1,817,800            | 68.18%                   |                                                                                                                                                                                                                                       |
| 6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel               | General Fund - Grant | 61,108                           | 62,343               | 102.02%                  | 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                        | 438,968              | 14.78%                   | Pavement widening works are continuing                                                                                                                                                                                                |
| 6215575. ROSI - Sunnyside Platform Road Upgrade                                                    | General Fund - Grant | 1,752,075                        | 1,562,068            | 89.16%                   | Bruxner Way intersection linemarking to be completed                                                                                                                                                                                  |
| 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                        | 512,045              | 24.52%                   |                                                                                                                                                                                                                                       |
| 6215580. Repair Program 2022/23                                                                    | General Fund - Grant | 565,572                          | 239,735              | 42.39%                   |                                                                                                                                                                                                                                       |
| 6215582. DRFA EPAR - EN00010 - AGRN1012 - 22 Feb 2022 Onwards                                      | General Fund - Grant | 0                                | 30,318               | 0.00%                    |                                                                                                                                                                                                                                       |
| 6220269. DRFA AGRN1012 Package 1 EPAR                                                              | General Fund - Grant | 56,047                           | 153,537              | 273.94%                  |                                                                                                                                                                                                                                       |
| 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                        | 859,962              | 78.14%                   | Bridge open to traffic                                                                                                                                                                                                                |
| 6220274. Bridges Renewal Program - Unknown Creek Bridge (67203) Replacement, Paddy's Flat Road Nth | General Fund - Grant | 722,414                          | 375,506              | 51.98%                   | Guardrail still to be installed                                                                                                                                                                                                       |
| 6220276. Bridges Renewal Program - Unknown Creek Bridge (67161) Replacement, Paddy's Flat Road Sth | General Fund - Grant | 532,955                          | 553,481              | 103.85%                  | Bridge open to traffic                                                                                                                                                                                                                |
| 6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Road             | General Fund - Grant | 644,907                          | 314,579              | 48.78%                   | Bridge open to traffic                                                                                                                                                                                                                |
| 6220278. Fixing Country Bridges - Washpool Creek Bridge Replacement, Leechs Gully Rd               | General Fund - Grant | 306,867                          | 349,439              | 113.87%                  | 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                          | 128,137              | 21.30%                   |                                                                                                                                                                                                                                       |
| 6220503. Gravel Resheets                                                                           | General Fund         | 632,452                          | 99,988               | 15.81%                   | 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%                    | Work planned for March                                                                                                                                                                                                                |
| 6220512. Rural Culverts & Pipes                                                                    | General Fund         | 100,000                          | 10,276               | 10.28%                   | to be used for Council contribution to Kildare Road project                                                                                                                                                                           |
| 6220513. Concrete Bridges                                                                          | General Fund         | 20,223                           | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 6220514. Causeways                                                                                 | General Fund         | 208,163                          | 0                    | 0.00%                    | Design being prepared for Fisheries approvals                                                                                                                                                                                         |
| 6240101. Gravel Pit Rehabilitation                                                                 | General Fund         | 30,664                           | 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                          | 110,821              | 22.16%                   |                                                                                                                                                                                                                                       |
| 6240513. Other Contributions to Works (Capital) - Expenses                                         | General Fund         | 6,752                            | 6,138                | 90.91%                   | Completed                                                                                                                                                                                                                             |
| <b>Total Transport Network</b>                                                                     |                      | <b>32,305,964</b>                | <b>15,116,469</b>    | <b>46.79%</b>            |                                                                                                                                                                                                                                       |

\*Report Contains Filters



| Capital Projects                                                   | Funding Source                                                 | 22/23 Adopted Review 2 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                          | 66,241               | 9.67%                    | 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                                | 6,515                | 0.00%                    |                                                                                                  |
| 7080732. Torrington Landfill - Convert to Transfer                 | Waste Fund                                                     | 2,000                            | 410                  | 20.51%                   | Fencing to be completed                                                                          |
| 7080811. Tenterfield WTS Groundwater Bores                         | Waste Fund                                                     | 119,879                          | 1,754                | 1.46%                    |                                                                                                  |
| <b>Total Waste Management</b>                                      |                                                                | <b>3,469,265</b>                 | <b>145,196</b>       | <b>4.19%</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                        | 3,319,471            | 43.59%                   | Construction and fit out accelerated.                                                            |
| 7484533. Water Network Mapping Improvements                        | Water Fund                                                     | 20,000                           | 10,885               | 54.43%                   | Nearing completion - 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, approval received & drilling scheduled |
| 7484542. Tenterfield Apex Park Bore - Refining                     | Water Fund                                                     | 39,193                           | 39,193               | 100.00%                  | Completed                                                                                        |
| 7484811. Urbenville Water Treatment Plant Upgrade                  | Water Fund                                                     | 50,000                           | 48,559               | 97.12%                   | Continuing                                                                                       |
| 7484812. Urbenville Sewer Scada Renewal                            | Water Fund                                                     | 10,000                           | 561                  | 5.61%                    |                                                                                                  |
| 7484901. Jennings Mains Replacement                                | Water Fund                                                     | 11,500                           | 0                    | 0.00%                    | New extension underway                                                                           |
| 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>3,782,927</b>     | <b>35.53%</b>            |                                                                                                  |
| <b>Grand Total</b>                                                 |                                                                | <b>54,278,598</b>                | <b>19,979,125</b>    | <b>36.81%</b>            |                                                                                                  |

\*Report Contains Filters

|                      |                                                                                    |
|----------------------|------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                               |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media                                     |
| <b>Reference:</b>    | <b>ITEM GOV13/23</b>                                                               |
| <b>Subject:</b>      | <b>NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT<br/>2023 - MOTIONS FOR DEBATE</b> |

|                                                               |                                                                                                                                                                           |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                           |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - Resources and advocacy of Council are aligned to support the delivery of the community vision outlined in the Community Strategic Plan.               |
| <b>CSP Strategy:</b>                                          | Lobby and support government and local service providers to enhance communications infrastructure across the Tenterfield Shire.                                           |
| <b>CSP Delivery Program</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. |

## SUMMARY

The purpose of this report is for Council to consider motions to be submitted for the National General Assembly of Local Government 2023 in Canberra, 13 – 16 June 2023.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Approve the submission of the following motions for the National General Assembly of Local Government 2023:**
  - (i) This National General Assembly again calls on the Australian Government to increase funding for local government Financial Assistance Grants to a level of at least 1% of Commonwealth taxation revenue.**
  - (ii) This National General Assembly calls on the Australian Government to either cease the practice of expecting Council co-contributions when applying for Federal Government Grants or allow Council's in-kind contributions to be eligible as the co-contribution from Councils.**
  - (iii) This National General Assembly calls on the Australian Government to provide grants for local government for asset renewal/infrastructure replacement rather than only new infrastructure/assets.**
  - (iv) This National General Assembly calls on the Australian Government to increase priority to visa application processing for rural and regional health and education professional (Currently fast tracking these for the cities within 25 days, but for rural and regional areas 18 months).**

Our Governance No. 13 Cont...

### **BACKGROUND**

At the 8 March 2023 Councillor Workshop, it was discussed that Council prepare and consider motions for debate – submission closing date being 11.59 pm, Friday 24 March 2023. Prior to this an email seeking “Motion” suggestion was forwarded to all Councillors on Tuesday 10 January 2023.

The theme of the 2023 National General Assembly is “*Our Communities, Our Future*”.

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

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.

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 or 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.

Our Governance No. 13 Cont...

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)

**REPORT:**

As a result of the Councillor Workshop held 8 March 2023, submissions for the following motions are proposed to be submitted:

- (i) This National General Assembly again calls on the Australian Government to increase funding for local government Financial Assistance Grants to a level of at least 1% of Commonwealth taxation revenue.
- (ii) This National General Assembly calls on the Australian Government to either cease the practice of expecting Council co-contributions when applying for Federal Government Grants or allow Council's in-kind contributions to be eligible as the co-contribution from Councils.
- (iii) This National General Assembly calls on the Australian Government to provide grants for local government for asset renewal/infrastructure replacement rather than only new infrastructure/assets.
- (iv) This National General Assembly calls on the Australian Government to increase priority to visa application processing for rural and regional health and education professional (Currently fast tracking these for the cities within 25 days, but for rural and regional areas 18 months).

Motions i), ii), and iii) tie in directly to the questions raised in the Discussion Paper under the heading of Local Government Infrastructure/ Community Wellbeing and Natural Disasters:

In order for Councils, particularly Regional and Rural Councils to become more financially sustainable, these motions need to be adopted and accepted by the Federal Government.

In relation to the first and most important of the proposed motions, this is more important than ever for Councils particularly for Rural & Regional Councils. With natural disasters (minor/major flooding; rain events) impacting Local Government infrastructure (road networks; drainage; bridges etc) in most of the state the renewal of infrastructure is an essential service delivery of each shire community.

The priority area of "Community wellbeing" is also linked to the infrastructure damaged from Natural Disasters. Without the road networks, the community are unable to move about, visiting family and friends, which contribute to poor mental health and a disconnect from community.

Councils do not always need to add to their existing asset base by building "new" assets/infrastructure. For example, the water and sewer systems of Tenterfield can be dated back 90 years, although Tenterfield has a small rate base, the ratepayer expects a certain standard of service delivery. With the flooding of Northern NSW, Tenterfield

Our Governance No. 13 Cont...

Shire has also experienced an influx of residents moving to higher ground. This has been vital for our building and land development economy, although leads to higher demands on older infrastructure such as sewer and water.

Depreciation is one of the largest components of such Rural & Regional Councils expenditure. Success in receiving Commonwealth and other grants is a double-edged sword, particularly in relation to new items of capital expenditure, as the inevitable depreciation increases because of new infrastructure results in higher depreciation, impacting on Council's bottom line. Financial Assistance Grants which are untied funding for Councils need to increase in recognition that there are additional and ongoing lifestyle costs associated with new grant funded assets and it is impossible for Councils to sustain such increased costs without additional funding. Further it is unfair on ratepayers to have to bear these costs.

Finally motion iv) is a direct result of the shortage of health and professional workforce (including the Local Government Workforce). As a Rural, Remote and Regional Council, Tenterfield is centrally located to other larger centres approximately 2.5 – 3 hrs away. Regardless of the proximity to larger centres we still encounter a shortage in experienced staff in the areas of Engineering, Workplace Health & Safety as well as Local Government. Housing can also represent an issue, as a shortage in suitable rental properties or homes to purchase, have been issues in the past with new staff moving from larger centres to town.

The above motions, if accepted, will require changes to the Federal Government's grant guidelines in some instances and will also require changes to the Federal Governments budget policy in relation to the Financial Assistance Grants.

### **COUNCIL IMPLICATIONS:**

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

Nil.

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

The above motions if accepted will require changes to the Federal Government's grant guidelines in some instances and will also require changes to the Federal Governments budget policy in relation to the Financial Assistance Grants.

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

In order for Councils, particularly Regional and Rural Councils to become more financially sustainable, these motions need to be adopted and accepted by the Federal Government.

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

Depreciation is one of the largest components particularly Rural & Regional Council's expenditure. Success in receiving Commonwealth and other grants is a double-edged sword, particularly in relation to new items of capital expenditure, as the inevitable depreciation increases as a result of new infrastructure results in higher depreciation, impacting on Council's bottom line. Financial Assistance Grants which are untied funding for Councils need to increase in recognition that there are additional and ongoing lifecycle costs associated with new grant funded

Our Governance No. 13 Cont...

assets and it is impossible for Councils to sustain such increased costs without additional funding. Further it is unfair on ratepayers to have to bear these costs.

**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:                  | <b>1</b> 2023 Discussion paper National General Assembly |
|                               | 20 Pages                                                 |



AUSTRALIAN  
LOCAL GOVERNMENT  
ASSOCIATION

**2023  
NGA**

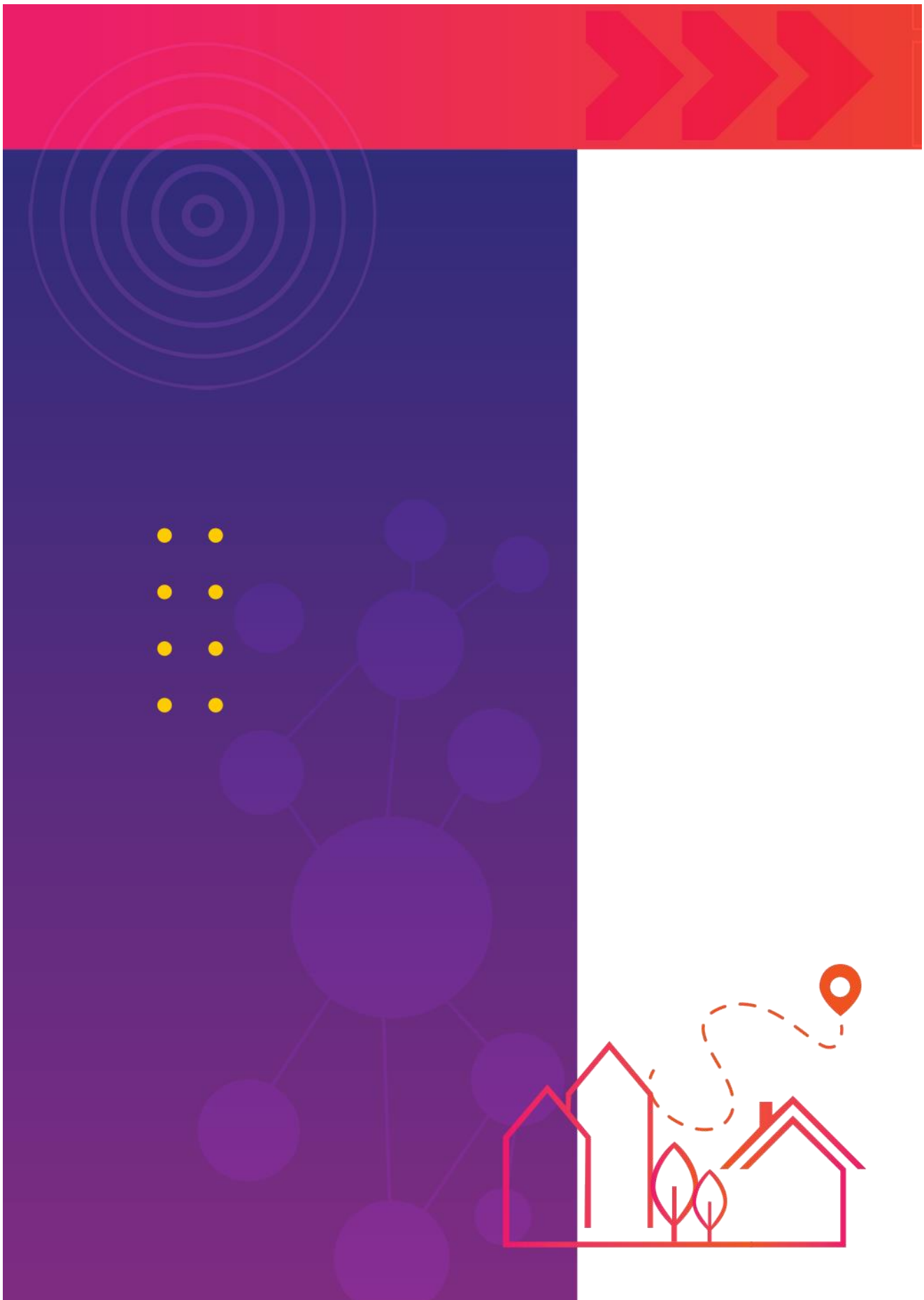
**OUR COMMUNITIES  
OUR FUTURE** ▶▶▶

**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**

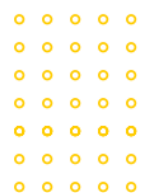
The ALGA Board has undertaken a comprehensive review of the motions process.

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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|                      |                                                                                                                                 |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                                                                            |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media                                                                                  |
| <b>Reference:</b>    | <b>ITEM GOV14/23</b>                                                                                                            |
| <b>Subject:</b>      | <b>ELECTORAL COMMISSION NSW CONDUCT OF 2024 LOCAL GOVERNMENT ELECTIONS - POLLS, REFERENDA &amp; BY-ELECTIONS (2024 TO 2027)</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.                                           |

#### **SUMMARY**

The purpose of this report is to advise Council that staff have been notified that the preference of the NSW Electoral Commission (NSWEC) is to adopt the full example resolution they have provided. The full resolution will allow for one Contract to be signed by all Council's and NSWEC to enable **all** elections, polls & referenda to be carried out, including by-elections if required for the period 2024 to 2027. This will streamline and save on staff time and future cost increases. There is no increase to the quotation received (\$80,468), should these additional items be added by way of council resolution.

At Councils meeting 21 December 2022, Council resolved as follows:-

*250/22 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.*

The NSWEC advise that their preference is that **all** Council's adopt the following full resolution (See Officer's Recommendation) and advise that:

*"Where a council resolves to engage the NSWEC to administer its elections, polls and referenda, the election arrangement with the NSWEC will apply to the 2024 ordinary election and every election, poll and referendum including any by-election or countback election until the contract is automatically terminated 18 months before the following ordinary election of councillors."*

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

**That the Tenterfield Shire Council ("the Council") resolves:**

- (1) 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.**

Our Governance No. 14 Cont...

- (2) Pursuant to s.296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissions to administer all council polls of the Council.**
- (3) Pursuant to s.296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commission to administer all constitutional referenda of the Council.**

### **BACKGROUND**

As per Council's Resolution of the Ordinary Council Meeting held Wednesday 22 December 2022

# 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)*

Subsequently Council provided written acknowledgement and a copy of the above resolution to the Electoral Commission NSW as per the LG NSW Circular 22-35 Dated 11 November 2022/A839620 (Attached). Consequently, Council received a quotation for the conduct of its "Elections" totaling \$80,468. Should Council resolve to add the two additional clauses to the resolution, NSWEC have advised in writing that there would be no change in the amount quoted.

Council must pass the appropriate resolution no later than 18 months before the next ordinary elections, should they require the NSW Electoral Commission to conduct their elections. As Council has previously provided the "base" resolution, we will not be penalised for advising the NSWEC after 15 March 2023.

Council, due to austerity measures and current staff numbers, does not currently have the resources available to accommodate the 2024 onwards Local Government election/s. This report recommends now that the NSW Electoral Commission is the most suitably positioned and qualified organisation to conduct the 2024 -2027 Local Government Election/By-Elections/Polls/Count back or casual vacancies and Referenda.

### **REPORT:**

In the past Council has entered into an Agreement with the ECNSW, which included a Scope of Works outlining certain items required by both the Council and ECNSW. The last Agreement for the 2021 Local Government elections outlined specific tasks,

Our Governance No. 14 Cont...

expectations and estimates of costings. The quotation received from ECNSW totaled \$83,000.

During the 2021 elections there was a lack of candidates for each Ward, with some Wards not requiring an election to be held as they had two nominations only.

Staff subsequently advertised locally, for Expressions of Interest for the conduct of the full Local Government Election/By-elections for September 2024.

No suitably qualified individuals/organisations sought any additional information or provided information as per the advertisement.

Council does not currently have the resources to conduct the 2024 Local Government election. As advertising for suitably skilled contractors to quote on conducting the election found no suitably qualified individuals/organisation to undertake the 2024 Local Government Election/s then Council needs to contract with the Electoral Commission.

By signing one Contract with the NSWEC this will streamline the conduct of any By-election/poll/referenda/election/casual/countback vacancies into the future enabling cost savings.

At the first meeting after the election (September 2024):

- *councils must, by resolution, declare that casual vacancies occurring in the office of a councillor within 18 months of the election are to be filled by a countback of votes cast at the election if councils want to fill vacancies by these means – councils that do not resolve to fill vacancies using a countback at their first meeting after the election will be required to fill vacancies using a by-election (section 291A of the Act)*

If a council does not engage the NSWEC to administer its ordinary election, it cannot engage the NSWEC to administer a countback election following the ordinary election.

#### **COUNCIL IMPLICATIONS:**

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

Nil.

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

- Local Government Act (NSW) 1993

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

Budget allocation for the conduct of the 2024 Local Government elections has been provided to Finance & Technology manager for forecasting into the 23/24 budget. Estimate from the NSW Electoral Commission have been advised at \$80,468, excluding "Constitutional Referendum" and "Council Poll". Subsequently advised by NSWEC that should Council resolved to add the two additional clauses including "Constitutional Referendum" and "Council Poll" there will be no change to the amount quoted.

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

Nil.

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

Nil.

Our Governance No. 14 Cont...

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

By contracting the Electoral Commission NSW to undertake all elections/ polls and referenda this will ensure that Council is not exposed to any risk of fraud, miscounting and other election risks.

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

The Electoral Commission of NSW is specifically placed to meet both Legislative and timeline deadlines.

#### **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:                  | <b>1</b> Estimate of Cost to Conduct Local Government 2024 Elections | 1 Page  |
|                               | <b>2</b> Circular No 22-35 Nov 22                                    | 2 Pages |
|                               | <b>3</b> Frequently Asked Questions                                  | 8 Pages |



**2024 Local Government Election - Cost Estimate**  
**as at 30th January 2023**

**Tenterfield Shire Council**

| <b>Projects / Deliverables</b>                   | <b>Amount</b> |
|--------------------------------------------------|---------------|
| <i>Ballot Papers</i>                             | 948           |
| <i>Call Centre</i>                               | 1,618         |
| <i>Counting and Results - Centralised</i>        | -             |
| <i>Counting and Results - Declaration Voting</i> | 1,514         |
| <i>Event Staffing</i>                            | 39,839        |
| <i>Information Technology</i>                    | 1,793         |
| <i>Logistics</i>                                 | 3,695         |
| <i>Postal Voting Services</i>                    | 2,635         |
| <i>Venues</i>                                    | 17,305        |
| <i>Voter Awareness</i>                           | 3,121         |
| <i>Financial Services</i>                        | 685           |
| <i>Constitutional Referendum</i>                 | -             |
| <i>Council Poll</i>                              | -             |
| <b>TOTAL (excluding GST)</b>                     | <b>73,153</b> |
| <b>GST</b>                                       | <b>7,315</b>  |
| <b>TOTAL (including GST)</b>                     | <b>80,468</b> |

**Note**

*This estimate is based on the Council election being fully contested*

*Shared resources will be utilised where practical*

|                             |                                                                                                     |
|-----------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 22-35/ Date 11 November 2022/ A839620                                                   |
| <b>Previous Circular</b>    | 18-43 – Council decisions on the administration of the September 2020 elections                     |
| <b>Who should read this</b> | Councillors / General Managers / Council governance staff                                           |
| <b>Contact</b>              | Council Governance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| <b>Action required</b>      | Council to Implement                                                                                |

### **Councils' decisions on the administration of their September 2024 ordinary elections**

#### **What's new or changing**

- Under section 296AA of the *Local Government Act 1993* (the Act), councils are required to make a decision on how their ordinary elections in September 2024 are to be administered by **13 March 2023**.
- Each council must resolve **either**:
  - to enter into an election arrangement with the NSW Electoral Commissioner (NSWEC) to administer all the council's elections, polls and constitutional referenda **or**
  - that the council's elections are to be administered by another electoral services provider engaged by the council.
- If a council does not resolve to engage the NSWEC to administer its elections by **13 March 2023**, it must engage another electoral services provider to do so.

#### **What this will mean for your council**

- Councils are required to make a decision under section 296AA by 13 March 2023 on the administration of their next ordinary election. Information to assist councils in making that decision is provided in the attached FAQ.
- If a council is proposing to engage the NSWEC to administer its elections, it should resolve to do so as soon as possible and notify the NSWEC.

#### **Key points**

- Where councils resolve to engage the NSWEC to administer their elections, polls and referenda, a model resolution is suggested in the attached FAQ.
- If a council resolves to adopt an electoral services provider other than the NSWEC, the resolution must state whether the general manager has identified an electoral services provider to be engaged for the next ordinary election and, if so, the name of that provider.

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**Where to go for further information**

- Further information to assist councils' decisions on the administration of their September 2024 ordinary elections is contained in the FAQ attached to this circular.
- Contact the Office of Local Government's Council Governance Team by telephone on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).
- Contact Steve Robb at the NSW Electoral Commission by telephone on 1300 135 736.

**Melanie Hawyes**  
**Deputy Secretary, Crown Lands and Local Government**

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## FREQUENTLY ASKED QUESTIONS

### Part 1 Decision making on the administration of elections

#### **What decisions must councils make on the administration of their elections?**

Under section 296AA of the *Local Government Act 1993* (the Act), each council must resolve by **13 March 2023** either:

- to engage the NSW Electoral Commissioner (NSWEC) to administer the council's elections, polls and referenda, or
- that the council's elections are to be administered by another electoral services provider.

#### **What happens if a council fails to make a decision on the administration of its elections by 13 March 2023?**

If a council fails to make a decision on the administration of its elections, polls and referenda by 13 March 2023, it will not be able to engage the NSWEC to administer its ordinary election and it will be required to make its own arrangements with another electoral services provider for the administration of its elections.

A council that fails to make a decision on the administration of its elections by 13 March 2023 will also be required to publish a notice of that failure on the council's website.

### Part 2 Election arrangements with the NSWEC

#### **What election arrangements can councils enter into with the NSWEC?**

The election arrangement is a standardised contract for all councils. The service schedule and costs schedule of the standardised contract will vary between councils and are made by the NSWEC in consultation with each council.

Where a council resolves to engage the NSWEC to administer its elections, polls and referenda, the election arrangement with the NSWEC will apply to the 2024 ordinary election and every election, poll and referendum including any by-election or countback election until the contract is automatically terminated 18 months before the following ordinary election of councillors.

Where a council resolves to engage the NSWEC to administer its elections, polls and referenda, it should use the model resolutions provided below.

#### **If a council wishes to engage the NSWEC to administer its elections, polls and referenda what form should its resolution take?**

Councils wishing to make a resolution that an election arrangement be entered into for the NSWEC to administer all elections, polls and referenda under section 296(3) of the Act should use the following model resolution:

*The [insert full description of council] ("the Council") resolves:*

1. *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.*

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2. pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
3. pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.

**When must the election arrangements with the NSWEC be finalised?**

Where councils have resolved to enter into an election arrangement with the NSWEC, the contract with the NSWEC must be finalised no later than 15 months before the next ordinary elections (ie **13 June 2023**).

**Can election arrangements with the NSWEC be terminated?**

Yes, but only after the council's ordinary election. An election arrangement for the NSWEC to administer all elections, polls and referenda of a council can be terminated by the council or the NSWEC at any time after the ordinary election by giving written notice of termination and in accordance with any notification requirements set out in the contract.

If the election arrangement is not terminated by either party, the arrangement is automatically terminated 18 months before the following ordinary election when the council will be required to determine who will conduct its next ordinary election.

**If a council does not engage the NSWEC to administer its ordinary election, can it engage the NSWEC to administer a particular by-election, poll or referendum after the ordinary election?**

Yes. Where a council does not enter into an election arrangement with the NSWEC to administer its ordinary election, the council may resolve to enter into an election arrangement with the NSWEC to administer a particular by-election, poll or referendum following the ordinary election.

If councils resolve to engage the NSWEC to administer a particular by-election, poll or referendum after the ordinary election, they should use the model resolutions provided below.

**If a council wishes to engage the NSWEC to administer a particular by-election or countback election, what form should its resolution take?**

Councils wishing to engage the NSWEC to administer a particular by-election or countback election after the ordinary election should use the following model resolution:

*The [insert full description of council] ("the Council") resolves pursuant to ss. 296(2) and (4) of the Local Government Act 1993 (NSW) that:*

1. *an election arrangement is to be entered into for the Electoral Commissioner to administer [insert description of the particular election but do not do so by date in case the election date is changed or postponed]; and*
2. *such election arrangement is to be entered into by contract between the Electoral Commissioner and the Council.*

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**Note:** Please refer below for additional information concerning limitations with respect to countback elections.

**If a council wishes to engage the NSWEC to administer a particular poll, what form should its resolution take?**

Councils wishing to engage the NSWEC to administer a particular poll after the ordinary election should use the following model resolution:

*The [insert full description of council] (“the Council”) resolves pursuant to ss. 296(2) and (4) of the Local Government Act 1993 (NSW), as applied and modified by s.18, that:*

- 1. a council poll arrangement be entered into for the Electoral Commissioner to administer [insert description of the council poll but do not do so by date in case the poll date is changed or postponed]; and*
- 2. such council poll arrangement be entered into by contract between the Electoral Commissioner and the Council.*

**If a council wishes to engage the NSWEC to administer a particular referendum, what form should its resolution take?**

Councils wishing to engage the NSWEC to administer a particular referendum after the ordinary election should use the following model resolution:

*The [insert full description of council] (“the Council”) resolves pursuant to ss. 296(2) and (4) of the Local Government Act 1993 (NSW), as applied and modified by s.18, that:*

- 1. a constitutional referendum arrangement be entered into for the Electoral Commissioner to administer [insert description of the constitutional referendum but do not do so by date in case the referendum date is changed or postponed]; and*
- 2. such constitutional referendum arrangement be entered into by contract between the Electoral Commissioner and the Council.*

**If a council does not engage the NSWEC to administer its ordinary election, can it engage the NSWEC to administer a countback election following the ordinary election?**

**No.** Under section 291A(b) of the Act, if the council's ordinary election was administered by an electoral services provider other than the NSWEC, a countback election to fill a casual vacancy must be conducted by a returning officer appointed by that electoral services provider.

**Part 3 Election arrangements with other electoral services providers**

**What information must be included in a resolution to engage an electoral services provider other than the NSWEC?**

Under section 296AA, where a council resolves that its elections are to be administered by an electoral services provider other than the NSWEC, the resolution must also state whether the general manager has identified an electoral services provider to be engaged for the next ordinary election and, if so, the name of that provider.

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As soon as practicable after the resolution is made, the general manager must publish a copy of the resolution on the council's website.

**What should councils consider before making a decision to engage an electoral services provider other than the NSWEC?**

In considering the use of other electoral services providers, it is important to clarify that they can deliver the elections for the council.

Councils need to be satisfied that if the provider claims to be able to obtain all the electoral material, or hire the necessary venues, or arrange the printing of the ballot papers, or conduct the count, that they can demonstrate their successful completion of these tasks in similar circumstances.

A key consideration will be whether the provider is able to administer the complex counts required under the weighted inclusive Gregory method of preference allocation prescribed under the *Local Government (General) Regulation 2021* (the Regulation) for council elections using the proportional system.

It is also a requirement that the method proposed to be used by the provider to conduct the count of the ballot papers (whether through the use of data entry or scanning equipment) can comply with the formality, scrutiny and record keeping provisions contained in the Act and Regulation.

**If councils decide to use a commercial electoral services provider, is it necessary to go to tender?**

Section 55 of the Act exempts councils from tendering when entering into a contract or arrangement for the NSWEC to administer the council's elections, referendums and polls. This exemption does not apply to contracts or arrangements with any other service provider.

As the amount involved in conducting council elections can be significant it is important to ensure that any commercial organisation is providing value for money. It is also important to ensure that as public funds are being expended, principles of openness, transparency and accountability are not compromised.

Unless the cost of administering the elections is under \$250,000 or any of the other exemptions provided for in section 55 apply, councils will be required to go to tender or to conduct a selective tender when engaging a commercial electoral services provider.

**What should councils consider when entering into a contract with a commercial electoral services provider?**

In negotiating arrangements for the administration of their elections with commercial electoral services providers, councils need to ensure that:

- there will be an appropriate number of pre-poll and polling places
- there will be adequate staffing levels
- the provider uses counting software that can undertake counts using the weighted inclusive Gregory method
- the potential need for the provider to administer countback elections in the 18 months following the ordinary election.

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**What is the appropriate number of polling places?**

The appropriate number of polling places for any one council will depend on its individual characteristics and factors such as the number of electors, the geographic area it covers, available transport options and suitable venues.

While the cost of hiring venues will be a consideration, councils should also consider the following when negotiating the number and type of venues to be used with the electoral service provider:

- How many voters are there in total in the area, and how many voters can each particular venue comfortably handle?
- What venues have been used in the past by either the Australian Electoral Commission for federal elections or the NSWEC for either state or local government elections? What was the previous attendance pattern at these venues?
- Is the venue conveniently located, particularly in light of transport options?
- Is it suitable for the purpose of conducting an election? For example, is there sufficient space for the various tables, voting screens, ballot boxes, throughput of voters? Is there appropriate furniture for electoral officials? For example, if small tables and chairs are used in a primary school these are not appropriate for adults involved in election-related activities.
- Is it easily accessible for all voters and in particular those with a disability, mobility issues, the elderly or frail, parents with prams?
- Are there venues located close to ward boundaries that can issue ballot papers for both the ward in which they are located as well as votes for adjoining ward/s? Or in the case of an undivided council, venues located close to the boundary of another council or councils?
- Is appropriate public liability insurance in place?

It is likely that the more electors a council has, the more polling places it will need.

**What are the appropriate staffing levels for a council election?**

Determining the appropriate number of staff required for any particular council area depends on the estimated number of votes likely to be cast and the volume for each particular voting option (pre-poll, declared institution, postal and election day) as this will have an impact on the categories of staff recruited. For example, if it is anticipated that there will be a high demand for pre-poll voting it may be necessary to have more office assistants available in the returning officer's office than in an area where it is likely that more votes will be taken on election day at polling places.

Under the legislation, all polling places must have a minimum of two staff, one of whom is the polling place manager.

The NSWEC's polling place staffing formula is based on 450 votes per issuing table (at one election official per table) and the overall projected number of votes for the polling place determines the number of issuing tables. The number of issuing tables determines whether a particular polling place requires a deputy polling place manager, a ballot box guard and/or an enquiry officer.

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**Is it possible to conduct the count and distribution of preferences manually?**

**No.** The weighted inclusive Gregory method used for allocating preferences at elections using the proportional system, uses a fractional transfer system. All ballot papers of the elected candidate are used to distribute the surplus (instead of a sample). The ballot papers are distributed at a reduced rate with each transfer of votes by applying a transfer value, making manual counts impossible.

Councils should ensure that any commercial electoral services provider they engage to conduct their elections is able to undertake a count utilising counting software that allocates preferences using the weighted inclusive Gregory method.

**What arrangements should be made for countback elections?**

Councils have the option of filling vacancies that occur in the 18 months following the September 2024 council elections using a countback of the votes cast at the ordinary election instead of a by-election. Countback elections are not available for elections using the optional preferential voting system (including elections for popularly elected mayors).

In order to fill vacancies using a countback election, councils must resolve at their first meeting following the ordinary election that any casual vacancy is to be filled by a countback election.

If councils are proposing to fill vacancies using a countback election, they should factor this into their contractual arrangements with commercial electoral services providers. Among other things, the contractual arrangements should ensure the following:

- the retention of all electoral material, information and data for the 18 month period following the ordinary election during which countback elections may be used
- the safe storage and security of electoral material, information and data (including from cyber-attack)
- the council has ongoing access to the electoral material, information and data from the ordinary election.

**What other considerations should councils factor into their contractual arrangements with commercial electoral services providers?**

Councils should ensure:

- that the commercial electoral services provider has a formal policy that ensures that scrutineers are given as much opportunity as possible to be involved in the counting process by allowing the examination and comparison of ballot papers, the data entry of votes recorded on ballot papers (whether by manual data entry or digital scanning) and electronic or data entry records
- that the commercial electoral services provider has an audit system in place for checking ballot papers against the information entered into the electronic counting system used by the provider and that scrutineers are permitted to observe the audit process and its results
- that the commercial electoral services provider will make full preference data available for publication

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- that the source code of counting software used by the commercial electoral services provider has been independently audited by an accredited source code auditor.

**What services will the NSWEC provide to councils that engage an electoral services provider to administer their elections?**

The NSWEC provides enrolment services to electoral services providers such as the provision of authorised rolls, candidates' rolls, an online look-up facility for non-residential electors, a list of general postal voters and enrolment declaration envelopes. These products and services will be provided at cost to the relevant councils.

**What information are councils required to provide to the NSWEC where they engage another electoral services provider to administer their elections?**

Councils that have engaged a provider other than the NSWEC to administer their elections are required to provide certain information to the NSWEC to support it in the exercise of its statutory functions in connection with the administration of candidate registration and other electoral funding and disclosure requirements and the enforcement of the failure to vote provisions of the Act and Regulation.

**How should election costs be managed?**

General managers should prepare a budget for all facets of council elections, and record and monitor expenditure to ensure a shortfall does not occur. Activity based costing will need to be applied to ensure that all costs and expenses are identified.

Areas to be covered include:

- wages of all electoral officials and any council staff engaged in election-related work
- recruitment and training
- advertising including the placement of statutory advertisements
- candidate and elector information
- hire of venues, furniture and equipment
- production of all election-related material, including forms, envelopes and cardboard material
- printing of ballot papers including in Braille, if requested
- transportation of election-related materials
- IT software and hardware
- administration expenses such as telephone, postage, courier services, photocopiers and printers
- insurance

A number of key variables will not be known until the close of nominations, namely whether an election will be uncontested, whether there will need to be a by-election due to insufficient nominations, whether candidates will form groups and request group voting squares, and whether as a result, ballot papers will need to be printed to allow 'above the line' and 'below the line' voting.

These factors will have an impact on costs. However given the lead time required to ensure voting can go ahead at the prescribed times, provision for all likely costs has to be made.

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**What are the reporting requirements on election costs?**

Within six months of the election, the general manager must prepare a report for the Minister for Local Government on the conduct of each election. Full and transparent costings for each election must be disclosed in this report.

The following list is not exhaustive but contains a number of items that should be reported on:

- time spent on the election by the general manager as a proportion of the general manager's remuneration,
- time spent on the election by council staff as a proportion of council staff remuneration,
- the remuneration of council staff employed specifically for the purpose of the election,
- the remuneration, recruitment and training costs of election officials,
- the cost of running any candidate information seminars,
- the cost of hiring venues and equipment for the election, including council venues and equipment and any associated costs,
- the cost of any technological support, including the development of any counting software,
- the cost of preparing the written report on the election required under the Regulation,
- any electoral services provided to electors,
- any electoral services provided to candidates,
- operational details of the election,
- an overall evaluation of the conduct of the election, including feedback from stakeholders,
- the number of electors entitled to vote at the election and the number of electors who voted, specifying the number of electors who voted personally or by post,
- the cost to the council of engaging the electoral services provider to administer the election.

**What is meant by 'full and transparent costings'?**

It needs to be acknowledged that although council staff may be used to undertake administrative tasks related to the conduct of elections, this comes at a cost. Notably any time spent on election-related work is time not spent on other council duties. Similarly use of council office space or office equipment or resources for election-related work is at the expense of other day to day council activities.

The identification of activity-based costs and expenses allows a comparison with the fees charged by the NSWEC, to see whether one option is better value than the other for ratepayers.

Even in the case of an uncontested election or where there are insufficient nominations to enable the election to proceed on election day, there will be costs associated with having reached that stage, which also need to be reported.

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**(ITEM RC3/23) REPORTS OF COMMITTEES & DELEGATES - BORDER REGIONAL ORGANISATION OF COUNCILS (BROC) - FRIDAY 23 FEBRUARY 2023**

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**REPORT BY:** Elizabeth Melling

A meeting of the Border Regional Organisation of Councils (BROC) was held at Inverell (hosted by Inverell Shire Council) on Friday 23 February 2023.

**RECOMMENDATION**

**That Council receive and note the minutes from the Border Regional Organisation of Councils meeting of 23 February 2023.**

**ATTACHMENTS**

- |                                                                                                    |            |
|----------------------------------------------------------------------------------------------------|------------|
| <b>1</b> Border Regional Organisation of Councils - Meeting Minutes - Thursday<br>23 February 2023 | 9<br>Pages |
|----------------------------------------------------------------------------------------------------|------------|

Correspondence to: PO Box 138, Inverell Shire Council NSW 2360  
Email: [broc@inverell.nsw.gov.au](mailto:broc@inverell.nsw.gov.au)



**MINUTES OF THE BORDER REGIONAL ORGANISATION OF COUNCILS MEETING HELD AT THE INVERELL SHIRE COUNCIL ADMINISTRATION CENTRE, 144 OTHO STREET, INVERELL ON THURSDAY 23 FEBRUARY 2023 COMMENCING AT 2PM (NSW TIME).**

**Attendees:**

|                                 |                             |
|---------------------------------|-----------------------------|
| Balonne Shire Council           | Digby Whyte                 |
| Bulloo Shire Council            | Donna Hobbs (Zoom)          |
| Goondiwindi Regional Council    | Cr Rob McKenzie             |
| Gwydir Shire Council            | Cr John Coulton             |
|                                 | Cr David Coulton            |
| Inverell Shire Council          | Cr Kate Dight (Chairperson) |
|                                 | Sharon Stafford             |
| Moree Plains Shire Council      | Cr Lisa Orchin              |
|                                 | Nick Tobin                  |
| Paroo Shire Council             | Cr Suzette Beresford (Zoom) |
| Southern Downs Regional Council | Cr Andrew Gale              |
| Tenterfield Shire Council       | Cr Bronwyn Petrie           |
| Walgett Shire Council           | Mike Urquardt (Zoom)        |

**Also in Attendance:**

|                                   |                          |
|-----------------------------------|--------------------------|
| Member for Northern Tablelands    | The Hon Adam Marshall MP |
| NSW Cross Border Commissioner     | James McTavish (Zoom)    |
| QLD Police                        | Chris Mitchell           |
| RDA Darling Downs/South West      | Jenny Rix                |
| SES (Guest Speakers)              | Lukas Torr               |
|                                   | Craig Ronan (Zoom)       |
| Inland Rail (Dept Infrastructure) | Laura Colley             |
| ARTC                              | Jo Tait (Zoom)           |
| QLD Dept Main Roads               | Bill Lansbury (Zoom)     |

**1 MEETING OPEN**

Cr Paul Harmon, Mayor of Inverell welcomed delegates to Inverell. Cr Harmon noted the unique nature of this cross border relationship and encouraged members to continue communicating and advocating for the best outcomes for the border region. Cr Harmon thanked delegates and agencies for investing their time and energy and wished them every success moving forward.

**2 ACKNOWLEDGEMENT OF COUNTRY**

Cr Kate Dight acknowledged the Traditional Custodians of this land, the Gomeroi People, and paid respect to Elders past, present and emerging.

**3 APOLOGIES**

RESOLVED (Southern Downs/Goondiwindi) that the following apologies be accepted:

|                                 |                                      |
|---------------------------------|--------------------------------------|
| Balonne Shire Council           | Cr Samantha O’Toole<br>Matt Magin    |
| Goondiwindi Regional Council    | Cr Lawrence Springborg               |
| Paroo Shire Council             | Cassandra White                      |
| Southern Downs Regional Council | Cr Vic Pennisi                       |
| Walgett Shire Council           | Cr Jane Keir                         |
| Member for Lismore              | Janelle Saffin MP                    |
| Member for Warrego              | Ann Leahy MP                         |
| QLD Dept Local Government       | Bernadette Plummer<br>Damon Meadows  |
| <u>Observers</u>                |                                      |
| Bourke Shire Council            | Cr Barry Holman                      |
| Brewarrina Shire Council        | Cr Vivian Slack-Smith<br>David Kirby |

CARRIED

**4 CONFIRMATION OF MINUTES**

**4.1 MEETING MINUTES – 1 DECEMBER 2022**

RESOLVED (Goondiwindi/Paroo) that the minutes of the Border Regional Organisation of Councils meeting held in Goondiwindi on 1 December, 2022, as circulated to members, be confirmed as a true and correct record of that meeting, noting the following amendments:

- Jenny Rix RDA was an apology for that meeting.
- ARTC - The Inland Rail Review by Dr Kerry Schott is not intended to look at the route.

CARRIED

**4.2 MATTERS ARISING FROM THE MINUTES**

Nil.

Cr Bronwyn Petrie arrived at 2.09pm.

**5 CROSS BORDER COMMISSIONER UPDATE**

James McTavish, NSW Cross Border Commissioner update to be held over till later in the meeting.

**ADAM MARSHALL MP, MEMBER NORTHERN TABLELANDS**

At this juncture, the time being 2.10pm the Chairperson invited the Hon Adam Marshall MP, Member for Northern Tablelands to address the meeting.

Mr Marshall briefed BROC on the following matters:

- There is a State election in March 2023 and everything is currently geared towards campaigning for this as the government is in caretaker mode.

- If a new government is elected Adam doesn't foresee sweeping changes to communities.
- The roads & bridges program is being rolled out but the biggest problem is finding contractors to complete the construction work.
- Health is currently the biggest issue with the most recent announcement of the introduction of the Single Employer Model (SEM) trial to be rolled out throughout New England Hospitals beginning at the end of this year. This allows for junior doctors to be employed for up to 4 years across both state-run hospitals and in private clinics. This could allow up to an additional 20-30 new doctors practicing in our region and there is a second intake expected in early 2024. There is significant benefit to all parties with this model being a considerably cheaper alternative to the locum model currently in place. BROC have equally been advocating on this issue for months so this is a very welcome resolve. BROC recognised Mr Marshall for his tireless support of this issue and congratulated him on this latest announcement, thanking him for his support of local communities.

Mr Marshall left the meeting at 2.30pm.

#### **6 DISASTER MANAGEMENT UPDATE**

A/Senior Sergeant Chris Mitchell, District Disaster Management Coordinator – Cross Border Disaster Management briefed BROC on the following:

- The Queensland MOG (Machinery of Government) for Disaster Management is undergoing structural change and now the QLD Police are acting as the umbrella agency to all other disaster management agencies in Qld, ie SES, Recovery Agencies, Qld Fire & Emergency Services etc. By July 1 2023 it is meant to be fully implemented. However Chris is not anticipating any change in his role and the status quo remains.
- Consequently the Disaster Management Forum planned for 12 & 13 July 2023 needs to be restructured and Chris suggested to the group that it be reduced to 1 day only of practical service delivery implementation. All agreed that this is the most effective part of the forum for BROC and that we were willing to accommodate this change. Chris will come back to the group with firm details and designs for the forum and welcomes all member Council's input.

RESOLVED (Moree/Goondiwindi) that BROC support the 2 x half day format proposed for the Disaster Management Workshop to be held 12/13 July 2023.

CARRIED

#### **7 GUEST SPEAKER**

A/Superintendent Lukas Torr, Central West, NSW SES and Craig Ronan, Planning & Intelligence, NSW SES, addressed the meeting on the subject of 'Flood Gauges and the Dissemination of Flood Data'.

- Lukas looks after the Central Western Region of NSW and the NE region role is currently changing over. The new position is to be taken up by Tammy Chefley. She is currently undergoing training but is willing to be the SES Disaster Management spokesperson going forward for BROC.
- The SES are strongly advocating for the uptake of the Hazard Watch App for the dissemination of information during times of disaster. This was previously for fires but has been overhauled to include all climatic disasters ie floods as well.
- The SES act to get citizens to a safe place during times of disaster at which point the new Reconstruction Authority takes over responsibility. There has been extensive review of processes following the last flood and this is the new chain of responsibility.

- Craig Ronan was on screen and added to this presentation as the SES person responsible for liaising with the Bureau of Meteorology and disseminating their information. BOM discuss the flood situation and communicate with SES who manage the Hazards Watch App with this updated information. The app graphically highlights the impacted area, looking for flood peaks etc. They are doing extensive work trying to capture detailed flood data using GIS and special tools to ground truth the flood gauge data. They want to work with locals to further improve this.
- Chris Mitchell agreed to reach out to both Lukas & Craig to bridge the border gap and information flow. There was considerable discussion regarding the operations of the BOM and how interaction with BOM could be better improved. Craig agreed to take this back and investigate further considering it is a federal organisation.

RESOLVED (Moree/Southern Downs) that BROC advocate to the Bureau of Meteorology for improved cross border mapping and that individual Councils raise the issue at the ALGA Conference.

## **8 STRATEGIC PLANNING FOR BROC**

There are 7 areas of strategic importance for BROC and all member Councils agreed to promote and support a restructure of BROC operations so that these areas could be individually addressed and tailored to meet outcomes relevant to BROC. Each area has one member Council electing to lead and drive the advocacy as per the following:

1. Attracting Population and Industry  
Lead Council: Paroo  
Associated Councils: Inverell, Moree
2. Transport Networks  
Lead Council: Gwydir  
Associated Councils: Southern Downs, Tenterfield, Inverell, Bulloo
3. Disaster Recovery, Management & Betterment  
Lead Council: Balonne  
Associated Councils: Goondiwindi, Moree, Tenterfield, Inverell
4. Health Services  
Lead Council: Tenterfield  
Associated Councils: Moree, Inverell, Goondiwindi, Paroo
5. Housing  
Lead Council: Moree  
Associated Councils: Bulloo, Walgett
6. Education & Childcare  
Lead Council: Walgett  
Associated Councils: Bulloo, Moree, Balonne
7. Telecommunication Connectivity  
Lead Council: Goondiwindi  
Associated Councils: Moree, Balonne, Inverell

The lead council will invite all councils to identify and inform the focus group of issues pertinent to that particular area of strategic importance. The working group will then meet to prioritise the issues and report back to the next quarterly BROC meeting.

At this juncture, the time being 3.30pm Mike Urquhart and Jo Tait left the meeting.

**9 AGENCY UPDATES**

- Laura Colley, Inland Rail (Department Infrastructure)
  - Laura (based in Moree) recently commenced with Inland Rail having taken over the role that Angela Doering previously occupied.
  - The Independent Review of Inland Rail is still ongoing but it's release is imminent.
  - It was noted that construction to North Star is to be completed by April 2023 with expected inland rail operations to begin early 2025. Sections north of the border are still very much in elementary negotiations with EIS to be completed.
- Jo Tait, Australian Rail Track Corporation (ARTC) – emailed through the following points for notation:
  - Some good progress on state approvals for the North Star to Border project – only announced on Thursday. North Star to Border project receives NSW Government approval - Inland Rail (artc.com.au)
  - The Inland Rail Review by Dr Kerry Schott is not intended to look at the route.
  - Hopefully by the time we next meet we will have some more clarity around the Review outcomes.
- Jenny Rix, Regional Development Australia (Darling Downs & South West)
  - The RDA is advocating on a number of issues. The Gas price caps are causing much angst and the flow on effects are having a huge impact on the Darling Downs.
  - The effects of the \$20B infrastructure fund to re-wire the nation is being felt everywhere.
  - RDA are heavily invested in providing Resilience workshops as a result of climate variability.
  - There is \$40M invested in agricultural resilience projects with community co-design.
  - Further funding opportunities are with Stronger Country Communities, Connecting Community Grants, Water Buy Backs, Regional Infrastructure Plan DDSSW.
  - There are numerous jobs & skills opportunities. The latest Future Jobs Forum indicated that there is a skills mis-match and the emphasis is to get jobs where they are needed. We have a once in a generation opportunity to get the unemployed into employment and DARMA is in agreement to fast track workers needing visas, particularly visas for rural & regional employment.

RESOLVED (Tenterfield/Moree) that BROC write to the Federal Minister for Immigration, the Hon Andrew Giles advocating for visa applications for people proposing to enter the fields of health & education in regional and rural areas to be fast-tracked in an effort to assist with easing the employment crisis.

At this juncture, the time being 4.00pm Bill Lansbury dialled in to the meeting to provide his update.

- Bill Lansbury (Regional Director, Department Transport & Main Roads QLD)

Bill provided BROC with an update in respect of the following matters:

- Inland Freight Route – Charters Towers to Mungindi
- TMP cost imposts increased by 30%

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Border Regional Organisation of Councils – 23 February 2023

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At this juncture, the time being 4.05pm, Bill Lansbury left the meeting.

**10 CORRESPONDENCE**

10.1 INWARDS

- Bank Statements and Fixed Term Certificate – National Australia Bank & Credit Union
- Letter from Tenterfield Shire Council confirming BROC delegates

10.2 OUTWARDS

- Letter of Support for Regional Development Australia (Queensland Government’s Workforce Connect Fund – Connecting Youth to Industry)
- Letter to the Hon Sam Faraway re: Regional Road Transfer/Classification Review - Bruxner Way
- Letter to Visitor Information Centres re: Border Tourism Trail Proposal
- Letter to the Hon Grace Grace re: Preschools/Kindergartens Funding Model Changes
- Letter to the Hon Di Farmer re: Recognition of Occupational Licensing

RESOLVED (Gwydir/Southern Downs) that the Inwards and Outwards correspondence be received and noted.

CARRIED

10.3 MATTERS ARISING FROM CORRESPONDENCE

Nil.

**11 FINANCIAL REPORT**

11.1 TRANSACTIONS

**National Australia Bank – 69-022-2187**

|                                              |                    |
|----------------------------------------------|--------------------|
| Opening Balance as at 12 October 2022        | <b>\$20,781.46</b> |
| Interest                                     | <b>\$0.42</b>      |
| Sponsorship – Disaster Management Conference | <b>-\$4998.41</b>  |
| Audit Fees – Vanguard Consulting             | <b>-\$330.00</b>   |
| Balance as at 11 January 2023                | <b>\$15,453.47</b> |

**National Australia Bank – Term Deposit 42-388-8697**

|                                               |                    |
|-----------------------------------------------|--------------------|
| Lodged 27 December 2022 for 12 months @ 3.75% | <b>\$10,583.97</b> |
| Maturity Date – 27 December 2023              |                    |



**Warwick Credit Union – Fixed Term Deposit 100005924**

|                                        |              |
|----------------------------------------|--------------|
| Opening Balance as at 31 December 2022 | \$ 11,459.74 |
| Interest Rate 1.55%                    | \$ 44.77     |
| Reinvested 22 January 2023 @ 1.95%     | \$ 11,504.51 |
| Maturity Date – 22 April 2023          |              |

RESOLVED (Tenterfield/Moree) that the Financial Report be accepted.

CARRIED

11.2 MATTERS ARISING FROM FINANCIAL REPORT

Nil.

**12 ITEMS LISTED**

12.1 BROC CONSTITUTION / TERMS OF REFERENCE

RESOLVED (Goondiwindi/Paroo) that Clause 2 (iv) of the BROC Constitution be amended as follows:

‘Areas of Regional Strategic Importance include:

1. Attracting Population and Industry
2. Transport Networks
3. Disaster Recovery Management & Betterment
4. Health Services
5. Housing
6. Education & Childcare
7. Telecommunication Connectivity’

CARRIED

At this juncture, the time being 4.30pm, Donna Hobbs left the meeting.

12.2 TOURISM TRAIL

RESOLVED (Moree/Goondiwindi) that:

- i) BROC continue to recognise the significant benefits this initiative could bring to the entire border region;
- ii) Note that the success of the initiative will depend on a commitment from all stakeholders along the border; and
- iii) Delegates go back to their respective visitor information centres to encourage a commitment to further investigate/scope the proposal if they haven’t committed already.

CARRIED

12.3 MEETING DATES & TIMES

RESOLVED (Tenterfield/Southern Downs) that generally speaking BROC meetings be held on the 2nd Friday of every 3rd month commencing at 9am local time.

Meeting dates for 2023 and 2024:

- Meeting Dates for 2023
  - 19 May 2023 - Balonne Shire Council (St George)
  - 11 August 2023 - Paroo Shire Council (Cunnamulla)
  - 10 November 2023 - Tenterfield Shire Council (Tenterfield)\* (AGM & Ordinary)
  
- Meeting Dates for 2024
  - 9 February 2024 (Brewarrina Shire Council)
  - 10 May 2024 (Southern Downs Regional Council)
  - 9 August 2024 (Walgett Shire Council)
  - 15 November 2024 (Goondiwindi Regional Council)\* (AGM & Ordinary)

CARRIED

13 ACTION ITEM LOG

RESOLVED (Goondiwindi/Tenterfield) that:

- a) the Action Item Log be received and noted: and
- b) the following items be removed from the Action Log:

- Flood Gauges / Flood Data Presentation
- Constitution

14 GENERAL BUSINESS

Membership of BROC

An invitation was extended in 2022 to Bourke & Brewarrina Councils inviting them to be members of BROC.

The Chairperson was pleased to inform that Brewarrina have agreed to become a member.

RESOLVED (Gwydir/Moree) that:

- i) Brewarrina Shire Council be accepted as a member of BROC;
- ii) A tax invoice for 2022/23 membership of \$500 be forwarded to Brewarrina Shire Council; and
- iii) The BROC Constitution reflect Brewarrina Shire Council as a member.

Premier's Regional Forums

Cr Rob Mackenzie informed delegates that Balonne Shire Council & Goondiwindi Regional Council have both committed funding for a case study to be prepared lobbying for a Queensland Cross Border Commissioner. The case study will be presented at the Premier's Regional Forum to be held in St George in mid March.

Cr Mackenzie suggested that other QLD councils may wish to co-contribute towards funding the case study. If so, Councils are encouraged to contact Cr Mackenzie directly.

QLD Funding for Preschools and/or Kindergartens

Cr Orchin informed BROC that the Qld Government is no longer supporting the 0-3 year preschool age group at Mungindi as a result of the changed funding model for QLD Preschools and Kindergartens. BROC had noted at our December 2022 meeting that the majority of the children that attended the Mungindi preschool resided in New South Wales.

RESOLVED (Moree/Gwydir) that a letter be sent to the Hon Adam Marshall MP, Member for Northern Tablelands detailing the situation which currently exists in Mungindi and supporting the NSW Department of Education in their efforts in trying to resolve the day care issues facing that community.

CARRIED

**5 CROSS BORDER COMMISSIONER UPDATE**

At James McTavish, NSW Cross Border Commissioner briefed BROC on the following:

- As stated earlier in the day, the government in NSW is in caretaker mode but the Commission is operating as usual and is not expecting much change regardless of the outcome of the election.
- The Commission office has expanded considerably and they have multiple areas of advocacy. Areas of particular focus; infrastructure and transport, service delivery, building communities, Moree & Goondiwindi MOU to deal with indigenous outcomes for border communities, emergency management & creation of Reconstruction NSW.
- There is a huge amount of work being done with QLD Premier & Cabinet to finalise a memorandum of understanding for cross border collaboration which is exciting and announcements on this are imminent.

At this juncture, the time being 5.15pm, Cr John Coulton and Cr David Coulton left the meeting.

**15 NEXT MEETING**

The next meeting will be hosted by Balonne Shire Council (in St George) on Friday 19 May 2023 commencing at 9am local time.

**15 MEETING CLOSED**

There being no further business the meeting closed at 5.20pm.

**(ITEM RC4/23) ABORIGINAL ADVISORY COMMITTEE MEETING - WEDNESDAY 2 NOVEMBER 2022 10.30AM; WEDNESDAY 7 DECEMBER 2023 AND SPECIAL MEETING THURSDAY 2 MARCH 2023**

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**REPORT BY:** Lee Mathers

That meetings of the Aboriginal Advisory Committee were held on:

- Wednesday 2 November 2022. Minutes attached.
- Wednesday 7 December 2022. Minutes attached.
- Thursday 2 March 2023. Special Minutes attached.

That a "Special Meeting" of the Aboriginal Advisory Committee was held on Thursday 2 March 2023. Minutes attached.

At the 2 November 2022, Aboriginal Advisory Committee meeting a request was put forward for a review of Tenterfield Shire Council's official 'Acknowledge of Country' statement to be amended to acknowledge and include all language groups of the Tenterfield Shire.

A special Aboriginal Advisory Committee meeting was held at Council administration building on Thursday 2 March 2023 to seek advice and recommendation on a revised 'Acknowledge of Country' statement.

Group discussion involved various members input on the appropriate acknowledge of the multiple traditional owner groups being Ngarabal, Jukembal, Bundjalung, Kamilaroi, Githabul and Wahlubul who's country are each located within the geographical area of the Tenterfield Shire.

Final agreement was reached by the Advisory Committee members in attendance for Tenterfield Shire Council's official 'Acknowledgement to Country' wording be amended as follows:

*Tenterfield Shire Council would like to acknowledge the Ngarabal people, the traditional custodians of this land [we are gathering on today], and also pay our respect to the Jukembal, Bundjalung, Kamilaroi, Githabul and Wahlubul people of our Shire, and extend our respect to all people [present].*

Agreed Caveats to the above statement will be as follows and dependent on the geographic place the acknowledgement is being used:

1. 'Ngarabal' is changed/replaced to the relative traditional owner group preceding 'the traditional custodians of this land'; and
2. 'Ngarabal' added in with the group of names preceding 'people of our Shire'
3. When used for text acknowledgement the wording [we are gathering on today] and [present] to be omitted.

Report of Committee No. 4 Cont...

## RECOMMENDATION

**That Council receive and note the minutes of the Aboriginal Advisory Committee meetings of:**

- 1) Wednesday 2 November 2022;**
- 2) Wednesday 7 December 2022;**
- 3) Special Meeting - Thursday 2 March 2023; and**
- 4) Adopt the following recommendation that the "Acknowledgement to Country" wording be amended as follows;**

***"Tenterfield Shire Council would like to acknowledge the Ngarabal people, the traditional custodians of this land [we are gathering on today], and also pay our respect to the Jukembal, Bundjalung, Kamilaroi, Githabul and Wahlubul people of our Shire, and extend our respect to all people [present]."***

**Agreed Caveats to the above statement will be as follows and dependent on the geographic place the acknowledgement is being used:**

- 5) 'Ngarabal' is changed/replaced to the relative traditional owner group preceding 'the traditional custodians of this land; and**
- 6) 'Ngarabal' added in with the group of names preceding 'people of our Shire'**
- 7) When used for text acknowledgement the wording [we are gathering on today] and [present] to be omitted.**

## ATTACHMENTS

|          |                                                                                 |            |
|----------|---------------------------------------------------------------------------------|------------|
| <b>1</b> | Aboriginal Advisory Committee - Meeting Minutes - Wednesday 2 November 2022     | 4<br>Pages |
| <b>2</b> | Aboriginal Advisory Committee - Meeting Minutes - Wednesday 7 December 2022     | 3<br>Pages |
| <b>3</b> | Aboriginal Advisory Committee - Special MEeting Minutes - Thursday 2 March 2023 | 4<br>Pages |



**MINUTE OF  
TENTERFIELD SHIRE COUNCIL  
ABORIGINAL ADVISORY  
COMMITTEE MEETING**

**TUESDAY WEDNESDAY 2  
NOVEMBER 2022**

Minute of the **Tenterfield Shire Council Aboriginal Advisory Committee Meeting** held at the Koreelah room on Tuesday, 2 Nov 2022 commencing at 10.30 am.

**ATTENDANCE**

Diana Duroux  
CEO Moombahlene LALC

Helen Duroux  
Fight to Flourish

Bronwyn Petrie  
Mayor Tenterfield Shire Council

Gianna Saccon  
Councillor Tenterfield Shire Council

Michael Lieberman  
Team Leader NSW National Parks and Wildlife Service

Wally Binge  
Community Member

Dolly Jerome  
Community Member

Natalia Londono  
Community Development Advisor Tenterfield Shire

Roxanne Bancroft - Stuart  
Tenterfield High School

**ALSO IN ATTENDANCE: -**

Theo Wright  
Community Member

Matt Sing  
Fight to Flourish

**(1) Acknowledgement / Welcome to country**

**(2) Disclosures of Interests**

(a) Nil

**(3) Apologies**

Shahan McIntosh  
Moombahlene LAACL

Ian Geyer  
Northern River Connect Muli Muli Community

Gina Carpenter  
Community Recovery Officer Tenterfield Shire Council

Sherly Duroux  
Community Member

Lee-anne Nicholls  
Community Member

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**CONFIRMATION OF MINUTES  
12/10/2022**

**BUSSINESS ARISING FROM PREVIOUS MEETING**

Discussions:

- The request from the Committee last meeting to invite The NSW Police Aboriginal Community Liaison Officer that is accessible to Tenterfield was raised by the mayor. She put the request on the police station, however, apparently the Officer is based in Inverell. The committee had an extended conversation about the needs for the Aboriginal youth to be supported as we lack facilities and services for them like youth center, or after school hours to keep them off the streets. An important fact that was mentioned by the mayor was that the police do not recognise the Shire boundaries as it is one of the few Shires that have a split police district.

**ACTION:** The Mayor will meet the Armidale command the afternoon of 02/11/2022 and chase them up on this need. She will also invite the Liaison Officer for the December meeting be it by zoom or face to face. In case he cannot make it for the time of this meeting, she will refer him to Moombahlene.

- Councillor Giana Saccon mentioned Vinnies Sleepout activity managed to raise nearly \$6,000 and they are thinking to use it for a Youth Hub in linkage with Salvation Army hub.
- Uncle Theo and Wally raised their worries about the lack of legal services in town for the Aboriginal Community. Uncle Theo mentioned that would be good to have this service available in Tenterfield, like MurriWatch that operates in Queensland region.
- Discussion regarding the Acknowledgement of Country signs for the villages was opened from previous meeting and overlapped with this agenda for the recognition of other nations that are part of the Aboriginal history of Tenterfield. Council representatives confirmed support to amend the official Council 'Acknowledgement to Country' message used across Councils communications. Discussions about the tribes that made history in Tenterfield, and surroundings were discussed in depth. The Aboriginal representatives agreed that today recognition of all language groups is an important aspect of Tenterfields' history as a meeting place for seven different nations, and it is important to acknowledge this history. The Aboriginal representatives wish to confirm details for one of the groups and would advise this detail in the next meeting.

**ACTION:** To consolidate all seven nations names, all Aboriginal People attendees agreed this detail would be researched and confirmed at the next meeting.

- Discussion returned to Acknowledgement of Country signs for the villages previous business item. The Community Development Advisor confirmed clarification regarding Aboriginal Consultation for the village signs was undertaken as part of the project however Council did not receive final agreement or confirmation on the names (The Council Report on this matter is available for the committee members upon request).

Recommendation for different Aboriginal people members was the signs should include the words: welcome to the meeting of (name the seven nations). The mayor recommends investigating grant funding to include these acknowledgments in the



signage.

**ACTION:** On confirmation of the seven language groups and endorsed by Council, the Community Development Advisor (Tenterfield Shire Council) will investigate funding options.

#### **GENERAL BUSINESS**

Discussions:

- Part of the general business touched on the matters arising from previous minutes specifically in relation to the language groups to be detailed in the official Council "Acknowledgement of Country" to be used across all Council communications including meetings, events, displays and digital communications.
- The Community Development Advisor informed next meeting Wednesday 7 December 2022. Council meetings will then be in recess from 21 December 2022 until 22 February 2023. No committee meetings will be held in January or February 2023. March 2023 meeting date to be confirmed.

#### **DATE OF NEXT MEETING**

Wednesday, 07 Dec 2022. Council building 10.30 a.m.

Natalia Londono  
Chair person



**MINUTE OF  
TENTERFIELD SHIRE COUNCIL  
ABORIGINAL ADVISORY  
COMMITTEE MEETING**

**TUESDAY WEDNESDAY 7  
DECEMBER 2022**

Minute of the **Tenterfield Shire Council Aboriginal Advisory Committee Meeting** held at the RSL room on Wednesday, 7 Dec 2022 commencing at 10.30 am.

**ATTENDANCE**

Gina Carpenter  
Community Recovery Tenterfield Shire Council

Christopher Ghirardello  
NSW National Parks and Wildlife Service

Natalia Londono  
Community Development Advisor Tenterfield Shire

Roxanne Bancroft - Stuart  
Tenterfield High School

Lee Matters  
Manager Arts, Culture & Library Services

Ian Geyer  
Connect Northern Rivers

**ALSO IN ATTENDANCE: -**

**(1) Acknowledgement / Welcome to country**

**(2) Disclosures of Interests**

(a) Nil

**(3) Apologies**

Uncle Theo Wright - Severn River, Ngarabal and Kwiambal Aboriginal Corporation

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**CONFIRMATION OF MINUTES  
02/11/2022**

**BUSSINESS ARISING FROM PREVIOUS MEETING**

Discussions:-

**GENERAL BUSINESS**

Discussions:

- Roxanne Bancroft-Stuart read a message Uncle Theo sent in regard to his investigation on the historical presence of the Ngarabal Nation in Tenterfield.

**ACTION:** Uncle Theo will present his research to the committee for the Ngarabal Nation to be included in Council's Acknowledgement of First Nations people across Council communication channels.

- A recommendation from Gina Carpenter – Community Recovery Officer if a member of the committee is unable to attend would be good to provide update via a representative or email, particularly if in relation to progressing an action.
- Ian Greyer from Connect Northern Rivers shared the opportunity for our youth in Tenterfield of the Traffic Control course \$950 cost for free.
- **ACTION:** Ian will send a poster to be shared within Council Tenterfield In Touch and with Natalia Londono network.

**DATE OF NEXT MEETING**

As Council will be closed for the season new calendar will be send prior next meeting

Natalia Londono  
Chair person



**MINUTES OF  
TENTERFIELD SHIRE  
COUNCIL ABORIGINAL  
ADVISORY COMMITTEE  
MEETING (special  
meeting)**

**THURSDAY 2 MARCH 2023**

Minute of the **Tenterfield Shire Council Aboriginal Advisory Committee Meeting** held at Koreelah room on Thursday, 2 March 2023 commencing at 12.00 pm.

**ATTENDANCE**

Uncle Theo Wright  
Severn River, Ngarabal and Kwiambal Aboriginal Corporation

Christopher Ghirardello  
NSW National Parks and Wildlife Service

Natalia Londono  
Community Development Advisor - TSC

Roxanne Bancroft - Stuart  
Tenterfield High School

Lee Matters  
Manager Arts, Culture & Library Services TSC

Ian Geyer  
Connect Northern Rivers

Bronwyn Petrie  
Mayor Tenterfield Shire

Aunty Helen Duroux  
Fire To Flourish

Daryl Buckingham  
Chief Executive Officer TSC

Leon Daley  
Armajun AHS

Tayler Cutmore  
Armajun AHS

**ALSO IN ATTENDANCE: -**

**(1) Acknowledgement / Welcome to country**

**(2) Disclosures of Interests**

(a) Nil

**(3) Apologies**

Gianna Saccon  
Councillor TSC

Wally Binge  
Member LALC- Moombahlene

Dianne Duroux  
Member LACL – Moombahlene

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**CONFIRMATION OF MINUTES  
07/12/2022**

**BUSSINESS ARISING FROM PREVIOUS MEETING**

Discussions:-

Manager Arts Culture and Library Services, Lee Mathers opened the meeting advising that the discussion around the appropriate wording for Tenterfield Shire Council's Acknowledgment of Country had been raised in previous committee meetings with the request to amend the official statement to include all the traditional owner groups located within Tenterfield Shire.

The discussion opened with Uncle Theo asking the panel how many tribes are in Ngarabal Country, suggesting that acknowledging everybody will imply recognising every tribe in Australia. There were discussions between Aunty Helen and Uncle Theo about the lack of credibility on the sources of information for the community, as these have been written by white people, not Aboriginal People, in addition to the fact that it all depends on the context of the history is told. Uncle Theo maintained his perspective that the land we are on in Tenterfield is Ngarabal Country.

Aunty Helen raised the purpose of this meeting is to clarify wording for Tenterfield Council's acknowledgment not other cultural matters. Aunty Helen shared a historical document "*Ngarrabal and other Aboriginal Tribes - Part II - Distribution of the Tribes*" by John MacPherson, published in '*The proceedings of the Linnean Society of NSW, 1904*'. The MacPherson article references the different areas and boundaries of Ngarabal and the various tribes of New England area.

There were conversations between The Mayor, Ian Greyer and Roxanne Bancroft-Stuart about the signs that stand up on the borders of Glen Innes and the West where it is possible to read the welcome to Kamilaroi and Bundjalung. While Aunty Helen mentioned she had conversations with different people that provided historical information on the boundaries of Ngarabal and Kamilaroi, and this information aligned with Ian's suggestion of having two tiers of recognition; the recognition of the traditional owner groups based on the geographical location across the Tenterfield Shire (not just Tenterfield township), which is Ngarabal, and include recognition of the traditional custodians where a meeting could happen out of the town of Tenterfield but around the Shire, like the villages.

The panel was asked about the appropriateness of this approach to be taken by the Council. Once again, discussions about the complexity of our unique heritage and the lack of recognised sources of information pre-colonisation about the existing boundaries and the understanding of the challenge to appropriately acknowledge the various tribes and nations was complex. Aunty Helen advised she will leave the meeting at this time.

Group discussion continued on the appropriate wording that could be adaptable based on where (country) the acknowledgement was being used to appropriately acknowledge and pay respect to each nation and tribe. It was highlighted that Council wishes to formally include and acknowledge Ngarabal but also all other nations or tribes located across the large geographic area of the Tenterfield Shire area.

An agreement and shared understanding for the importance of having recognition for all the traditional custodians across the large geographical area of Tenterfield Shire, including Tenterfield township, being Ngarabal Country, was unanimous. The following wording for Tenterfield Shire Council's official Acknowledgement of Country was agreed upon by the committee:

*Tenterfield Shire Council would like to acknowledge the Ngarabal people, the traditional custodians of this land [we are gathering on today], and also pay our respect to the Jukembal, Bundjalung, Kamilaroi, Githabul and Wahlubul people of our Shire, and extend our respect to all people [present].*

Agreed Caveats to the above statement will be as follows and dependent on the geographic place the acknowledgement is being used:

1. 'Ngarabal' is changed/replaced to the relative traditional owner group preceding 'the traditional custodians of this land; and
2. 'Ngarabal' added in with the group of names preceding 'people of our Shire'
3. When used for text acknowledgement the wording [we are gathering on today] and [present] will be omitted.

Meeting close.

#### **GENERAL BUSINESS**

Discussions:

#### **DATE OF NEXT MEETING**

05 of April 2023

Lee  
Mathers  
Manager Arts  
Culture and Library  
Services

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|                      |                                                    |
|----------------------|----------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>               |
| <b>Submitted by:</b> | Executive Assistant & Media                        |
| <b>Reference:</b>    | <b>ITEM RES2/23</b>                                |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - FEBRUARY 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 February 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:                  | <b>1</b> Resolution Register - February 2023   | 14 Pages |

|                                     |                                                                        |
|-------------------------------------|------------------------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Monday, 13 March 2023<br>9:45:59 AM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                        |

| 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 |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>30/19</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 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</li> <li>(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</li> <li>(3) Requests the Minister for Local Government approve a reduction in the notification period from 90 days to the minimum 60 days.</li> </ol> <p style="text-align: right;">(Greg Sauer/Gary Verri)</p> |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| 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 |

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>133/20</b> | <p><b>Resolved</b> that Council:</p> <ol style="list-style-type: none"> <li>(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;</li> </ol> |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                     |                                                                        |
|-------------------------------------|------------------------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Monday, 13 March 2023<br>9:45:59 AM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                        |

| 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.<br>(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.

|                                     |                                                                        |
|-------------------------------------|------------------------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Monday, 13 March 2023<br>9:45:59 AM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                        |

| 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: Monday, 13 March 2023<br>9:45:59 AM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                        |

| Meeting                | Date | Officer | Title                                                                                                                                                                                                                                               | Target                 |
|------------------------|------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <a href="#">202/20</a> |      |         | <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 |

|                       |                                                                                                                                      |  |  |                               |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------|--|--|-------------------------------|
| <a href="#">16/21</a> | <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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| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Officer         | Title                                         | Target    |
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| Council 24/03/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 24/03/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Counsell, David | <b>Snake Creek Road - Road Reserve Update</b> | 7/04/2021 |
| <b>60/21</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Resolved that Council:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |                                               |           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                                               |           |
| <p><b>12 Mar 2023 8:35pm Counsell, David</b><br/>Staff resources being allocated to this matter in April to revise the application.</p> <p><b>15 Nov 2022 4:12pm Melling, Elizabeth</b><br/>Staff member currently on extended leave until January 2023</p> <p><b>14 Feb 2022 2:58pm Gibbins, Jessica</b><br/>Collating documents for the new application to send to OLG</p> <p><b>02 Dec 2021 1:54pm Fitzpatrick, Christie</b><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 &amp; correspondence. Being arranged for resubmitting.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                                               |           |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Date                                                                                                                                                                                               | Officer         | Title                                      | Target     |
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| Council 28/04/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 28/04/2021                                                                                                                                                                                         | Counsell, David | <b>Molesworth Street Drainage Easement</b> | 12/05/2021 |
| <b>86/21</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Resolved that the matter of the Molesworth Street Draining Easement be deferred until the roles and responsibilities are determined in relation to stormwater discharge onto Lots 1 and 13.</b> |                 |                                            |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | (Brian Murray/Michael Petrie)                                                                                                                                                                      |                 |                                            |            |
| <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                    |                 |                                            |            |
| <p><b>12 Mar 2023 8:38pm Counsell, David</b><br/>Report to Council planned for April meeting.</p> <p><b>08 Dec 2022 1:01pm Counsell, David</b><br/>Report to be prepared to Council early in 2023.</p> <p><b>14 Feb 2022 12:07pm Counsell, David</b><br/>Further advice on responsibilities being resolved with planning authorities and further report to be presented to Council in March 2022.</p> <p><b>02 Dec 2021 1:56pm Fitzpatrick, Christie</b><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.</p> |                                                                                                                                                                                                    |                 |                                            |            |

| Meeting                                                                                                                                                              | Date                                                                                                                                                                                                            | Officer         | Title                                                                                                     | Target    |
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| Council 23/02/2022                                                                                                                                                   | 23/02/2022                                                                                                                                                                                                      | Counsell, David | <b>ACQUISITION OF PART OF PRIVATE LAND REQUIRED FOR ROAD WIDENING PURPOSES - BRUXNER WAY, TENTERFIELD</b> | 9/03/2022 |
| <b>45/22</b>                                                                                                                                                         | <b>Resolved that Council proceed with the recommendations as contained within this report to finalise this matter regarding acquisition of land for road realignment purposes for Bruxner Way, Tenterfield.</b> |                 |                                                                                                           |           |
|                                                                                                                                                                      | (John Macnish/Kim Rhodes)                                                                                                                                                                                       |                 |                                                                                                           |           |
|                                                                                                                                                                      | <b>Motion Carried</b>                                                                                                                                                                                           |                 |                                                                                                           |           |
| <b>Notes</b>                                                                                                                                                         |                                                                                                                                                                                                                 |                 |                                                                                                           |           |
| <p><b>12 Mar 2023 8:39pm Counsell, David</b><br/>Survey plan completed, solicitors processing final title transfers. Final completion of matter to be confirmed.</p> |                                                                                                                                                                                                                 |                 |                                                                                                           |           |

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| Meeting                                                       | Date | Officer | Title | Target |
|---------------------------------------------------------------|------|---------|-------|--------|
| 15 Nov 2022 4:13pm Melling, Elizabeth                         |      |         |       |        |
| Staff member responsible on extended leave until January 2023 |      |         |       |        |
| 14 Apr 2022 12:09pm Gibbins, Jessica                          |      |         |       |        |
| Correspondence sent to applicable land owners.                |      |         |       |        |

| Meeting            | Date       | Officer         | Title                                                                               | Target    |
|--------------------|------------|-----------------|-------------------------------------------------------------------------------------|-----------|
| Council 22/06/2022 | 22/06/2022 | Counsell, David | McCliftys Road & Bungulla Reserve Road - Public Gate & Vehicle By-pass Applications | 6/07/2022 |

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>124/22</b> | <b>Resolved</b> that Council as the Roads Authority under the Roads Act 1993:-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|               | <p>(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</p> <p>(2) Provide applicant with Council Consent as outlined in 4.2 Council’s Internal Administrative Procedures of Policy 2.162.</p> <p>(3) Advertise the approval with proposed installation 1 month after advertising as required by the Roads Regulation 2008.</p> <p style="text-align: right;">(Giana Saccon/Tom Peters)</p> <p><b>Motion Carried</b></p> |

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| <b>Notes</b>                                                                                                                               |
| 12 Mar 2023 8:41pm Counsell, David<br>Consents have been issued and works have commenced on both matters. Application process is complete. |
| 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 | AM White Drive reserve dedication | 10/08/2022 |

|               |                                                                                                                                                                                        |
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| <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. |
|               | (Tim Bonner/Peter Petty)                                                                                                                                                               |
|               | <b>Motion Carried</b>                                                                                                                                                                  |

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| <b>Notes</b>                                                                                                                                                                                                                 |
| 12 Mar 2023 8:42pm Counsell, David<br>Submission to TfNSW continuing.                                                                                                                                                        |
| 08 Dec 2022 1:01pm Counsell, David<br>Details being compiled for submission to TFNSW to undertake dedication.                                                                                                                |
| 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. |
| 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 | Policy 2.162 Public Gates and Vehicle Bypasses | 10/08/2022 |

|               |                                                                                                                                           |
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| <b>159/22</b> | <b>Resolved</b> that Council:                                                                                                             |
|               | Place Policy 2.162 Public Gates and Vehicle Bypasses on public display for 28 days to seek community input prior to reviewing the policy. |
|               | (Peter Petty/Peter Murphy)                                                                                                                |
|               | <b>Motion Carried</b>                                                                                                                     |

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| Meeting                                                                                                                                       | Date | Officer | Title | Target |
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| <b>Notes</b>                                                                                                                                  |      |         |       |        |
| 12 Mar 2023 8:43pm Counsell, David<br>Report to Council planned for April meeting.                                                            |      |         |       |        |
| 08 Dec 2022 12:59pm Counsell, David<br>Report to Council yet to be completed.                                                                 |      |         |       |        |
| 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. |      |         |       |        |
| 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 | Policy 2.130 Construction & Maintenance of Property Access from Council Roads | 10/08/2022 |

|               |                                                                                                                                                                                                                                                                                                                    |
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| <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> |
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| <b>Notes</b>                                                                                                                                 |  |  |  |  |
| 12 Mar 2023 8:43pm Counsell, David<br>Report to Council meeting planned for April meeting.                                                   |  |  |  |  |
| 08 Dec 2022 12:58pm Counsell, David<br>Revised drawings to be compiled and report to Council yet to be completed.                            |  |  |  |  |
| 14 Sep 2022 12:26pm Counsell, David<br>Public exhibition period has been held and a report will be prepared for Council to review the Policy |  |  |  |  |
| 12 Aug 2022 4:30pm Melling, Elizabeth<br>Policy on Public Display for 28 days - TSC Website.                                                 |  |  |  |  |

| Meeting            | Date       | Officer         | Title                                              | Target    |
|--------------------|------------|-----------------|----------------------------------------------------|-----------|
| Council 24/08/2022 | 24/08/2022 | Davidson, Tamai | OPTIONS TO MANAGE 136 MANNERS STREET, TENTERFIELD. | 7/09/2022 |

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>190/22</b> | <p><b>OFFICER'S RECOMMENDATION:</b></p> <p><b>That Council delegate authority the Chief Executive to:</b></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> |
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| Meeting                                                                                                                                                                                                    | Date | Officer | Title                                                                                                                                                                                                                                                               | Target |
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|                                                                                                                                                                                                            |      |         | <b>Amendment Carried</b>                                                                                                                                                                                                                                            |        |
|                                                                                                                                                                                                            |      |         | <b>Resolved</b> that Council delegate authority the Chief Executive to:                                                                                                                                                                                             |        |
|                                                                                                                                                                                                            |      |         | <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> |        |
|                                                                                                                                                                                                            |      |         | (Peter Petty/Greg Sauer)                                                                                                                                                                                                                                            |        |
|                                                                                                                                                                                                            |      |         | <b>Motion Carried</b>                                                                                                                                                                                                                                               |        |
| <b>Notes</b>                                                                                                                                                                                               |      |         |                                                                                                                                                                                                                                                                     |        |
| 14 Feb 2023 9:27am Melling, Elizabeth<br>Report to go to March 2023 Ordinary Council Meeting                                                                                                               |      |         |                                                                                                                                                                                                                                                                     |        |
| 02 Nov 2022 9:42am Coonan, Neville<br>A letter has been sent to the tenant advising them of the resolution.                                                                                                |      |         |                                                                                                                                                                                                                                                                     |        |
| 20 Sep 2022 8:35am Coonan, Neville<br>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 |
| 200/2                                                                                                                                               |            |                 | <b>Resolved</b> that Council:                                                                                                                                                                                                                                                                                                                          |            |
|                                                                                                                                                     |            |                 | <ol style="list-style-type: none"> <li>(1) Agree to the acquisition of land adjacent to Sunnyside Platform Road for road widening purposes at the intersection of Bruxner Way; and</li> <li>(2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.</li> </ol> |            |
|                                                                                                                                                     |            |                 | (Peter Petty/Tom Peters)                                                                                                                                                                                                                                                                                                                               |            |
|                                                                                                                                                     |            |                 | <b>Motion Carried</b>                                                                                                                                                                                                                                                                                                                                  |            |
| <b>Notes</b>                                                                                                                                        |            |                 |                                                                                                                                                                                                                                                                                                                                                        |            |
| 12 Mar 2023 8:44pm Counsell, David<br>Acquisition plan completed and are with Solicitors to arrange to execute acquisition process.                 |            |                 |                                                                                                                                                                                                                                                                                                                                                        |            |
| 31 Jan 2023 9:37am Counsell, David<br>Surveyor is completing field work and acquisition plan to be prepared during February.                        |            |                 |                                                                                                                                                                                                                                                                                                                                                        |            |
| 08 Dec 2022 12:53pm Counsell, David<br>Surveyor has been engaged for acquisition plan and works to undertaken adjusted fencing has been programmed. |            |                 |                                                                                                                                                                                                                                                                                                                                                        |            |
| 12 Oct 2022 3:31pm Counsell, David<br>Preliminary meeting held with registered surveyor to assist in acquisition process.                           |            |                 |                                                                                                                                                                                                                                                                                                                                                        |            |

| Meeting            | Date       | Officer         | Title                                                                                                                                                                                                                                                                                                                                                        | Target     |
|--------------------|------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Council 28/09/2022 | 28/09/2022 | Counsell, David | ACQUISITION OF LAND REQUIRED FOR ROAD REALIGNMENT PURPOSES ON PADDYS FLAT ROAD NORTH                                                                                                                                                                                                                                                                         | 12/10/2022 |
| 201/22             |            |                 | <b>Resolved</b> that Council:                                                                                                                                                                                                                                                                                                                                |            |
|                    |            |                 | <ol style="list-style-type: none"> <li>(1) Agree to the acquisition of land adjacent to Paddys Flat Road North for road realignment and widening purposes at Kangaroo Creek Bridge; and</li> <li>(2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.</li> </ol> |            |
|                    |            |                 | (Peter Petty/Tom Peters)                                                                                                                                                                                                                                                                                                                                     |            |
|                    |            |                 | <b>Motion Carried</b>                                                                                                                                                                                                                                                                                                                                        |            |

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| Meeting                                                                                                                                              | Date | Officer | Title | Target |
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| <b>Notes</b>                                                                                                                                         |      |         |       |        |
| 12 Mar 2023 8:46pm Counsell, David<br>Survey field work is yet to be completed.                                                                      |      |         |       |        |
| 31 Jan 2023 9:35am Counsell, David<br>Bridge approach works being finalised and surveyor is planning to undertake field work at the end of February. |      |         |       |        |
| 08 Dec 2022 12:55pm Counsell, David<br>Surveyor has been engaged for acquisition plan. Fencing has been undertaken for new boundary.                 |      |         |       |        |
| 12 Oct 2022 3:33pm Counsell, David<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 |
| <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.<br/><span style="float: right;">(Peter Petty/Tom Peters)</span></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.<br/><span style="float: right;">(Peter Petty/Tom Peters)</span></p> <p><b>Motion Carried</b></p> |                 |                                                                                         |            |

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| <b>Notes</b>                                                                                                                                                     |  |  |  |  |
| 12 Mar 2023 8:47pm Counsell, David<br>Solicitors are continuing the acquisition process with the two property owners.                                            |  |  |  |  |
| 31 Jan 2023 9:32am Counsell, David<br>Survey plans are completed and with Council's Solicitors for legal processing.                                             |  |  |  |  |
| 08 Dec 2022 12:56pm Counsell, David<br>Surveyor engaged, survey work undertaken and acquisition plan being compiled.                                             |  |  |  |  |
| 02 Nov 2022 9:44am Counsell, David<br>Field survey works have commenced for the acquisition.                                                                     |  |  |  |  |
| 12 Oct 2022 3:35pm Counsell, David<br>Preliminary meeting held with registered surveyor to assist in road widening acquisition with survey and plan preparation. |  |  |  |  |

| 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.<br/><span style="float: right;">(Peter Petty/Tom Peters)</span></p> |                 |                                                                            |            |

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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Monday, 13 March 2023<br>9:45:59 AM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                        |

| Meeting                                                                                                                                           | Date | Officer | Title                                                                                                                                                                                                           | Target |
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|                                                                                                                                                   |      |         | <b>Motion Carried</b>                                                                                                                                                                                           |        |
|                                                                                                                                                   |      |         | <b>Resolved</b> that Council:                                                                                                                                                                                   |        |
|                                                                                                                                                   |      |         | (1) Agree to the acquisition of land along Kildare Road for road aligning purposes; and                                                                                                                         |        |
|                                                                                                                                                   |      |         | (2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners in consideration to close an existing road reserve in exchange. |        |
|                                                                                                                                                   |      |         | (Peter Petty/Tom Peters)                                                                                                                                                                                        |        |
|                                                                                                                                                   |      |         | <b>Motion Carried</b>                                                                                                                                                                                           |        |
| <b>Notes</b>                                                                                                                                      |      |         |                                                                                                                                                                                                                 |        |
| 12 Mar 2023 8:48pm Counsell, David<br>Survey plans are still being compiled and have not yet been received from the land surveyors.               |      |         |                                                                                                                                                                                                                 |        |
| 31 Jan 2023 9:30am Counsell, David<br>Surveyor has now completed field work pegging of proposed boundaries and plans are being compiled.          |      |         |                                                                                                                                                                                                                 |        |
| 08 Dec 2022 12:57pm Counsell, David<br>Surveyor has been engaged and field survey work is partially undertaken with pegging of proposed boundary. |      |         |                                                                                                                                                                                                                 |        |
| 12 Oct 2022 3:36pm Counsell, David<br>Preliminary meeting held with registered surveyor to commence road reserve alignment process.               |      |         |                                                                                                                                                                                                                 |        |

| Meeting                                                                                                            | Date                                                                                                                                               | Officer         | Title                                              | Target     |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------|------------|
| Council 28/09/2022                                                                                                 | 28/09/2022                                                                                                                                         | Davidson, Tamai | OPTIONS TO MANAGE 142 MANNERS STREET, TENTERFIELD. | 12/10/2022 |
| 206/22                                                                                                             | <b>OFFICER'S RECOMMENDATION:</b>                                                                                                                   |                 |                                                    |            |
|                                                                                                                    | <b>That Council delegate authority to the Chief Executive to:</b>                                                                                  |                 |                                                    |            |
|                                                                                                                    | 1. Leave the current lessee in occupation of 'The Property' on a month to month basis at the same rent or;                                         |                 |                                                    |            |
|                                                                                                                    | 2. Commence negotiations for new commercial agreement(s) over 'The Property' with the existing tenant at market rents or;                          |                 |                                                    |            |
|                                                                                                                    | 3. Commence negotiations for new commercial agreement(s) over 'The Property' with the existing tenant at a concessional annual payment or rent or; |                 |                                                    |            |
|                                                                                                                    | 4. Investigate putting 'The Property' to the market for lease or;                                                                                  |                 |                                                    |            |
|                                                                                                                    | 5. Investigate the sale of 142 Manners Street with vacant possession or subject to a lease at a market rent.                                       |                 |                                                    |            |
| <b>Notes</b>                                                                                                       |                                                                                                                                                    |                 |                                                    |            |
| 14 Feb 2023 9:30am Melling, Elizabeth<br>Further Report will be provided to the May 2023 Ordinary Council Meeting. |                                                                                                                                                    |                 |                                                    |            |
| 02 Nov 2022 9:48am Coonan, Neville<br>No action required at this time.                                             |                                                                                                                                                    |                 |                                                    |            |
| 19 Oct 2022 1:13pm Condric, Jodie<br>Letter has been sent to the current lessee                                    |                                                                                                                                                    |                 |                                                    |            |

| Meeting            | Date                                                                                                                                                                                               | Officer         | Title                       | Target     |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------|------------|
| Council 28/09/2022 | 28/09/2022                                                                                                                                                                                         | Keneally, Fiona | Sale of Surplus Plant Items | 12/10/2022 |
| 211/22             | <b>Resolved</b> that Council:                                                                                                                                                                      |                 |                             |            |
|                    | (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. |                 |                             |            |
|                    | (Greg Sauer/Geoff Nye)                                                                                                                                                                             |                 |                             |            |
|                    | <b>Motion Carried</b>                                                                                                                                                                              |                 |                             |            |

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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Monday, 13 March 2023<br>9:45:59 AM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                        |

| Meeting | Date | Officer | Title | Target |
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| Meeting            | Date       | Officer         | Title                                                                                                                 | Target     |
|--------------------|------------|-----------------|-----------------------------------------------------------------------------------------------------------------------|------------|
| 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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| <b>212/22</b> | <p><b>OFFICER'S RECOMMENDATION:</b></p> <p><b>That Council:</b></p> <p>(1) <b>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;</b></p> <p>(2) <b>Prepare and have approved a Plan of Management (PoM) for the Reserve (Reserve R83670 - Lot 599 DP 704008) in consultation with the occupiers, and</b></p> <p>(3) <b>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.</b></p> |
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| Notes                                                                                                           |
| 19 Oct 2022 1:09pm Condrick, Jodie<br>Letter of Support was sent and POM and lease are still being investigated |

| Meeting            | Date       | Officer            | Title                                         | Target    |
|--------------------|------------|--------------------|-----------------------------------------------|-----------|
| Council 26/10/2022 | 26/10/2022 | Melling, Elizabeth | 2022 - REVIEW OF VARIATION OF WARD BOUNDARIES | 9/11/2022 |

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>227/22</b> | <p><b>Resolved</b> that pursuant to s.211(2) of the <i>Local Government Act 1993</i> (NSW) that Council advises:</p> <p>(1) The Electoral Commission of its elector numbers being greater than 10% in variance in the month of April and September 2022; and</p> <p>(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</p> <p>(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.</p> <p style="text-align: right;">(Kim Rhodes/Greg Sauer)</p> <p><b>Motion Carried</b></p> |
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| Notes                                                                                                                                                                                                           |
| 10 Mar 2023 8:22am Melling, Elizabeth<br>Reviewing figures for 2023                                                                                                                                             |
| 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 |

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| <b>245/22</b> | <b>Resolved</b> that Council: |
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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Monday, 13 March 2023<br>9:45:59 AM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                        |

| Meeting                                                                                                                                                                                                                                                                                                                                                         | Date | Officer | Title                                                                                                                                                                                                      | Target |
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|                                                                                                                                                                                                                                                                                                                                                                 |      |         | (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><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>                                                                                                                                                                                                                                                                                          |      |         |                                                                                                                                                                                                            |        |
| <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                    |      |         |                                                                                                                                                                                                            |        |
| <b>10 Feb 2023 2:25pm Melling, Elizabeth</b><br>Auction arranged with Nutrien Hardcourts 18 March 2023 at 11.30 am at their Rosue St property                                                                                                                                                                                                                   |      |         |                                                                                                                                                                                                            |        |
| <b>15 Nov 2022 4:38pm Melling, Elizabeth</b><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 that Council:</b>                                                                                                                                                                                                                                                                                                            |                 |                                                                                      |            |
|                       | (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) <b>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.                                                                                                                                                 |                 |                                                                                      |            |
|                       | 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.                                                      |                 |                                                                                      |            |
|                       | c) <b>Rouse Street Telstra Driveway.</b><br>All line marking of the parking bays be reviewed and renewed in CBD.                                                                                                                                                                                                                         |                 |                                                                                      |            |
|                       | d) <b>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.                                                                                       |                 |                                                                                      |            |
|                       | e) <b>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. |                 |                                                                                      |            |
|                       | f) <b>Proposed meeting dates for 2023</b><br>Committee accept meeting dates as presented.                                                                                                                                                                                                                                                |                 |                                                                                      |            |
|                       | (Tom Peters/Tim Bonner)                                                                                                                                                                                                                                                                                                                  |                 |                                                                                      |            |
| <b>Motion Carried</b> |                                                                                                                                                                                                                                                                                                                                          |                 |                                                                                      |            |
| <b>Notes</b>          |                                                                                                                                                                                                                                                                                                                                          |                 |                                                                                      |            |

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| <b>OUTSTANDING ACTIONS REPORT</b>   |  | Printed: Monday, 13 March 2023<br>9:45:59 AM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |  |                                                                        |

| Meeting            | Date            | Officer                                                           | Title | Target |
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| 12 Mar 2023 8:49pm | Counsell, David | Actions from the meeting are being programmed as resources allow. |       |        |

| Meeting            | Date       | Officer           | Title                                                                                             | Target     |
|--------------------|------------|-------------------|---------------------------------------------------------------------------------------------------|------------|
| Council 22/02/2023 | 22/02/2023 | Marchant, Gillian | FINALISATION OF CONTAMINATED RECYCLING BIN & BACKFLOW PREVENTION POLICIES FROM PUBLIC EXHIBITION. | 15/03/2023 |

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| <b>5/23</b> | <p><b>Resolved</b> that Council:</p> <p>(1) Note that there were no submissions received during the community consultation period on the new Backflow Prevention Policy and finalise adoption for inclusion in the Policy Register; and</p> <p>(2) Adopt the Contaminated Recycling Bin Policy noting the minor amendment resulting from community consultation feedback.</p> <p style="text-align: right;">(Kim Rhodes/Greg Sauer)</p> <p><b>Motion Carried</b></p> |
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| Notes | 10 Mar 2023 6:21pm Marchant, Gillian<br>Updated policy to be sent for inclusion on the website. |
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| Meeting            | Date       | Officer           | Title                                         | Target     |
|--------------------|------------|-------------------|-----------------------------------------------|------------|
| Council 22/02/2023 | 22/02/2023 | Marchant, Gillian | REPLACEMENT PLANT 26 WASTE SIDE LOADING TRUCK | 15/03/2023 |

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| <b>6/23</b> | <p><b>OFFICER'S RECOMMENDATION:</b></p> <p><b>That Council:</b></p> <p>(1) Procure "Side Loader" in accordance with Council's Procurement Policies and Process; and</p> <p>(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</p> <p>(3) Approve the donation of plant number 26 with a written down value of \$19,500 to Inverell TAFE (heavy vehicles).</p> <p><b>AMENDMENT</b></p> <p>4) That unit 26 be transferred to the Tenterfield Transport Museum after Inverell TAFE have finished with the vehicle.</p> <p style="text-align: right;">(Geoff Nye/Greg Sauer)</p> <p><b>Amendment Carried</b></p> |
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| Notes | 10 Mar 2023 6:22pm Marchant, Gillian<br>Updated RFT, to be added to Vendor Panel. |
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| Meeting            | Date       | Officer         | Title                                                                                | Target     |
|--------------------|------------|-----------------|--------------------------------------------------------------------------------------|------------|
| Council 22/02/2023 | 22/02/2023 | Counsell, David | TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING - THURSDAY 2 FEBRUARY 2023 | 15/03/2023 |

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| <b>18/23</b> | <b>Resolved</b> that Council: |
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| <b>OUTSTANDING ACTIONS REPORT</b>                                                                                                         |      |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |
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| <b>Division:</b><br><b>Committee:</b><br><b>Officer:</b>                                                                                  |      |         | <b>Printed:</b> Monday, 13 March 2023<br><b>9:45:59 AM</b><br><b>Date From:</b><br><b>Date To:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |
| Meeting                                                                                                                                   | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Target |
|                                                                                                                                           |      |         | Receive and note the minutes of the Tenterfield Shire Local Traffic Committee meeting of 2 February 2023;<br><br>(1) Adopt the following recommendations from General Business a) thru d):<br><br>(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;<br><br>(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;<br><br>(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;<br><br>(d) ANZAC DAY – URBENVILLE - 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.<br><br><div style="text-align: right;">(Giana Saccon/Tom Peters)</div> |        |
| <p><b><u>Motion Carried</u></b></p>                                                                                                       |      |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |
| <b>Notes</b><br>12 Mar 2023 8:50pm Counsell, David<br>Actions from the February meeting are being programmed as staffing resources allow. |      |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |