

Monthly Operational Report

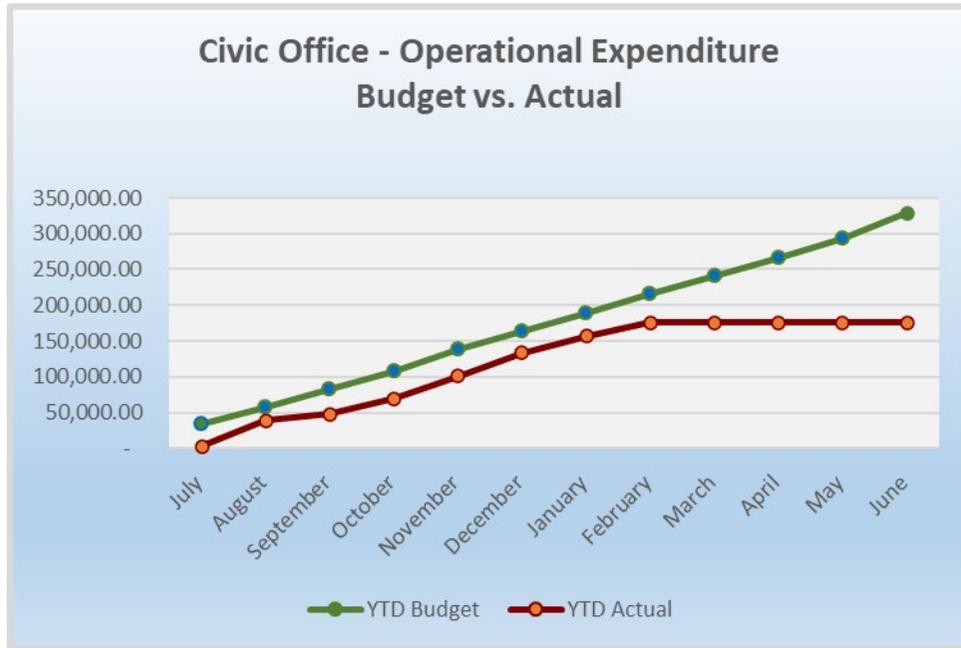
Tenterfield Shire Council February 2023

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.	 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.	 No TARGET
5.1.1.10 Advocate to hand back Bruxner Way and Mt Lindesay 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 .	 No TARGET

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>	 No TARGET
5.1.1.12 Deliver councillor services.	Chief Executive	February 2023 - Ongoing nothing further to report.	 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.	 No TARGET

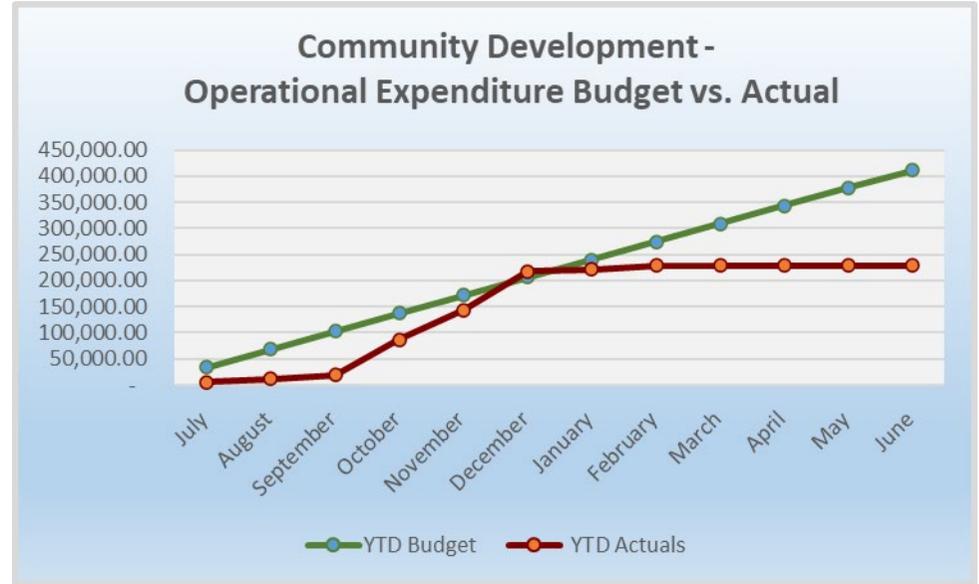
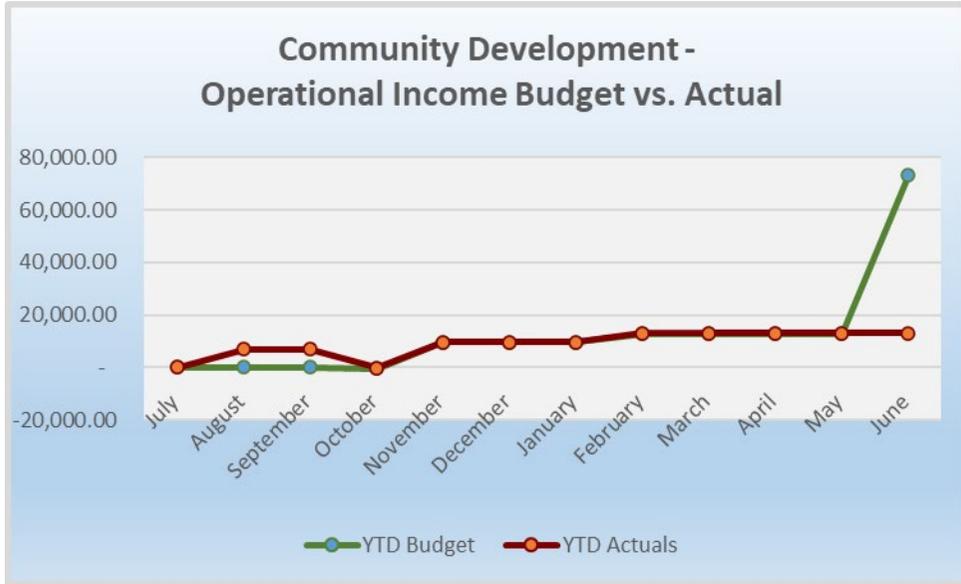
2. Organisation Leadership



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%

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 Communication & Economic Development	<p>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.</p> <p>Visittenterfield Website Feb 1 - Feb 28, 2023 Users (visits) 3530, and page views totalled 9965.</p> <p>Visit Tenterfield Facebook page for 31 Jan - 27 Feb 2023 Page reach was 7131 - up 59% on January, and Instagram reach was 797 - up 63.3% on January.</p>	 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

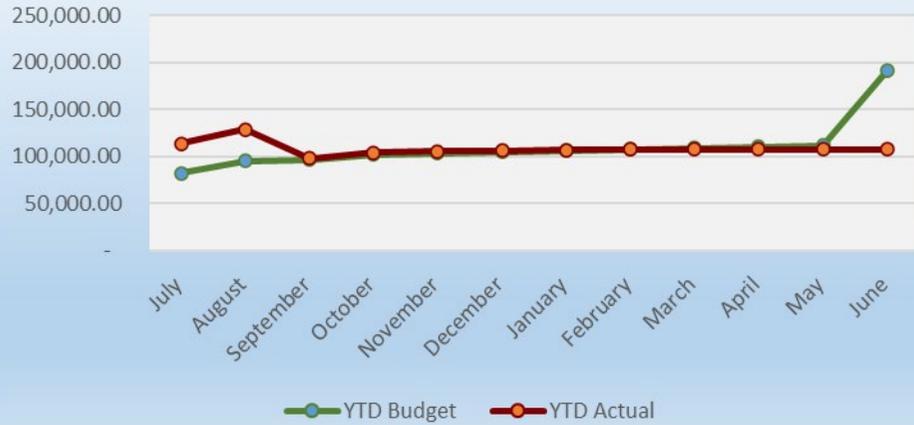
Business Unit: Community Development			
Service Profile: Community Development			
Action	Responsibility	Progress Comment	Status
1.1.1.1 Improve and maintain communication methods in accordance with the Community Engagement Strategy.	Manager Arts, Culture and Library Services	During the February reporting 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.	 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"> • Heritage Advisory committee – Thursday 16 February 2023 • Tourism Advisory committee – Wednesday 1 February 2023 • Local Health committee – Wednesday 8 February 2023 • Northern Tableland Bushfire Management Committee – Thursday 23 February 2023 	 No TARGET

Action	Responsibility	Progress Comment	Status
<p>1.1.2.1 Implement wellbeing programs and activities in partnership with the Aboriginal Advisory Committee. Contribute to NAIDOC week and develop and implement Reconciliation Action Plan (RAP).</p>	<p>Manager Arts, Culture and Library Services</p>	<p>During the 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.</p>	 No TARGET
<p>1.1.3.1 Support the physical and mental health of the community, through wellbeing activities which improve community capacity and resilience. This includes contributing and supporting local events such as Youth Week.</p>	<p>Manager Arts, Culture and Library Services</p>	<p>During the 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.</p> <p>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.</p> <p>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.</p> <p>A range of community events, opportunities and activities were promoted through the Tenterfield in Touch Newsletter distributed to 620+ subscribers.</p>	 No TARGET

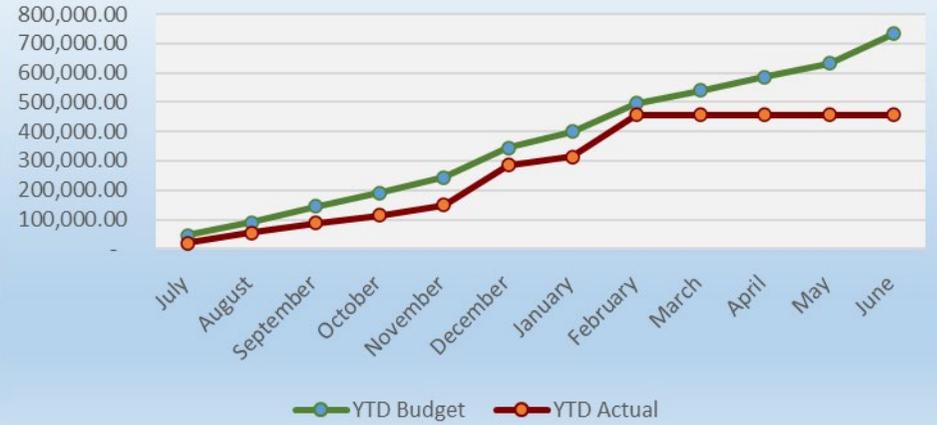
Action	Responsibility	Progress Comment	Status
1.2.3.1 Deliver and report to the OLG on the Council's Disability Inclusion Action Plan.	Manager Arts, Culture and Library Services	In accordance with Council's Disability Inclusion Action Plan (DIAP), outcomes against the actions of the plan are to be reported 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.	 No TARGET

4. Economic Growth and Tourism

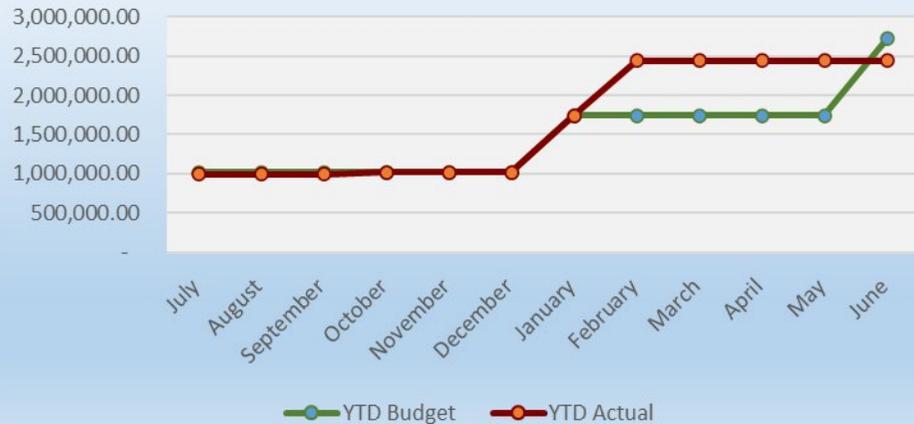
Economic Growth & Tourism - Operational Income Budget vs. Actual



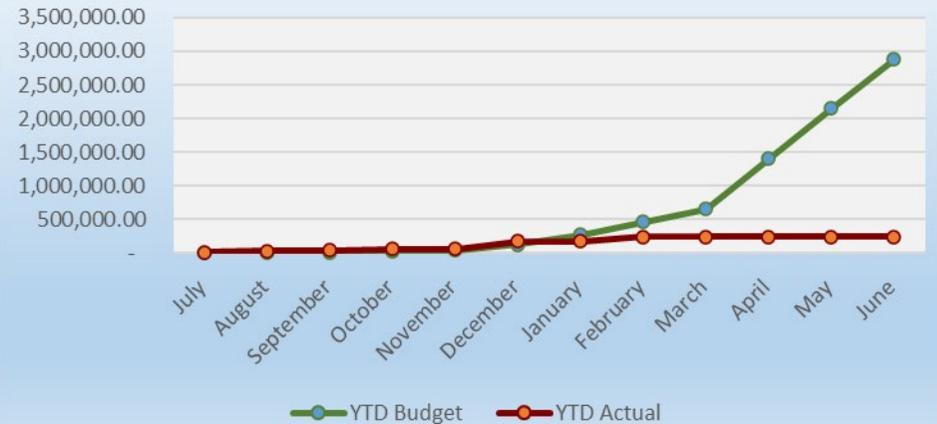
Economic Growth & Tourism - Operational Expenditure Budget vs. Actual



Economic Growth & Tourism - Capital Income Budget vs. Actual



Economic Growth & Tourism - Capital Expenditure Budget vs. Actual

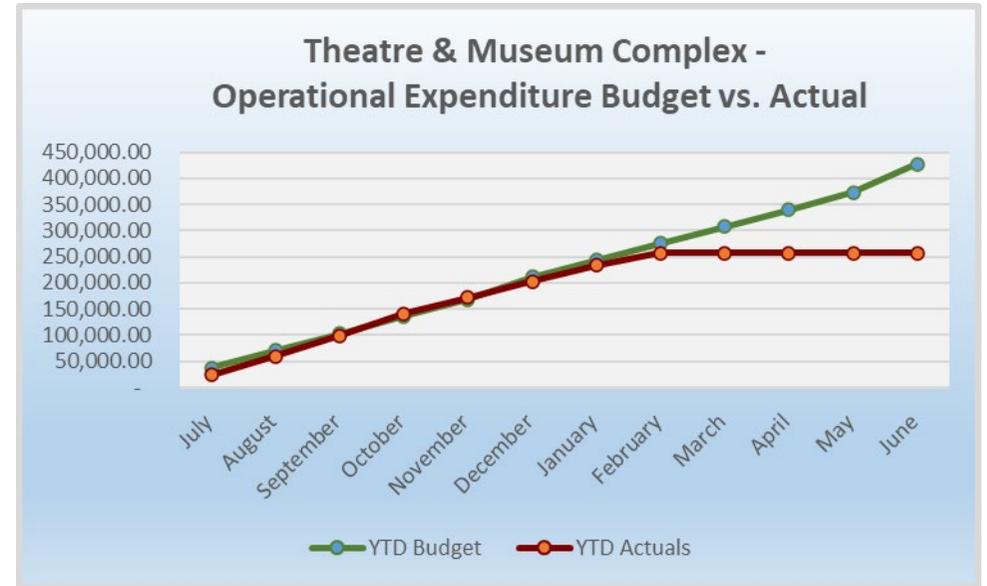
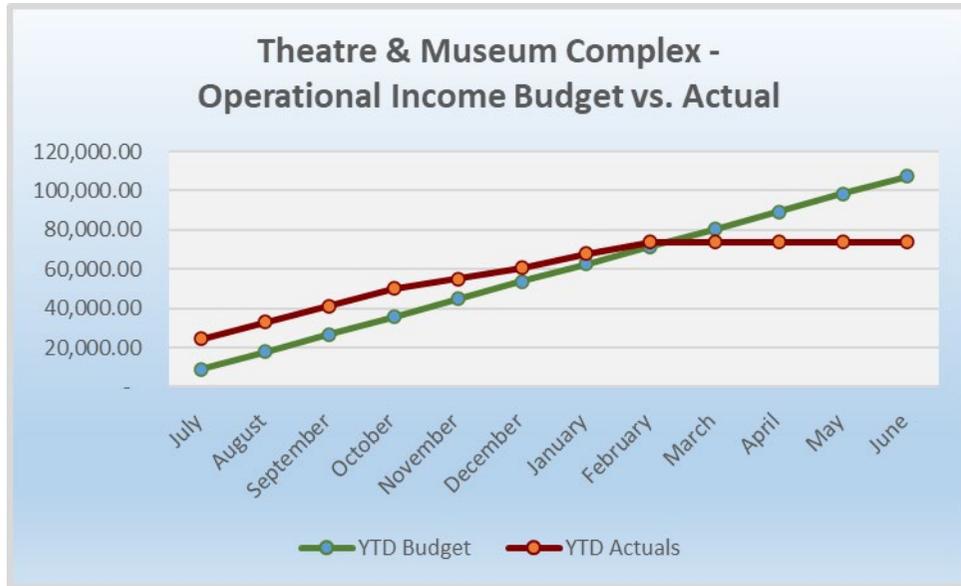


COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Economic Growth and Tourism	699,278	(1,854,903)	-265.26%
1. Operating Income	(190,937)	(107,623)	56.37%
2. Operating Expenditure	733,238	455,829	62.17%
3. Capital Income	(2,724,191)	(2,443,568)	89.70%
4. Capital Expenditure	2,874,137	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%
6. Liabilities	7,031	5,952	84.65%

Action	Responsibility	Progress Comment	Status
<p>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).</p>	<p>Senior Advisor Communication & Economic Development</p>	<p>Sale of "Bendall's" 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 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 Agents report home property market has come off the boil a bit, although demand for rural properties remains strong. More retail activity in town with a second discount store opening, fish & chip shop and tobacco/vape store opening.</p> <p>Job market 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 Progress continues, although at the time of writing, staff waiting to see final proof of signs from the Legume Progress Association committee.</p>	 No TARGET
<p>2.1.1.2 Deliver and manage Destination Marketing Plan and marketing campaigns and activities.</p>	<p>Senior Advisor Communication & Economic Development</p>	<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>	 No TARGET

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>	 NO TARGET

5. Theatre and Museum Complex

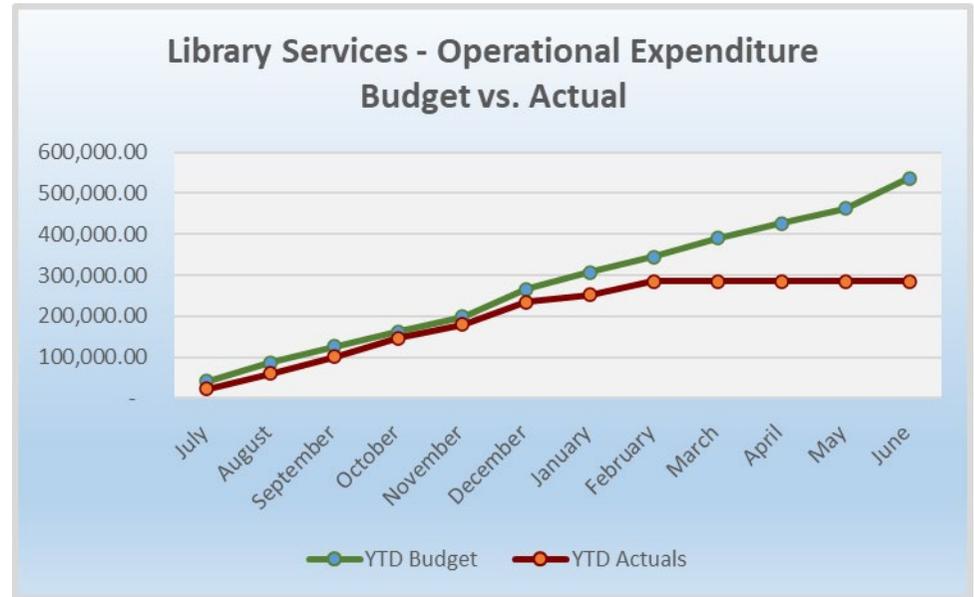
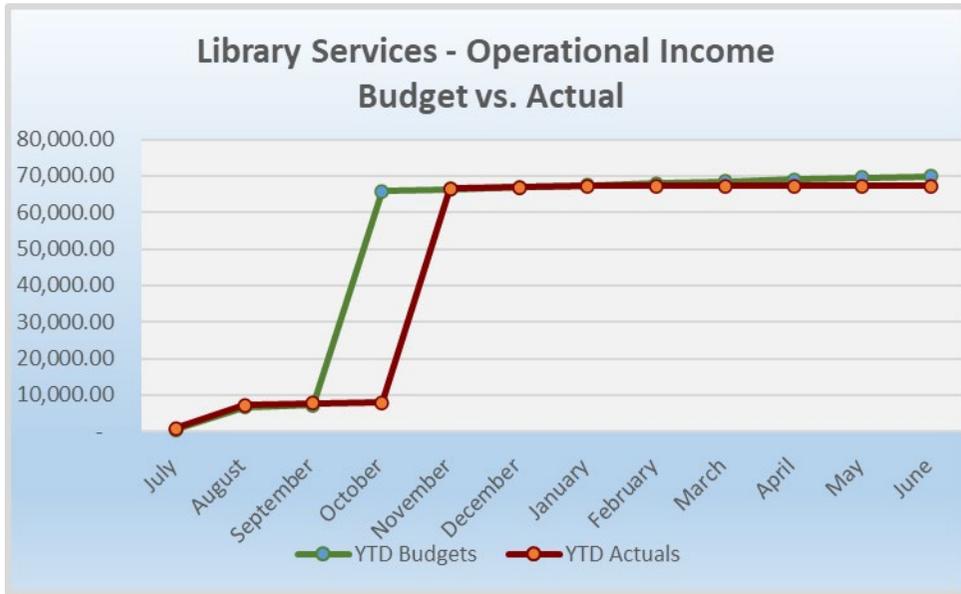


COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Theatre & Museum Complex	319,973	183,672	57.40%
1. Operating Income	(107,316)	(73,772)	68.74%
2. Operating Expenditure	427,289	257,443	60.25%

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>	 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.	 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.	 No TARGET

6. Library Services



COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Library Services	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%
6. Liabilities	7,000	5,554	79.35%

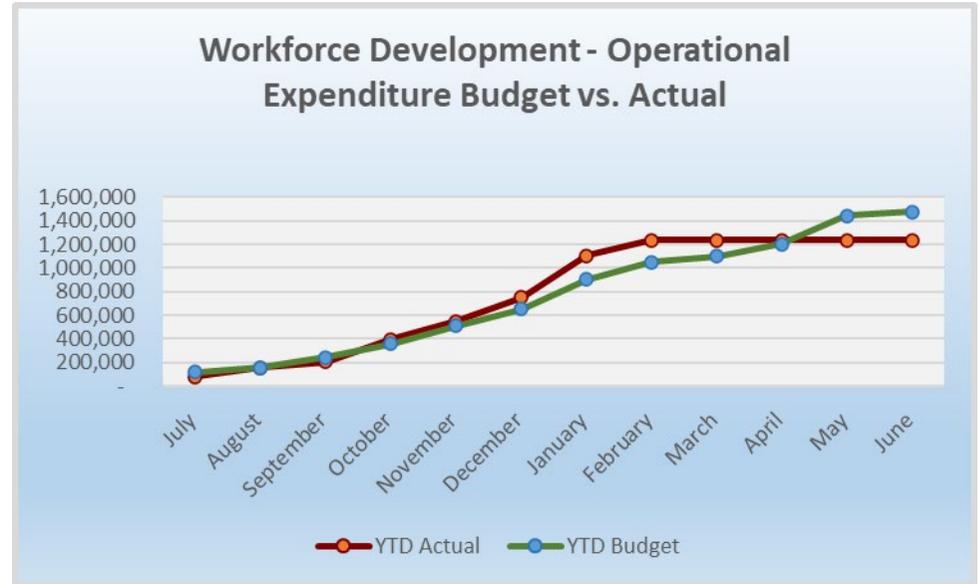
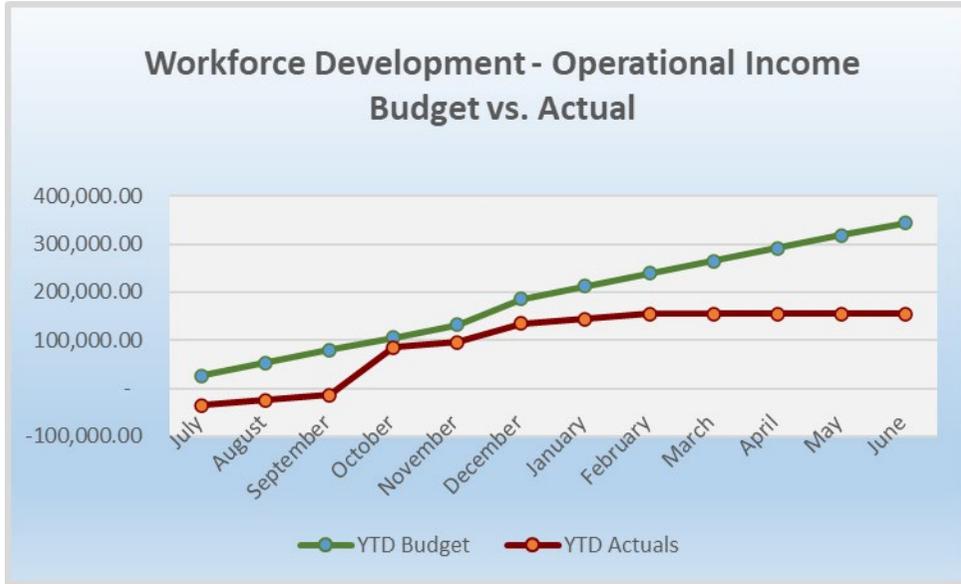
6. LIBRARY SERVICES

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>	 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>	 No TARGET

7. Workforce Development



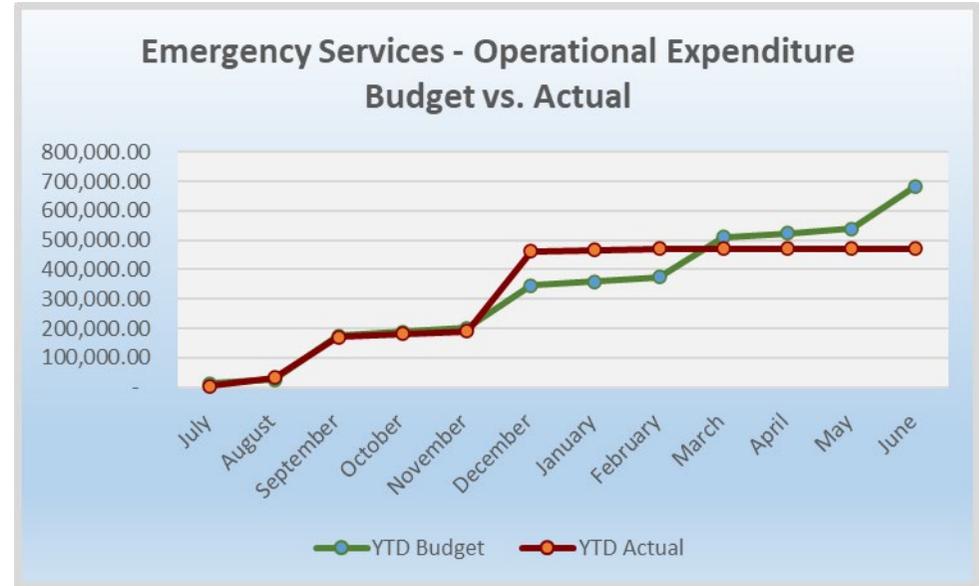
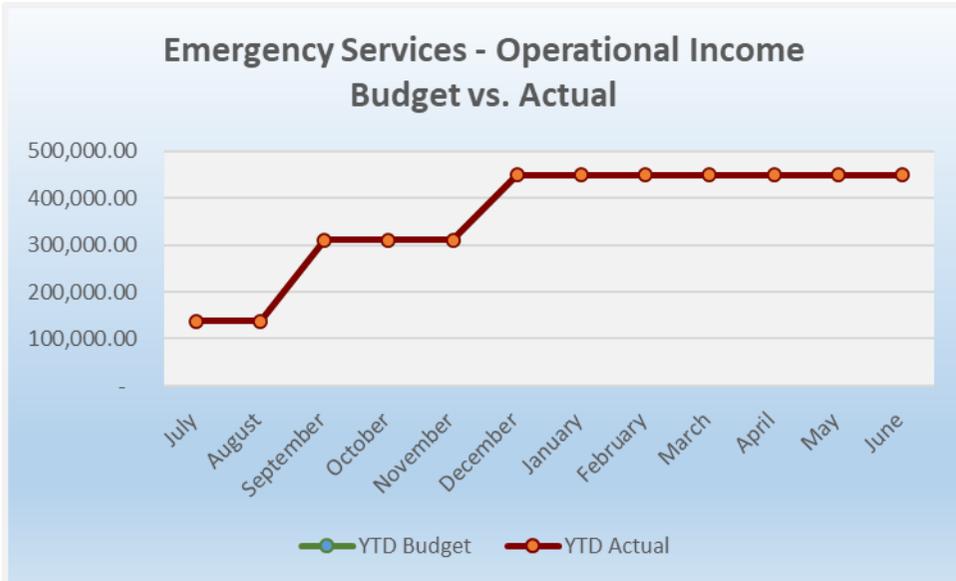
COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Workforce Development	1,131,361	1,082,722	95.70%
1. Operating Income	(344,349)	(154,373)	44.83%
2. Operating Expenditure	1,475,710	1,237,095	83.83%

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 (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>	 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>	 ON TRACK

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. Certificate III in civil construction plant operations ongoing. Diploma in Facilities Management and Arts & Cultural Administration ongoing. Graduate Certificate of Leadership underway. NSW Emergency Management Program undertaken.	 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. 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.	 ON TRACK
5.1.1.8 Manage and report on Council's Enterprise Risk Management Framework and Risk Register.	Acting Manager HR & Workforce Development	Councils 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.	 ON TRACK

8. Emergency Services

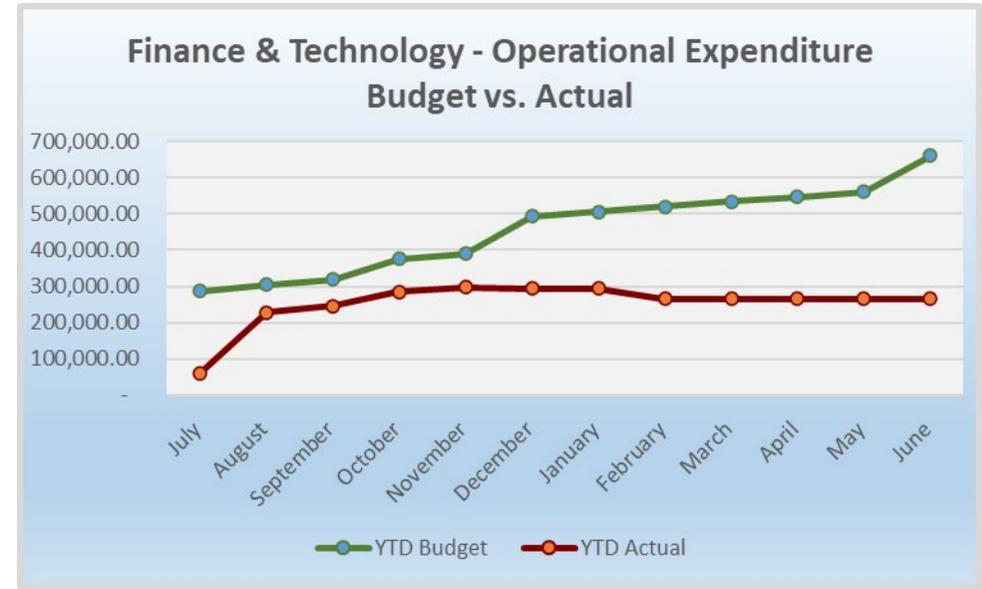
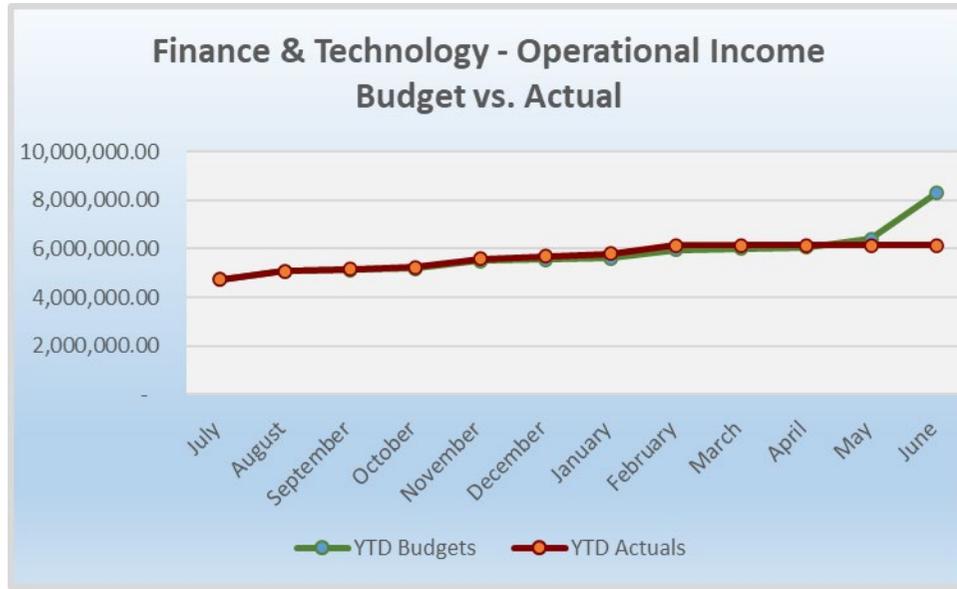


COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Emergency Services	234,599	21,262	9.06%
1. Operating Income	(448,895)	(448,895)	100.00%
2. Operating Expenditure	683,494	470,157	68.79%

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 HR, Workforce Development & Safety	<p>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.</p> <p>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.</p>	 MONITOR

9. Finance and Technology



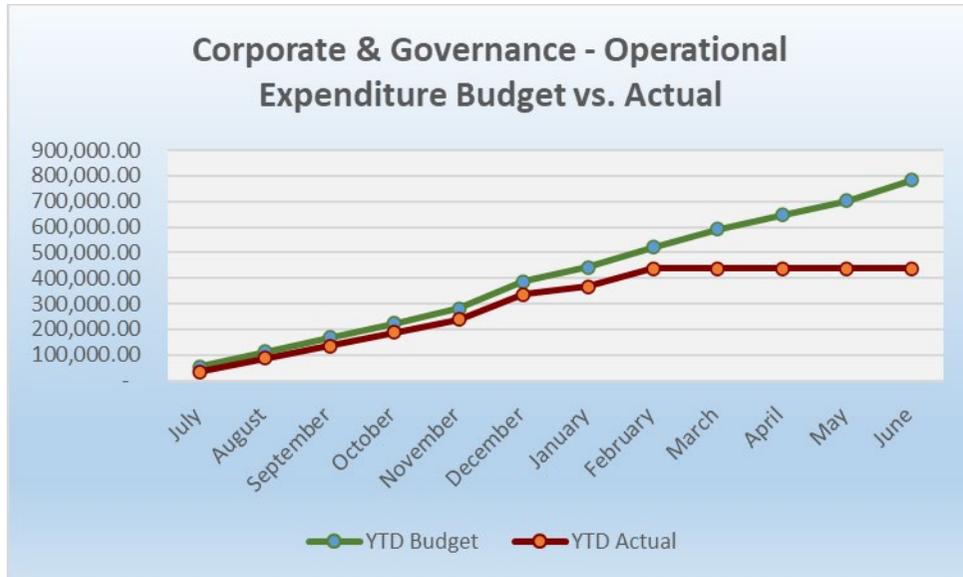
COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Finance & Technology	(7,327,997)	(5,776,072)	78.82%
1. Operating Income	(8,292,471)	(6,137,551)	74.01%
2. Operating Expenditure	661,181	266,271	40.27%
4. Capital Expenditure	225,000	46,695	20.75%
1810501. Computer Equipment - 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>	 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: 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. Final AEP will be sent by AONSW as the date of the final audit is finalized.</p>	 MONITOR

Action	Responsibility	Progress Comment	Status
5.1.2.3 Manage investments - Plan develop and manage Council's investment portfolio.	Manager Finance and Technology	<p>Investments are managed within Council's Investment Policy guidelines. Investments are reported to Council every month as part of the Finance and Accounts report, with the latest update being provided for 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>	 MONITOR
5.1.4.1 Develop, manage and deliver Council's Technology Strategic Plan.	Manager Finance and Technology	<p>Council's Technology Strategic Plan is a work in progress, documents 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>	 MONITOR
		<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>TERMINATION OF ASSET MANAGEMENT SOFTWARE: 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>	 MONITOR

10. Corporate and Governance



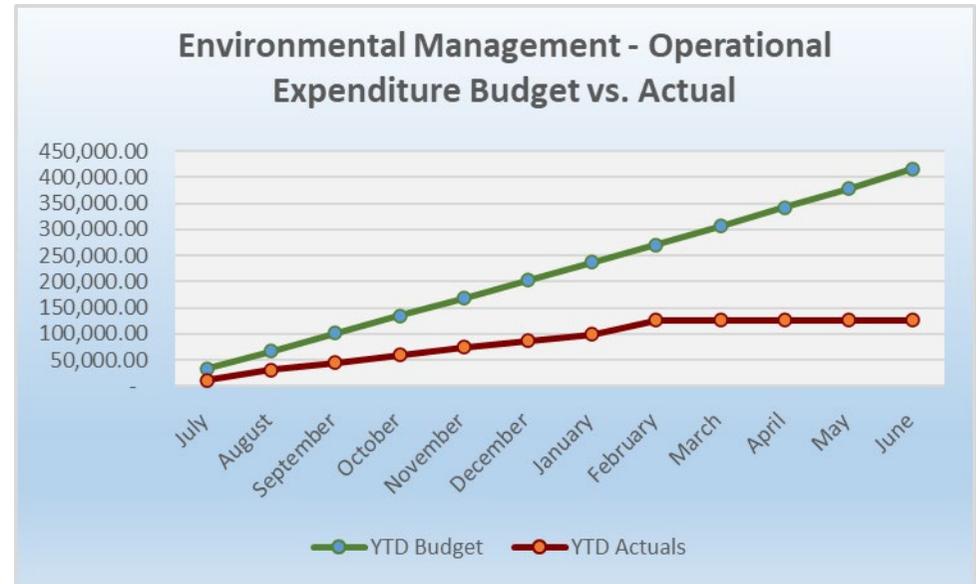
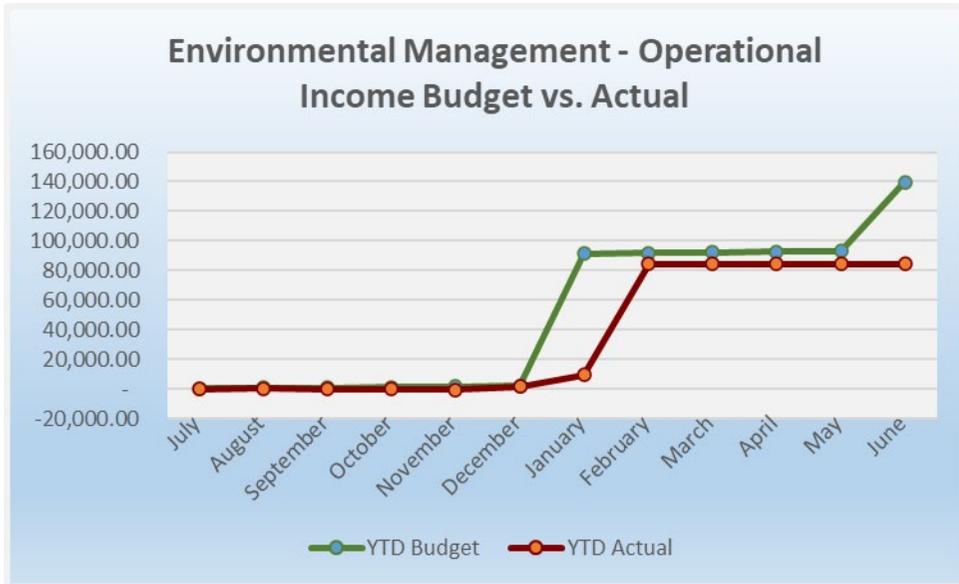
COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Corporate and Governance	781,458	436,312	55.83%
1. Operating Income	(1,616)	(2,139)	132.37%
2. Operating Expenditure	783,074	438,451	55.99%

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 Customer Service, Governance & 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>	 MONITOR
5.1.1.2 Develop, manage and deliver Governance Services, in accordance with the OLG Compliance Guide, IP&R Framework and Reporting including the Monthly Operational Report, GIPA and PIDS and facilitate and support the ARIC.	Manager Customer Service, Governance & Records	<p>Public Interest Disclosure Report for January to June 2022 submitted to NSW Ombudsman's Office in August 2022.</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>	 MONITOR

Action	Responsibility	Progress Comment	Status
<p>5.1.1.3 Develop, manage and deliver Records Management Services, in accordance with legislation.</p>	<p>Manager Customer Service, Governance & Records</p>	<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>	 <p>MONITOR</p>
<p>5.2.1.1 Deliver independent bi-annual Customer Satisfaction survey.</p>	<p>Manager Customer Service, Governance & Records</p>	<p>The final report for the survey was submitted to Council's Ordinary Meeting of 26 October 2022. Overall satisfaction with Council's services has declined, although key public facilities such as parks, gardens and the pool are still considered to be important services delivered by Council.</p>	 <p>ON TRACK</p>

11. Environmental Management



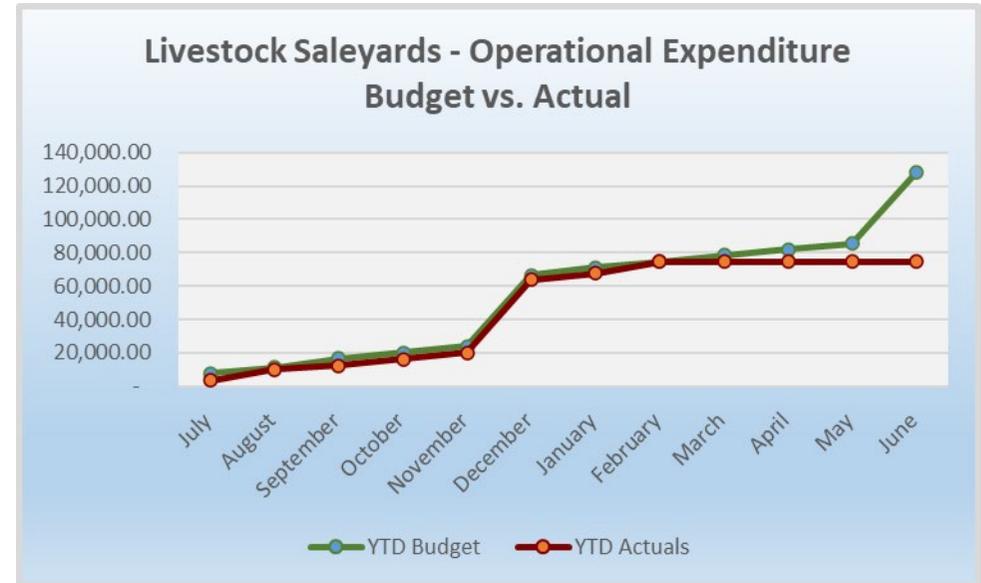
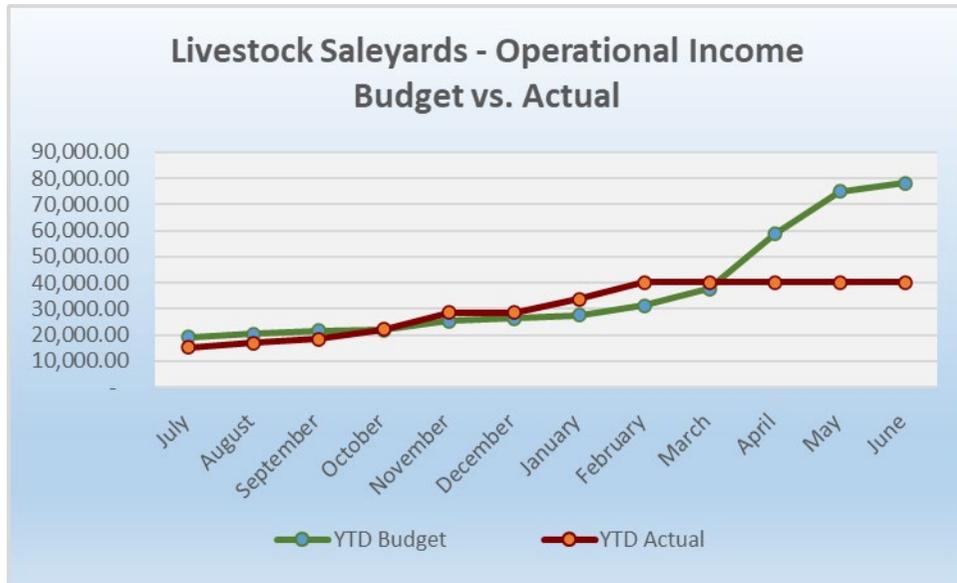
COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Environmental Management	276,964	42,958	15.51%
1. Operating Income	(139,886)	(84,570)	60.46%
2. Operating Expenditure	416,162	126,887	30.49%
4. Capital Expenditure	688	640	93.02%
4235501. Covid-19 Council Pound Grant Expenditure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

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. One notice has been issued in relation to overgrown/untidy blocks, still ongoing.	 NEEDS WORK

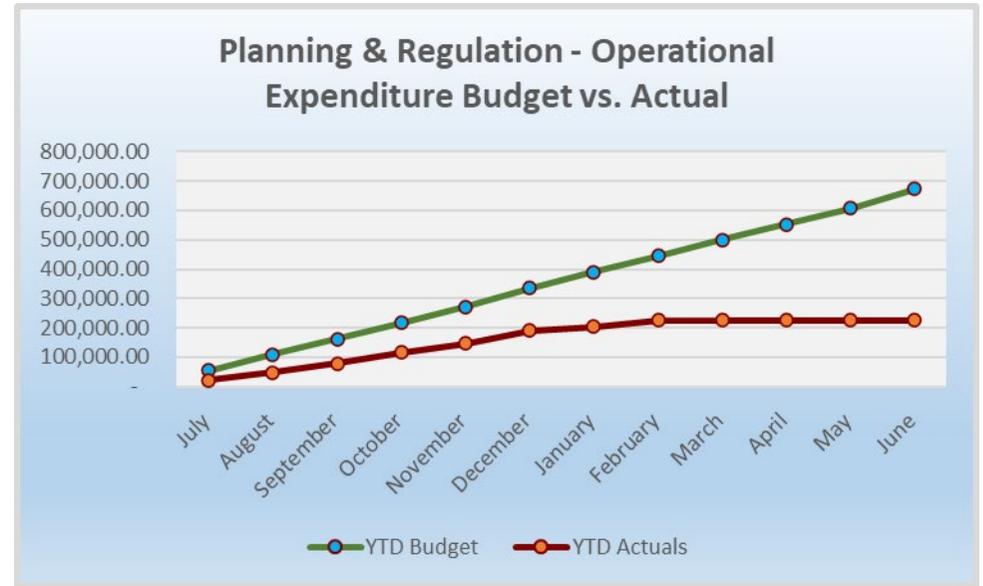
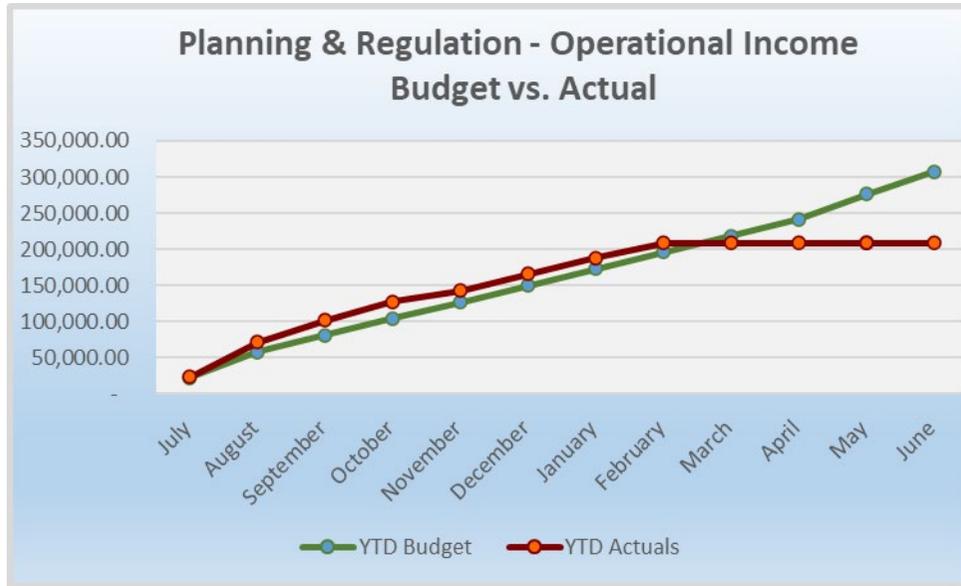
12. Livestock Saleyards



COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Livestock Saleyards	420,414	378,080	89.93%
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%

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	 ON TRACK
		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			
		Thompson Longhorn have completed the Double Height ramp. Double Height ramp is operational. Further laneways are to be built.		
		Biggest risk being further reduction in numbers as to whether the saleyards will remain viable. Increase in the throughput of 2000 head from last financial year. Saleyard induction on the website, with the public completing the induction process.		

13. Planning and Regulation



COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Planning & Regulation	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%

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.	 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.	 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.	 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	Carport and Shed

Applications Determined February 2023

DA Number	Applicant	Address	Description of Work
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

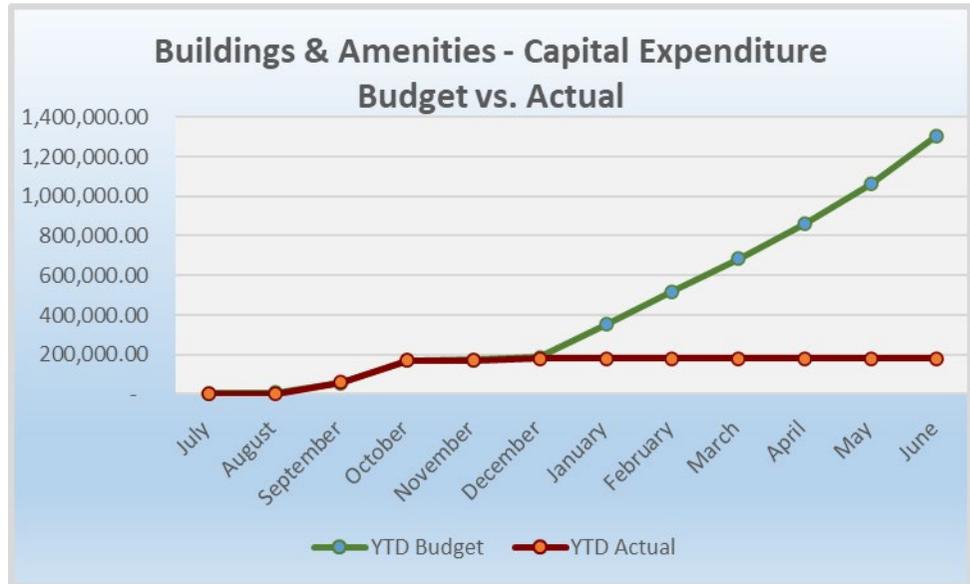
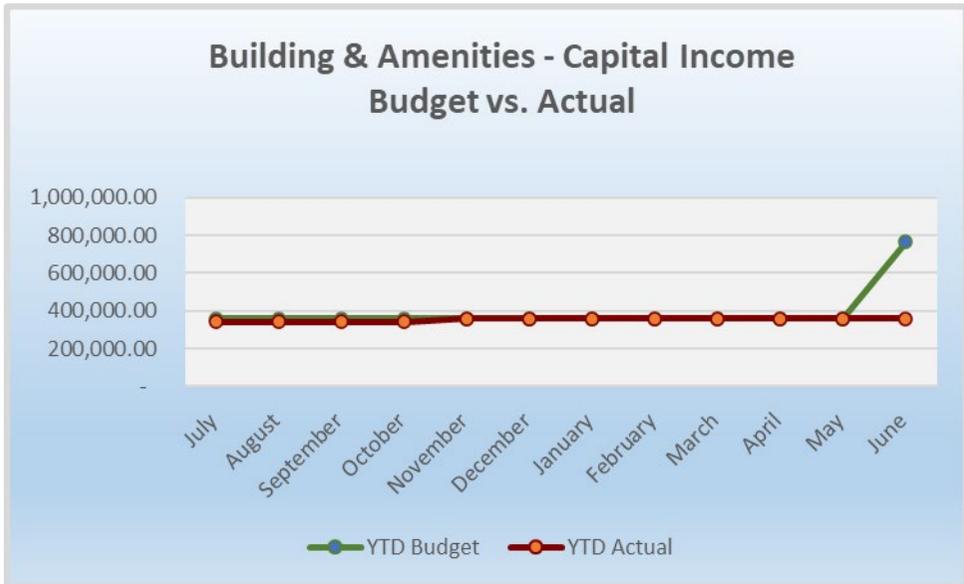
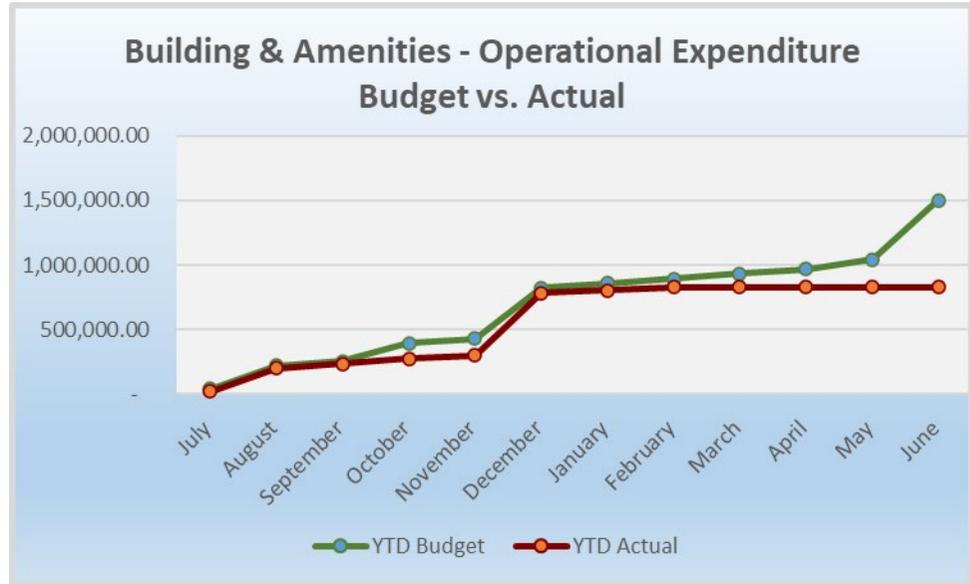
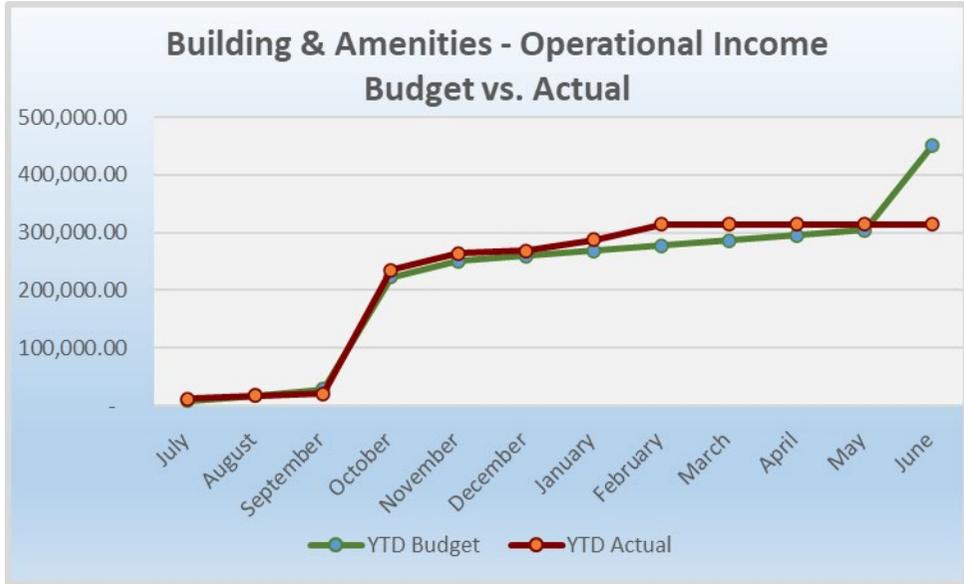
2022.043	Tenterfield Surveys (Taylor)	60 Derby Street, Tenterfield	Five (5) Lot Staged Urban Subdivision	Information required from applicant
2022.048	Tenterfield Surveys (Uhrig)	17 Naas Street, Tenterfield	Eleven (11) Lots Staged Urban Subdivision	Under assessment
2022.068	Tenterfield Surveys Pty Ltd	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
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2023.019	Ajay Coutinho	119 Douglas Street, Tenterfield	Carport and Shed	Under assessment

FY 22/23 Development Statistics

		Dwellings	Additions/ Renovations to Existing Dwellings	Garages, Carports & Sheds	Commercial or Industrial Works	Subdivision	Recreation/ Tourism	FY 22/23 Monthly Total	FY 21/22 Monthly Total
Jul-22	No.	6	1	0	0	1	0	8	9
	Value	\$1,199,500.00	\$199,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,398,600.00	\$1,311,501.00
Aug-22	No.	5	3	4	2	2	0	16	16
	Value	\$2,339,980.00	\$23,000.00	\$238,220.00	\$135,000.00	\$0.00	\$0.00	\$2,736,200.00	\$935,531.00
Sep-22	No.	5	3	2	0	3	1	14	19
	Value	\$895,900.00	\$450,000.00	\$71,196.00	\$0.00	\$0.00	\$0.00	\$1,417,096.00	\$1,992,350.00
Oct-22	No.	4	1	2	0	2	1	10	12
	Value	\$826,065.00	\$48,000.00	\$49,000.00	\$0.00	\$0.00	\$48,000.00	\$971,065.00	\$7,634,761.00
Nov-22	No.	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 (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 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Buildings & Amenities	1,592,126	333,852	20.97%
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"> • Cleaning Contract for all Council buildings and RFS Control Centre is currently being drafted looking to advertise in March 2023. • 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. • 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. • 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. • Property Asset Valuation inspections have been completed across the shire in January 2023 and awaiting draft reports to be sent to Finance department. • Quote has been requested for the RSL Deck to be cleaned, secure existing nails and stained. <p>Current Capital Works</p> <ul style="list-style-type: none"> • Purchase order has been raised to replace the air conditioning units on the administration roof. Installation should be first week in July 2023. • 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 • Band Hall relocation to Leechs Gully Documentation is ready awaiting minister signature prior to lodgement of the Development Application. 	 NEEDS WORK

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"> 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. 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. 	 NEEDS WORK
1.2.1.6 Develop and deliver the Buildings and Amenities Asset Management Plan.	Buildings & Property Coordinator	<p>Licences & Agreements on Council owned/managed Land</p> <ul style="list-style-type: none"> 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. <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"> The Mingoola Trail – Content for the sign - to be located at Mingoola – working group liaising with design team on sign changes. <p>Drought Communities Programme Extension</p> <ul style="list-style-type: none"> Streetscape Recovery Project – work is underway on all four (4) buildings and will be completed in the next few months - ongoing. Upgrades to the Drake Resource Centre – Acquittal documents have been given to Council and an audit yet to be completed. <p>Local Drought Stimulus Package</p> <ul style="list-style-type: none"> Memorial Hall Internal Acoustic & Insulation Treatments – Fire system is completed, and funding should be claimed, awaiting final payments of invoices - ongoing 	 NEEDS WORK

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.

1.2.1.7 Manage Crown Lands and prepare designated Native Title Advice.

Buildings & Property Coordinator

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

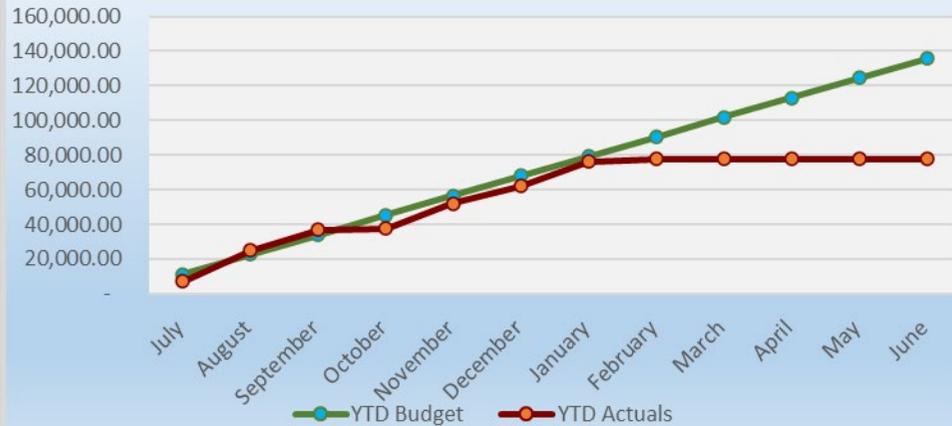
Last update from November 2022

- 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

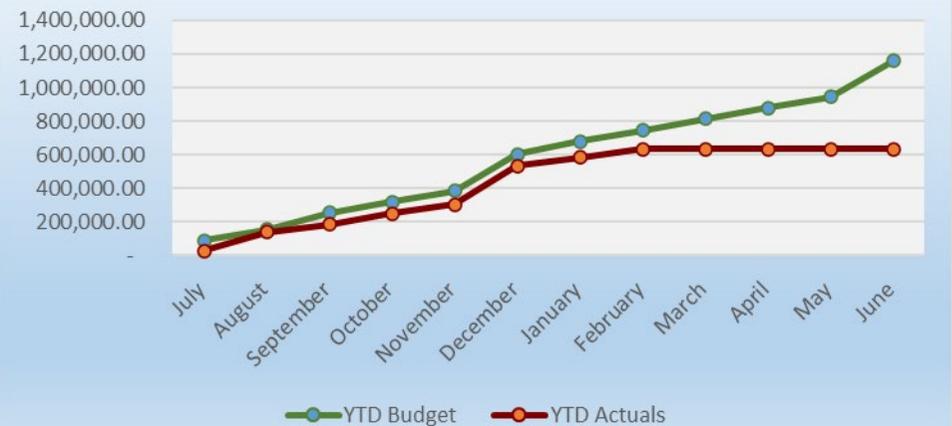


15. Parks, Gardens and Open Space

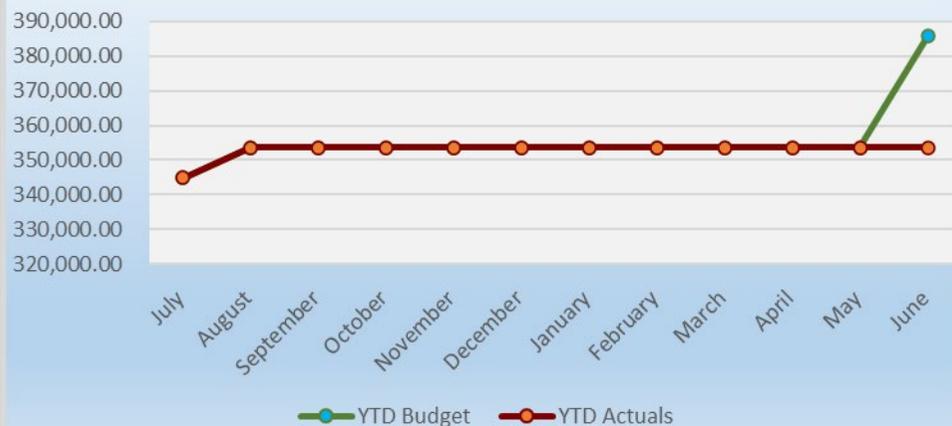
Parks, Gardens & Open Space - Operational Income Budget vs. Actual



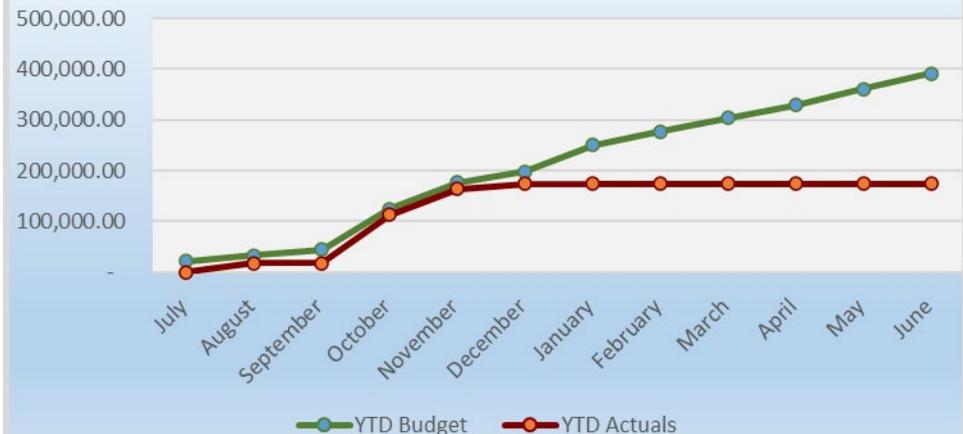
Parks, Gardens & Open Space - Operational Expenditure Budget vs. Actual



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



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



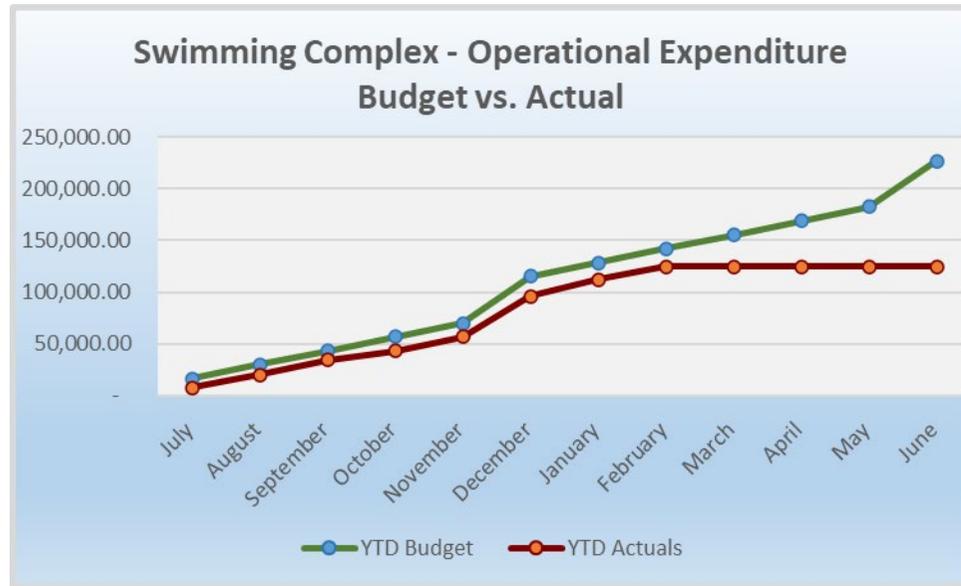
COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Parks, Gardens and Open Space	1,029,940	375,378	36.45%
1. Operating Income	(135,737)	(77,564)	57.14%
2. Operating Expenditure	1,159,007	633,066	54.62%
3. Capital Income	(385,667)	(353,667)	91.70%
4. Capital Expenditure	392,337	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. General cleaning and maintenance of amenities. Damage to the public toilets has now been reduced as Jubilee park toilet is being closed earlier. Graffiti is continuing to happen in toilets. Playground maintenance being undertaken. Suppliers contacted in relation to the upgrade of the netball courts. One (1) staff member required at the Cemetery on a rotating roster. Several pin oaks are still to be removed along Cowper and Logan streets. Anti-social behaviour still occurring in the front of Bruxner Park. Rubbish left and thrown on the footpath. Two (2) staff are required on a daily bases for Toro Zero turn and Toro Triple Deck mowers.</p> <p>Waste staff are now assisting with the emptying of the park and street bins.</p>	 MONITOR
1.2.1.2 Work with the Tenterfield Shire Village Progress Associations and the Parks, Gardens and the Parks, Gardens and Open Space Committee to support individual town and village themes.	Manager Open Space, Regulatory & Utilities	<p>Parks and Garden and Arts and Culture Committee are now combined. Village concept plans have been adopted and on Council website Grant funded upgrade to Jennings playground, including shade structure, BBQ and bin restrictor and carpark completed. Additional bins installed at Jennings Park due to increase use of the park. Water availability to Jennings park now connected to main. 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>	 NEEDS WORK

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

16. Swimming Complex

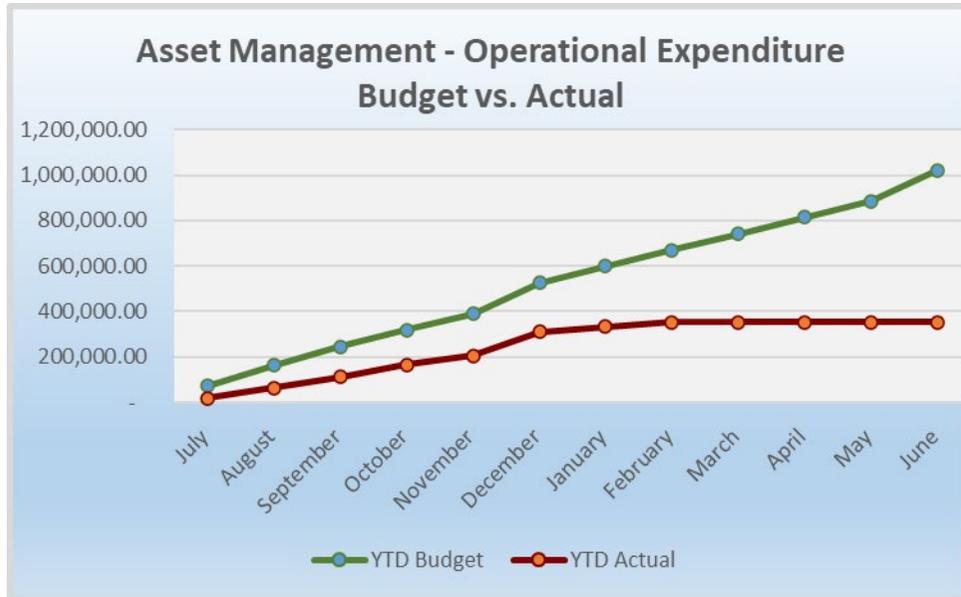


COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Swimming Complex	252,112	131,282	52.07%
2. Operating Expenditure	227,112	124,581	54.85%
4. Capital Expenditure	25,000	6,701	26.80%
4600512. Swimming Pool - Equipment Renewal	25,000	6,701	26.80%

16. SWIMMING COMPLEX

Business Unit: Swimming Complex								
Service Profile: Swimming Complex								
Action	Responsibility	Progress Comment						Status
1.2.2.1 Manage the Tenterfield War Memorial Baths (TWMB) Management Plan, and contribute to service delivery.	Buildings & Property Coordinator	<p>Management Plan</p> <ul style="list-style-type: none"> • Council is in negotiations with pool contractors regarding the management of the pool contract - ongoing. • Current Management Plan to be implemented in the 2023 summer season. This plan is currently under review. <p>Works identified for budget for next few years</p> <ul style="list-style-type: none"> • All pool shade sails need to be replaced with another shade sail damaged due to wind and the age of the sail. • Pool needs to be painted with fibreglass pool paint lining, as the concrete shell is visible in many places and increasing running cost. • Replace Roof on amenities building due to rust and leaking, heating system will need to be removed to complete these works. • More Concrete grinding on the pool deck and throughout the change rooms needs to be completed, • Ongoing problems with the plant room dropping out and foot valve failing and losing prime. A leak has been identified from the solar pump, with solar panel worn and requires replacing <p>Month Review</p> <ul style="list-style-type: none"> • 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 • Learn to swim programs, development classes and senior squad programs continues with 143 lessons taught per week. • School Swimming Carnivals were organised and completed in early February • Bookings have been placed for Tuesday mornings for eight (8) families to participate in a play group, water safe play program. 						 NEEDS WORK
Total Attendances								
	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

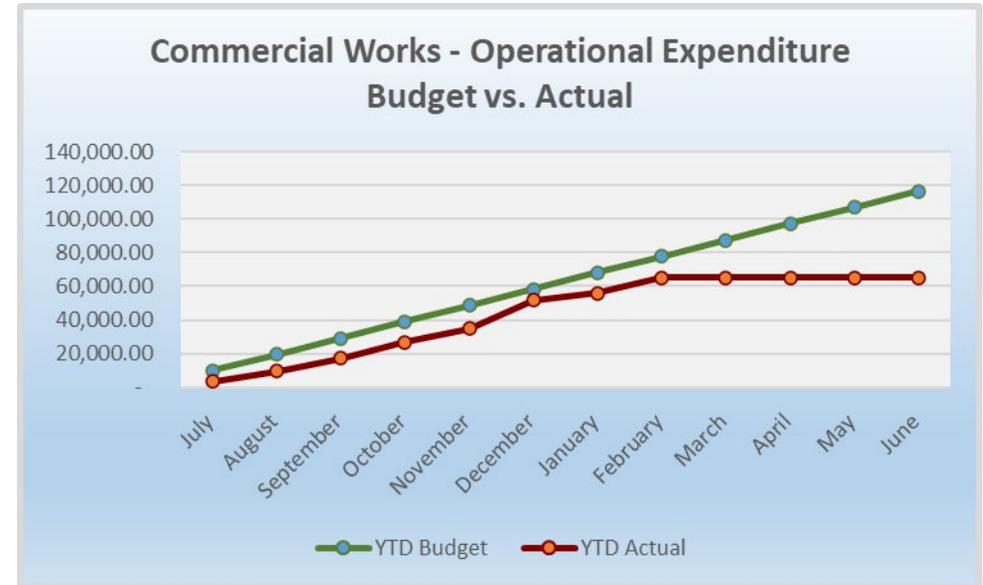
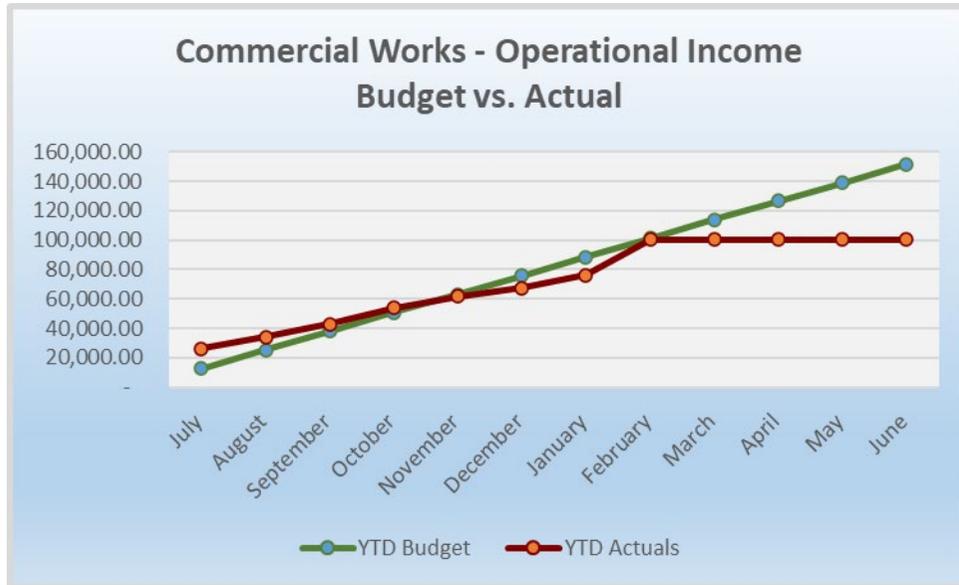


COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Asset Management & Resourcing	1,241,361	364,601	29.37%
1. Operating Income	(10,000)	(516)	5.16%
2. Operating Expenditure	1,022,524	354,385	34.66%
4. Capital Expenditure	220,000	4,335	1.97%
6250502. Tenterfield Depot - Wash Down & 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

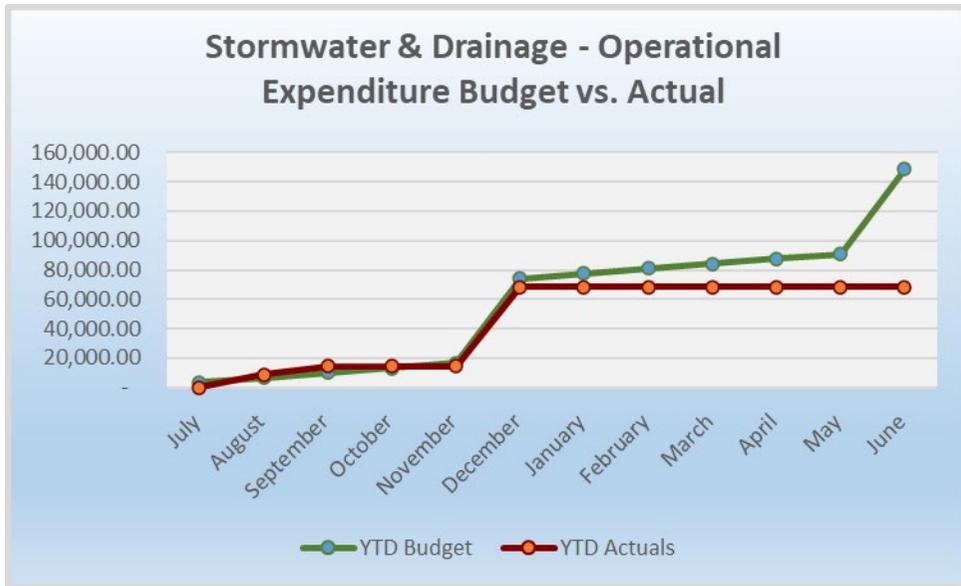


COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Commercial Works	(35,159)	(35,481)	100.92%
1. Operating Income	(151,842)	(100,567)	66.23%
2. Operating Expenditure	116,683	65,086	55.78%

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.	 NEEDS WORK

19. Stormwater and Drainage

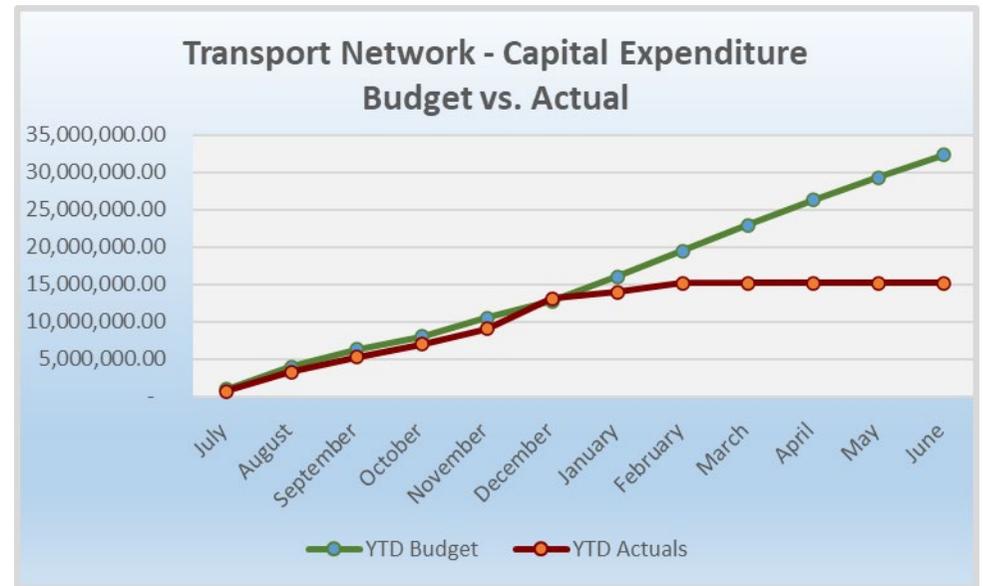
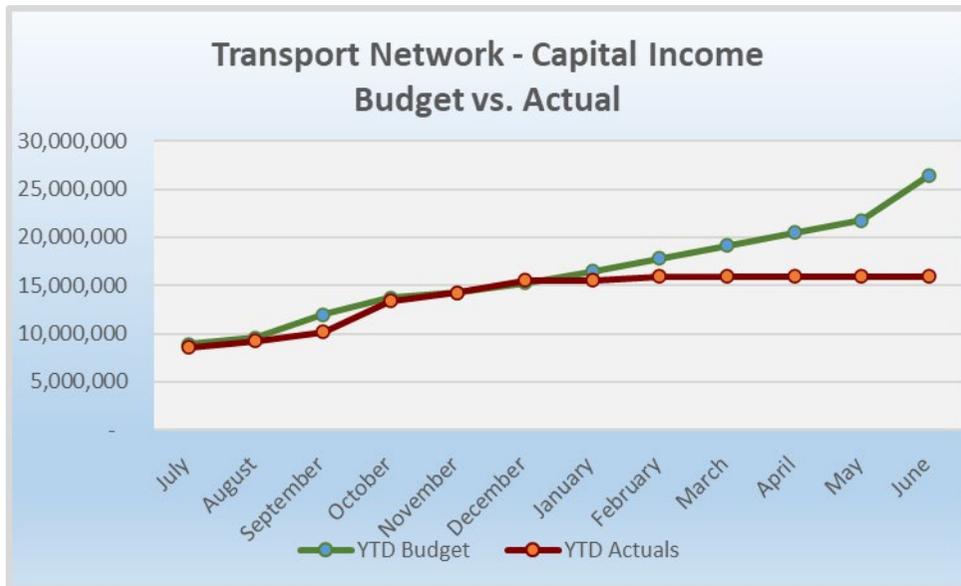
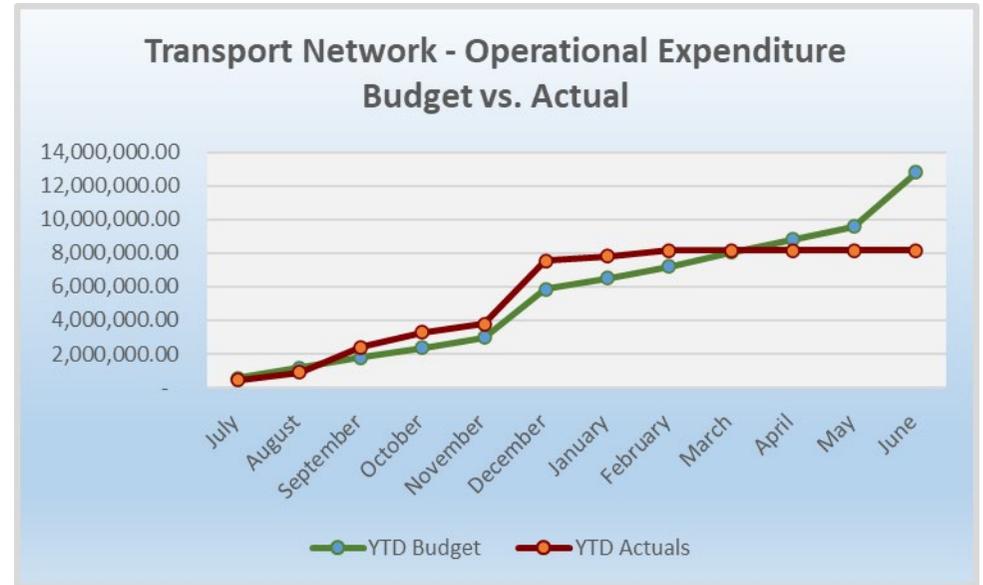
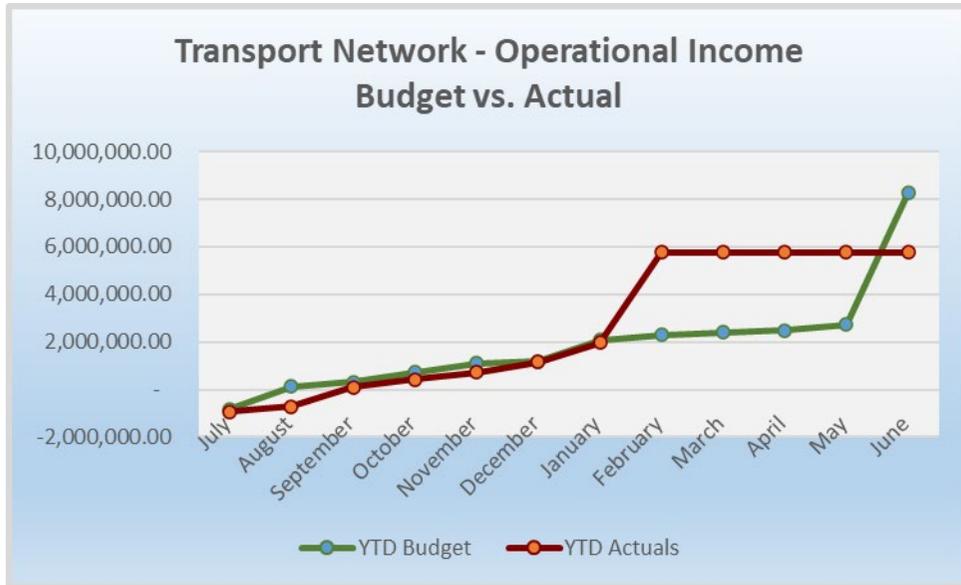


COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Stormwater & Drainage	207,232	(1,785)	-0.86%
1. Operating Income	(71,478)	(71,509)	100.04%
2. Operating Expenditure	148,510	68,556	46.16%
3. Capital Income	0	(1,468)	0.00%
4. Capital Expenditure	130,200	2,636	2.02%
8252502. Drainage 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.	 NEEDS WORK

20. Transport Network



COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Transport Network	10,912,410	1,810,492	16.59%
1. Operating Income	(8,249,091)	(5,758,928)	69.81%
2. Operating Expenditure	12,794,141	8,149,562	63.70%
3. Capital Income	(26,427,685)	(15,947,560)	60.34%
4. Capital Expenditure	32,305,964	15,116,469	46.79%
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%

COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
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%

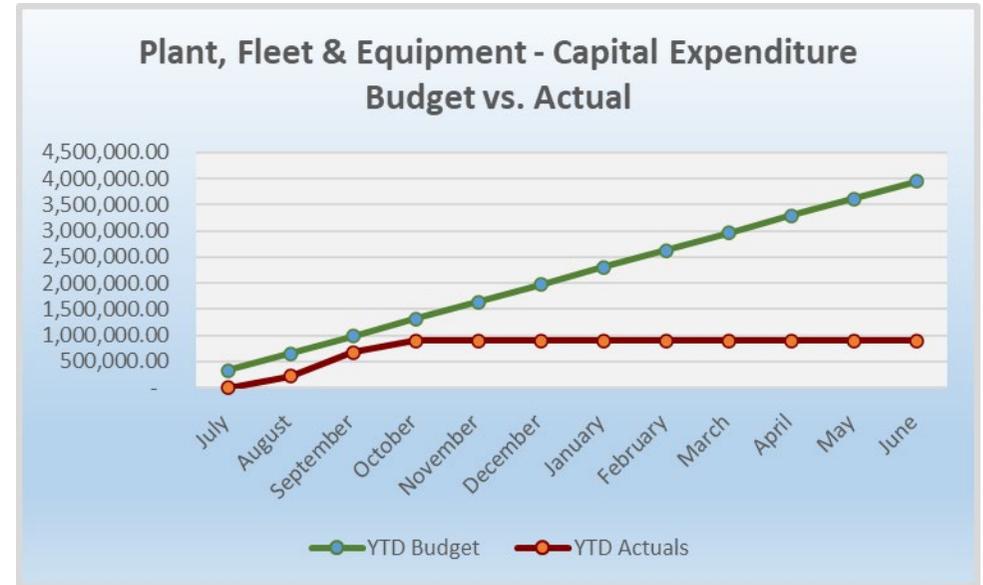
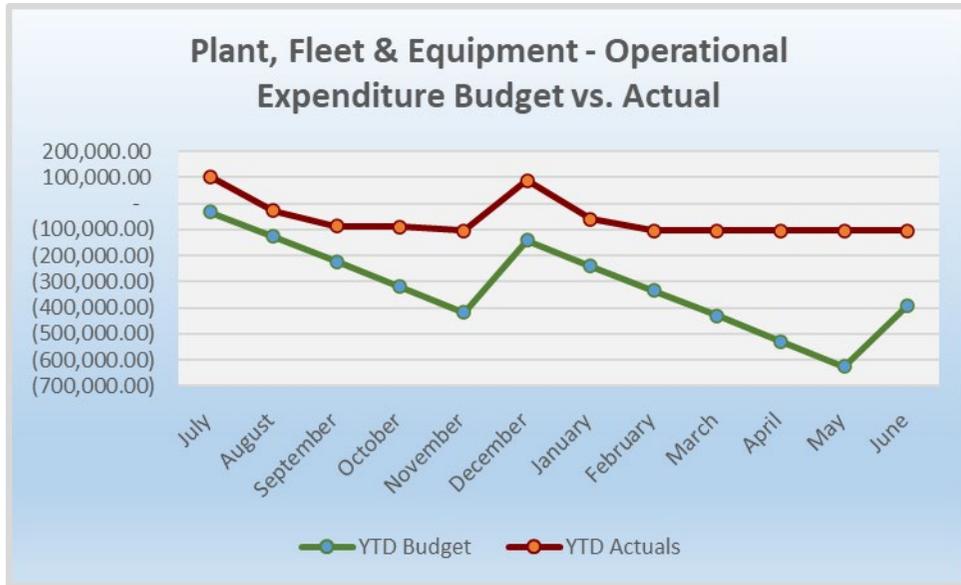
COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
6220513. Concrete Bridges	20,223	0	0.00%
6220514. Causeways	208,163	0	0.00%
6240101. Gravel Pit Rehabilitation	30,664	0	0.00%
6240509. SCCF4-0946 Extension to Urbenville Footpath	159,815	0	0.00%
6240511. Molesworth Street Footpath 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%
6. Liabilities	489,081	250,949	51.31%

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.	 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"> 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. 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. 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. 	 NEEDS WORK

- 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



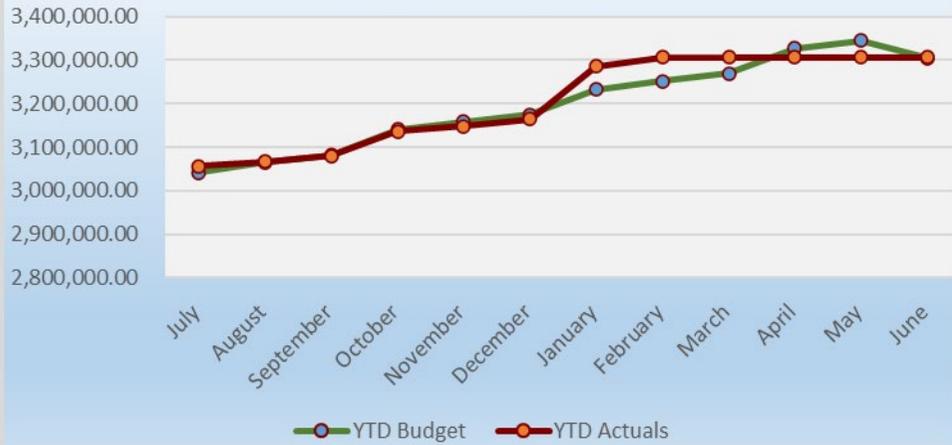
COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Plant, Fleet & Equipment	463,887	(262,095)	-56.50%
1. Operating Income	(48,190)	(27,675)	57.43%
2. Operating Expenditure	(390,346)	(103,176)	26.43%
4. Capital Expenditure	3,944,257	898,750	22.79%
6210500. Public Works Plant - 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

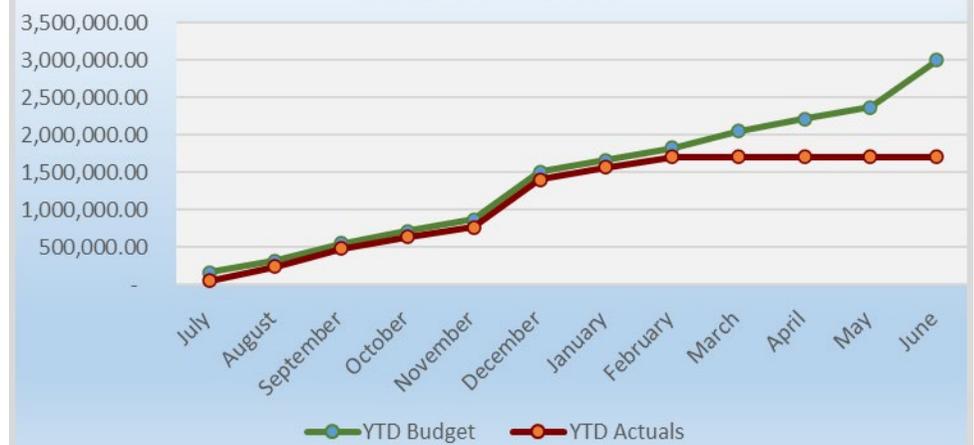
Business Unit: Plant, Fleet & Equipment			
Service Profile: Plant, Fleet & Equipment			
Action	Responsibility	Progress Comment	Status
5.1.3.5 Implementation and delivery of the Fleet Asset Management Plan and the Plant Replacement Program.	Manager Asset & Program Planning	Light fleet replacements under contract while major plant replacements are pending plant reserve.	 NEEDS WORK

22. Waste Management

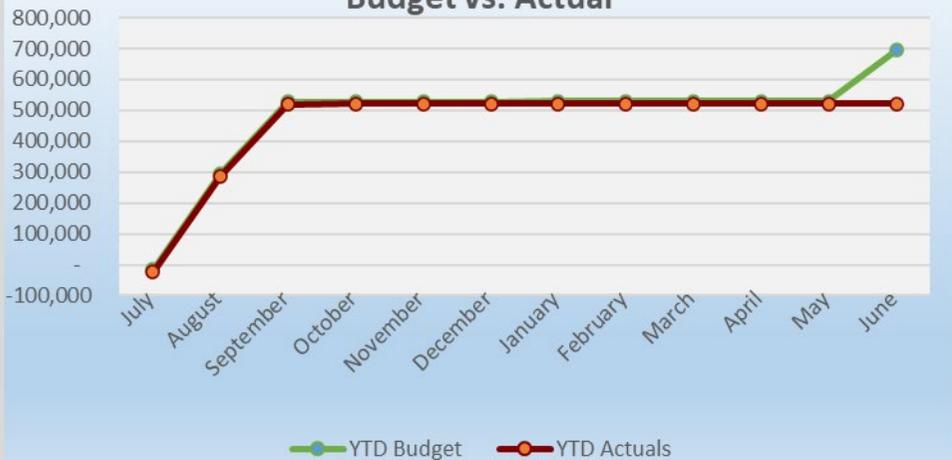
Waste Management - Operational Income
Budget vs. Actual



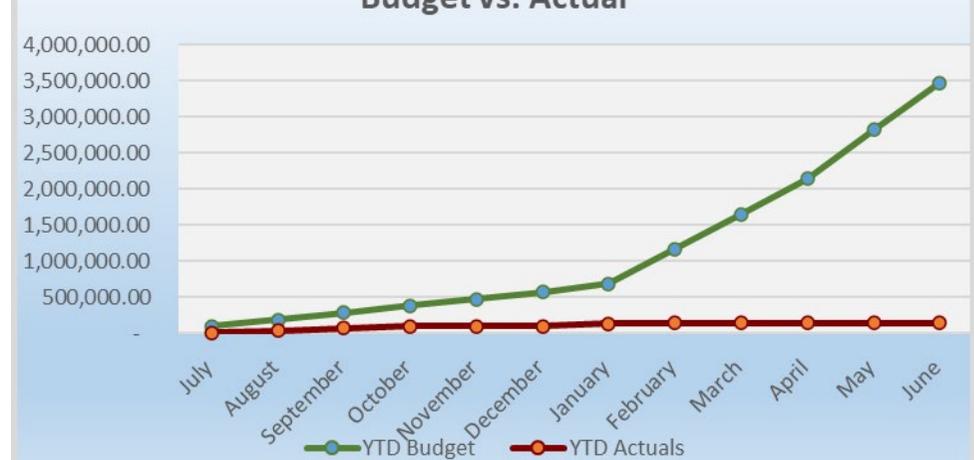
Waste Management - Operational Expenditure
Budget vs. Actual



Waste Management - Capital Income
Budget vs. Actual



Waste Management - Capital Expenditure
Budget vs. Actual



COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Waste Management	2,658,643	(1,854,180)	-69.74%
1. Operating Income	(3,305,259)	(3,305,914)	100.02%
2. Operating Expenditure	3,002,828	1,701,309	56.66%
3. Capital Income	(693,858)	(526,761)	75.92%
4. Capital Expenditure	3,469,265	145,196	4.19%
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%
6. Liabilities	185,667	131,990	71.09%

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 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>	 ON TRACK

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.

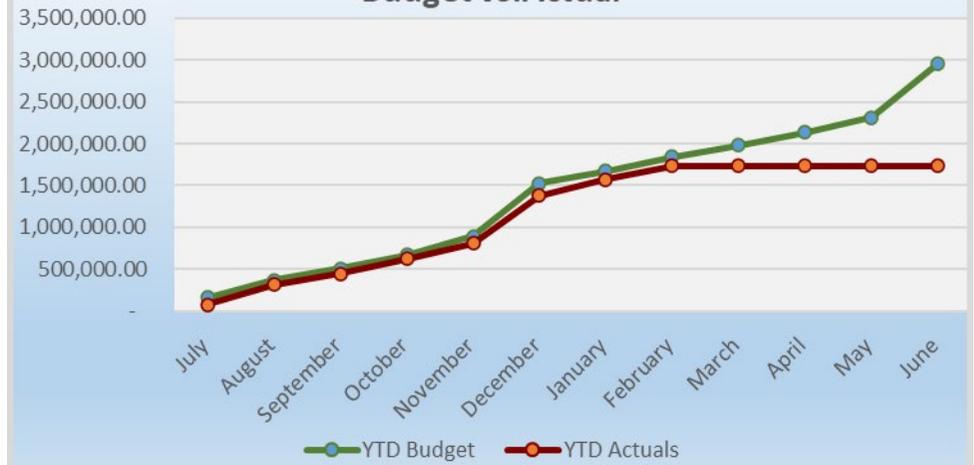
NIRW, annual meeting held in Tenterfield on the 24th November 2022, the Mayor opened the event, which was a success.

23. Water Supply

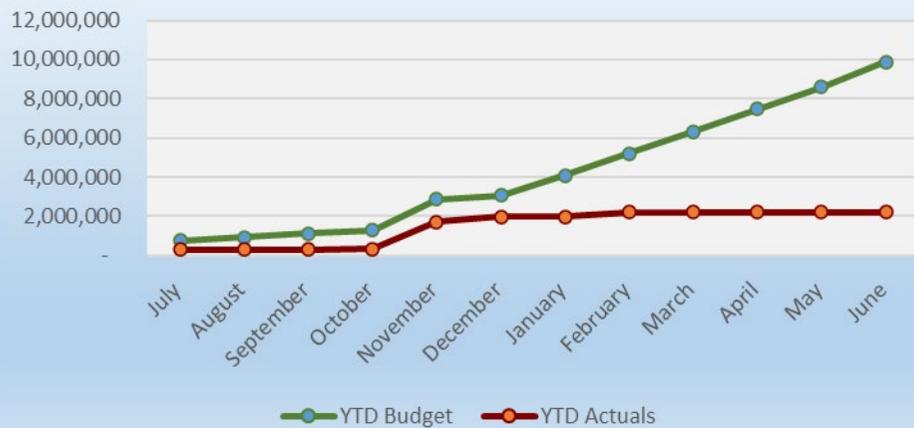
**Water Supply - Operational Income
Budget vs. Actual**



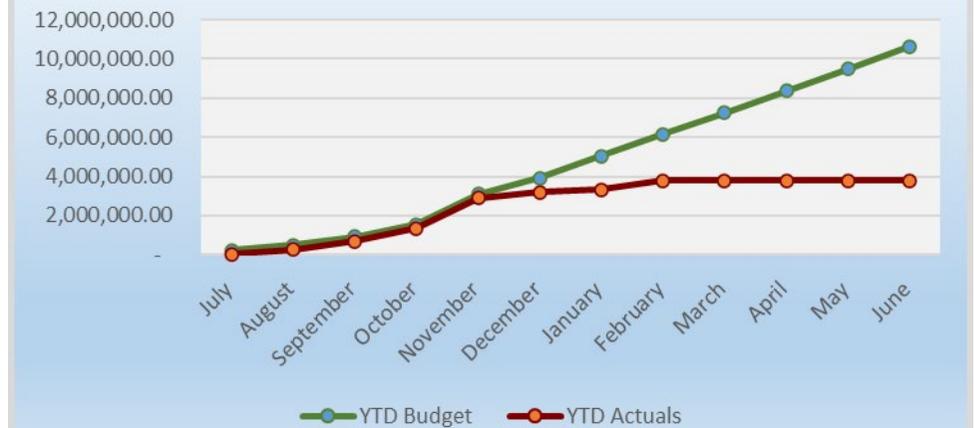
**Water Supply - Operational Expenditure
Budget vs. Actual**



**Water Supply - Capital Income
Budget vs. Actual**



**Water Supply - Capital Expenditure
Budget vs. Actual**



COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Water Supply	881,897	1,244,504	141.12%
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%
6. Liabilities	259,965	109,606	42.16%

23. WATER SUPPLY

Business Unit: Water Supply			
Service Profile: Water Supply			
Action	Responsibility	Progress Comment	Status
3.1.3.1 Implement Water Service Strategic Plan in accordance with NSW Office of Water Guidelines.	Manager Water & Waste	<p>February 2023-Update</p> <p>Bore sampling program is complete awaiting finalisation of analysis results. Checking of Shirley Park, Apex Park and East Street bores through CCTV commenced in July with Apex Park bore showing it's age and requiring a reline to continue it's operation this will be scheduled this financial year and has been completed in September 2022. Shirley Park constructed at the same time as Apex Park bore in 1994 was also showing signs of deterioration and was will be scheduled next financial for re-lining/refurbishment. East street bore as a flowing bore was also checked by CCTV (requested by NRAR) and was found to be in excellent condition, however will need to be re-grouted as non-compliant with artesian bores, quotations requested for works expected to be undertaken next financial year.</p> <p>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>	 ON TRACK

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 a 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)

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.

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

Manager
Water & Waste

February 2023-Update

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

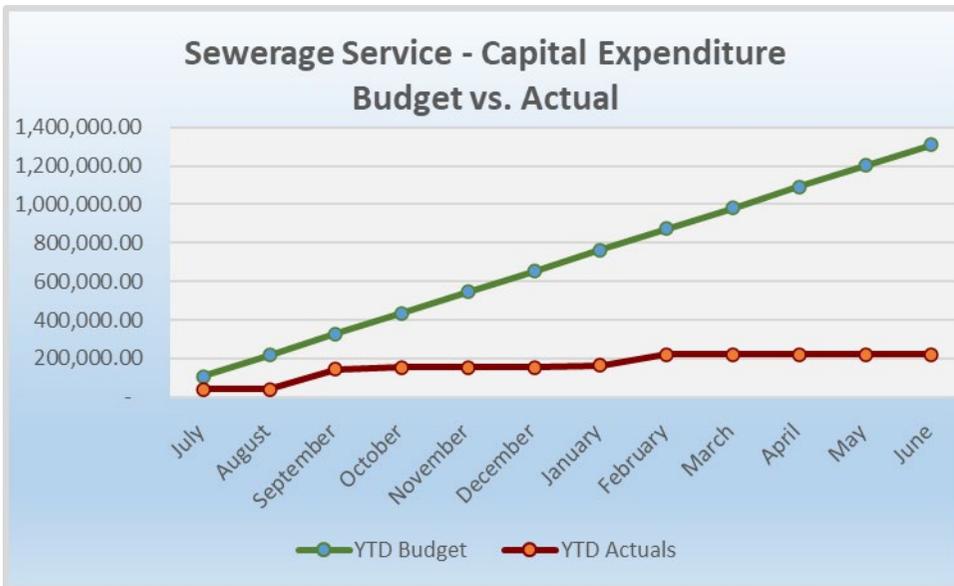
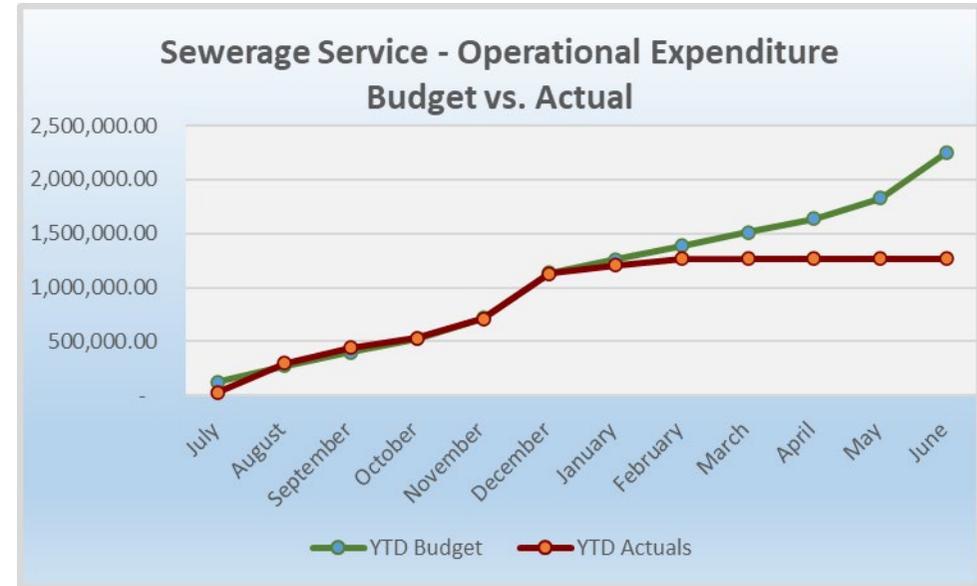
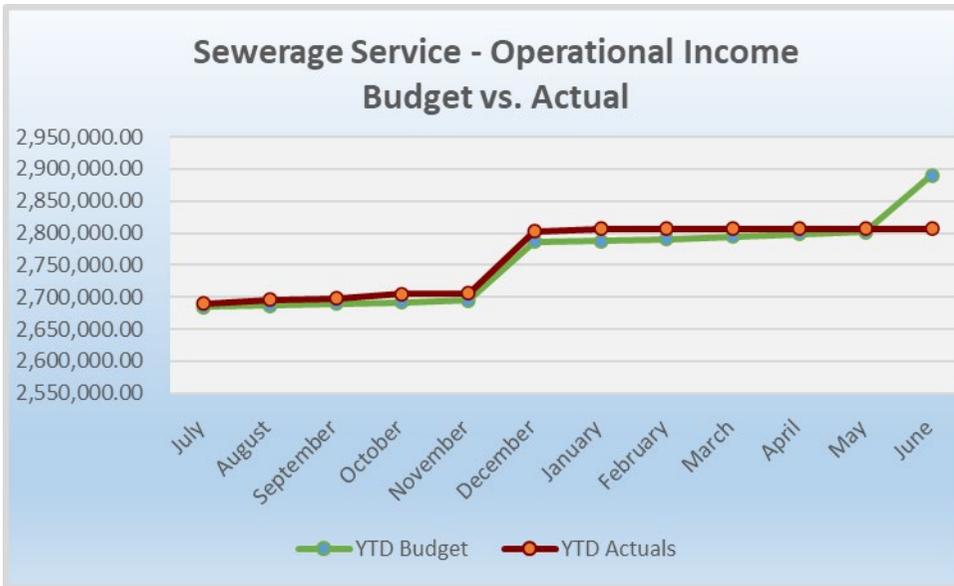
Amended Water Quality policy to include Dam Safety, and new Backflow prevention completed in August, report approved at Council's September meeting 2022. Report for Backflow prevention under community consultation, completion in October extended till November 2022 due to advertising delay, completed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



ON TRACK

24. Sewerage Service



COA	22/23 Review 2 Budget	22/23 YTD Actuals February	22/23 Percentage Spent
Sewerage Service	760,045	(1,276,979)	-168.01%
1. Operating Income	(2,889,930)	(2,809,711)	97.22%
2. Operating Expenditure	2,250,030	1,266,767	56.30%
3. Capital Income	(10,000)	(6,200)	62.00%
4. Capital Expenditure	1,309,354	221,870	16.95%
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%
6. Liabilities	100,591	50,295	50.00%

24. SEWERAGE SERVICES

Business Unit: Sewerage Services			
Service Profile: Sewerage Services			
Action	Responsibility	Progress Comment	Status
3.1.5.1 Maintain and operate the sewerage network, in line with the Asset Management Strategy.	Manager Water & Waste	<p>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.</p> <p>New lids have been installed in August 2022 at the Tenterfield Petrie and Simpson Street pump stations creating lighter lids for operations and providing compliance with safety regulations.</p>	 No TARGET

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.

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.