



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER ORDINARY COUNCIL MEETING 26 APRIL 2023

Notice is hereby given in accordance with the provisions of the *Local Government Act 1993*, and pursuant to Clause 3.3 of Council's Code of Meeting Practice that an **Ordinary Council Meeting** will be held in the "Koreelah Room", Council Administration Building, 247 Rouse St, Tenterfield NSW, on **Wednesday 26 April 2023** commencing at **9.30 am**.

Daryl Buckingham
Chief Executive

COMMUNITY CONSULTATION – PUBLIC ACCESS

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

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

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

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

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

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

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

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

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

CONFLICT OF INTERESTS

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

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

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

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

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

Non-pecuniary Interests - Must be disclosed in meetings.

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

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

Disclosures to be Recorded (s 453 Act)

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

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## ORDER OF BUSINESS

### Community Consultation (Public Access)

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



# AGENDA

## COMMUNITY CONSULTATION (PUBLIC ACCESS)

### WEBCASTING OF MEETING

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

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

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

### 1. OPENING & WELCOME

#### 2. (A) OPENING PRAYER

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

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

#### (B) ACKNOWLEDGEMENT OF COUNTRY

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

### 3. APOLOGIES

### 4. DISCLOSURES & DECLARATIONS OF INTEREST

### 5. CONFIRMATION OF PREVIOUS MINUTES

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### 6. TABLING OF DOCUMENTS

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

### 8. MAYORAL MINUTE

Confirmation of Previous Minutes No. 3 Cont...

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

## **10. OPEN COUNCIL REPORTS**

### **OUR COMMUNITY**

### **OUR ECONOMY**

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### **OUR GOVERNANCE**

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## **14. CONFIDENTIAL BUSINESS**

## **15. MEETING CLOSED**

Confirmation of Previous Minutes No. 3 Cont...

**(ITEM MIN3/23) CONFIRMATION OF PREVIOUS MINUTES**

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

**RECOMMENDATION**

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

- **Ordinary Council Meeting – 22 March 2023**

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

**ATTACHMENTS**

- |          |                                                                        |             |
|----------|------------------------------------------------------------------------|-------------|
| <b>1</b> | Unadopted Minutes - Ordinary Council Meeting - Wednesday 22 March 2023 | 15<br>Pages |
|----------|------------------------------------------------------------------------|-------------|

# MINUTES



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

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

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

**ATTENDANCE**

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

**ALSO IN ATTENDANCE**

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

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

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

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

**COMMUNITY CONSULTATION (PUBLIC ACCESS)**

**WEBCASTING OF MEETING**

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

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

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

**OPENING AND WELCOME**

**CIVIC PRAYER**

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

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

**ACKNOWLEDGEMENT OF COUNTRY**

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

**APOLOGIES**

Nil.

**DISCLOSURE & DECLARATIONS OF INTEREST**

**20/23** **Resolved** that councillors now disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.

| <b>Name</b>             | <b>Type</b>                         | <b>Item</b>                                                          |
|-------------------------|-------------------------------------|----------------------------------------------------------------------|
| Councillor Peter Murphy | Less than Significant Non Pecuniary | ITEM ECO1/23 Tenterfield Airstrip – Options for Community Management |
|                         |                                     |                                                                      |

(Kim Rhodes/Tim Bonner)

**Motion Carried**

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

**21/23** **Resolved** that the Minutes of the following Meetings of Tenterfield Shire Council:

- Ordinary Council Meeting – 22 February 2023

- Extraordinary Council Meeting – 16 February 2023

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

(Kim Rhodes/John Macnish)

**Motion Carried**

**TABLING OF DOCUMENTS**

Nil.

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

**ADDENDUM REPORT**

**22/23** **Resolved** that Council accepts into the agenda the following items:

- 1) ITEM GOV15/23 PROPOSED BORROWINGS 2022-2023 FINANCIAL YEAR
- 2) ITEM COM3/23 CROWN LANDS PLAN OF MANAGEMENT RESERVE 57957 – JUBILEE PARK

(Peter Petty/Kim Rhodes)

**Motion Carried**

**MAYOR MINUTE**

Nil.

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

**23/23** **Resolved** that the following items be considered in the Confidential Section of the meeting:-

- 1) ITEM ECO4/23 SALE OF COUNCIL – OWNED LAND – BENDALL’S 8933 NEW ENGLAND HIGHWAY, TENTERFIELD.
- 2) ITEM ENV3/23 LEASING OF 136 MANNERS STREET, TENTERFIELD.

(Greg Sauer/Tom Peters)

**Motion Carried**

**PROCEDURAL MOTION**

**24/23** **Resolved** that Council move forward in the agenda (to the start of the meeting) the following items:

- 1) ITEM GOV11/23 FINANCE & ACCOUNTS – PERIOD ENDED 28 FEBRUARY 2023
- 2) ITEM GOV12/23 CAPITAL EXPENDITURE REPORT AS AT 28 FEBRUARY 2023
- 3) ITEM GOV15/23 PROPOSED BORROWINGS 2022-2023 FINANCIAL YEAR.

(John Macnish/Kim Rhodes)

**Motion Carried**

Roy Jones, Manager Finance & Technology entered the meeting, the time being 9.37 am

**OPEN COUNCIL REPORTS**

**(ITEM GOV11/23) FINANCE & ACCOUNTS - PERIOD ENDED 28 FEBRUARY 2023**

**SUMMARY**

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

**25/23** **Resolved** that Council receive and note the Finance and Accounts Report for the period ended 28 February 2023.

(Kim Rhodes/Greg Sauer)

**Motion Carried**

**(ITEM GOV12/23) CAPITAL EXPENDITURE REPORT AS AT 28 FEBRUARY 2023**

**SUMMARY**

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

**26/23** **Resolved** that Council receive and note the Capital Expenditure Report for the period ended 28 February 2023.

(Peter Petty/Kim Rhodes)

**Motion Carried**

**(ITEM GOV15/23) PROPOSED BORROWINGS 2022-23 FINANCIAL YEAR**

**SUMMARY**

The purpose of this report is to present to Council the quotations received from three financial institutions with fixed term loan indicative interest rates, for the 2022/2023 proposed borrowings totaling \$3,100,000 to fund capital expenditure.

**OFFICER'S RECOMMENDATION:**

**That Council:**

**(1) Approves a loan of \$3,100,000 for Transport Infrastructure (and supportive plant items) with the most competitive financial**

**institution (quotations are indicative interest rates subject to change and will be tabled at the meeting).**

- (2) That Council notify the Office of Local Government when the above loans are obtained.**

**AMENDMENT**

That Council:

- (1) Approves a loan of \$3,100,000 for Transport Infrastructure (and supportive plant items) with the Commonwealth Bank for 20 years at the interest rate of 5.62%.
- (2) That Council notify the Office of Local Government when the above loans are obtained.

(Peter Petty/Greg Sauer)

**Amendment Carried**

**ITEM GOV15/23) PROPOSED BORROWINGS 2022-23 FINANCIAL YEAR**

**27/23** **Resolved** that Council:

- (1) Approves a loan of \$3,100,000 for Transport Infrastructure (and supportive plant items) with the Commonwealth Bank for 20 years at the interest rate of 5.62%.
- (2) That Council notify the Office of Local Government when the above loans are obtained.

(Peter Petty/Greg Sauer)

**Motion Carried**

*Roy Jones, Manager Finance & Technology, left the meeting the time being 10.15 am.*

**OUR COMMUNITY**

**(ITEM COM2/23) ANZAC DAY ARRANGEMENTS - TUESDAY, 25 APRIL 2023**

**SUMMARY**

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

**28/23** **Resolved**

- (1) That in accordance with Council Minute 208/04, Council's representative at Anzac Day Ceremonies throughout the Shire will lay a wreath or present a book as per the requirements of the local organisers; and



(2) That Councillors be allocated to attend the Anzac Day services and events around the Shire as follows:

- (a) The Mayor, Cr Bronwyn Petrie at the Tenterfield Dawn Service and Morning Service;
- (b) Councillor Cr Tom Peters at the Dawn Service in Torrington;
- (c) Councillor Cr Peter Petty & Cr Tim Bonner at the Legume Service;
- (d) Councillor Cr Tim Bonner at the Urbenville Service;
- (e) Councillor Cr Peter Petty (Dawn) at the Jennings Service;
- (f) Councillor Cr John Macnish at the Drake Service;
- (g) Councillor Cr Tim Bonner at the Liston Service; and
- (h) Councillor Cr Peter Murphy at the Mingoola Service.

(Peter Petty/Kim Rhodes)

**Motion Carried**

**(ITEM COM3/23) CROWN LANDS PLAN OF MANAGEMENT RESERVE 57957 - JUBILEE PARK**

**SUMMARY**

The purpose of this report is for Council to consider a draft Plan of Management (PoM) for Crown Land described as Jubilee Park Reserve R57957. The Reserve is over Lot 1 Section 28 DP 758959 and Lot 7320 DP 1143501.

The Reserve is classified as Community Land. The Reserve purpose is for Public Recreation. In accordance with the enactment of the Crown Land Management Act 2016, Council is required to generate a Plan of Management (PoM) for the Reserve which is Crown Land.

**29/23**

**Resolved** that Council:

- (1) Endorse the draft Plan of Management Jubilee Park – Crown Reserve R57957; and
- (2) Forward the draft Plan of Management to the Crown Lands Minister for approval prior to the compulsory community consultation period.

(Kim Rhodes/Greg Sauer)

**Motion Carried**

**OUR ECONOMY**

*Bruce Mills, Senior Advisor Communications & Economic Development, entered the meeting, the time being 10.26 am.*

**(ITEM ECO1/23) TENTERFIELD AIRSTRIP - OPTIONS FOR COMMUNITY MANAGEMENT**

**SUMMARY**

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

**OFFICER'S RECOMMENDATION:**

**That council:**

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

**AMENDMENT**

That Council:

- (1) Council authorises the Chief Executive to call and facilitate Expressions of Interest (EOIs) from appropriately Incorporated, qualified, Tenterfield Shire, not for profit associations to lease the aerodrome on terms and conditions acceptable to council."

(Peter Murphy/Kim Rhodes)

**Amendment Lapsed**

*Motion lapsed as Cr Kim Rhodes withdrew her support for the amendment.*

**AMENDMENT**

That Council:

- (1) Council authorises the Chief Executive to call and facilitate Expressions of Interest (EOIs) from appropriately qualified, Tenterfield Shire, Incorporated, not for profit associations to lease the aerodrome on terms and conditions acceptable to council."

(Peter Murphy/Greg Sauer)

**Amendment Lost**

**MOTION**

**30/23**

**Resolved** that Council:

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

(Peter Petty/Kim Rhodes)

**Motion Carried**

**SUSPENSION OF STANDING ORDERS**

- 31/23** **Resolved** that Standing Orders be suspended. (Peter Petty/John Macnish)  
**Motion Carried**

*The meeting adjourned for morning tea, the time being 10.55am.*

*The meeting reconvened, the time being 11.20 am.*

**RESUMPTION OF STANDING ORDERS**

- 32/23** **Resolved** that Standing Orders be resumed. (Peter Murphy/Greg Sauer)  
**Motion Carried**

*Bruce Mills – Senior Advisor Communications & Economic Development entered the meeting, the time being 11.21am*

**(ITEM ECO2/23) OPTIONS FOR COMMUNITY MANAGEMENT OF THE TENTERFIELD VISITORS' INFORMATION CENTRE.**

**SUMMARY**

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

**OFFICER'S RECOMMENDATION:**

**That Council:**

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

**AMENDMENT**

**That Council:**

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

(Peter Murphy/Tim Bonner)

**Amendment Carried**

**MOTION**

**33/23** **Resolved** that Council:

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

(Peter Murphy/Tim Bonner)

**Motion Carried**

*Bruce Mills – Senior Advisor Communications & Economic Development left the meeting, the time being 11.43am*

**OUR ENVIRONMENT**

Nil.

**OUR GOVERNANCE**

**(ITEM GOV9/23) TENTERFIELD SHIRE WARD D COUNCILLOR VACANCY**

**SUMMARY**

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

**34/23** **Resolved** that Council:

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

(Peter Petty/John Macnish)

**Motion Carried**

**(ITEM GOV10/23) MONTHLY OPERATIONAL REPORT FEBRUARY 2023**

**SUMMARY**

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

**35/23**

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

(Peter Murphy/Kim Rhodes)

**Motion Carried**

**(ITEM GOV13/23) NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT 2023 - MOTIONS FOR DEBATE**

**SUMMARY**

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

**36/23**

**Resolved** that Council:

(1) Approve the submission of the following motions for the National General Assembly of Local Government 2023:

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

(Greg Sauer/Peter Murphy)

**Motion Carried**



**(ITEM GOV14/23) ELECTORAL COMMISSION NSW CONDUCT OF 2024 LOCAL GOVERNMENT ELECTIONS - POLLS, REFERENDA & BY-ELECTIONS (2024 TO 2027)**

**SUMMARY**

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

At Councils meeting 21 December 2022, Council resolved as follows:-  
*250/22 that Council:*

- (1) Note that Council did not receive any suitably qualified Contractor/s to conduct the September 2024 Local Government Elections from its advertising; and*
- (2) The Tenterfield Shire Council ("the Council") resolves:*
  - (a) Pursuant to s.296(2) and (3) of the Local Government Act 1993 (NSW) ("the Act) than an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.*

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

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

**37/23**

**Resolved** that the Tenterfield Shire Council ("the Council") resolves:

- (1) Pursuant to s. 296(2) and (3) of the Local Government Act 1993 (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.*
- (2) Pursuant to s.296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissions to administer all council polls of the Council.*
- (3) Pursuant to s.296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commission to administer all constitutional referenda of the Council.*

*(Peter Petty/Kim Rhodes)*

**Motion Carried**

**REPORTS OF DELEGATES & COMMITTEES**

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

**38/23**

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

(Peter Petty/Kim Rhodes)

**Motion Carried**

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

**39/23**

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

- 1) Wednesday 2 November 2022;
- 2) Wednesday 7 December 2022;
- 3) Special Meeting - Thursday 2 March 2023; and

- 4) Adopt the following recommendation that the "Acknowledgement to Country" wording be amended as follows;

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

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

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

(Peter Petty/Kim Rhodes)

**Motion Carried**

**NOTICES OF MOTION**

Nil.

**RESOLUTION REGISTER**

**(ITEM RES2/23) COUNCIL RESOLUTION REGISTER - FEBRUARY 2023**

**SUMMARY**

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

- 40/23** **Resolved** that Council notes the status of the Council Resolution Register to February 2023.  
(Peter Petty/John Macnish)  
**Motion Carried**

**SUSPENSION OF STANDING ORDERS**

- 41/23** **Resolved** that Standing Orders be Suspended.  
(Geoff Nye/Tim Bonner)  
**Motion Carried**

*The recording device was turned off and the meeting moved into closed committee, the time being 12.47 pm.*

**CONFIDENTIAL BUSINESS**

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

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

**SUMMARY**

The purpose of this report is to present to Council an offer for lease of 136 Manners Street, Tenterfield by Tenterfield Total Care.

- 42/23** **Resolved** that Council:
- (1) Accept the offer from Tenterfield Total Care in the amount of \$9,000.00 per annum plus GST with annual CPI increases from the first adversary date of lease, for the duration of the lease agreement.



- (2) Commence drafting of a lease agreement for a five (5) year lease term with an option for a further five (5) years after that, to include minor internal maintenance as a responsibility of the lessee.
- (3) Commence the lease from 1 April 2023.

(Kim Rhodes/Peter Petty)

**Motion Carried**

*Bruce Mills, Senior Advisor Communications & Economic Development entered the meeting the time being 1.19 pm.*

**(ITEM ECO4/23) SALE OF COUNCIL - OWNED LAND - "BENDALL'S" 8933 NEW ENGLAND HIGHWAY, TENTERFIELD.**

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

**SUMMARY**

The purpose of this report is to advise Council of the outcome of the auction held Thursday, 16 March 2023 for Council-owned land – "Bendall's" 8933 New England Highway – Lot 2 DP 1037068.

**OFFICER'S RECOMMENDATION:**

**That Council:**

**Council accepts the unconditional, cash offer of \$920,000 (nine hundred and twenty thousand dollars) from Shun Hung Pty Ltd, with settlement in 35 days, and authorise the Chief Executive Officer to execute the sale.**

**AMENDMENT**

That Council:

- (1) Rejects the offer of \$920,000 from Shun Hung Pty Ltd;
- (2) Authorises the Chief Executive to open list the property for sale, for offers over \$1 million.

(Peter Murphy/Greg Sauer)

**Amendment Carried**

**MOTION**

**43/23** **Resolved** that Council:

- (1) Rejects the offer of \$920,000 from Shun Hung Pty Ltd;
- (2) Authorises the Chief Executive to open list the property for sale, for offers over \$1 million.

(Peter Murphy/Greg Sauer)

**Motion Carried**

*Recording a vote against the Motion was Cr John Macnish.*

**RESUMPTION OF STANDING ORDERS**

**44/23** **Resolved** that Standing Orders be resumed.

(Greg Sauer/Peter Petty)

**Motion Carried**

*The meeting moved out of Closed Committee and the recording device was turned on, the time being 1.44 pm.*

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

**MEETING CLOSED**

There being no further business the Mayor declared the meeting closed at 1.46 pm.

.....  
Councillor Bronwyn Petrie  
Mayor/Chairperson

|                      |                                                                                          |
|----------------------|------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                                     |
| <b>Submitted by:</b> | Bruce Mills, Senior Advisor Communications & Economic Development                        |
| <b>Reference:</b>    | <b>ITEM ECO5/23</b>                                                                      |
| <b>Subject:</b>      | <b>SALE OF COUNCIL - OWNED LAND - "BENDALL'S" 8933 NEW ENGLAND HIGHWAY, TENTERFIELD.</b> |

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

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

#### **SUMMARY**

The purpose of this report is to advise Council of the outcome of post auction negotiations for sale of Council-owned land – "Bendall's" 8933 New England Highway – Lot 2 DP 1037068.

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

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

**Accepts the \$1,000,000 (one million) offer from Shun Hung Pty Ltd, subject to finance. Settlement 60 days from exchange of contracts, Deposit \$100,000.**

#### **BACKGROUND**

Council resolved at its Ordinary Meeting 26 October 2022 to sell its property, "Bendall's" by auction, setting a confidential reserve price.

Local agents were contacted and requested to quote on selling the property by public auction. After reviewing all offers, a decision was made to accept the quote from Nutrien Harcourts – Tenterfield to market the property and conduct the auction.

#### **REPORT:**

The property was listed on Realestate.com and advertised in the local newspaper The Tenterfield Star – with the auction held 11:30am, Thursday March 16, 2023.

There were six registered bidders. The auction did not meet the reserve and the property was passed-in at \$910,000. Highest bidder (Shun Hung Ltd) then offered \$920,000 unconditional, cash, settlement in 35 days.

At its Ordinary Meeting 22 March 2023, Council resolved (43/23) to reject the offer of \$920,000 from Shun Hung Pty Ltd, authorising the Chief Executive to seek higher offers over \$1 million. Since the auction the CEO has had further negotiations with the bidder and after some back and forwards the bidder has come back with an offer of one million dollars.

#### **COUNCIL IMPLICATIONS:**

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

Our Economy No. 5 Cont...

**2. Policy and Regulation**

- Nil

•

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

Funds would be available to assist with budget.

**4. Asset Management (AMS)**

Nil – apart from loss of small income from agistment and sign rentals.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Daryl Buckingham  
Chief Executive**

|                               |                                                                                          |
|-------------------------------|------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Bruce Mills, Senior Advisor Communications & Economic Development                        |
| Approved/Reviewed by Manager: | Daryl Buckingham, Chief Executive                                                        |
| Department:                   | Office of the Chief Executive                                                            |
| Attachments:                  | <b>1</b> Nutrien Hardcourts - Letter of offer for 8933 New England Highway <b>1</b> Page |



Property Address : 8933 New England Highway Tenterfield NSW 2372

I/ we, (Full Name) Shun Hung Pty Ltd hereby request the listing agent Jack Thomas for the above-mentioned property to present my/our instructions to purchase to the owner/s.

Purchase Price: \$ \$1,000,000

Deposit payable upon vendors acceptance: \$ \$100,000

**Conditions:**

- Building & Pest:
- Finance:
- Other: - \_\_\_\_\_

**Inclusions:**

- |                                             |                                                |                                         |                                     |
|---------------------------------------------|------------------------------------------------|-----------------------------------------|-------------------------------------|
| <input type="checkbox"/> blinds             | <input type="checkbox"/> dishwasher            | <input type="checkbox"/> light fittings | <input type="checkbox"/> TV antenna |
| <input type="checkbox"/> built-in wardrobes | <input type="checkbox"/> fixed floor coverings | <input type="checkbox"/> range hood     | <input type="checkbox"/> other:     |
| <input type="checkbox"/> clothes line       | <input type="checkbox"/> insect screens        | <input type="checkbox"/> solar panels   |                                     |
| <input type="checkbox"/> curtains           |                                                | <input type="checkbox"/> pool equipment |                                     |

EXCLUSIONS: \_\_\_\_\_

Settlement Date: 60 Days From Exchange

Mobile: 0457321637

Email: jack.thomas@nh.com.au

Current Address: P.O box 4283 Eight Mile Plains QLD 4113

Driver's License Number: \_\_\_\_\_

Solicitor / Conveyancer MHL Legal

Purchasers Signature/s:  Date: 22/03/2023

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b> |
| <b>Submitted by:</b> | Lee Sisson, Governance Officer               |
| <b>Reference:</b>    | <b>ITEM GOV16/23</b>                         |
| <b>Subject:</b>      | <b>MONTHLY OPERATIONAL REPORT MARCH 2023</b> |

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

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**SUMMARY**

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

**OFFICER'S RECOMMENDATION:**

**That Council receives and notes the status of the Monthly Operational Report for March 2023.**

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

|                               |                                                  |          |
|-------------------------------|--------------------------------------------------|----------|
| Prepared by staff member:     | Lee Sisson, Governance Officer                   |          |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer             |          |
| Department:                   | Office of the Chief Corporate Officer            |          |
| Attachments:                  | <b>1</b> March 2023 - Monthly Operational Report | 81 Pages |

# Monthly Operational Report

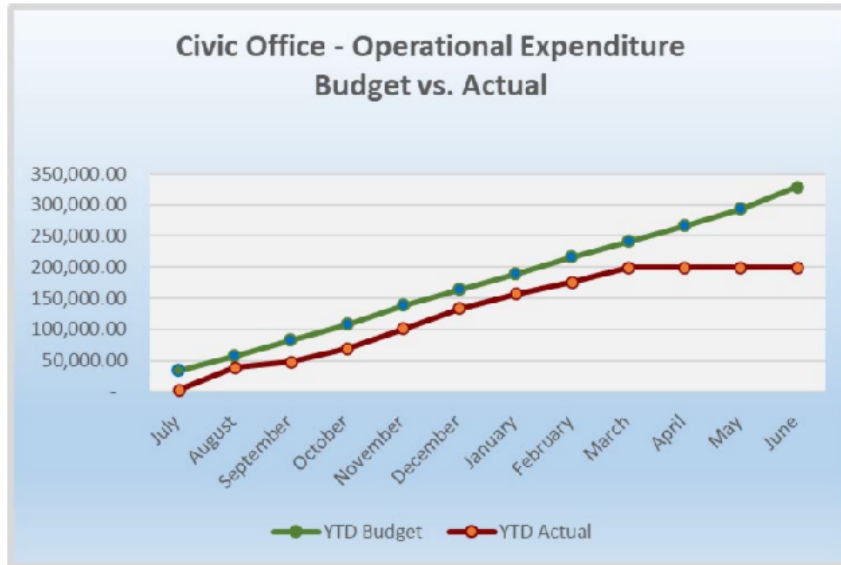
Tenterfield Shire Council March 2023

Council Meeting 26 April 2023



**TENTERFIELD**







## 1. Civic Office



| COA                      | 22/23 Review 2 Budget | 22/23 YTD Actuals March | 22/23 Percentage Spent |
|--------------------------|-----------------------|-------------------------|------------------------|
| <b>Civic Office</b>      | <b>329,401</b>        | <b>201,842</b>          | <b>61.28%</b>          |
| 1. Operating Income      | 993                   | 3,084                   | 310.59%                |
| 2. Operating Expenditure | 328,408               | 198,758                 | 60.52%                 |



## 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                                               | Ongoing we continue to be successful in securing millions of dollars in grant funding for all roads.                                                                                                                                                                      |  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                                               | Nothing further to report                                                                                                                                                                                                                                                 |  No TARGET   |
| 5.1.1.10 Advocate to hand back Bruxner Way and Mt Lindesay Road to State Government.                                                   | Chief Executive                                               | Nothing further to report                                                                                                                                                                                                                                                 |  No TARGET   |
| 5.1.1.11 Manage communication, media and information channels.                                                                         | Senior Advisor<br>Communications &<br>Economic<br>Development | Council Facebook<br>Page reach for March 2023 was 6721 - up 4.5% on February.<br>Most viewed posts were Autumn Festival Events Flyer (2.1K), Resignation of Shire Councillor (1.9K), Autumn Festival (Haybale Bunny) (1.3K) and Bavarian Brass Band Civic Welcome (1.1K). |  No TARGET  |
| 5.1.1.12 Deliver councillor services.                                                                                                  | Chief Executive                                               | 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                                               | Nothing further to report                                                                                                                                                                                                                                                 |  No TARGET |

## 2. Organisation Leadership

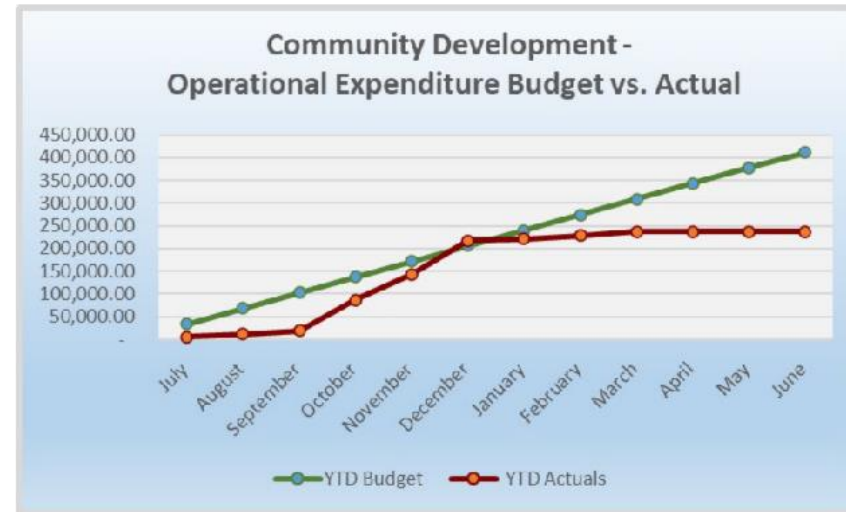
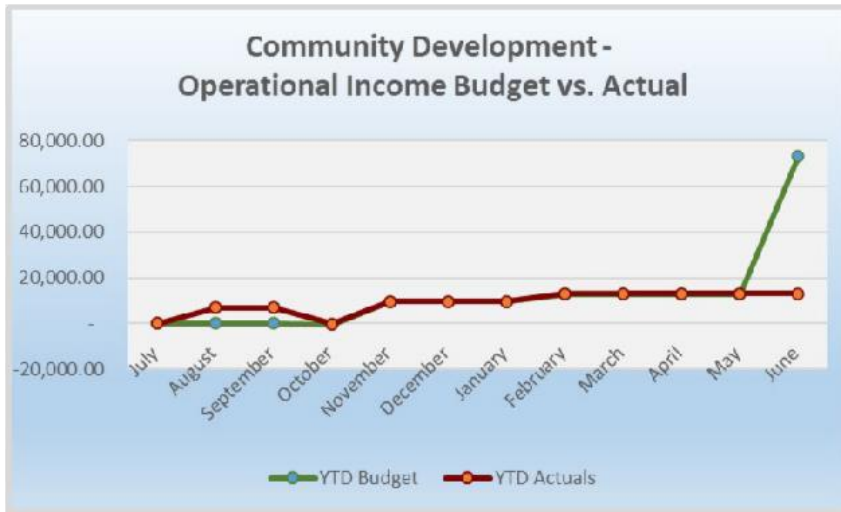


| COA                      | 22/23 Review 2 Budget | 22/23 YTD Actuals March | 22/23 Percentage Spent |
|--------------------------|-----------------------|-------------------------|------------------------|
| Organisation Leadership  | 953,194               | 582,713                 | 61.13%                 |
| 2. Operating Expenditure | 953,194               | 582,713                 | 61.13%                 |

## 2. ORGANISATION LEADERSHIP



| Business Unit: Organisation Leadership                                                                                    |                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Service Profile: Organisation Leadership                                                                                  |                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                   |
| Action                                                                                                                    | Responsibility                                               | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Status                                                                                            |
| 5.1.2.4 Implement the long-term financial strategy, aligning the Long-Term Financial Plan with the Asset Management Plan. | Chief Executive                                              | Nothing further to report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <br>MONITOR    |
| 5.1.2.5 Apply for a Special Rate Variation.                                                                               | Chief Executive                                              | Nothing Further to report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <br>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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <br>ON TRACK   |
| 5.1.2.7 Provide Council a Review of operating plan for the Visitor Information Centre.                                    | Senior Advisor<br>Communication &<br>Economic<br>Development | <p>Visitors' Information Centre stats for March 2023<br/>                     Visitor numbers through the Visitors' Information Centre in March were up 66% on February to 1155, with 569 or 49% from Queensland, 391 or 34% from NSW, 77 from Vic, 39 from Overseas and 13 from Western Australia.</p> <p>Visittenterfield Website March 1 - March 31, 2023<br/>                     Users (visits) 5049, and page views totalled 14,186.<br/>                     New visitor (views) comprised 86.6% with 13.4% returning visitor (views).</p> <p>Visit Tenterfield Facebook page for March 2023<br/>                     Page reach was 11,472 - up 52.4% on February, and Instagram reach was 1825 - up 117% on February.</p> | <br>NO TARGET |

### 3. Community Development






| COA                      | 22/23 Review 2 Budget | 22/23 YTD Actuals March | 22/23 Percentage Spent |
|--------------------------|-----------------------|-------------------------|------------------------|
| Community Development    | 338,684               | 224,483                 | 66.28%                 |
| 1. Operating Income      | (73,262)              | (13,070)                | 17.84%                 |
| 2. Operating Expenditure | 411,946               | 237,552                 | 57.67%                 |

### 3. COMMUNITY DEVELOPMENT

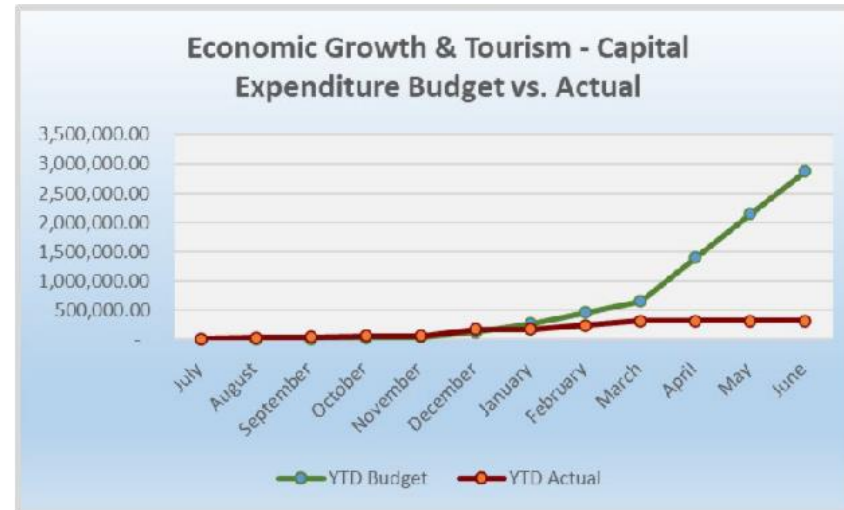
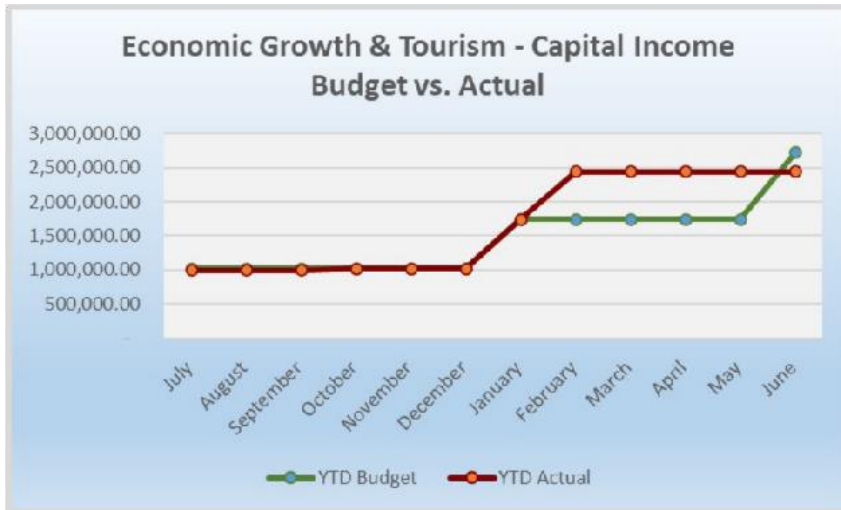
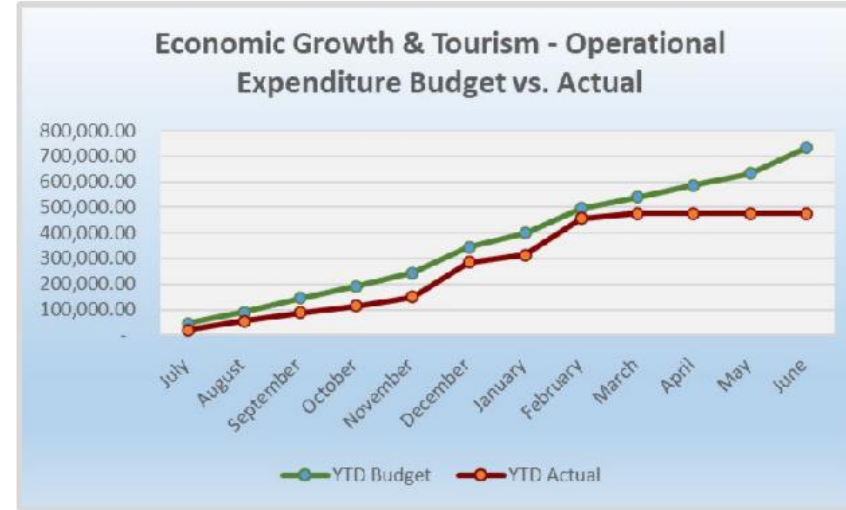
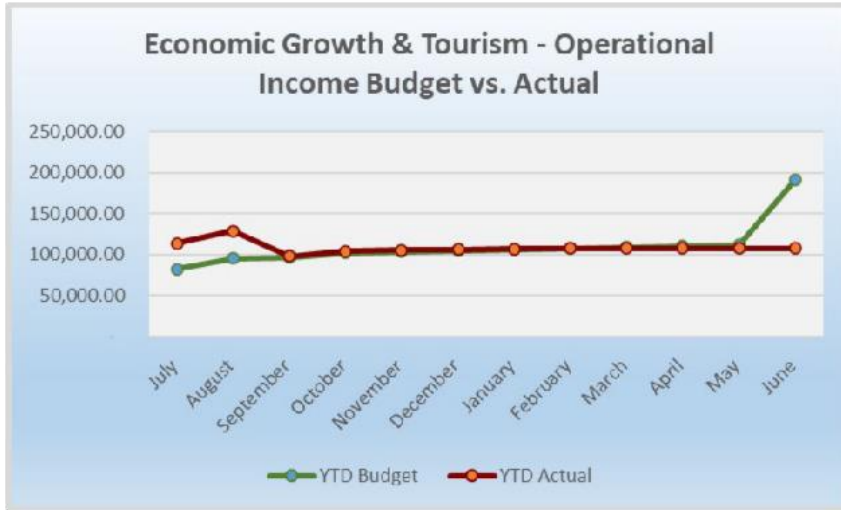
| Business Unit: Community Development                                                                      |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                   |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 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 | <p>During the March reporting period communications involved presenting community information via one issue of 'Tenterfield In Touch' on 30th of March. Key information provided in this issue included details on a range of community organised events such as Youth Week Celebration – Outdoor Movie, Interlude Community Singing Group, Toast Master Relaunch, Walk and Talk for Life, MZAZA, arts and the Country Music event at Sunnyside Hall. Information on a range of community workshops were also included through Tafe – Tenterfield, Make-It Tenterfield and Centacare New England North West. This media stream continues to provide a valuable touch point for ensuring Tenterfield community is informed on a range of information with 624 subscribers. Total opens 395 (45%) total clicks 216 (32.2%). Similarly, Your Local News had two issues distributed on the 13 March and 27 March. The School of Arts News had one issue distributed on the 3 March: 261 subscribers / 38.5% opens / 1.9% click rate. Council's Facebook page presented a variety of Community and Tourism information including tender opportunities in regard to the new Youth Precinct Café and the Cleaning for Council premises.</p>                                                                            | <br>No TARGET  |
| 1.1.1.2 Provide opportunities for the community to participate in decision making via Council Committees. | Manager Arts, Culture and Library Services | <p>During the March reporting period a special meeting was held for the Aboriginal Advisory Committee to review and amend the official Council statement to include all the traditional owner groups located within Tenterfield Shire. An agreement for the importance of having recognition of all the traditional custodians across the large geographical area of Tenterfield Shire, including Tenterfield township being Ngarabal Country, was unanimous. Other committee meetings held during this reporting period included the Youth Advisory Committee special meeting for the group to nominate this year's National Youth Week activity. A total of 17 youth attended the meeting held on-site at Tenterfield High School and the nominated activity was an outdoor cinema event and the movie selected was Spiderman – No Way Home. Angry Bulls Trails attend the meeting to engage with the youth group on current and future youth focused activities. During the March reporting period other committee meetings included:</p> <ul style="list-style-type: none"> <li>• Local Emergency Management Committee – Tuesday 7 March 2023</li> <li>• Audit and Risk Committee – Wednesday 8 March 2023</li> <li>• Northern Tablelands Bush Fire Management Committee – Tuesday 14 March 2023</li> </ul> | <br>No TARGET |

**Tenterfield Shire Council** **Monthly Operational Report - March 2023**

| Action                                                                                                                                                                                                                    | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Status                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 1.1.2.1 Implement wellbeing programs and activities in partnership with the Aboriginal Advisory Committee. Contribute to NAIDOC week and develop and implement Reconciliation Action Plan (RAP).                          | Manager Arts, Culture and Library Services | <p>During the March reporting period the Community Development Advisor continued to investigate funding opportunities to support NAIDOC Week activities for the Local Aboriginal Land Council (LALC). No suitable funding could be identified currently that aligned with the project activity.</p> <p>Reconciliation Action plan is pending with minor revisions as recommended by Reconciliation Australia and is currently being actioned by the Community Development.</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. | Manager Arts, Culture and Library Services | <p>During the March reporting period the Community Development Advisor identified and supported a grant application with Steinbrook Hall for the upgrade of the kitchen to be accessible and new ceiling upgrades. The funding application was successful, and works will commence once the funds have been dispersed by the funding body.</p> <p>Similarly, the Community Development Advisor supported Drake's Women Shed with a grant application for a trailer to enable distribution of food and water for residents and their livestock in times of emergencies and/or disaster.</p> <p>Community Development also successfully secured two funding opportunities for an event to produce a Youth Week Event through Department of Community and Justice and Autumn Youth Break grant. These funds will support delivery of an Outdoor Movie Night event at Bad Manners.</p> <p>Community events funded through the Reconnecting Regional NSW Communities Events funding has supported events to a total of \$169,625 until March reporting period.</p> <p>A range of community events, opportunities and activities were promoted through the Tenterfield in Touch Newsletter distributed to 624+ subscribers.</p> |    |
| 1.2.3.1 Deliver and report to the OLG on the Council's Disability Inclusion Action Plan.                                                                                                                                  | Manager Arts, Culture and Library Services | <p>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.</p> <p>Additionally, accessibility related events, engagement with the Disability community to participate of the Disability and Inclusion Advisory Committee, news and services were promoted through Tenterfield in Touch and different digital news channels.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |




### 4. Economic Growth and Tourism



| COA                                                                                | 22/23<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>March | 22/23<br>Percentage<br>Spent |
|------------------------------------------------------------------------------------|-----------------------------|-------------------------------|------------------------------|
| <b>Economic Growth and Tourism</b>                                                 | 699,278                     | (1,754,426)                   | -250.89%                     |
| 1. Operating Income                                                                | (190,937)                   | (108,321)                     | 56.73%                       |
| 2. Operating Expenditure                                                           | 733,238                     | 477,089                       | 65.07%                       |
| 3. Capital Income                                                                  | (2,724,191)                 | (2,443,568)                   | 89.70%                       |
| 4. Capital Expenditure                                                             | 2,874,137                   | 313,866                       | 10.92%                       |
| 4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead               | 1,714,593                   | 308,866                       | 18.01%                       |
| 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                       | 6,508                         | 92.56%                       |




#### 4. ECONOMIC GROWTH & TOURISM

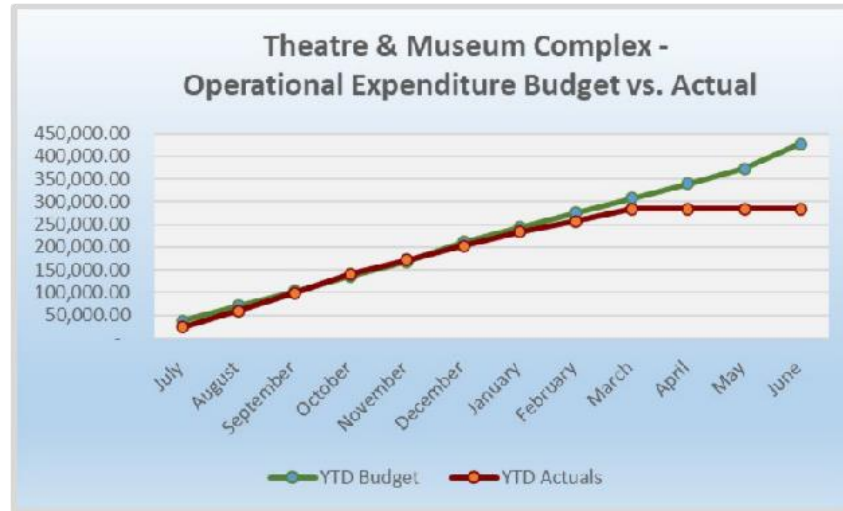
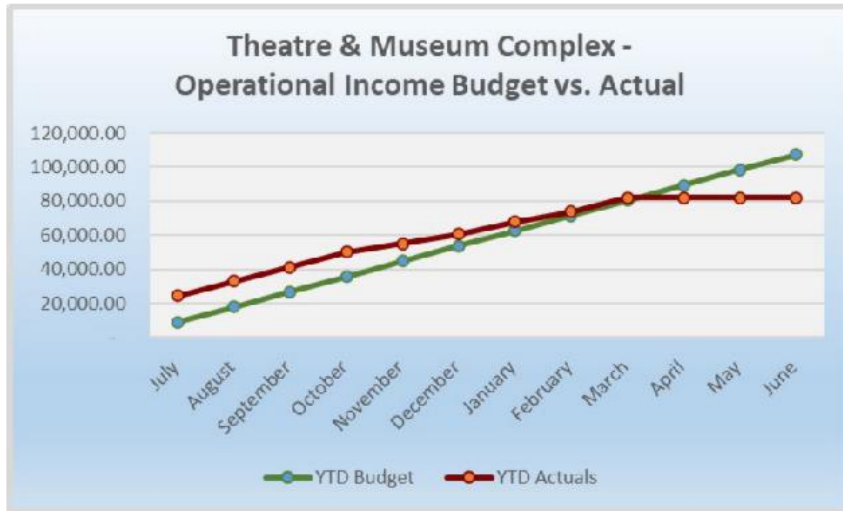
| Business Unit: Economic Growth & Tourism                                                                                                                                    |                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Service Profile: Economic Growth & Tourism                                                                                                                                  |                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                  |
| Action                                                                                                                                                                      | Responsibility                                                | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Status                                                                                           |
| 2.1.1.1 Develop and implement the Economic Development Strategy and Tourism Development Strategy, which also aligns with the Regional Economic Development Strategy (REDS). | Senior Advisor<br>Communications<br>& Economic<br>Development | <p>Sale of "Bendall's"<br/>At the auction held Thursday, 16 March, the property did not reach reserve and was passed-in at \$910K. The highest bidder (Shun Hung Pty Ltd) then offered \$920K cash, 45 days. Council (Ordinary Meeting 22 March) rejected the offer and resolved for staff to list the property with all agents at \$1m-plus.</p> <p>Airstrip<br/>Council resolved (Ordinary Meeting 22 March) to advertise for expressions of interest (EOIs) from incorporated, not-for-profit community associations or private aviation business operators to develop and manage the day-to-day operations of the Tenterfield airstrip.<br/>Staff have worked on EOI advertisement/documents - with EOI to close Friday, 5 May.</p> <p>Visitors' Information Centre<br/>Similarly, Council resolved (Ordinary Meeting 22 March) to seek expressions of interest (EOIs) from experienced, incorporated, not-for-profit community and private business groups to take over the day-to-day running and management of the Tenterfield Visitors' Information Centre (VIC). Staff have worked on EOI advertisement/documents - with EOI to close Friday, 5 May.</p> <p>Real estate - homebuyers still active in region<br/>While headlines about economy and interest rates have been a bit gloomy, latest figures from Realestate.com show buyers are still active - with an average of 19 potential buyers per listing looking for a house in Tenterfield Shire.<br/>The most popular house type is 3 beds / 1 bathroom. Median estimated value is \$394,000 which is up 45.7% in the past three years.<br/>While agents' phones have stopped ringing madly, recent sales show the rural property market remains strong. Latest Federal Treasury forecast is for record net immigration of 650,000 over next two years (2022/23 and 2023/24 FYs) - guaranteeing even more pressure on housing nationally, particularly for rentals.<br/>Locally, the start wait for new home construction is 12 to 18 months and up to two years for some builders.</p> | <br>No TARGET |

4. ECONOMIC GROWTH & TOURISM

Monthly Operational Report - March 2023




| Action                                                                                        | Responsibility                                       | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Status                                                                                             |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 2.1.1.2 Deliver and manage Destination Marketing Plan and marketing campaigns and activities. | Senior Advisor Communications & Economic Development | <p>We Are Explorers digital promotion 'We Are Explorers' digital marketing running for both Tenterfield and New England High Country has been up and running.</p> <p>See: <a href="https://weareexplorers.co/new-england-high-country-best-road-trips/">https://weareexplorers.co/new-england-high-country-best-road-trips/</a></p> <p>Comments back from the company ... "people really love Tenterfield, some lovely comments coming through from people who have visited saying it's their favourite place."<br/> Views So Far: 4,333<br/> Average Read Time: 04:10</p> <p>Detailed report on the campaign will be available next month.<br/> Cost of the promotion for Tenterfield was \$10K – to be covered by grant funding from the National Bushfire Recovery Fund.</p> <p>Detailed report on the campaign will be available next month.</p> <p>Cost of the promotion for Tenterfield was \$10K – to be covered by grant funding from the National Bushfire Recovery Fund.</p> | <br>No TARGET   |
| 5.2.3.1 Support future proposals for improved telecommunications infrastructure.              | Senior Advisor Communications & Economic Development | Nil to report in this area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <br>No TARGET |

## 5. Theatre and Museum Complex

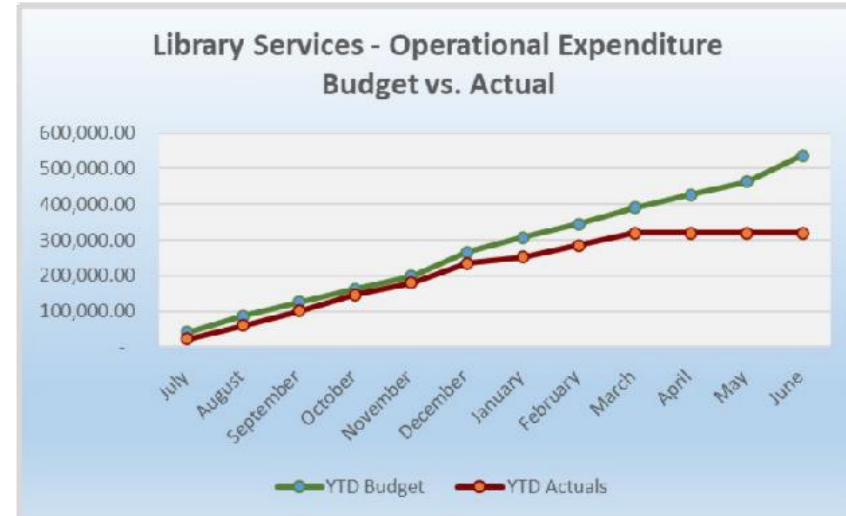
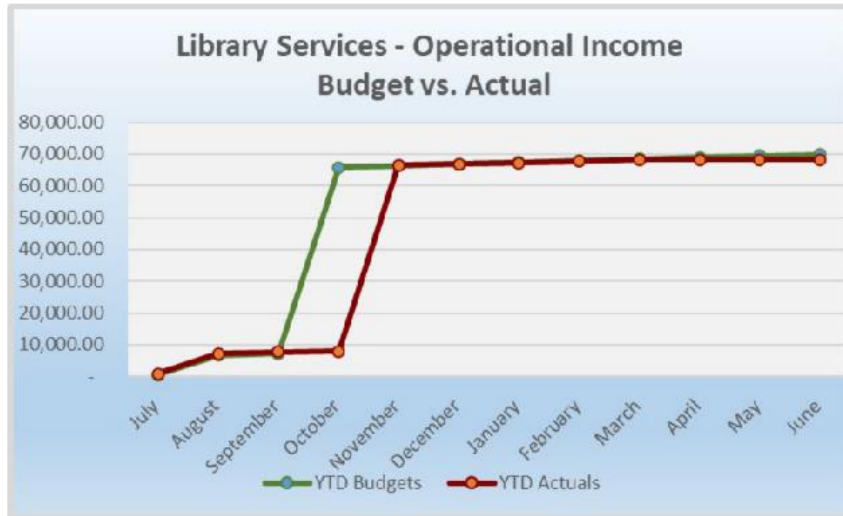


| COA                      | 22/23 Review 2 Budget | 22/23 YTD Actuals March | 22/23 Percentage Spent |
|--------------------------|-----------------------|-------------------------|------------------------|
| Theatre & Museum Complex | 319,973               | 202,723                 | 63.36%                 |
| 1. Operating Income      | (107,316)             | (82,078)                | 76.48%                 |
| 2. Operating Expenditure | 427,289               | 284,801                 | 66.65%                 |

**5. THEATRE & MUSEUM COMPLEX** Monthly Operational Report - March 2023



| Business Unit: Theatre & Museum Complex                                                                                                                    |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Service Profile: Theatre & Museum Complex                                                                                                                  |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                 |
| Action                                                                                                                                                     | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Status                                                                                          |
| 1.1.3.4 Develop and proactively manage and deliver cinema program, theatre education and youth related programs.                                           | Manager Arts, Culture and Library Services | During the March reporting period, the School of Arts Theatre screened 23 movie sessions attracting a total attendance of 297. The movie titled 'The fisherman's Friend' had the highest ticket sales with a total of 119 followed by the movie "Tar" with 63 attendees. The theatre programmed two special screenings "unReal" and Evicted: A Modern Romance with successful outcomes for Tenterfield community. No live shows were programmed for this reporting period.                                                                                                                                                             |  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 March reporting period, the number of visitors increased significantly to 305 visits in comparison with the last reporting period with 135 visits. The increase in visitation was influenced by the attendance of two group visits including a school group (34 students) and a separate Teachers tour group. There was also increased attendance either side of broader community events of the Bavarian Beer Festival and The Oracles of the Bush event. The Museum Banquet Hall was booked for a workshop by Tenterfield Care Centre during this reporting period. The staff mock tour training program remains on hold. |  No TARGET   |
| 1.2.4.1 Provide volunteer training and upskilling in a safe and engaging work environment.                                                                 | Manager Arts, Culture and Library Services | During the March reporting period, two new volunteer applications were received. One new volunteer was successfully progressed through the onboarding process on-site at the School of Arts. Training for the School of Arts front of house, museum, and customer service will commence for this Volunteer on Monday 3 April.                                                                                                                                                                                                                                                                                                          |  No TARGET |

## 6. Library Services




| COA                                                                                     | 22/23<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>March | 22/23<br>Percentage<br>Spent |
|-----------------------------------------------------------------------------------------|-----------------------------|-------------------------------|------------------------------|
| <b>Library Services</b>                                                                 | <b>516,077</b>              | <b>48,950</b>                 | <b>9.49%</b>                 |
| 1. Operating Income                                                                     | (69,931)                    | (68,291)                      | 97.65%                       |
| 2. Operating Expenditure                                                                | 536,502                     | 320,385                       | 59.72%                       |
| 3. Capital Income                                                                       | (221,786)                   | (221,786)                     | 100.00%                      |
| 4. Capital Expenditure                                                                  | 264,292                     | 12,413                        | 4.70%                        |
| 5000515. Local Priority Grant 2019/20                                                   | 3,848                       | 3,498                         | 90.91%                       |
| 5000520. Local Priority Grant 2020/21                                                   | 19,329                      | 8,915                         | 46.12%                       |
| 5000522. Local Priority Grant 2021/22                                                   | 19,329                      | 0                             | 0.00%                        |
| 5000523. Public Library Infrastructure Grant - Refurbishment of the Tenterfield Library | 196,886                     | 0                             | 0.00%                        |
| 5000524. Local Priority Grant 2022/23                                                   | 24,900                      | 0                             | 0.00%                        |
| <b>6. Liabilities</b>                                                                   | <b>7,000</b>                | <b>6,229</b>                  | <b>88.98%</b>                |

**6. LIBRARY SERVICES** **Organisational Performance Report**

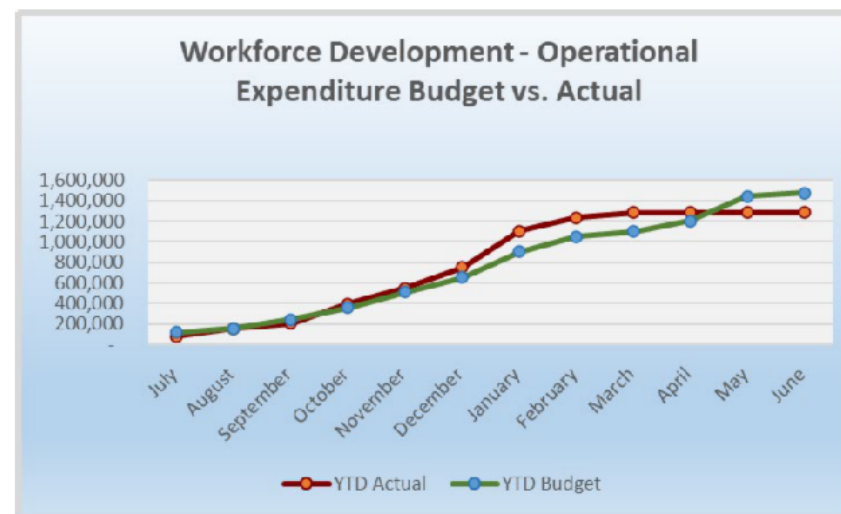
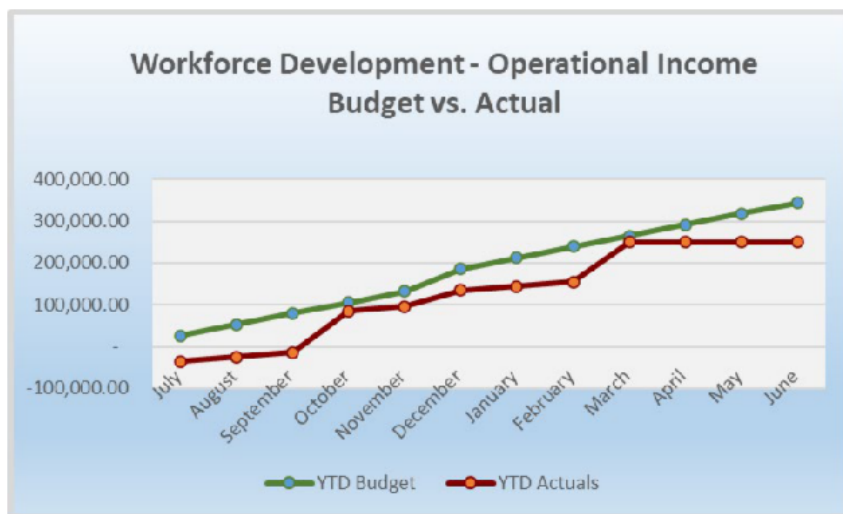
| Action                                                                                                     | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 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 March reporting period the Library provided services to 1422 members including 1,592 items borrowed with 246 individuals spending 289.5 hours using the public computers. The home Library service delivered 81 items to 16 home Library members. Storytime was attended by 8 children and 5 parents.</p> <p>March Tech Savvy Seniors workshops welcomed 20 participants over 4 sessions offered fortnightly.</p> <p>Awaiting signed agent agreement 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> <p>Follow-up occurred for return of the signed Library Hub Agent Agreements during the March reporting period with Urbenville Progress Association and the Drake Village Resource Centre. Urbenville advised intention to return the signed agreement as soon as possible with the required supporting documentation. Drake Village Resource Centre have advised they will not proceed with re-establishing the Library Hub in consideration of low use when previously offered and now wish to utilise the space to expand their own services.</p> | <br>No TARGET |
| 1.1.3.3 Manage all corporate art, artefacts, honour boards and memorabilia (including audit and security). | Manager Arts, Culture and Library Services | <p>During the March reporting period no Museum collection management activities occurred.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <br>No TARGET |

**Tenterfield Shire Council** **Organisational Performance Report**

| Action                                                                                                     | Responsibility                                           | Progress Comment                                                                       | Action Status | Start Date | End Date | % Complete | Target | Status                                                                                        |
|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------|---------------|------------|----------|------------|--------|-----------------------------------------------------------------------------------------------|
| 1.1.3.3 Manage all corporate art, artefacts, honour boards and memorabilia (including audit and security). | Lee Mathers - Manager Arts, Culture and Library Services | During the March reporting period no Museum collection management activities occurred. | Ongoing       | 01/07/22   | 30/06/23 |            | 0.00   |  No TARGET |





## 7. Workforce Development






| COA                      | 22/23 Review 2 Budget | 22/23 YTD Actuals March | 22/23 Percentage Spent |
|--------------------------|-----------------------|-------------------------|------------------------|
| Workforce Development    | 1,131,361             | 1,036,013               | 91.57%                 |
| 1. Operating Income      | (344,349)             | (250,285)               | 72.68%                 |
| 2. Operating Expenditure | 1,475,710             | 1,286,297               | 87.16%                 |

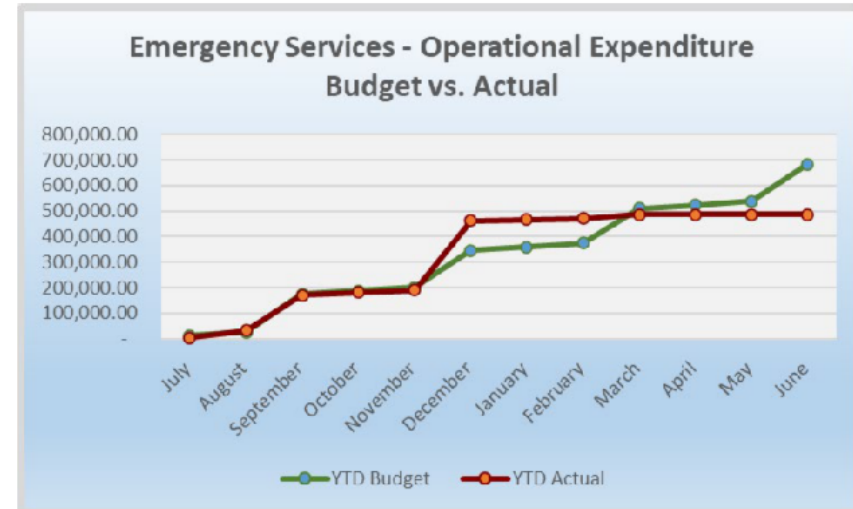
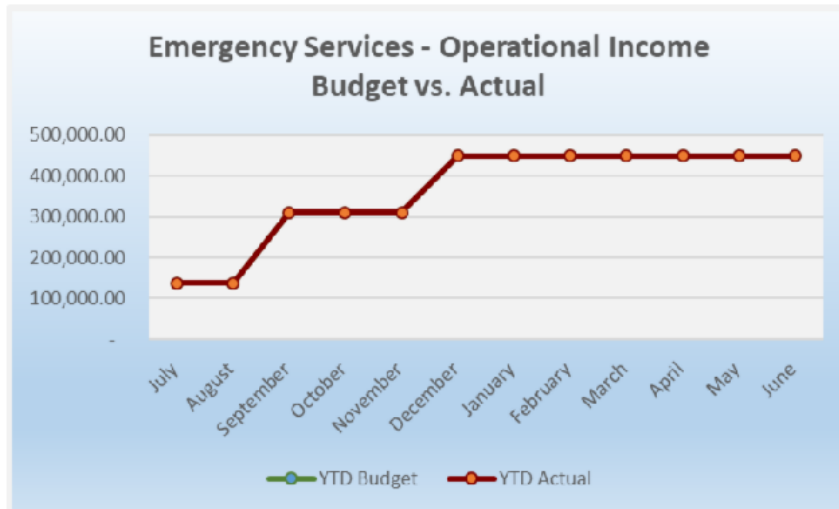
## 7. WORKFORCE DEVELOPMENT

| 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>Strategies are currently underway to recruit for nine (9) critical roles within Council in the month of March. With other vital roles to be advertised in the following months. These positions are vacancies with Council's organisational structure.</p> <p>Current recruitment challenges are the economic and market climate facing local rural Councils. Casual staff are still being managed in an effort to assist with the current service delivery expectations.</p> <p>Current Full Time Equivalent (FTE) - 106<br/>                     (Note, this count has not been finalised due to the continued workforce review, organisational change and the required Award instrument processes).</p> <p>Current head count - 84 (Note, this count has not been finalised due to the continued workforce review, organisational change and the required Award instrument processes). Current Casual count - 9 (Note, casuals are not included in the FTE or head count and work varied schedules).</p> <p>Implementation of some specific Workforce Management Strategies are being impeded by the current financial constraints.</p> | <br>ON TRACK |
| 5.1.1.5 Facilitate worker health and wellbeing consultation communication, and participation processes. | Acting Manager HR & Workforce Development | <p>Management and supervisors are providing regular onsite WHS discussions/meetings with staff/crews. 0 incidents occurred during March. 282 days since the last lost time injury.</p> <p>Council's employee assistance program continues with ongoing onsite counselling sessions being provided monthly.</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> <p>Flu Vaccination Clinic has been engaged for Council employees, with vaccinations being undertaken in April.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <br>ON TRACK |

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


| Action                                                                                         | Responsibility                            | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                       | Status                                                                                            |
|------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 5.1.1.6 Develop, manage and deliver Employer the skills targeted training plans.               | Acting Manager HR & Workforce Development | Certificate IV in civil construction supervision ongoing.<br>Certificate III in civil construction plant operations ongoing.<br>Diploma in Facilities Management and Arts & Cultural Administration ongoing.<br>Graduate Certificate of Leadership ongoing. Government incentives and initiatives are being investigated for future learning and development programs.                                                                 | <br>ON TRACK   |
| 5.1.1.7 Develop, manage and deliver Employer of Choice recruitment and retention services.     | Acting Manager HR & Workforce Development | The repositioning of our staff resourcing where possible to ensure the retention of valuable staff assets remains a priority during this period of organisational change and is ongoing.<br>Recruitment challenges facing Council are the current economic and market climate impeding finding quality talent. Implementation of some specific Workforce Management Strategies are being impeded by the current financial constraints. | <br>ON TRACK   |
| 5.1.1.8 Manage and report on Council's Enterprise Risk Management Framework and Risk Register. | Acting Manager HR & Workforce Development | Council's risk register continues to be monitored, reviewed and updated. Council's insurance portfolio for 2023-2024 renewal questionnaires are being released with expected completion before 30 April.                                                                                                                                                                                                                               | <br>ON TRACK |

## 8. Emergency Services

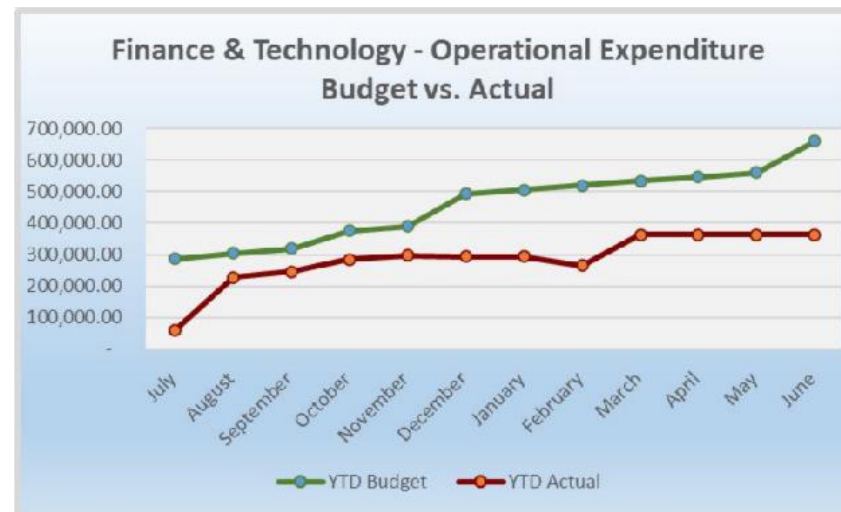
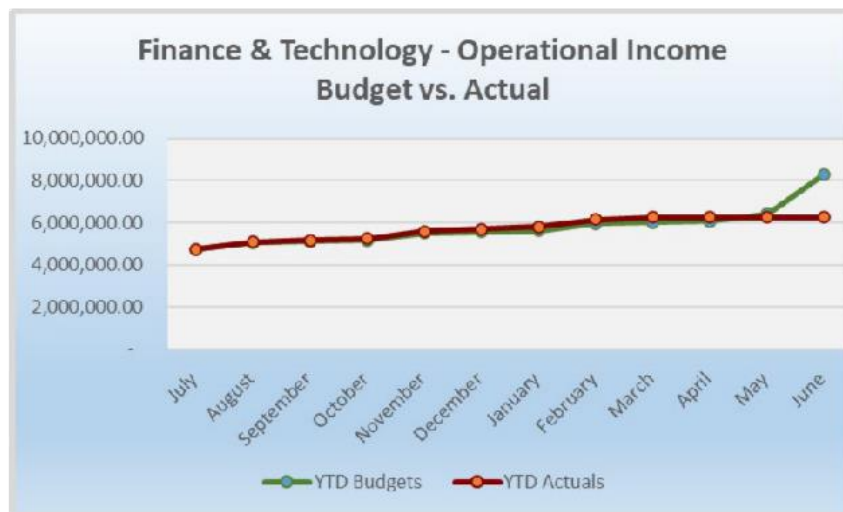


| COA                       | 22/23 Review 2 Budget | 22/23 YTD Actuals March | 22/23 Percentage Spent |
|---------------------------|-----------------------|-------------------------|------------------------|
| <b>Emergency Services</b> | 234,599               | 37,363                  | 15.93%                 |
| 1. Operating Income       | (448,895)             | (448,895)               | 100.00%                |
| 2. Operating Expenditure  | 683,494               | 486,258                 | 71.14%                 |

## 8. EMERGENCY SERVICES




| Business Unit: Emergency Services                                                  |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                |
|------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Service Profile: Emergency Services                                                |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                |
| Action                                                                             | Responsibility                            | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Status                                                                                         |
| 3.1.6.1 Develop, manage and deliver Emergency Management functions and facilities. | Acting Manager HR & Workforce Development | Local Emergency Management Committee (LEMC) first meeting was held in March. Next meeting is scheduled for June 2023. Emergency Management Plan (EMPLAN) is currently being reviewed by local emergency organisations.<br>Inspections organised for Audits on Emergency Evacuation Centers as listed in the Emergency Management Plan (Centres are currently being reviewed as part of the Emergency Management Plan). Council's Community Recovery Officer (CRO) has been actively working with NSW Reconstruction Authority (formerly NSW Resilience), and the Tenterfield community, providing emergency recovery information and programs. | <br>MONITOR |

## 9. Finance and Technology




| COA                                          | 22/23 Review 2 Budget | 22/23 YTD Actuals March | 22/23 Percentage Spent |
|----------------------------------------------|-----------------------|-------------------------|------------------------|
| <b>Finance &amp; Technology</b>              | <b>(7,327,997)</b>    | <b>(5,792,609)</b>      | <b>79.05%</b>          |
| 1. Operating Income                          | (8,292,471)           | (6,263,327)             | 75.53%                 |
| 2. Operating Expenditure                     | 661,181               | 364,113                 | 55.07%                 |
| 4. Capital Expenditure                       | 225,000               | 54,802                  | 24.36%                 |
| 1810501. Computer Equipment - Finance & Tech | 75,000                | 3,522                   | 4.70%                  |
| 1810508. Capitalised Software                | 150,000               | 51,280                  | 34.19%                 |
| 6. Liabilities                               | 78,293                | 51,803                  | 66.17%                 |

## 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. In the month of March 2023 IPART requested further technical information from Council as an addition to the existing application. This was provided within the deadlines given by IPART and now form part of the application.</p> <p>IPART may consider publishing this additional information on their website for community consultation. The final determination by IPART in May 2023 will determine the level of services available across the shire.</p> <p>Council continuously ensures its Working Capital is used effectively in providing operational services to its stakeholder. In March, Council as part of the Operational Plan Fy2022-23 drew a \$3.1 Million loan from external banking institution with the best rate to continue providing services for infrastructure services funded from General Fund.</p> <p>As at March 2023 Council is delivering and managing its financial services.</p> |    |
| 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>Interim Audit: Auditors have commenced its Interim Audit from 11 April. The auditors will be site on 18, 19 and 20 April.</p> <p>Final Audit Engagement Plan – Final Audit Engagement Plan will be sent by AONSW once the date of the final audit is finalized.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 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 March 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |

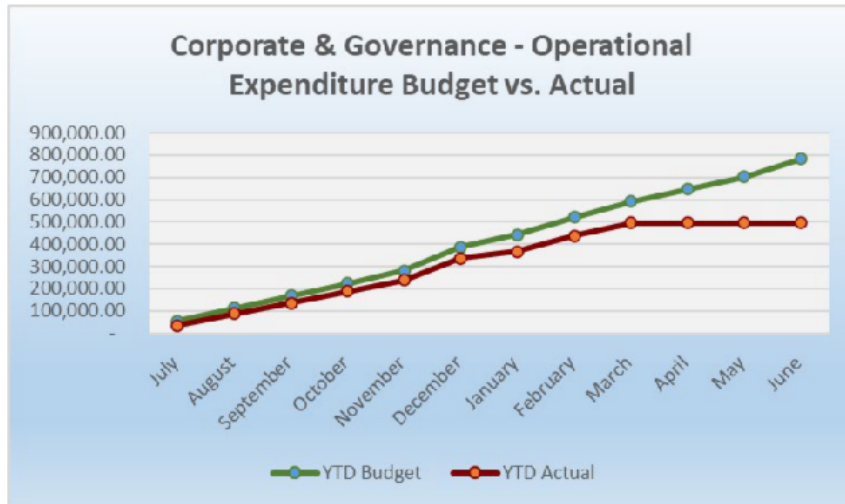


**9. FINANCE & TECHNOLOGY** Monthly Operational Report - March 2023

| Action                                                                   | Responsibility                       | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Status                                                                                                        |
|--------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| 5.1.4.1 Develop, manage and deliver Council's Technology Strategic Plan. | Manager<br>Finance and<br>Technology | <p>Council's Technology Strategic Plan is a work in progress, documents are being updated on a regular basis in conjunction with requirements associated with hardware and cyber security. The focus is Cybersecurity and threats originating from external sources. Council IT staff are in continuous training and development with NSW Cybersecurity. Due to the changing requirements of Cybersecurity Council is assessing the scope of works for quotation to safeguard Council IT infrastructure and minimize fraud.</p> <p>No IT related breached were reported in March 2023.</p> | <br><small>MONITOR</small> |





## 10. Corporate and Governance





| COA                      | 22/23 Review 2 Budget | 22/23 YTD Actuals March | 22/23 Percentage Spent |
|--------------------------|-----------------------|-------------------------|------------------------|
| Corporate and Governance | 781,458               | 493,073                 | 63.10%                 |
| 1. Operating Income      | (1,616)               | (2,211)                 | 136.81%                |
| 2. Operating Expenditure | 783,074               | 495,284                 | 63.25%                 |

## 10. CORPORATE & GOVERNANCE

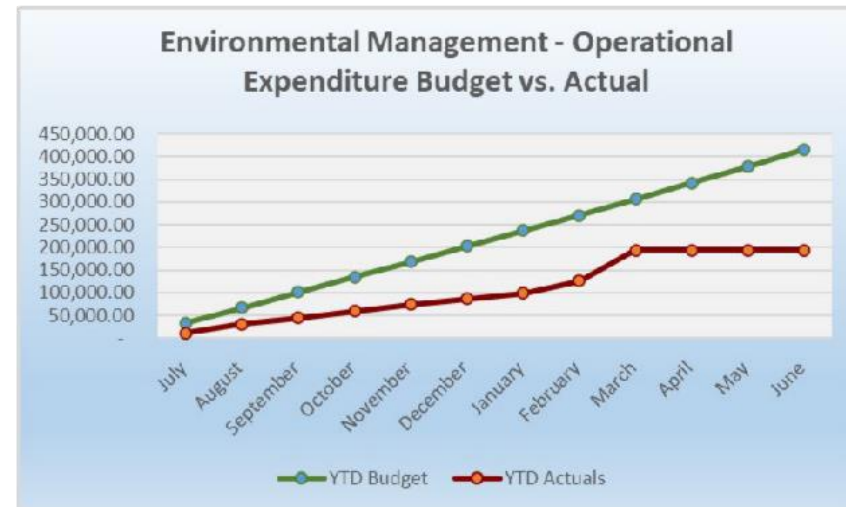
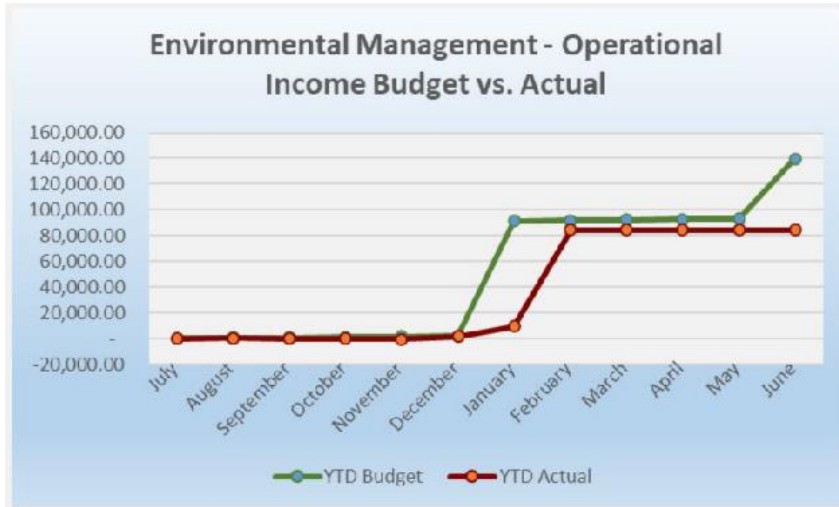
| Business Unit: Corporate & Governance                                                                                                                                                                                           |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Service Profile: Corporate & Governance                                                                                                                                                                                         |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
| Action                                                                                                                                                                                                                          | Responsibility                                          | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Status                                                                                |
| 5.1.1.1 Develop, manage and deliver Customer Services, in accordance with the Customer Service Charter.                                                                                                                         | Manager<br>Customer Service,<br>Governance &<br>Records | <p>Compliments for March 2023 - 1 Complaints for March 2023 - 1<br/>                     Abusive customers for March 2023 - 1 (a resident accused council staff of deliberately stopping rates notices from being mailed to them).<br/>                     Customer Service General Enquiries for March 2023 - 55<br/>                     Total inbound calls for March 2023 - 4,479 Inbound calls for Customer Service for March 2023 - 618<br/>                     Inbound calls for Planning and Development Services for March 2023 - 578<br/>                     Inbound calls for Infrastructure and Engineering Services for March 2023 - 429 Inbound calls for Rates for March 2023 - 337</p> <p>Customer service staff receipted and registered the following applications in March 2023:<br/>                     Section 10.7 Planning Certificates - 28 Section 603 Certificates - 17<br/>                     Dwelling Permissibility Search - 3<br/>                     Section 735A - 2<br/>                     Sewer Diagrams - 9<br/>                     Drainage Diagrams - 9</p> |    |
| 5.1.1.2 Develop, manage and deliver Governance Services, in accordance with the OLG Compliance Guide, IP&R Framework and Reporting including the Monthly Operational Report, GIPA and PIDS and facilitate and support the ARIC. | Manager<br>Customer Service,<br>Governance &<br>Records | <p>Public Interest Disclosure Report for January to June 2022 submitted to NSW Ombudsman's Office in August 2022.</p> <p>Public Interest Disclosure Report for July to December 2022 submitted to NSW Ombudsman's Office in March 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> <p>Audit, Risk and Improvement Committee meeting held on 8 March 2023.</p> <p>Manager Customer Service, Governance and Records and Governance Officer attended LG Professionals Governance Conference 2023 from 22 to 24 March 2023. Updates on legislative changes and compliance</p>                                                                                             |  |

**10. CORPORATE & GOVERNANCE**

Monthly Operational Report - March 2023



| Action                                                                                           | Responsibility                                    | Progress Comment                                                                                                                                                                                                                                                                                                                                                    | Status                                                                                          |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 5.1.1.3 Develop, manage and deliver Records Management Services, in accordance with legislation. | Manager<br>Customer Service, Governance & Records | Results from the Records Management Assessment Tool activity were submitted to NSW Records in March 2023. Council was only able to source results from three sections this year (six sections were involved in 2022) due to reduced staff numbers and hence availability.<br><br>Storage of finance records in hard copy continues to be a challenge in March 2023. | <br>MONITOR  |
| 5.2.1.1 Deliver independent bi-annual Customer Satisfaction survey.                              | Manager<br>Customer Service, Governance & Records | The final report for the survey was submitted to Council's Ordinary Meeting of 26 October 2022. Overall satisfaction with Council's services has declined, although key public facilities such as parks, gardens and the pool are still considered to be important services delivered by Council.                                                                   | <br>ON TRACK |

## 11. Environmental Management




| COA                                               | 22/23 Review 2 Budget | 22/23 YTD Actuals March | 22/23 Percentage Spent |
|---------------------------------------------------|-----------------------|-------------------------|------------------------|
| <b>Environmental Management</b>                   | <b>276,964</b>        | <b>108,899</b>          | <b>39.32%</b>          |
| 1. Operating Income                               | (139,886)             | (85,344)                | 61.01%                 |
| 2. Operating Expenditure                          | 416,162               | 193,604                 | 46.52%                 |
| 4. Capital Expenditure                            | 688                   | 640                     | 93.02%                 |
| 4235501. Covid-19 Council Pound Grant Expenditure | 688                   | 640                     | 93.02%                 |

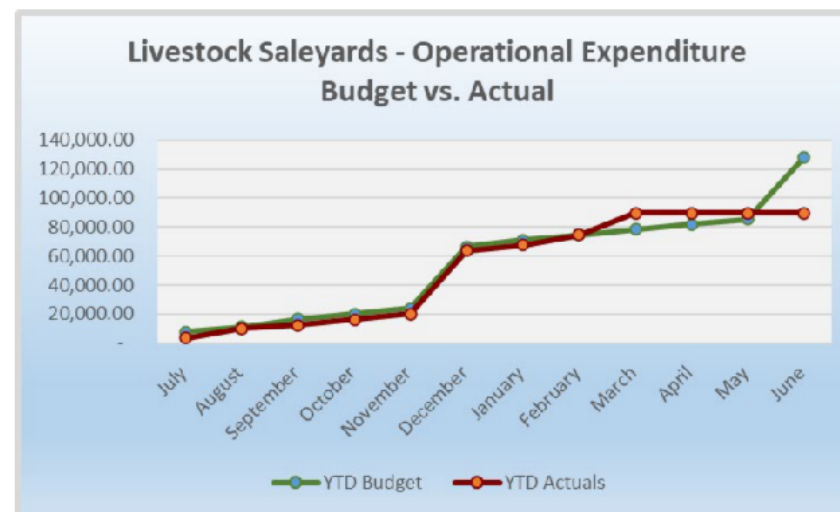
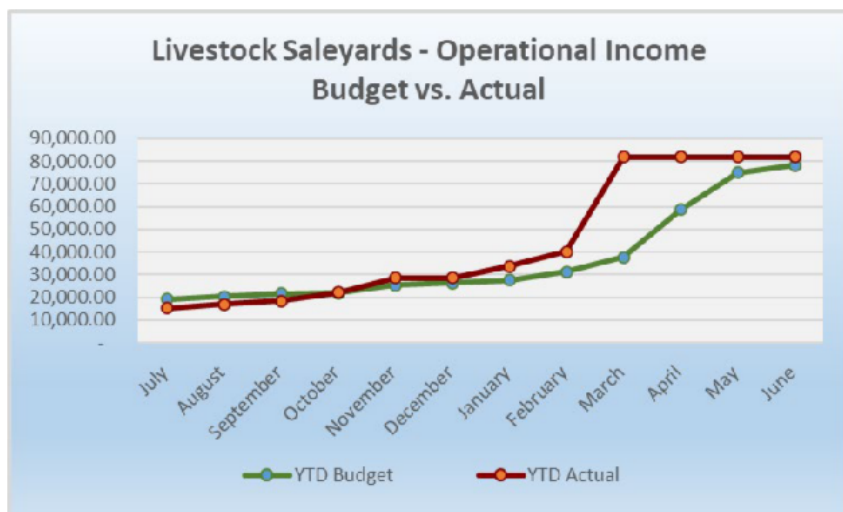
## 11. ENVIRONMENTAL MANAGEMENT

| 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 March</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>1 abandon vehicle reported. Owner contacted and is arranging to pick up the vehicle.</p> <p>No illegal dumping was reported for March 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. Meeting has taken place with the dingo owners.</p> <p>Several barking dog complaints received. No Ranger to follow up.</p> <p>Rabbits becoming a problem again around town, with calls received on how to control them.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <br><small>MONITOR</small>   |
| 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 - March 2023</p> <p>Black Knapweed - inspections and treatments along Bellevue and Aldershot Rds., and on private property as required.</p> <p>Blackberrys - Brusharbers Rd, Tenterfield Dam, New England Hwy at Jennings.</p> <p>Giant Parramatta Grass - Billarimba Rd, Rocky River Td and Boorook Rd.</p> <p>Council Lands - Water Treatment Plant, Sewage Treatment Plant and ponds, Reservoirs and pump stations and Pound.</p> <p>Crown Land - Jennings Arsenic site for Cotoneaster and Blackberry, charged out at the appropriate rate.</p> <p>Tenterfield Streets and Parks</p> <p>Private Property Inspections - 27 inspections undertaken for March</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>Priority &amp; Environmental weed control grant has commenced along the Mole river, targeting Cats Claw Creeper, African Boxthorn, Green Cestrum and Mother Of Millions. The works have started on the Mole River at the head of where the Cats Claw Starts and hope to get into the Dumaresq River as far as possible or until the funding has been spent. Contractors commenced in the Middle of March.</p> | <br><small>ON TRACK</small> |

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

| Action                                                                                                                                              | Responsibility                             | Progress Comment                                                                                                                                        | Status                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 3.1.2.3 Notices and Orders to be issued or served where necessary as per the Local Government Act, EPA Act and POEO Act and Associated Regulations. | Manager Open Space, Regulatory & Utilities | 2 complaints received for overgrown / untidy blocks for March.<br><br>One notice has been issued in relation to overgrown/untidy blocks, still ongoing. | <br>NEEDS WORK |


## 12. Livestock Saleyards



| COA                                                         | 22/23 Review 2 Budget | 22/23 YTD Actuals March | 22/23 Percentage Spent |
|-------------------------------------------------------------|-----------------------|-------------------------|------------------------|
| Livestock Saleyards                                         | 420,414               | 353,646                 | 84.12%                 |
| 1. Operating Income                                         | (78,188)              | (81,858)                | 104.69%                |
| 2. Operating Expenditure                                    | 128,314               | 89,635                  | 69.86%                 |
| 3. Capital Income                                           | 162,348               | 162,348                 | 100.00%                |
| 4. Capital Expenditure                                      | 207,940               | 183,521                 | 88.26%                 |
| 4220504. Improvements to Loading Ramps & Traffic Facilities | 207,940               | 183,521                 | 88.26%                 |

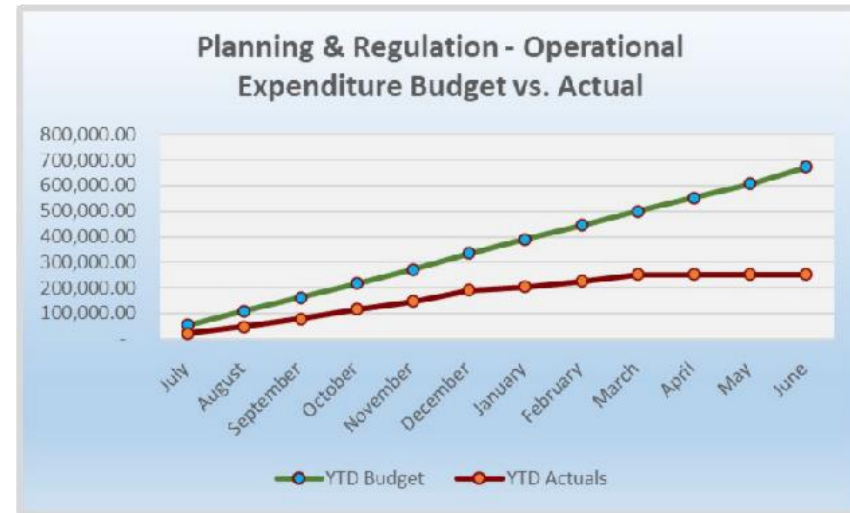
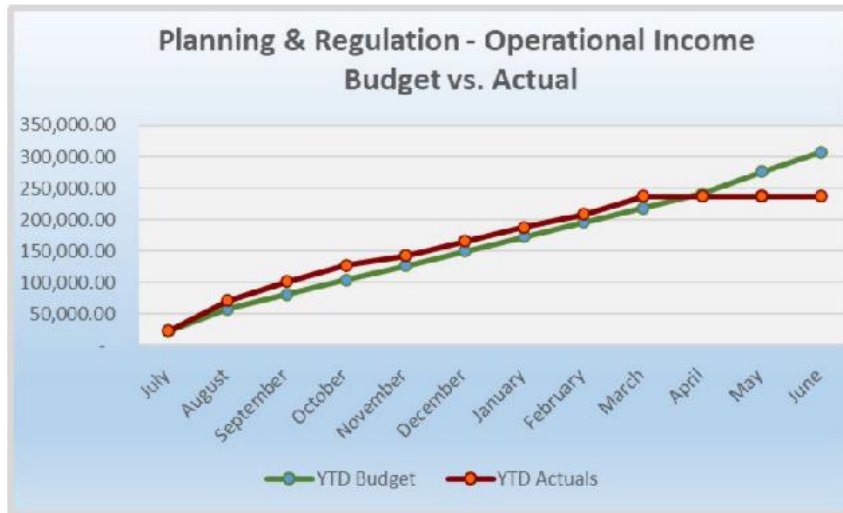


**12. LIVESTOCK SALEYARDS** Monthly Operational Report - March 2023

| Service Profile: Livestock Saleyards                                                                                                                                                                                                                                                                                                      |                                            |                          |             |                  |                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------|-------------|------------------|----------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                                                                                                                                                                                                                    | Responsibility                             | Progress Comment         |             |                  | Status                                                                                                         |
| 2.1.2.1 Manage and deliver commercial Saleyards Services.                                                                                                                                                                                                                                                                                 | Manager Open Space, Regulatory & Utilities | March 2023               |             |                  | <br><small>ON TRACK</small> |
|                                                                                                                                                                                                                                                                                                                                           |                                            | Prime Cattle             | 572 Head    | \$ 662,817.14    |                                                                                                                |
|                                                                                                                                                                                                                                                                                                                                           |                                            | Private Weighing         | 69 Head     | \$5,600.00       |                                                                                                                |
|                                                                                                                                                                                                                                                                                                                                           |                                            | Weaner Sales             | 4,972 Head  | \$5,944,283.75   |                                                                                                                |
|                                                                                                                                                                                                                                                                                                                                           |                                            | Total                    | 5,613 Head  | \$6,612,700.89   |                                                                                                                |
|                                                                                                                                                                                                                                                                                                                                           |                                            | Financial Year 2022/2023 | 8,571 Head  | \$ 11,063,564.72 |                                                                                                                |
|                                                                                                                                                                                                                                                                                                                                           |                                            | Financial Year 2021/2022 | 10,963 Head | \$ 20,493,246.30 |                                                                                                                |
|                                                                                                                                                                                                                                                                                                                                           |                                            | Financial Year 2020/2021 | 8,963 Head  | \$ 14,127,684.48 |                                                                                                                |
|                                                                                                                                                                                                                                                                                                                                           |                                            | Financial Year 2019/2020 | 9,247 Head  | \$ 8,441,858.64  |                                                                                                                |
|                                                                                                                                                                                                                                                                                                                                           |                                            | Financial Year 2018/2019 | 21,656 Head | \$ 12,517,711.39 |                                                                                                                |
| <p>Double Height ramp is operational. Further laneways are to be built.</p> <p>Biggest risk being further reduction in numbers as to whether the saleyards will remain viable. Increase in the throughput of 2000 head from last financial year. Saleyard induction on the website, with the public completing the induction process.</p> |                                            |                          |             |                  |                                                                                                                |



### 13. Planning and Regulation






| COA                              | 22/23 Review 2 Budget | 22/23 YTD Actuals March | 22/23 Percentage Spent |
|----------------------------------|-----------------------|-------------------------|------------------------|
| <b>Planning &amp; Regulation</b> | <b>253,609</b>        | <b>(153,827)</b>        | <b>-60.66%</b>         |
| 1. Operating Income              | (307,250)             | (236,895)               | 77.10%                 |
| 2. Operating Expenditure         | 672,101               | 252,810                 | 37.61%                 |
| 3. Capital Income                | (111,242)             | (169,742)               | 152.59%                |

\*Capital Income in this Service Unit is comprised of Developer Contributions

13. PLANNING & REGULATION

Monthly Operational Report - March 2023

| 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 | All applications assessed in accordance with relevant regulatory and legislative requirements. Reduced staffing numbers in administration and technical areas mean that time frames have expanded for assessment and determination.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <br>ON TRACK |
| 3.1.1.2 Manage and deliver heritage advisory services.                                                                    | Manager Planning & Development Services | Local Heritage Fund Applications - successful applicants have until April 2023 to complete works - four (4) projects completed to date. Mingoola Heritage Trail project (funded) sign has been finalised and is under manufacture, brochures being finalised for printing- project to be completed by end June 2023.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <br>ON TRACK |
| 3.1.1.3 Manage and deliver development, building and construction regulatory services.                                    | Manager Planning & Development Services | Processing times for all functions of the department are further extended - including planning certificates, property & building enquiries, dwelling permissibility searches, GIPA's. processing of DA's, CC's, CDC's, On Site Sewage Management applications, Building Certificates, inspections. Focus is directed to applications lodged and paid for by customers. Regulatory actions/complaints being considered only as urgent if there is a likelihood of environmental harm or public health issues due to limited staff availability and focus on delivering development and construction applications, otherwise prioritized based on issue. Greenlight System decommissioned as unable to provide necessary integration with Altus and council's DA systems and the NSW Planning Portal - matter being dealt with by Manager Finance & Technology. | <br>MONITOR  |

**Applications Lodged March 2023**

| <b>DA Number</b> | <b>Applicant</b>                      | <b>Address</b>                               | <b>Description of Work</b>             |
|------------------|---------------------------------------|----------------------------------------------|----------------------------------------|
| DA2023.021       | Aaron Jamieson GHP Surveyors(Jackson) | 2858-4070 Mt Lindesay Road, Willons Downfall | Twelve (12) Lot Boundary Adjustment    |
| DA2023.022       | Tenterfield Surveys (Finnerty)        | Sunnyside Loop Road, Tenterfield             | Six (6) Lot Rural subdivision          |
| DA2023.023       | Tenterfield Surveys (Claydon)         | 11 Mingoola School Road, Mingoola            | Two (2) Lot Boundary Adjustment        |
| DA2022.024       | Eco Cottages (Sommer)                 | 121 Rouse Street, Tenterfield                | Dual Occupancy - Manufactured Dwelling |
| DA 2023.025      | Ruralplan                             | 43 Mount McKenzie Road, Tenterfield          | Shed                                   |
| DA 2023.026      | Tenterfield Surveys (Carpenter)       | 1465 Billirimba Road, Tenterfield            | Two (2) Lot Rural Subdivision          |
| DA 2023.027      | Carol Axworthy                        | Bluff River Road, Sandy Flat                 | Dwelling                               |
| DA 2023.028      | Arcopod(Cowan)                        | 95 Kildare Road, Tenterfield                 | Dwelling- Manufactured Home            |
| DA 2023.029      | Trent Airs                            | 24 Naas Street, Tenterfield                  | Shed                                   |
| DA 2023.030      | Keith Sutcliffe                       | 67a Clive Street, Tenterfield                | Dwelling & Shed                        |
| DA 2023.031      | Manfate (McKean)                      | 63 Kochs Road, Tenterfield                   | Shed                                   |
| DA 2023.032      | Jayne Barrett                         | 12 Stanthorpe Street, Liston                 | Shed                                   |
| DA 2023.033      | Anna Jutzi                            | 2749 Torrington Road, Torrington             | Shed                                   |
| DA 2023.020      | Westbuilt                             | 2575E Paddy's Flat Road, Tabulam             | Dwelling - Manufactured                |
| DA 2023.034      | Westbuilt                             | 9291 Mount Lindesay Road, Legume             | Dwelling - Manufactured                |
| DA 2023.035      | Susan Blissner                        | Killarney Road, Private property, Legume     | Temporary Event – Run                  |

**Applications Determined March 2023**

| <b>DA Number</b> | <b>Applicant</b>                     | <b>Address</b>                       | <b>Description of Work</b>                         |
|------------------|--------------------------------------|--------------------------------------|----------------------------------------------------|
| 2022.131         | Tenterfield Surveys (George)         | 132 Sunnyside Loop Road, Tenterfield | Fourteen (14) Lot Rural Subdivision                |
| 2022.142         | Tenterfield Surveys (Harvey)         | 706 Sunnyside Loop Road, Tenterfield | Ten (10) Lot Subdivision – Three (3) stages        |
| 2022.147         | Tenterfield Surveys (Ellis)          | 7652 Bruxner Highway, Drake          | Two (2) Lot Subdivision                            |
| 2022.152         | E Hart                               | 267 Paddys Flat Road, Tabulam        | Dwelling – Dual Occupancy                          |
| 2023.002         | Adam Enslow                          | 1189 White Swamp Road, Kooreelah     | Dwelling                                           |
| 2023.005         | Tenterfield Surveys (Mierau Pty Ltd) | Tarban Road, Tenterfield             | Six (6) Lot Rural Subdivision                      |
| 2023.006         | Tenterfield Surveys (Gibbins)        | Bellevue Road, Tenterfield           | Three (3) Lot Rural Subdivision                    |
| 2023.009         | Jo Moore                             | 105 Bulwer Street, Tenterfield       | Extension to existing dwelling                     |
| 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 |
| 2023.017         | Brad Holley                          | 89 Rouse Street, Tenterfield         | Shed                                               |
| 2023.019         | Ajay Coutinho                        | 119 Douglas Street, Tenterfield      | Carport and Shed                                   |
| 2023.025         | Ruralplan                            | 43 Mount McKenzie Road, Tenterfield  | Shed                                               |
| 2023.029         | Trent Airs                           | 24 Naas Street, Tenterfield          | Shed                                               |
| 2023.033         | Anna Jutzi                           | 2749 Torrington Road, Torrington     | Shed                                               |

**Applications Outstanding –March 2023**

| DA Number | Applicant                                         | Property Address                | Description of Work                                                                                                                                                                                                             | Status of Application/Comment                                           |
|-----------|---------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 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                                                                                                                                                                                                 | Further information required from applicant to address RFS requirements |
| 2022.043  | Tenterfield Surveys (Taylor)                      | 60 Derby Street, Tenterfield    | Five (5) Lot Staged Urban Subdivision                                                                                                                                                                                           | Information required from applicant                                     |
| 2022.048  | Tenterfield Surveys (Uhrig)                       | 17 Naas Street, Tenterfield     | Eleven (11) Lots Staged Urban Subdivision                                                                                                                                                                                       | Information required from applicant                                     |
| 2022.068  | Tenterfield Surveys Pty Ltd                       | 531A Long Gully Road, Drake     | Two (2) Lot Subdivision                                                                                                                                                                                                         | Information required from applicant                                     |

|          |                                       |                                              |                                                 |                                                |
|----------|---------------------------------------|----------------------------------------------|-------------------------------------------------|------------------------------------------------|
| 2022.140 | John Dean                             | 228 Old Ballandean Road, Tenterfield         | Dwelling                                        | Awaiting additional information from applicant |
| 2023.008 | Tenterfield Surveys                   | 632a New England Highway, Tenterfield        | Two (2) Lot Subdivision                         | Under assessment/Awaiting RFS recommendations  |
| 2023.010 | Tenterfield Surveys                   | Tooloom Street, Legume                       | Two (2) Lot Subdivision                         | Under assessment/Awaiting RFS recommendations  |
| 2023.015 | Jessica Rennie                        | 963 Lower Rocky River Road, Rocky River      | Two (2) Lot Boundary Adjustment                 | Under assessment/Awaiting RFS recommendations  |
| 2023.016 | Tenterfield Surveys                   | 305 Faggs Road, Wylie Creek                  | Two (2) Lot Boundary Adjustment                 | Under assessment/Awaiting RFS recommendations  |
| 2023.018 | Kyogle Home Modifications             | 7 Beaury Street, Urbenville                  | Dwelling                                        | Under assessment                               |
| 2023.021 | Aaron Jamieson GHP Surveyors(Jackson) | 2858-4070 Mt Lindesay Road, Willons Downfall | Twelve (12) lot subdivision Boundary Adjustment | Under assessment/Awaiting RFS recommendations  |
| 2023.022 | Tenterfield Surveys (Finnerty)        | Sunnyside Loop Road, Tenterfield             | Six (6) Lot Rural subdivision                   | Under assessment/Awaiting RFS recommendations  |
| 2023.023 | Tenterfield Surveys (Claydon)         | 11 Mingoola School Road, Mingoola            | Two (2) Lot Boundary Adjustment                 | Under assessment/Awaiting RFS recommendations  |
| 2022.024 | Eco Cottages (Sommer)                 | 121 Rouse Street, Tenterfield                | Dual Occupancy - Manufactured Dwelling          | Under assessment                               |
| 2023.026 | Tenterfield Surveys (Carpenter)       | 1465 Billirimba Road, Tenterfield            | Two (2) Lot Rural Subdivision                   | Under assessment/Awaiting RFS recommendations  |
| 2023.027 | Carol Axworthy                        | Bluff River Road, Sandy Flat                 | Dwelling                                        | Under assessment                               |
| 2023.028 | Arcopod (Cowan)                       | 95 Kildare Road, Tenterfield                 | Dwelling- Manufactured Home                     | Under assessment                               |
| 2023.030 | Keith Sutcliffe                       | 67a Clive Street, Tenterfield                | Dwelling/Shed                                   | Under assessment                               |
| 2023.031 | Manfate (McKean)                      | 63 Kochs Road, Tenterfield                   | Shed                                            | Under assessment                               |

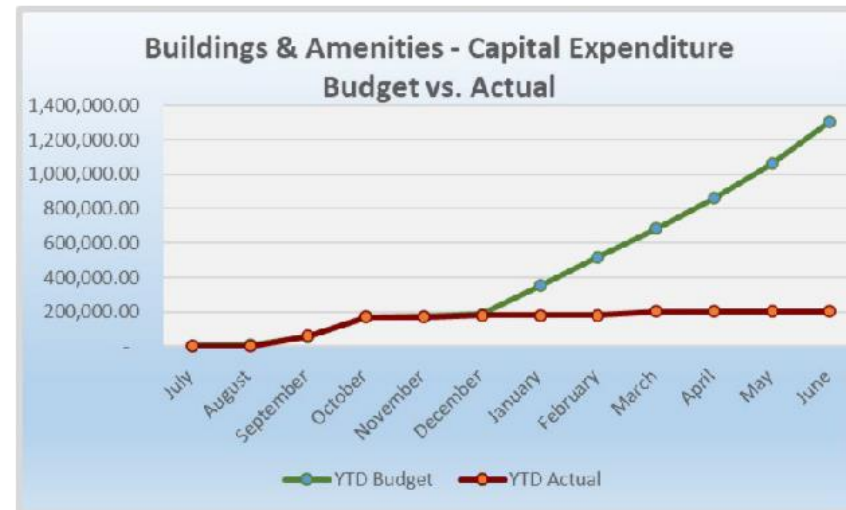
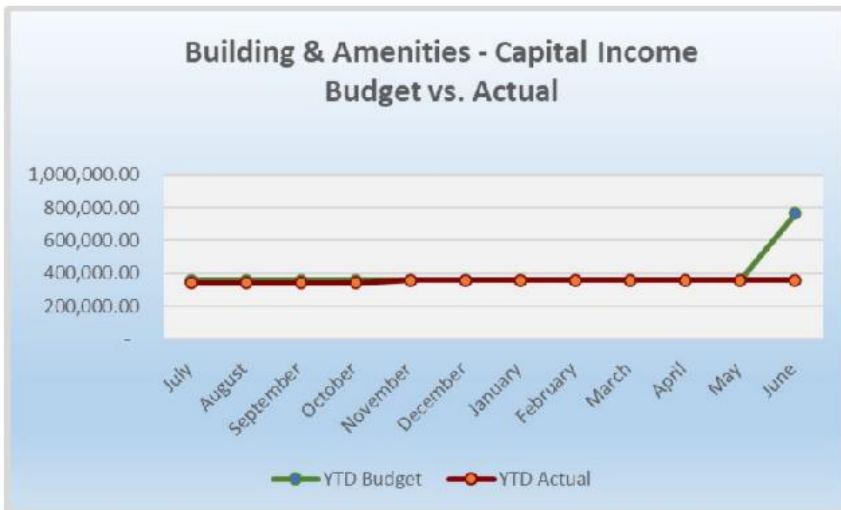
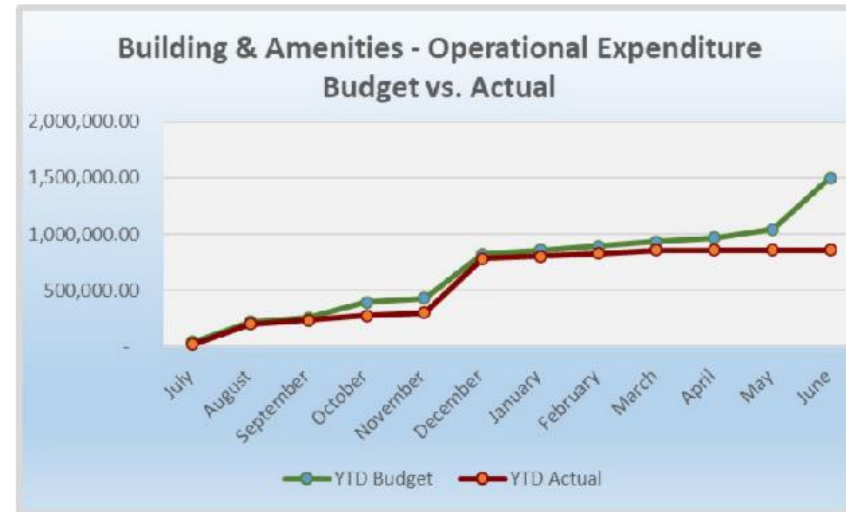
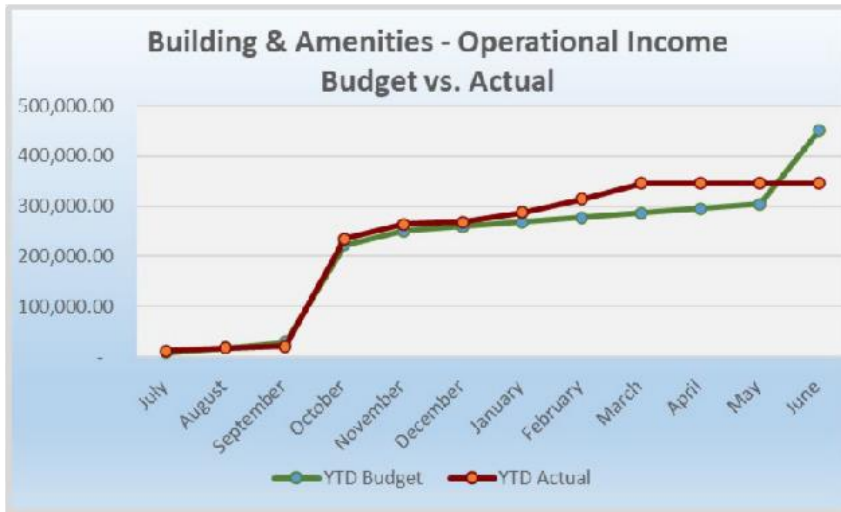
|          |                |                                             |                           |                  |
|----------|----------------|---------------------------------------------|---------------------------|------------------|
| 2023.032 | Jayne Barrett  | 12 Stanthorpe Street, Liston                | Shed                      | Under assessment |
| 2023.020 | Westbuilt      | 2575E Paddy's Flat Road,<br>Tabulam         | Dwelling - Manufactured   | Under assessment |
| 2023.034 | Westbuilt      | 9291 Mount Lindesay Road,<br>Legume         | Dwelling - Manufactured   | Under assessment |
| 2023.035 | Susan Blissner | Killarney Road, Private<br>property, Legume | Temporary Event – Fun Run | Under assessment |



| FY 22/23 Development Statistics     |       |                 |                                                    |                              |                                   |             |                        |                           |                           |
|-------------------------------------|-------|-----------------|----------------------------------------------------|------------------------------|-----------------------------------|-------------|------------------------|---------------------------|---------------------------|
|                                     |       | Dwellings       | Additions/<br>Renovations to<br>Existing Dwellings | Garages, Carports &<br>Sheds | Commercial or<br>Industrial Works | Subdivision | Recreation/<br>Tourism | FY 22/23 Monthly<br>Total | FY 21/22 Monthly<br>Total |
| Jul-22                              | No.   | 6               | 1                                                  | 0                            | 0                                 | 1           | 0                      | 8                         | 9                         |
|                                     | Value | \$1,199,500.00  | \$199,100.00                                       | \$0.00                       | \$0.00                            | \$0.00      | \$0.00                 | \$1,398,600.00            | \$1,311,501.00            |
| Aug-22                              | No.   | 5               | 3                                                  | 4                            | 2                                 | 2           | 0                      | 16                        | 16                        |
|                                     | Value | \$2,339,980.00  | \$23,000.00                                        | \$238,220.00                 | \$135,000.00                      | \$0.00      | \$0.00                 | \$2,736,200.00            | \$935,531.00              |
| Sep-22                              | No.   | 5               | 3                                                  | 2                            | 0                                 | 3           | 1                      | 14                        | 19                        |
|                                     | Value | \$895,900.00    | \$450,000.00                                       | \$71,196.00                  | \$0.00                            | \$0.00      | \$0.00                 | \$1,417,096.00            | \$1,992,350.00            |
| Oct-22                              | No.   | 4               | 1                                                  | 2                            | 0                                 | 2           | 1                      | 10                        | 12                        |
|                                     | Value | \$826,065.00    | \$48,000.00                                        | \$49,000.00                  | \$0.00                            | \$0.00      | \$48,000.00            | \$971,065.00              | \$7,634,761.00            |
| Nov-22                              | No.   | 2               | 0                                                  | 1                            | 1                                 | 1           | 0                      | 5                         | 16                        |
|                                     | Value | \$820,000.00    | \$0.00                                             | \$70,000.00                  | \$48,467.00                       | \$0.00      | \$0.00                 | \$938,467.00              | \$852,959.00              |
| Dec-22                              | No.   | 3               | 2                                                  | 1                            | 0                                 | 2           | 2                      | 10                        | 8                         |
|                                     | Value | \$1,649,000.00  | \$86,000.00                                        | \$40,000.00                  | \$0.00                            | \$0.00      | \$0.00                 | \$1,775,000.00            | \$1,922,572.00            |
| Jan-23                              | No.   | 4               | 0                                                  | 1                            | 0                                 | 2           | 0                      | 7                         | 13                        |
|                                     | Value | \$1,702,475.00  | \$0.00                                             | \$20,486.89                  | \$0.00                            | \$0.00      | \$0.00                 | \$1,722,961.89            | \$2,266,697.00            |
| Feb-23                              | No.   | 3               | 1                                                  | 5                            | 0                                 | 4           | 0                      | 13                        | 15                        |
|                                     | Value | \$345,000.00    | \$85,000.00                                        | \$117,346.89                 | \$0.00                            | \$0.00      | \$0.00                 | \$547,346.89              | \$1,746,032.00            |
| Mar-23                              | No.   | 6               | 0                                                  | 5                            | 0                                 | 4           | 1                      | 16                        | 17                        |
|                                     | Value | \$1,780,998.00  | \$0.00                                             | \$182,600.00                 | \$0.00                            | \$0.00      | \$0.00                 | \$1,963,598.00            | \$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)                  |       | 38              | 11                                                 | 21                           | 3                                 | 21          | 5                      | 99                        |                           |
| FY 22/23 Total Value (Year to Date) |       | \$11,558,918.00 | \$891,100.00                                       | \$788,849.78                 | \$183,467.00                      | \$0.00      | \$48,000.00            | \$13,470,334.78           |                           |
| 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 March | 22/23 Percentage Spent |
|------------------------------------------------------------------------------------------|-----------------------|-------------------------|------------------------|
| <b>Buildings &amp; Amenities</b>                                                         | <b>1,592,126</b>      | <b>355,213</b>          | <b>22.31%</b>          |
| 1. Operating Income                                                                      | (451,674)             | (345,653)               | 76.53%                 |
| 2. Operating Expenditure                                                                 | 1,503,317             | 858,654                 | 57.12%                 |
| 3. Capital Income                                                                        | (763,660)             | (360,013)               | 47.14%                 |
| 4. Capital Expenditure                                                                   | 1,304,143             | 202,225                 | 15.51%                 |
| 4200501. Admin Building -- Refurbishment                                                 | 49,524                | 16,638                  | 33.60%                 |
| 4200508. Admin Building - Roof Replacement                                               | 300,000               | 3,240                   | 1.08%                  |
| 4205504. Housing - 268 Douglas St - Replace Water-Damaged Carpet                         | 25,000                | 18,265                  | 73.06%                 |
| 4210500. Mt McKenzie Tower Construct Access Road (SRV)                                   | 70,000                | 2,700                   | 3.86%                  |
| 4230510. SCCF4-0858 Upgrades to Drake Hall                                               | 109,277               | 0                       | 0.00%                  |
| 4230512. SCCF4-0948 Improvements to Sunnyside Hall                                       | 138,116               | 110,493                 | 80.00%                 |
| 4230513. BSBR000689 - Mingoola Hall Improvements                                         | 120,000               | 0                       | 0.00%                  |
| 4235000. Tenterfield Memorial Hall Sporting Complex - SCCF-1023                          | 64,667                | 12,402                  | 19.18%                 |
| 4235001. Memorial Hall Internal Acoustic, Ventilation & Insulation Treatments            | 97,019                | 30,744                  | 31.69%                 |
| 4235002. Restorations to Pioneer Cottage                                                 | 14,131                | 7,744                   | 54.80%                 |
| 4235003. BCRRF Stream 1 Memorial Hall                                                    | 31,292                | 0                       | 0.00%                  |
| 4235005. BSBR000682 - Installation of Ceiling Fans & Emergency Lighting at Memorial Hall | 154,000               | 0                       | 0.00%                  |
| 4235006. SCCF4-0949 Floor Refurbishments to Memorial Hall                                | 131,117               | 0                       | 0.00%                  |

## 14. BUILDINGS & AMENITIES

| Business Unit: Buildings & Amenities                          |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                     |
|---------------------------------------------------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Service Profile: Buildings & Amenities                        |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                     |
| Action                                                        | Responsibility                  | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Status                                                                              |
| 1.2.1.4 Develop and deliver the Property Management Strategy. | Building & Property Coordinator | <p>Property Strategy - Under review investigations into seeking copies of similar size Council's Property Strategy- This may not get drafted until 2022/2023 due to work requirements and being understaffed within the department - ongoing.</p> <p>Council Buildings</p> <ul style="list-style-type: none"> <li>• Cleaning Contract for all Council buildings and RFS Control Centre is out for Tender and will close on 26 April 2023.</li> <li>• Staff are currently trying to manage Council property finding it difficult being understaffed and with a reduced budget. Only maintenance that is being completed is items that pose an issue to staff or community safety.</li> <li>• Staff are continually having issues with insufficient budget allocations to properly maintain the commercial buildings in accordance with Council obligations as landlord under lease agreements and are only now repairing items that are only considered to be unsafe.</li> <li>• Security Audit is still being completed on all Council buildings and park land with a clean-up of security codes. A letter has been drafted for the return of excess keys from community groups.. With current workloads and a decrease in staff the urgency to complete this audit has been reduced due to more pressing issues</li> <li>• Property Asset Valuation inspections have been completed across the shire in January 2023 and awaiting draft reports to be sent to Finance department.</li> <li>• Quote has been received for the RSL Deck to be cleaned, secure existing nails and stained.</li> <li>• Current Capital Works</li> <li>• Purchase order has been raised to replace the air conditioning units on the administration roof. Installation should be first week in July 2023.</li> <li>• Administration Roof needs to be replaced, due to staff shortages this project will hope to be put out to tender in the first half of the year, discussions with the engineer regarding walkways and access onto the roof, scope of work is currently being drafted; and</li> <li>• Band Hall relocation to Leechs Gully - lodgement of Development Application by Leechs Gully Progress Association is awaiting Crown Land to sign off on the application and approve the building to be removed from the land, prior to lodgement with Council for assessment.</li> </ul> |  |

**14. BUILDINGS & AMENITIES**

Monthly Operational Report - March 2023

| Action                                                                         | Responsibility                   | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Status                                                                              |
|--------------------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1.2.1.5 Manage and update Land and Property Register.                          | Buildings & Property Coordinator | <ul style="list-style-type: none"> <li>Land and Property register is currently being managed as required. Spreadsheets are being updated as needed. The operational land database was last updated in October and completed the valuation of assets in January 2023.</li> <li>Due to essential work commitments and staff shortages, staff are finding time genuinely difficult to complete a review of Council land and buildings in the shire for the consideration of Council, identifying assets to assist that through disposal may reduce ongoing maintenance and depreciation costs in a material way.</li> </ul>                                                                                                                                                                                                                                                                                                                                                      |  |
| 1.2.1.6 Develop and deliver the Buildings and Amenities Asset Management Plan. | Buildings & Property Coordinator | <p>Licences &amp; Agreements on Council owned/managed Land</p> <ul style="list-style-type: none"> <li>A Deed of Assignment has been completed and signed by all parties in relation to the Tenterfield War Memorial Baths management for the remainder of the contract.</li> </ul> <p>GRANT FUNDING</p> <p>Following Grant Projects are still outstanding:</p> <p>2021-2023 NSW Heritage Grant – Community Heritage</p> <ul style="list-style-type: none"> <li>The Mingoola Trail – Content for the sign -to be located at Mingoola – working group liaising with design team on sign changes.</li> </ul> <p>Drought Communities Programme Extension</p> <ul style="list-style-type: none"> <li>Streetscape Recovery Project – work is underway on all four (4) buildings and will be completed in the next few months - ongoing.</li> <li>Upgrades to the Drake Resource Centre –Acquittal documents have been given to Council and an audit yet to be completed.</li> </ul> |  |

14. BUILDINGS & AMENITIES

Monthly Operational Report - March 2023

Local Drought Stimulus Package

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

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 – scope of works are currently being drafted for the projects to go out for quotation.

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. scope of works are currently being drafted for the projects to go out for quotation.

1.2.1.7 Manage Crown Lands and prepare designated Native Title Advice.

Buildings & Amenities 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.

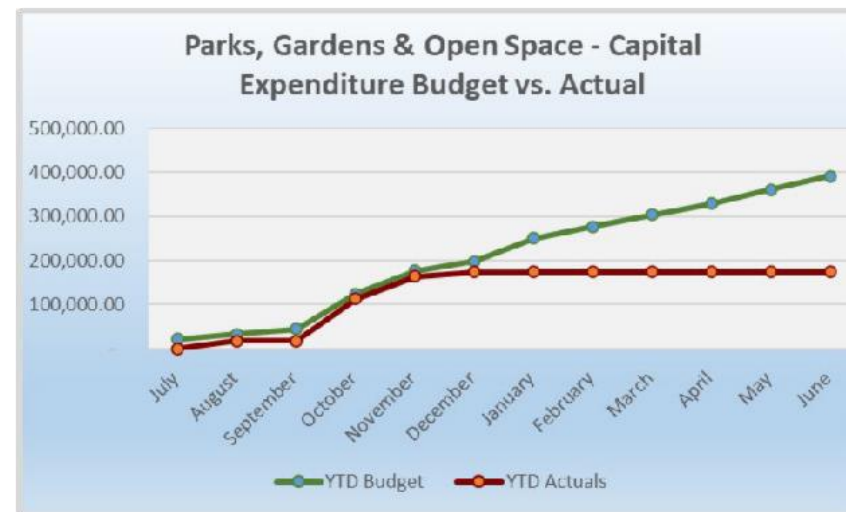
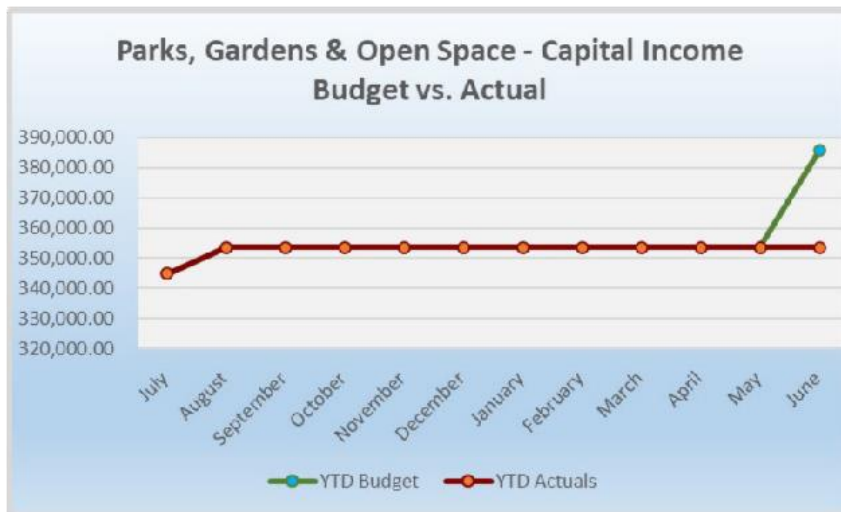
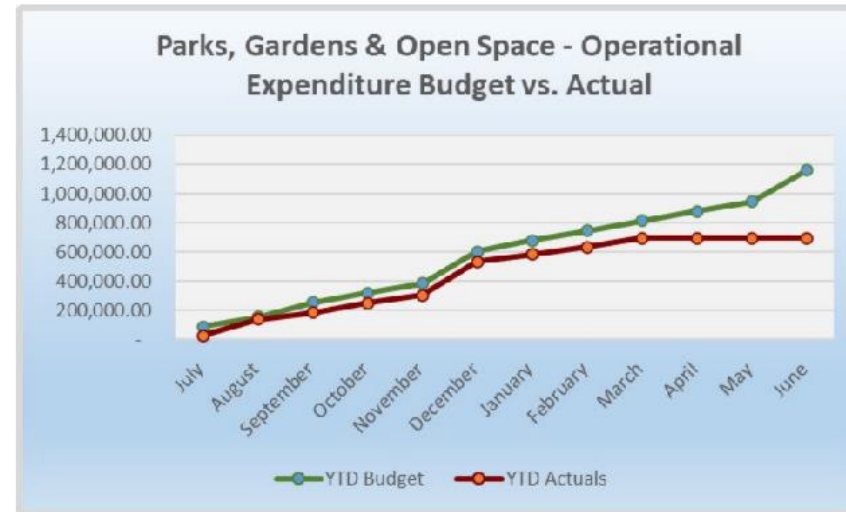
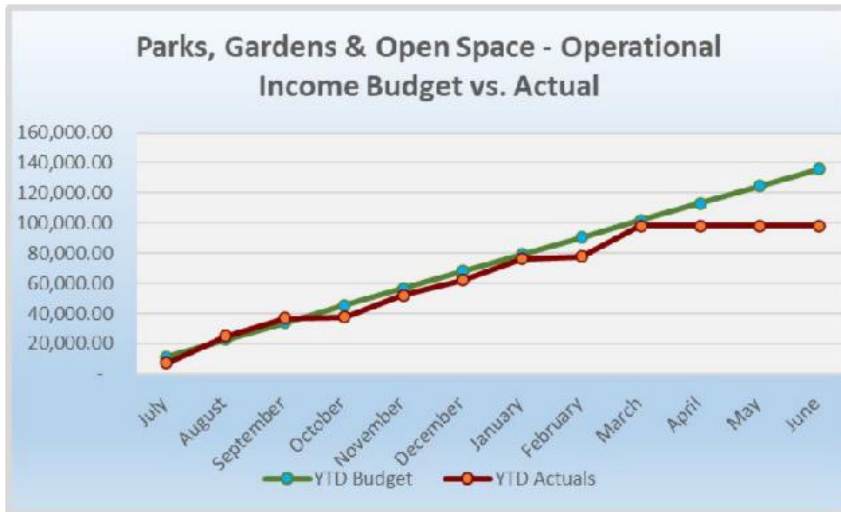
Last update from November 2022

- Awaiting outcome to a request from Crown lands regarding Aboriginal Land Claim 9002 & ALC 47019 has been awarded to NSW Aboriginal Land Council
- Continuing to investigate and locate evidence for aboriginal land claims over Claim 31776 & 9253







**15. Parks, Gardens and Open Space**




| COA                                                                | 22/23<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>March | 22/23<br>Percentage<br>Spent |
|--------------------------------------------------------------------|-----------------------------|-------------------------------|------------------------------|
| <b>Parks, Gardens and Open Space</b>                               | <b>1,029,940</b>            | <b>414,864</b>                | <b>40.28%</b>                |
| 1. Operating Income                                                | (135,737)                   | (98,070)                      | 72.25%                       |
| 2. Operating Expenditure                                           | 1,159,007                   | 693,057                       | 59.80%                       |
| 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**

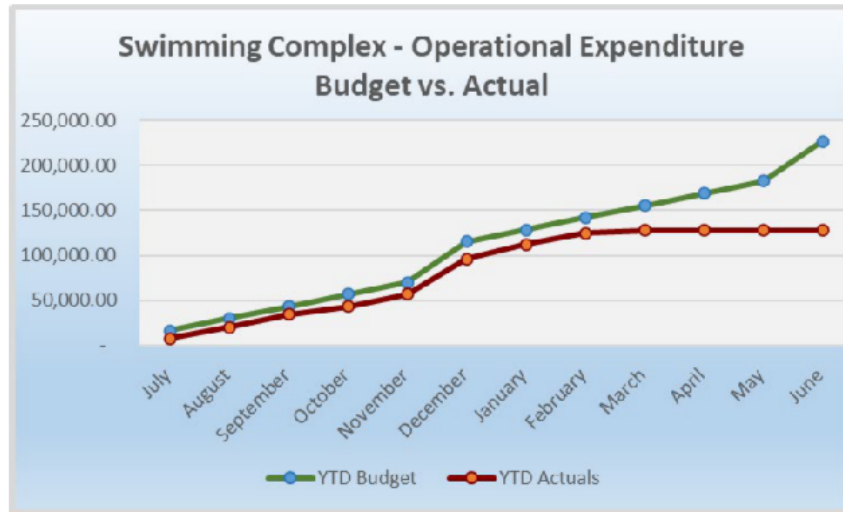
| Business Unit: Parks, Gardens & Open Space                                                                                                                                                  |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| 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>Four Parks and Gardens positions have been advertised. Remaining staff prioritising jobs.</p> <p>General cleaning and maintenance of amenities.</p> <p>Damage to the public toilets has now been reduced as Jubilee park toilet is being closed earlier.</p> <p>Playground maintenance being undertaken. Suppliers contacted in relation to the upgrade of the netball courts.</p> <p>One (1) staff member required at the Cemetery on a rotating roster.</p> <p>Several pin oaks are still to be removed along Cowper and Logan streets.</p> <p>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> <p>Event set up assistance.</p> | <br><small>MONITOR</small>    |
| 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.</p> <p>Village concept plans have been adopted and on Council website</p> <p>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.</p> <p>Water availability to Jennings park now connected to main.</p> <p>Rubbish bin removed, on a trial basis continuing from Legume toilet block, as it was continually use for house hold rubbish. Investigation into the broken handwashing tap in Tringle park at Urbenville looking at installing a timer tap and remove the push plate.</p>                                                                  | <br><small>NEEDS WORK</small> |



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


| Action                                      | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Status                                                                              |
|---------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1.2.1.3 Implement the tree management plan. | Manager Open Space, Regulatory & Utilities | <p>Tree management Plan approved by the Parks and Garden Committee, to adopt the plan excluding the tree replacement species along Logan Street.</p> <p>No street trees have been planted or replaced due to budget restraints.</p> <p>At the recent Parks and Garden meeting, a discussion to include tree planting on the New England Hwy south in memory of Queen Elizabeth.</p> <p>Further dead trees are being planned to be removed. (Casino Rd x 3), (Logan Street x 1), (Wood Street x 1)</p> |  |

## 16. Swimming Complex

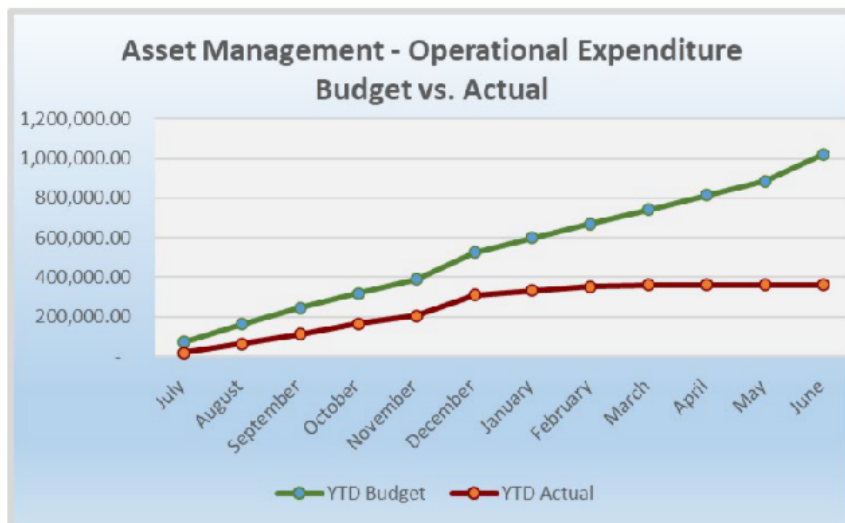


| COA                                        | 22/23 Review 2 Budget | 22/23 YTD Actuals March | 22/23 Percentage Spent |
|--------------------------------------------|-----------------------|-------------------------|------------------------|
| <b>Swimming Complex</b>                    | <b>252,112</b>        | <b>134,359</b>          | <b>53.29%</b>          |
| <b>2. Operating Expenditure</b>            | <b>227,112</b>        | <b>127,658</b>          | <b>56.21%</b>          |
| <b>4. Capital Expenditure</b>              | <b>25,000</b>         | <b>6,701</b>            | <b>26.80%</b>          |
| 4600512. Swimming Pool - Equipment Renewal | 25,000                | 6,701                   | 26.80%                 |

## 16. SWIMMING COMPLEX






| Business Unit: Swimming Complex                                                                               |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |         |          |          |         |          |       |     |           |       |       |       |       |       |       |        |           |     |       |       |       |       |     |        |           |       |       |       |       |       |       |        |           |       |       |       |       |       |       |        |           |       |       |       |       |       |       |        |                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------|----------|----------|---------|----------|-------|-----|-----------|-------|-------|-------|-------|-------|-------|--------|-----------|-----|-------|-------|-------|-------|-----|--------|-----------|-------|-------|-------|-------|-------|-------|--------|-----------|-------|-------|-------|-------|-------|-------|--------|-----------|-------|-------|-------|-------|-------|-------|--------|------------------------------------------------------------------------------------------------------------------|
| Service Profile: Swimming Complex                                                                             |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |         |          |          |         |          |       |     |           |       |       |       |       |       |       |        |           |     |       |       |       |       |     |        |           |       |       |       |       |       |       |        |           |       |       |       |       |       |       |        |           |       |       |       |       |       |       |        |                                                                                                                  |
| Action                                                                                                        | Responsibility                   | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Status   |         |          |          |         |          |       |     |           |       |       |       |       |       |       |        |           |     |       |       |       |       |     |        |           |       |       |       |       |       |       |        |           |       |       |       |       |       |       |        |           |       |       |       |       |       |       |        |                                                                                                                  |
| 1.2.2.1 Manage the Tenterfield War Memorial Baths (TWMB) Management Plan, and contribute to service delivery. | Buildings & Property Coordinator | <p>Management Plan</p> <ul style="list-style-type: none"> <li>Council has signed the Deed of Assignment with previous and the current pool contractors regarding the management of the pool.</li> <li>Current Management Plan to be implemented in the 2023 summer season. This plan is currently under review.</li> </ul> <p>Works identified for budget for next few years:</p> <ul style="list-style-type: none"> <li>All pool shade sails need to be replaced with another shade sail damaged due to wind and the age of the sail getting quotes to repair.</li> <li>Pool needs to be painted with fibreglass pool paint lining, as the concrete shell is visible in many places and increasing running cost.</li> <li>Replace Roof on amenities building due to rust and leaking, heating system will need to be removed to complete these works.</li> <li>More Concrete grinding on the pool deck and throughout the change rooms needs to be completed,</li> <li>Ongoing problems with the plant room dropping out and foot valve failing and losing prime. A leak has been identified from the solar pump, with solar panel worn and requires replacing. Servicing of main pump, solar pump and both doser pumps needs to be completed to maintain the current running of the system.</li> <li>Foot valve to be cleaned and serviced when balance tank is emptied and cleaned.</li> <li>Installation of shower curtains in the change rooms are being investigated for next season.</li> </ul> <p>Month Review</p> <ul style="list-style-type: none"> <li>During the month of March overall attendance has increased through strengthened and expanded swimming programs and targeted youth programs.</li> <li>Completed transitional swimming program which gave new swimmers enough confidence and skills to begin classes for the month of March.</li> <li>Weekly programs consisted of Transition swimming lessons, junior and senior squad, water polo, breakfast club, and scholars squad for 18+.</li> <li>The pool will remain open until April during selected times for only the eleven (11) high school children that made state championships.</li> </ul> <p>Total Attendances</p> <table border="1"> <thead> <tr> <th></th> <th>October</th> <th>November</th> <th>December</th> <th>January</th> <th>February</th> <th>March</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>• 2018/19</td> <td>1,037</td> <td>2,372</td> <td>2,972</td> <td>4,196</td> <td>2,904</td> <td>1,275</td> <td>14,756</td> </tr> <tr> <td>• 2019/20</td> <td>732</td> <td>3,984</td> <td>1,318</td> <td>5,006</td> <td>2,560</td> <td>930</td> <td>14,530</td> </tr> <tr> <td>• 2020/21</td> <td>1,459</td> <td>4,144</td> <td>2,568</td> <td>4,383</td> <td>2,759</td> <td>1,064</td> <td>16,377</td> </tr> <tr> <td>• 2021/22</td> <td>1,684</td> <td>1,456</td> <td>2,673</td> <td>3,291</td> <td>2,523</td> <td>1,779</td> <td>13,406</td> </tr> <tr> <td>• 2022/23</td> <td>1,573</td> <td>2,770</td> <td>2,693</td> <td>3,366</td> <td>3,577</td> <td>2,171</td> <td>16,150</td> </tr> </tbody> </table> |          | October | November | December | January | February | March | YTD | • 2018/19 | 1,037 | 2,372 | 2,972 | 4,196 | 2,904 | 1,275 | 14,756 | • 2019/20 | 732 | 3,984 | 1,318 | 5,006 | 2,560 | 930 | 14,530 | • 2020/21 | 1,459 | 4,144 | 2,568 | 4,383 | 2,759 | 1,064 | 16,377 | • 2021/22 | 1,684 | 1,456 | 2,673 | 3,291 | 2,523 | 1,779 | 13,406 | • 2022/23 | 1,573 | 2,770 | 2,693 | 3,366 | 3,577 | 2,171 | 16,150 | <br><small>NEEDS WORK</small> |
|                                                                                                               | 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    | 2,171    | 16,150  |          |       |     |           |       |       |       |       |       |       |        |           |     |       |       |       |       |     |        |           |       |       |       |       |       |       |        |           |       |       |       |       |       |       |        |           |       |       |       |       |       |       |        |                                                                                                                  |

## 17. Asset Management and Resourcing

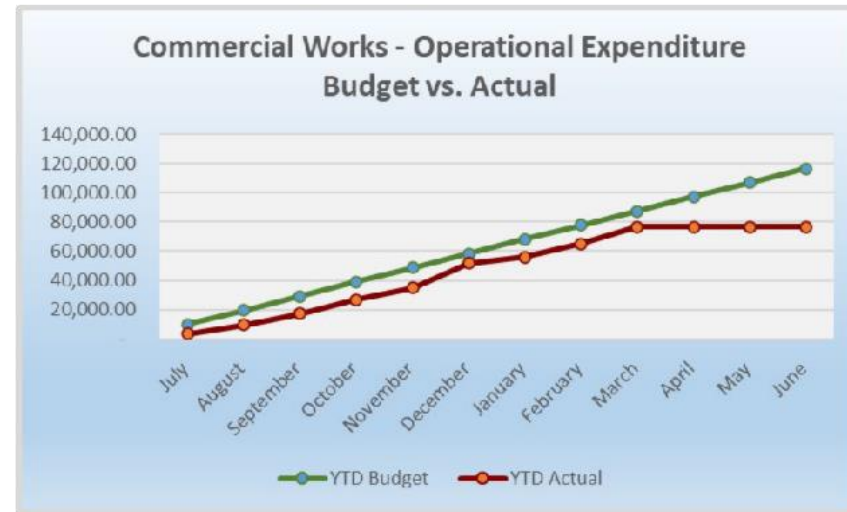
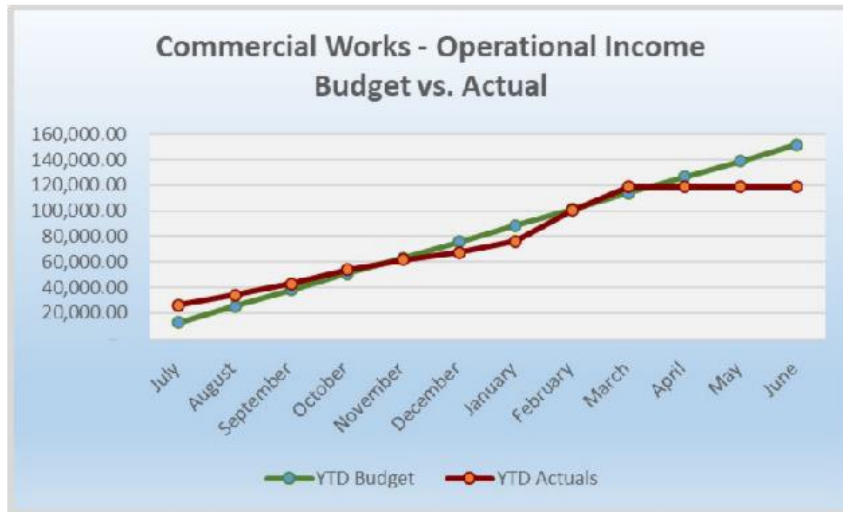


| COA                                                                      | 22/23 Review 2 Budget | 22/23 YTD Actuals March | 22/23 Percentage Spent |
|--------------------------------------------------------------------------|-----------------------|-------------------------|------------------------|
| <b>Asset Management &amp; Resourcing</b>                                 | <b>1,241,361</b>      | <b>390,030</b>          | <b>31.42%</b>          |
| 1. Operating Income                                                      | (10,000)              | (516)                   | 5.16%                  |
| 2. Operating Expenditure                                                 | 1,022,524             | 361,788                 | 35.38%                 |
| 4. Capital Expenditure                                                   | 220,000               | 21,758                  | 9.89%                  |
| 6250501. Tenterfield Depot - Refurbishment Stage 1                       | 0                     | 13,921                  | 0.00%                  |
| 6250502. Tenterfield Depot - Wash Down & Recycle Bay                     | 20,000                | 0                       | 0.00%                  |
| 6250505. Tenterfield Depot - WHS & Environmental Initiative Enhancements | 100,000               | 0                       | 0.00%                  |
| 6250506. Tenterfield Depot - Fuel Tank Replacement/Remediation           | 100,000               | 7,837                   | 7.84%                  |
| 6. Liabilities                                                           | 8,837                 | 7,000                   | 79.21%                 |

## 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. Review of updated transport assets will be the focus over next twelve months.                 | <br>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 has had some additional investigations for presentation to Council in May but has still be restricted due to staff resourcing.                                                                         | <br>MONITOR   |
| 5.1.3.3 Infrastructure and assets inspections.                                                                                           | Manager Asset & Program Planning | Asset inspections have been restricted due to staffing resources, however advertising for the replacement of the Asset Officer role his currently underway.                                                                      | <br>MONITOR   |
| 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 due for further review to assess ongoing project risks.                                                                                                                                                         | <br>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. Consultant has reviewed the site for environmental considerations and are preparing input towards the Master Plan. | <br>MONITOR |

### 18. Commercial Works

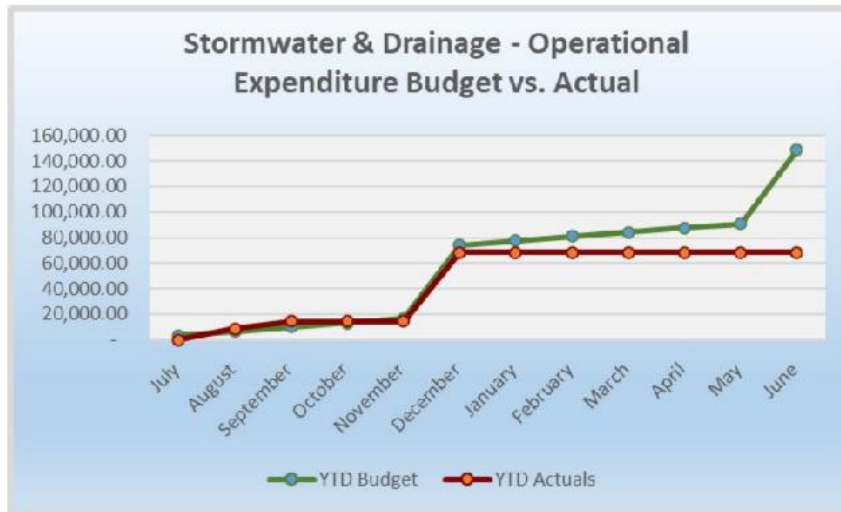


| COA                      | 22/23 Review 2 Budget | 22/23 YTD Actuals March | 22/23 Percentage Spent |
|--------------------------|-----------------------|-------------------------|------------------------|
| <b>Commercial Works</b>  | <b>(35,159)</b>       | <b>(42,043)</b>         | <b>119.58%</b>         |
| 1. Operating Income      | (151,842)             | (118,846)               | 78.27%                 |
| 2. Operating Expenditure | 116,683               | 76,803                  | 65.82%                 |

**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  | March 2023 - Council continues to operate and deliver commercial works in a financially responsible manner as resources come available. Resources are mostly directed to Council's infrastructure repairs due to the rain events since March 2021. Low staffing levels have affected Council's ability to deliver Commercial Works. | <br>NEEDS WORK |


## 19. Stormwater and Drainage



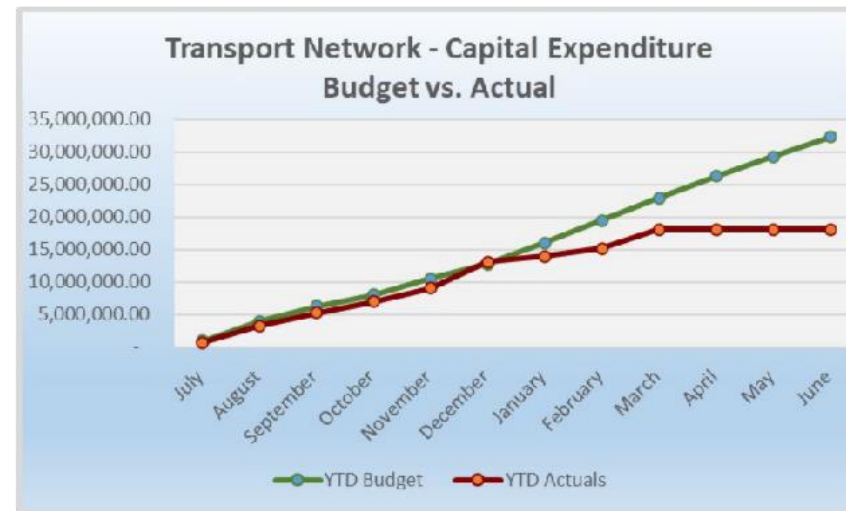
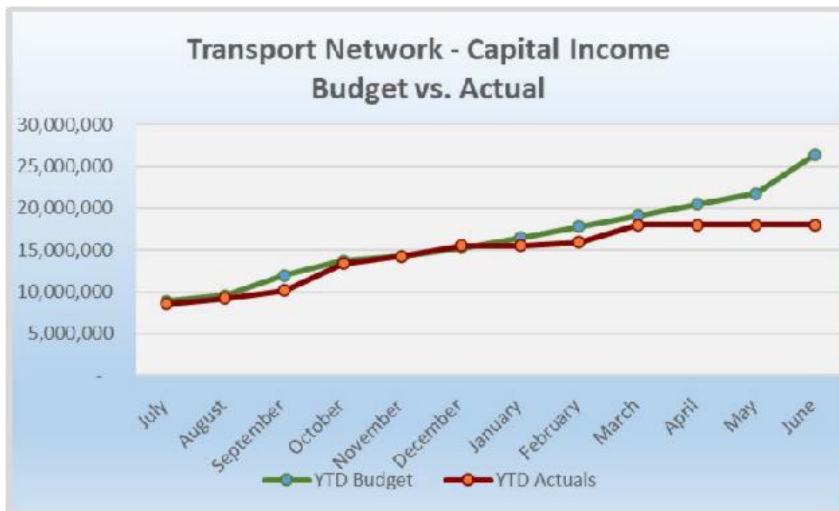
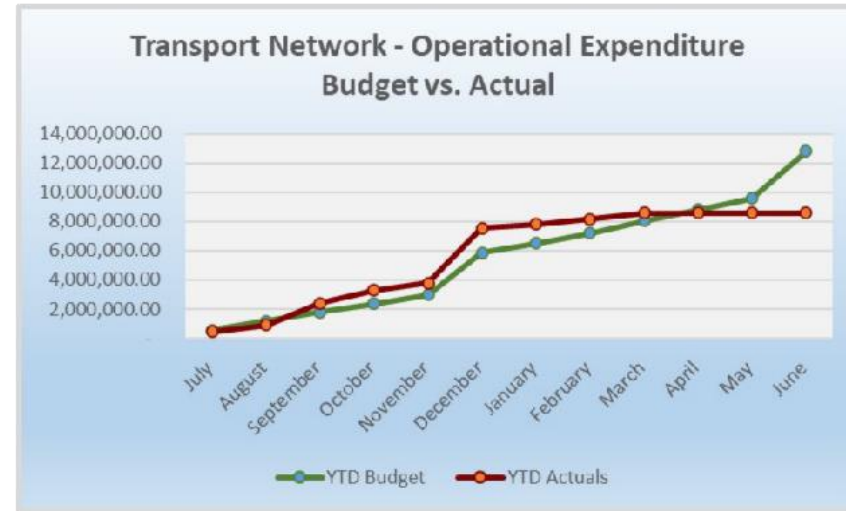
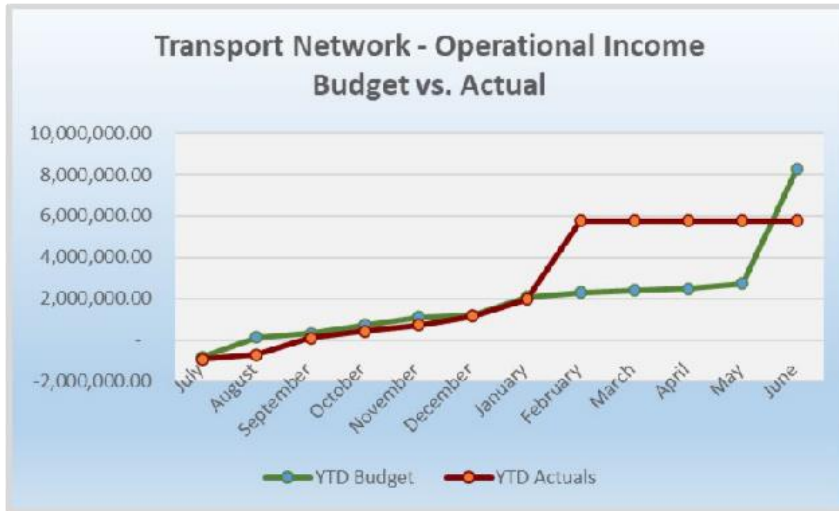
| COA                              | 22/23 Review 2 Budget | 22/23 YTD Actuals March | 22/23 Percentage Spent |
|----------------------------------|-----------------------|-------------------------|------------------------|
| <b>Stormwater &amp; Drainage</b> | <b>207,232</b>        | <b>(8)</b>              | <b>0.00%</b>           |
| 1. Operating Income              | (71,478)              | (71,539)                | 100.09%                |
| 2. Operating Expenditure         | 148,510               | 68,556                  | 46.16%                 |
| 3. Capital Income                | 0                     | (1,827)                 | 0.00%                  |
| 4. Capital Expenditure           | 130,200               | 4,802                   | 3.69%                  |
| 8252502. Drainage Pits - Upgrade | 63,000                | 4,731                   | 7.51%                  |
| 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. Scoping of further works has been hampered by lack of technical assets staff and the competing demands of other engineering functions to serve sectors of the community. |  NEEDS WORK |

## 20. Transport Network




| COA                                                                                  | 22/23 Review 2 Budget | 22/23 YTD Actuals March | 22/23 Percentage Spent |
|--------------------------------------------------------------------------------------|-----------------------|-------------------------|------------------------|
| <b>Transport Network</b>                                                             | <b>10,912,410</b>     | <b>3,304,555</b>        | <b>30.28%</b>          |
| 1. Operating Income                                                                  | (8,249,091)           | (5,764,725)             | 69.88%                 |
| 2. Operating Expenditure                                                             | 12,794,141            | 8,597,109               | 67.20%                 |
| 3. Capital Income                                                                    | (26,427,685)          | (17,989,903)            | 68.07%                 |
| 4. Capital Expenditure                                                               | 32,305,964            | 18,088,362              | 55.99%                 |
| 6215110. Regional & Local Roads Traffic Facilities                                   | 68,000                | 60,669                  | 89.22%                 |
| 6215510. Regional Roads Block Grant - Reseals Program.                               | 582,668               | 265,090                 | 45.50%                 |
| 6215531. Special Grant Mt Lindesay Road (RMS/Fed)                                    | 5,323,347             | 5,758,929               | 108.18%                |
| 6215544. BLERF - 0737 - Improve Mt Lindesay Road                                     | 5,297,708             | 1,474,697               | 27.84%                 |
| 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             | 3,090,518               | 115.91%                |
| 6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel | 61,108                | 62,681                  | 102.57%                |
| 6215572. FLR300128 - Tooloom Road West Rehabilitation                                | 2,970,024             | 958,096                 | 32.26%                 |
| 6215575. ROSI - Sunnyside Platform Road Upgrade                                      | 1,752,075             | 1,592,337               | 90.88%                 |
| 6215576. BSBR000641 - Drake Village Revitalisation                                   | 2,900,300             | 14,213                  | 0.49%                  |

| <b>COA</b>                                                                                       | <b>22/23 Review 2 Budget</b> | <b>22/23 YTD Actuals March</b> | <b>22/23 Percentage Spent</b> |
|--------------------------------------------------------------------------------------------------|------------------------------|--------------------------------|-------------------------------|
| 6215579. Local Roads & Community Infrastructure Program - Round 3                                | 2,088,670                    | 1,128,804                      | 54.04%                        |
| 6215580. Repair Program 2022/23                                                                  | 565,572                      | 247,085                        | 43.69%                        |
| 6215582. DRFA EPAR - EN00010 - AGRN1012 - 22 Feb 2022 Onwards                                    | 0                            | 118,910                        | 0.00%                         |
| 6220269. DRFA AGRN1012 Package 1 EPAR                                                            | 56,047                       | 173,099                        | 308.85%                       |
| 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                      | 376,787                        | 52.16%                        |
| 6220276. Bridges Renewal Program - Unknown Creek Bridge (67161) Replacement, Paddy's Flat Rd Sth | 532,955                      | 559,272                        | 104.94%                       |
| 6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Rd             | 644,907                      | 315,629                        | 48.94%                        |
| 6220278. Fixing Country Bridges - Washpool Creek Bridge Replacement, Leechs Gully Rd             | 306,867                      | 350,617                        | 114.26%                       |
| 6220500. Urban Streets - Reseal Program                                                          | 60,000                       | 0                              | 0.00%                         |
| 6220501. Road Renewal - Gravel Roads                                                             | 601,519                      | 152,179                        | 25.30%                        |
| 6220503. Gravel Resheets                                                                         | 632,452                      | 238,451                        | 37.70%                        |
| 6220505. Kerbing & Guttering                                                                     | 40,000                       | 0                              | 0.00%                         |
| 6220506. Bridges / Causeways (SRV to 2023/24)                                                    | 530,000                      | 26,345                         | 4.97%                         |
| 6220507. Rural Roads - Reseal Program                                                            | 653,940                      | 0                              | 0.00%                         |
| 6220512. Rural Culverts & Pipes                                                                  | 100,000                      | 10,276                         | 10.28%                        |

| <b>COA</b>                                                             | <b>22/23<br/>Review 2<br/>Budget</b> | <b>22/23<br/>YTD Actuals<br/>March</b> | <b>22/23<br/>Percentage<br/>Spent</b> |
|------------------------------------------------------------------------|--------------------------------------|----------------------------------------|---------------------------------------|
| 6220513. Concrete Bridges                                              | 20,223                               | 0                                      | 0.00%                                 |
| 6220514. Causeways                                                     | 208,163                              | 0                                      | 0.00%                                 |
| 6240101. Gravel Pit Rehabilitation                                     | 30,664                               | 0                                      | 0.00%                                 |
| 6240509. SCCF4-0946 Extension to Urbenville Footpath                   | 159,815                              | 55                                     | 0.03%                                 |
| 6240511. Molesworth Street Footpath Replacement Grant                  | 10,000                               | 0                                      | 0.00%                                 |
| 6240512. Streets as Shared Spaces - SASS00027 Linking People and Place | 500,000                              | 163,958                                | 32.79%                                |
| 6240513. Other Contributions to Works (Capital) - Expenses             | 6,752                                | 6,138                                  | 90.91%                                |
| <b>6. Liabilities</b>                                                  | <b>489,081</b>                       | <b>373,713</b>                         | <b>76.41%</b>                         |

## 20. TRANSPORT NETWORK

| Business Unit: Transport Network                                                                                             |                                  |                                                                                                                                                                                                                                                                                                                                                              |                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Service Profile: Transport Network                                                                                           |                                  |                                                                                                                                                                                                                                                                                                                                                              |                                                                                                               |
| Action                                                                                                                       | Responsibility                   | Progress Comment                                                                                                                                                                                                                                                                                                                                             | Status                                                                                                        |
| 4.1.1.1 Manage and deliver construction services for transport infrastructure, including footpaths, pavements and cycleways. | Manager Asset & Program Planning | A number of major road and bridge construction projects are underway, majority under grant funding. Road projects include Mt Lindesay Road, Tooloom Road, Kildare Road and Paddys Flat Road. Bridge projects are located on Paddys Flat Road and Grahams Creek Road. Pavement works are ongoing on Mt Lindesay Rd at Bookookoorara and on Tooloom Road west. | <br><small>MONITOR</small> |

4.1.1.2 Manage and deliver maintenance services for transport infrastructure.

Manager Works

March Grading Report 2023

Grading Schedule

o Eastern Grader –This crew has prepared Timbarra St in Drake for a low cost pavement preparation for LRCI sealing, which is now sealed. This crew is grading Cyril Smith Circuit, followed by Ogilvie Dr and Bushy Dr and will attend to Pateman’s Rd, Ramsay Rd and Chauvel Rd.

o Northern Grader –This crew has graded Wallaby Ck Rd and New Kooreelah Rd and intends to grade White Swamp Rd, Head Gate Rd, Old Kooreelah Rd and Mt Clunie Rd during the next month.

o Western Grader – subject to staffing availability, currently stood down. A contract grader has constructed the low cost pavement preparation for LRCI sealing of Pyes Ck Rd, the first unsealed section approx. 3.2km from the NEH, is now sealed. Council has a contract grader grading Sandy Flat Rd, Mt Speribo Rd, Bluff Ck and Bluff River roads. Council anticipates commencing flood damage repairs and full grading Pyes Ck Rd and Silent Grove Rd, once upper limit approvals for DRFA are attained.

o Central Grader –This crew has graded Billirimba Rd, Demon Ck South Rd, Daisy Mount Rd, currently working on the Upper Rocky followed by Rocky River roads.

o Bridge Crew have completed various drainage works around the shire during February and March, commencing footpath replacement in Urbenville during April.

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 Upper Rocky River Rd and other eastern roads. This excavator will attend to various other drainage jobs around the shire including Carpenter Lane, Brassington Ck Rd, Cootesbrooke Rd, Rivertree Road and Liston Town Streets.

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 have commenced, the contractor has had a break over Easter and anticipates returning in the third week of April.

o A contract crew have been engaged to grade where necessary on McLeods Ck Rd, Boorook Rd, Smiths Rd, Old Main Camp Rd, Main Camp Rd and Gilgurry Rd.

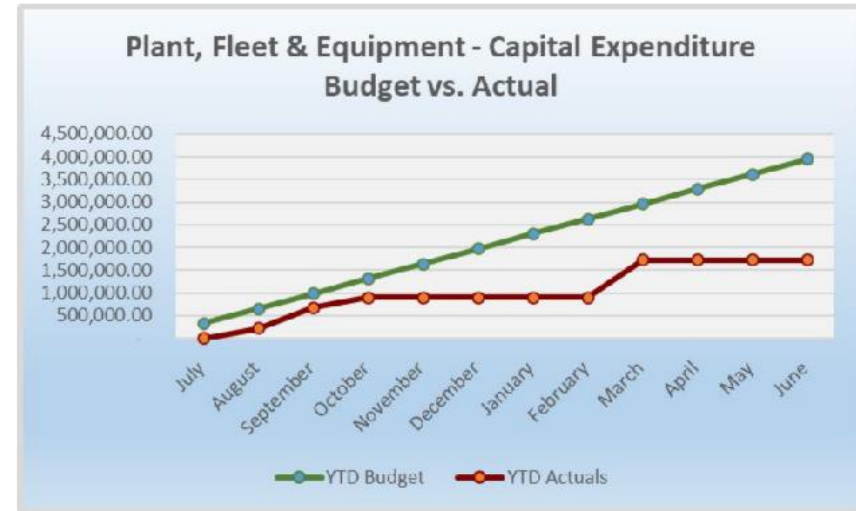
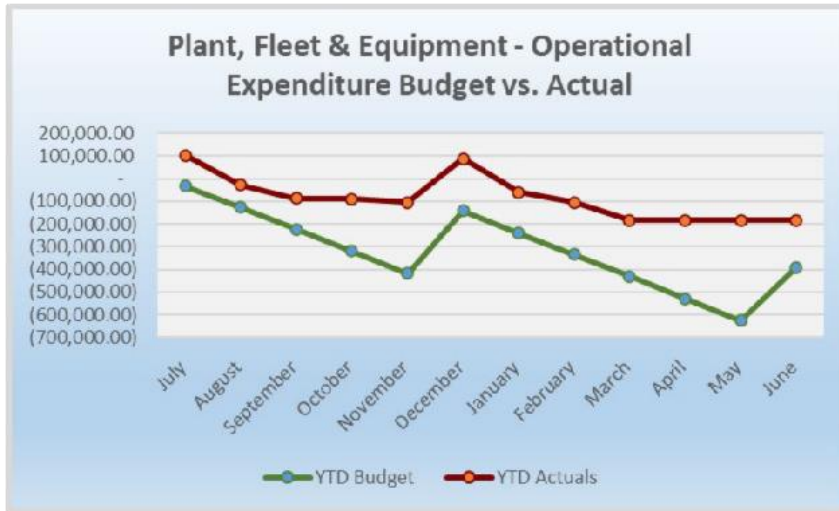
o Council awaits upper limit approvals for DRFA Essential Public Asset Restoration (EPAR) works for various submissions, including the unsealed network.

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





## 21. Plant, Fleet and Equipment



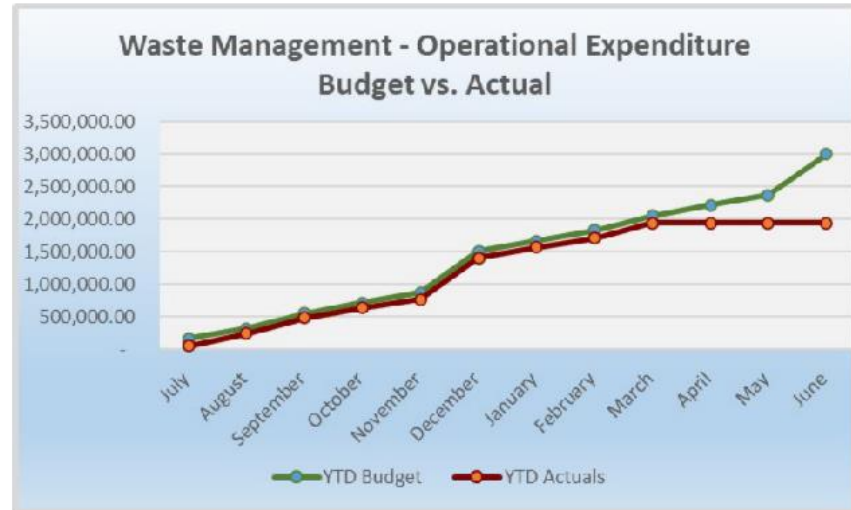
| COA                                     | 22/23 Review 2 Budget | 22/23 YTD Actuals March | 22/23 Percentage Spent |
|-----------------------------------------|-----------------------|-------------------------|------------------------|
| <b>Plant, Fleet &amp; Equipment</b>     | <b>463,887</b>        | <b>(334,820)</b>        | <b>-72.18%</b>         |
| 1. Operating Income                     | (48,190)              | (34,767)                | 72.15%                 |
| 2. Operating Expenditure                | (390,346)             | (183,866)               | 47.10%                 |
| 4. Capital Expenditure                  | 3,944,257             | 1,724,067               | 43.71%                 |
| 6210500. Public Works Plant - Purchases | 3,944,257             | 1,724,067               | 43.71%                 |
| 8. WDB of Asset Disposals               | (3,041,834)           | (1,840,254)             | 60.50%                 |



## 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 are ongoing under the supply contract, some major plant replacements are being assessed in respect to the available funds under plant replacement program. | <br><small>MONITOR</small> |

## 22. Waste Management




| COA                                                          | 22/23<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>March | 22/23<br>Percentage<br>Spent |
|--------------------------------------------------------------|-----------------------------|-------------------------------|------------------------------|
| <b>Waste Management</b>                                      | <b>2,658,643</b>            | <b>(1,609,386)</b>            | <b>-60.53%</b>               |
| <b>1. Operating Income</b>                                   | <b>(3,305,259)</b>          | <b>(3,353,749)</b>            | <b>101.47%</b>               |
| <b>2. Operating Expenditure</b>                              | <b>3,002,828</b>            | <b>1,933,452</b>              | <b>64.39%</b>                |
| <b>3. Capital Income</b>                                     | <b>(693,858)</b>            | <b>(530,250)</b>              | <b>76.42%</b>                |
| <b>4. Capital Expenditure</b>                                | <b>3,469,265</b>            | <b>155,493</b>                | <b>4.48%</b>                 |
| 7080500. 240L Wheelie Bins                                   | 2,101                       | 2,893                         | 137.70%                      |
| 7080503. Industrial Bins                                     | 16,304                      | 3,522                         | 21.60%                       |
| 7080554. Boonoo Boonoo - Landfill Cover                      | 10,000                      | 0                             | 0.00%                        |
| 7080555. Boonoo Boonoo - Cell Remediation Asset              | 50,000                      | 0                             | 0.00%                        |
| 7080558. Tip shop - Drake, Liston & Tenterfield              | 2,000                       | 150                           | 7.49%                        |
| 7080560. EPA Bushfire Recovery Program for Council Landfills | 685,209                     | 76,482                        | 11.16%                       |
| 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                       | 467                           | 23.33%                       |
| 7080811. Tenterfield WTS Groundwater Bores                   | 119,879                     | 1,754                         | 1.46%                        |
| <b>6. Liabilities</b>                                        | <b>185,667</b>              | <b>185,667</b>                | <b>100.00%</b>               |

## 22. WASTE MANAGEMENT

Business Unit: Waste Management

Service Profile: Waste Management

| Action                                                   | Responsibility        | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Status                                                                                          |
|----------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 3.1.4.1 Deliver and manage Waste and Recycling services. | Manager Water & Waste | <p>March 2023 - Update<br/>                     The Torrington Waste Transfer Station is awaiting final fencing installation expected after final purchase from Glenn Innes June 2023.</p> <p>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 draw-down tests occurred in March 2023 continuing in April 2023 after finalisation a report will be prepared for EPA for final approvals to commence construction on Cell 5, RFT prepared awaiting release.</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. Arrival of new weather stations occurred this month May 2022, deployment complete and on-line in February 2023. Investigating links to 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 on-site for office deployment, truck shelter is now erected with septic tank connection completed. 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. Planning completed with quotations evaluated and report completed, finalising second weighbridge under funding with EPA as variation March 2023.</p> <p>To try to reduce the contamination in recycling an advertising campaign was undertaken as well as staff conducted audits and continue to audit recycling bins for contamination with over 55 initial contaminated bins identified, letters were sent to residents, subsequent inspections reduced the number of contaminated bins to 10. 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.</p> <p>North location of asbestos in recycling was again provided this month, through Councils Contractors November</p> | <br>ON TRACK |

22. WASTE MANAGEMENT

Monthly Operational Report - March 2023

2022.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 available on-line.

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), applications continuing.

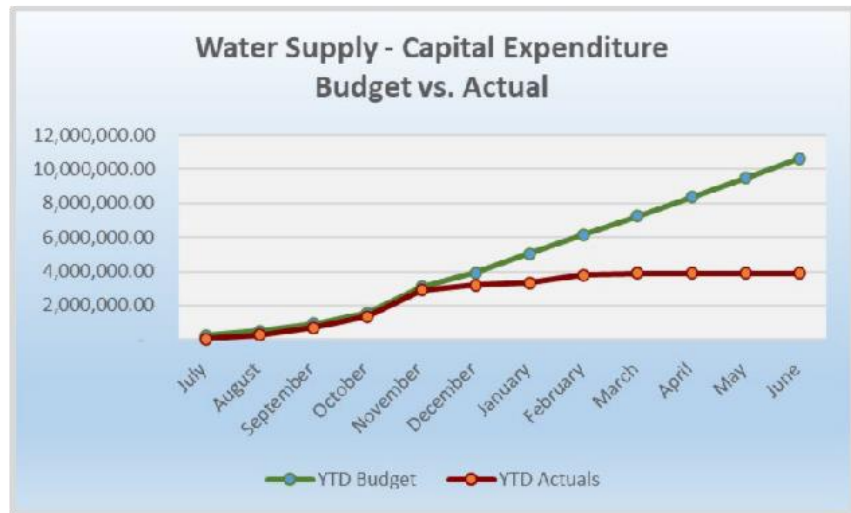
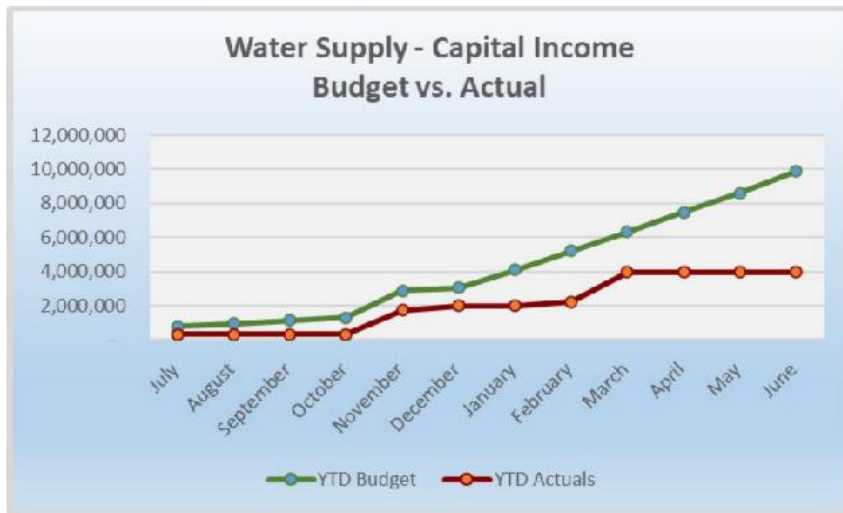
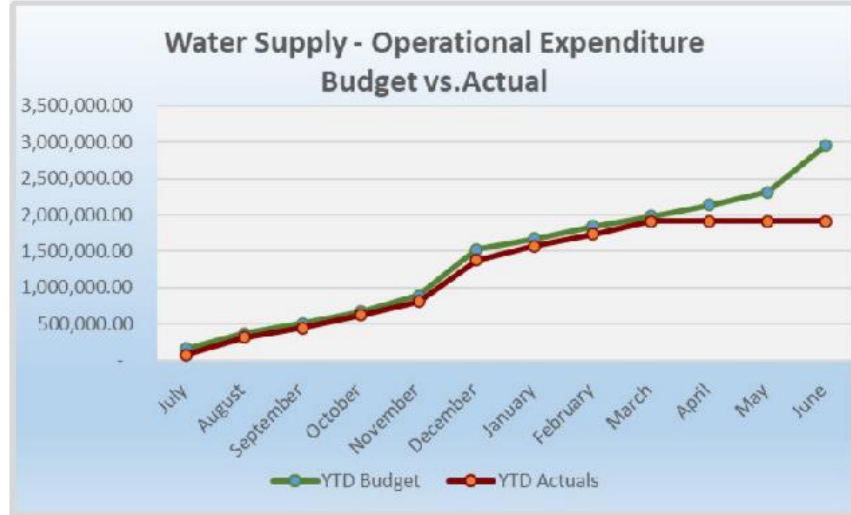
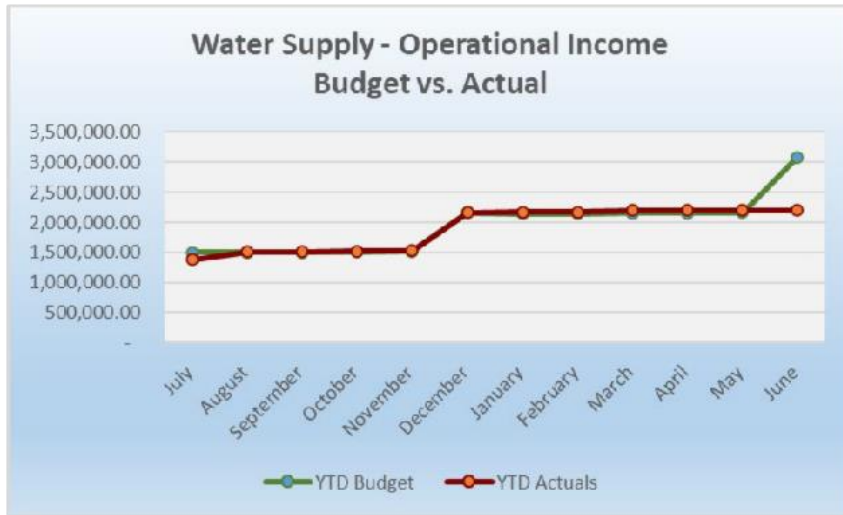
Quarterly toolbox meeting occurred November 2022 and in February 2023. Replacement reported to Council's February 2023 meeting, the old side loader has commenced the tender stage with RFT preparation and released, closing 19th April 2023.

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 592,400 items per quarter (2021-22) EFC - Exchange for Change

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

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


### 23. Water Supply





| COA                                                                | 22/23<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>March | 22/23<br>Percentage<br>Spent |
|--------------------------------------------------------------------|-----------------------------|-------------------------------|------------------------------|
| <b>Water Supply</b>                                                | <b>881,897</b>              | <b>(189,299)</b>              | <b>-21.47%</b>               |
| 1. Operating Income                                                | (3,087,717)                 | (2,203,236)                   | 71.35%                       |
| 2. Operating Expenditure                                           | 2,949,693                   | 1,914,334                     | 64.90%                       |
| 3. Capital Income                                                  | (9,887,899)                 | (3,959,563)                   | 40.04%                       |
| 4. Capital Expenditure                                             | 10,647,855                  | 3,888,503                     | 36.52%                       |
| 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                   | 3,391,426                     | 44.54%                       |
| 7484533. Water Network Mapping Improvements                        | 20,000                      | 20,865                        | 104.33%                      |
| 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                   | 42,262                        | 2.71%                        |
| 7484542. Tenterfield Apex Park Bore - Relining                     | 39,193                      | 39,193                        | 100.00%                      |
| 7484811. Urbenville Water Treatment Plant Upgrade                  | 50,000                      | 48,559                        | 97.12%                       |
| 7484812. Urbenville Sewer Scada Renewal                            | 10,000                      | 561                           | 5.61%                        |
| 7484901. Jennings Mains Replacement                                | 11,500                      | 0                             | 0.00%                        |
| 7484950. Legume Catchment - Water Supply Options Study             | 20,000                      | 15,700                        | 78.50%                       |
| <b>6. Liabilities</b>                                              | <b>259,965</b>              | <b>170,663</b>                | <b>65.65%</b>                |

### 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 & Waste | <p>Water</p> <p>March 2023-Update<br/>                     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, The 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 2023 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. March has seen work progress well, with arrival of sludge thickener, electrical cable installation, fire hydrant reels continuation of access stair and walkways, new office and lab flooring.</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. Main installation has progressed along scrub road approximately 50m in March 2023.</p> <p>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</p> | <br>ON TRACK |



23. WATER SUPPLY

Monthly Operational Report - March 2023

shortlisted, grant has been successful, with Council awarded \$89,998. Brief under development expected to be released in April 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 May 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. Purchase order raised March 2023.

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 in 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 delayed until May 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 873KL/day decreasing by 7KL/day. Current usage at Urbenville is 259KL/day providing an increase in consumption of 5 KL/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 2 major main; 1 new meter; 3 new service connections; 3 water limiters installed; 1 water limiters removed; 0 disconnection, 6 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. 1 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. Jennings Park water services repaired.
- 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. Replacement Caustic chemical tank order raised March 2023.
- Tenterfield Dam capacity and consumption graphs are provided below (Graph 1); the new data logging probes to assist with raw water information are on-line and delivering a variety of information including a more precise depth measure, allowing dam percentage to be measured more accurately (Graph 2) issues with telemetry have stopped retrieval of information. Installation and testing periods are demonstrated by gaps in information (Graph 2); Tooloom Creek capacity and consumption graph is provided below (Graph 3). Water quality information is also available in monthly water health cards available at Water Health Cards | Tenterfield Shire Council ([nsw.gov.au](http://nsw.gov.au))
- Staff Training Chemical Handling Course in Tenterfield and Fluoride course in Casino. Congratulations to Matt Stubbings and Matt Mason for successfully achieving accreditation in Fluoride Course. Resignation of Matthew Stubbings located at Urbenville, staff will miss Matt and wish him well for future endeavours.

23. WATER SUPPLY

Monthly Operational Report - March 2023

3.1.3.2 Deliver and manage the Water and Drought Management Plans and Flood Study. Manager & Waste Water March 2023-Update



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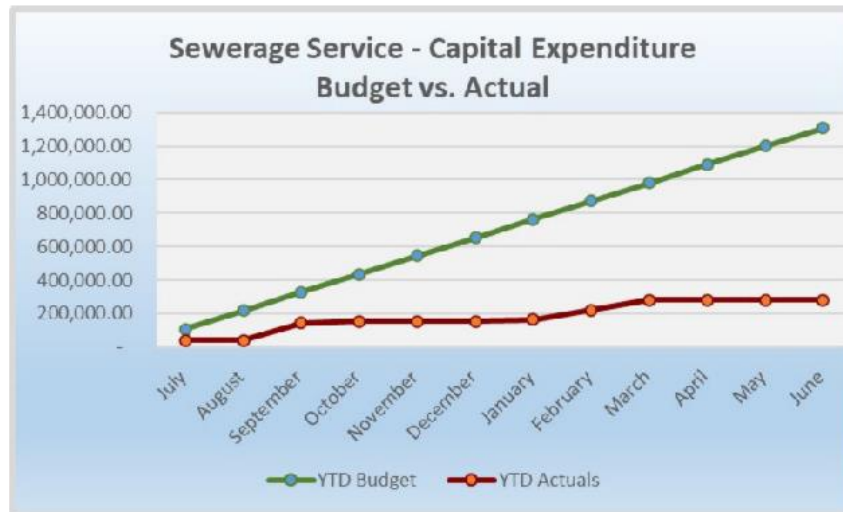
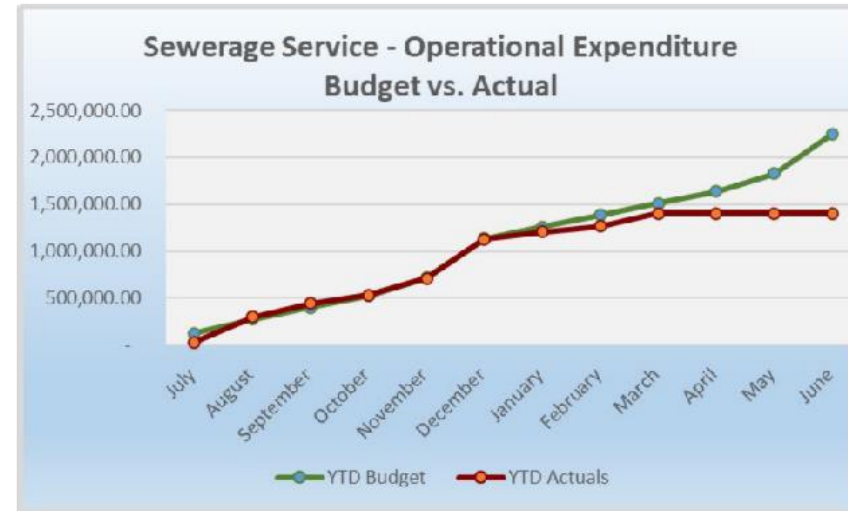
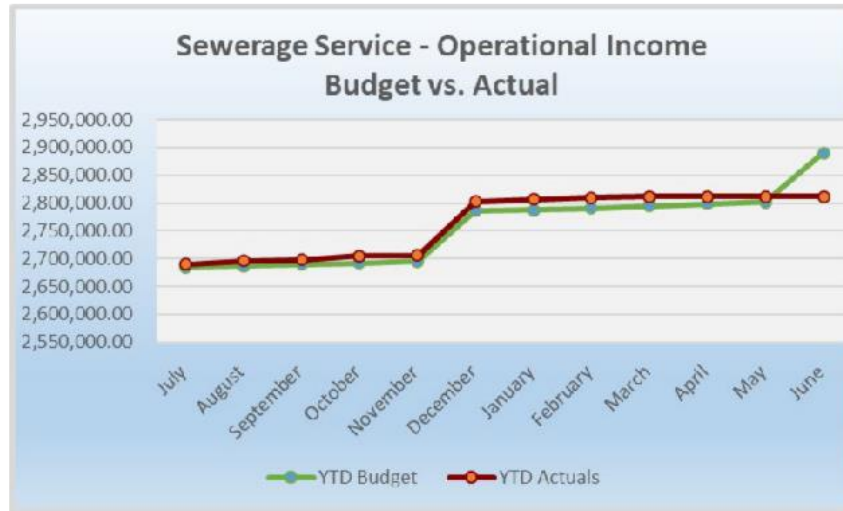
The Integrated water catchment management grant (IWCM) deeds have been signed February 2022, has progressed with secure yield studies awarded, with draft report received. Additional surveys required, including extended benthic survey of Urbenville, completed this month in October 2022, secure yield assessment 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 advertisements completed April 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 underway in February 2023 this financial year, Urbenville was included in


## 24. Sewerage Service



| COA                                                                  | 22/23<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>March | 22/23<br>Percentage<br>Spent |
|----------------------------------------------------------------------|-----------------------------|-------------------------------|------------------------------|
| <b>Sewerage Service</b>                                              | <b>760,045</b>              | <b>(1,085,984)</b>            | <b>-142.88%</b>              |
| <b>1. Operating Income</b>                                           | <b>(2,889,930)</b>          | <b>(2,811,882)</b>            | <b>97.30%</b>                |
| <b>2. Operating Expenditure</b>                                      | <b>2,250,030</b>            | <b>1,402,728</b>              | <b>62.34%</b>                |
| <b>3. Capital Income</b>                                             | <b>(10,000)</b>             | <b>(9,266)</b>                | <b>92.66%</b>                |
| <b>4. Capital Expenditure</b>                                        | <b>1,309,354</b>            | <b>282,140</b>                | <b>21.55%</b>                |
| 7872502. Tenterfield Mains Relining (1km Year)                       | 173,800                     | 0                             | 0.00%                        |
| 7872503. Tenterfield Mains Augmentation                              | 69,600                      | 77,550                        | 111.42%                      |
| 7872505. Tenterfield Man Hole Level Alterations (Water Infiltration) | 162,500                     | 79,290                        | 48.79%                       |
| 7872515. Tenterfield Upgrade Road to Tertiary Ponds                  | 7,000                       | 0                             | 0.00%                        |
| 7872517. Tenterfield Scada System Upgrade                            | 21,853                      | 700                           | 3.20%                        |
| 7872519. Tenterfield Network Renewal                                 | 193,800                     | 0                             | 0.00%                        |
| 7872524. Tenterfield STP - 3 Bay Shed for Storage                    | 50,000                      | 0                             | 0.00%                        |
| 7872525. Tenterfield STP - Grinder Pump                              | 10,000                      | 0                             | 0.00%                        |
| 7872526. Tenterfield STP - Refurbishment                             | 102,500                     | 11,014                        | 10.75%                       |
| 7872527. Tenterfield New Pump Station - Molesworth St                | 200,000                     | 0                             | 0.00%                        |
| 7872528. Tenterfield New Pump Station - Trail Lane                   | 150,000                     | 0                             | 0.00%                        |
| 7872529. Sewer System Mapping Improvements                           | 20,000                      | 10,885                        | 54.43%                       |
| 7872800. Urbenville Dehydrator                                       | 10,000                      | 0                             | 0.00%                        |
| 7872801. Removal Sludge from Tertiary Ponds/Renewal of Capacity      | 10,600                      | 0                             | 0.00%                        |
| 7872804. Urbenville Telemetry Upgrade                                | 15,000                      | 0                             | 0.00%                        |
| 7872807. Urbenville Telemetry From PS to STP                         | 10,000                      | 0                             | 0.00%                        |
| 7872813. Urbenville Sewer Pump Station Emergency Works - Replacement | 102,701                     | 102,701                       | 100.00%                      |
| <b>6. Liabilities</b>                                                | <b>100,591</b>              | <b>50,295</b>                 | <b>50.00%</b>                |



## 24. SEWERAGE SERVICES

| Business Unit: Sewerage Services                                                               |                 |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------|-----------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Service Profile: Sewerage Services                                                             |                 |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Action                                                                                         | Responsibility  | Progress Comment | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 3.1.5.1 Maintain and operate the sewerage network, in line with the Asset Management Strategy. | Manager & Waste | Water            | <div style="text-align: right;">  </div> <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. 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 re-advertised 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 -under-way this financial year.</p> <p>Urbenville de-sludging of finishing ponds commenced in February 2022, however due to flooding finalisation of cleaning was postponed and recommenced in July continued through August 2022, some delays due to PS1 and WTP requirements, desludging now completed in December 2022. Inspection of Urbenville STP by EPA occurred on the 18th January 2023. New lids have been installed in August 2022 at the Tenterfield Petrie and Simpson Street pump stations creating lighter lids for operations and providing compliance with safety regulations. 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. 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.</p> |

24. SEWERAGE SERVICES

Monthly Operational Report - March 2023

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.

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, 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.

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 pump-station maintenance 0. Trade Waste inspections.

Urbenville

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



|                      |                                                                |
|----------------------|----------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                   |
| <b>Submitted by:</b> | Erika Bursford, Manager Customer Service, Governance & Records |
| <b>Reference:</b>    | <b>ITEM GOV21/23</b>                                           |
| <b>Subject:</b>      | <b>TENTERFIELD SHIRE COUNCIL SOCIAL MEDIA POLICY 2023</b>      |

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

|                             |                                                                                                                                                                                                                         |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.                                                                    |
| <b>CSP Strategy:</b>        | Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making. |
| <b>CSP Delivery Program</b> | Promote and support community involvement in Council decision making process.                                                                                                                                           |

#### **SUMMARY**

The purpose of this report is to present an adapted version of the NSW Office of Local Government Model Social Media Policy, for application to Tenterfield Shire Council councillors, staff, contractors and volunteers.

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

**That Council adopt the Tenterfield Shire Council Social Media Policy, based on the NSW Office of Local Government Model Social Media Policy, pending 28-day public exhibition period for community comment.**

#### **BACKGROUND**

##### **REPORT:**

A Model Social Media Policy has been developed by the Office of Local Government (OLG) in consultation with councils. It is applicable to councils, county councils and joint organisations. The Model Social Media Policy sets out an appropriate approach by incorporating examples of best practice from the social media policies of a diverse range of NSW councils, as well as from Commonwealth and State Government agencies.

The Model Social Media Policy provides councils with a robust framework for the administration and management of their social media platforms. It also sets standards of conduct for all council officials who use social media in their official capacity. It has been developed to be fit-for-purpose in a digital age where innovation and emerging trends are the norm.

The Model Social Media Policy recognises that councils use social media differently depending on factors such as a council's size and resources, the demographics of a local government area, and council's willingness to engage with their community in this way. For these reasons, the Model Social Media Policy is flexible and has been adapted for Tenterfield Shire Council's current and near future requirements.

The Social Media Policy will be publicly exhibited for 28 days for community comment. Should Council receive comments, these will be presented to Council's Ordinary Meeting

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of 28 June 2023 for consideration. Should no community comments be received, the policy will be taken as adopted as at 26 April 2023.

### **COUNCIL IMPLICATIONS:**

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

Policy documents provide guidance to staff and clear guidelines on Council business to the community. The Social Media Policy is a new policy and therefore will be placed on public exhibition for 28 days, from 26 April 2023 to 23 May 2023.

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

As detailed in the policy

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

Nil.

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

Nil.

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

Nil.

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

Up to date and clear policies assists in mitigating the risk of councillors, staff and contractors not abiding by the Local Government Act 1993, Local Government (General) Regulations and other legislative requirements.

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

Council's policies are current, up to date and readily available to the community and Council staff.

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

Nil.

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

|                               |                                                                |
|-------------------------------|----------------------------------------------------------------|
| Prepared by staff member:     | Erika Bursford, Manager Customer Service, Governance & Records |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                           |
| Department:                   | Office of the Chief Corporate Officer                          |
| Attachments:                  | <b>1</b> Draft TSC Social Media Policy 2023                    |



# TENTERFIELD SHIRE COUNCIL SOCIAL MEDIA POLICY

2023

**Contents**

Social Media Policy

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## Social Media Policy

### Part 1 – Principles

1.1 We, the councillors, staff and other officials of Tenterfield Shire Council, are committed to upholding and promoting the following principles of social media engagement:

|                  |                                                                                                                                                                                                                                        |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Openness</b>  | Our social media platforms are places where anyone can share and discuss issues that are relevant to our Council and the community we represent and serve.                                                                             |
| <b>Relevance</b> | We will ensure our social media platforms are kept up to date with informative content about our Council and community.                                                                                                                |
| <b>Accuracy</b>  | The content we upload onto our social media platforms and any other social media platform will be a source of truth for our Council and community and we will prioritise the need to correct inaccuracies when they occur.             |
| <b>Respect</b>   | Our social media platforms are safe spaces. We will uphold and promote the behavioural standards contained in this policy and our Council's code of conduct when using our social media platforms and any other social media platform. |

### Part 2 – Administrative framework for council's social media platforms

#### Platforms

2.1 Council will maintain a presence on the following social media platforms:

- Tenterfield Shire Council Website and Facebook Account
- Visit Tenterfield Website, Facebook and Instagram Accounts
- Tenterfield True Mobile Application
- Tenterfield School of Arts Website

1.2 Council's social media platforms must specify or provide a clearly accessible link to the 'House Rules' for engaging on the platform.

#### Establishment and deletion of Council social media platforms

- 1.3 A new council social media platform, or a social media platform proposed by a council related entity (for example, a council committee), can only be established or deleted with the written approval of the General Manager or their delegate.
- 1.4 Where a council social media platform is established or deleted in accordance with clause 2.3, the General Manager or their delegate may amend clause 2.1 of this policy without the need for endorsement by the Council's governing body.

## **The role of the General Manager**

1.5 The role of the General Manager is to:

- a) approve and revoke a staff member's status as an authorised user
- b) develop and/or approve the training and/or induction to be provided to authorised users
- c) maintain a register of authorised users
- d) maintain effective oversight of authorised users
- e) ensure the Council adheres to the rules of the social media platform(s)
- f) coordinate with the Council's Civic Office to ensure the Council's social media platforms are set up and maintained in a way that maximises user friendliness and any technical problems are resolved promptly.

1.6 The General Manager is an authorised user for the purposes of this policy.

## **Authorised users**

- 1.7 Authorised users are members of council staff who are authorised by the General Manager to upload content and engage on social media on the Council's behalf.
- 1.8 Authorised users should be members of council staff that are responsible for managing, or have expertise in, the events, initiatives, programs or policies that are the subject of the social media content.
- 1.9 The General Manager will appoint authorised users when required.
- 1.10 An authorised user must receive a copy of this policy and induction training on social media use and Council's obligations before uploading content on Council's behalf.
- 1.11 The role of an authorised user is to:

- a) ensure, to the best of their ability, that the content they upload onto social media platforms is accurate
- b) correct inaccuracies in Council generated content
- c) engage in discussions and answer questions on Council's behalf on social media platforms
- d) keep the Council's social media platforms up to date
- e) moderate the Council's social media platforms in accordance with Part 5 of this policy
- f) ensure the Council complies with its record keeping obligations under the *State Records Act 1998* in relation to social media (see clauses 7.1 to 7.4 of this policy)

1.12 When engaging on social media on Council's behalf (such as, but not limited to, on a community social media page), an authorised user must identify themselves as a member of Council staff but they are not obliged to disclose their name or position within the Council.

1.13 Authorised users must not use Council's social media platforms for personal reasons.

## **Administrative tone**

1.14 Authorised users upload content and engage on social media on the Council's behalf. Authorised users must use language consistent with that function and avoid expressing or appearing to express their personal views when undertaking their role.

1.15 Authorised users may use more personal, informal language when engaging on Council's social media platforms, for example when replying to comments.

## **Register of authorised users**

1.16 The General Manager will maintain a register of authorised users. This register

is to be reviewed annually to ensure it is fit-for-purpose.

### **Ceasing to be an authorised user**

- 1.17 The General Manager may revoke a staff member's status as an authorised user, if:
- a) the staff member makes such a request
  - b) the staff member no longer has a role requirement to upload content onto social media platforms.
  - c) the staff member has not uploaded content onto any of the Council's social media platforms in the last twelve months.
  - d) the staff member has failed to comply with this policy
  - e) the General Manager is of the reasonable opinion that the staff member is no longer suitable to be an authorised user.

## **Part 3 – Administrative framework for councillors' social media platforms**

- 3.1 For the purposes of this policy, councillor social platforms are not council social media platforms. Part 2 of this policy does not apply to councillors' social media platforms.
- 3.2 Councillors are responsible for the administration and moderation of their own social media platforms (in accordance with Parts 3 and 5 of this policy), and ensuring they comply with the record keeping obligations under the *State Records Act 1998* (see clauses 7.1 to 7.4 of this policy) and council's records management policy in relation to social media.
- 3.3 Clause 3.2 also applies to councillors in circumstances where another person administers, moderates, or uploads content onto their social media platform.
- 3.4 Councillors must comply with the rules of the platform when engaging on social media.

### **Induction and training**

- 3.5 Councillors who engage, or intend to engage, on social media must receive induction training on social media use. Induction training can be undertaken either as part of the councillor's induction program or as part of their ongoing professional development program.



### **Identifying as a councillor**

- 3.6 Councillors must identify themselves on their social media platforms in the following format:

*Councillor "First Name and Last Name".*

- 3.7 A councillor's social media platform must include a profile photo which is a clearly identifiable image of the councillor.
- 3.8 If a councillor becomes or ceases to be the mayor, deputy mayor, or the holder of another position (for example, chairperson of a committee), this must be clearly stated on the councillor's social media platforms and updated within twenty-one business days of a change in circumstances.

### **Other general requirements for councillors' social media platforms**

- 3.9 Councillor social media platforms must specify or provide a clearly accessible link to the 'House Rules' for engaging on the platform.

- 3.10 A councillor's social media platform must include a disclaimer to the following effect:

*"The views expressed and comments made on this social media platform are my own and not that of the Council".*

- 3.11 Despite clause 3.10, mayoral or councillor media releases and other content that has been authorised according to the Council's media and communications protocols may be uploaded onto a councillor's social media platform.

- 3.12 Councillors may upload publicly available Council information onto their social media platforms.

- 3.13 Councillors may use more personal, informal language when engaging on their social media platforms.

### **Councillor queries relating to social media platforms**

- 3.14 Questions from councillors relating to their obligations under this policy, technical queries relating to the operation of their social media platforms, or managing records on social media may be directed to the General Manager in the first instance, in accordance with Council's councillor requests protocols

### **Other social media platforms administered by councillors**

- 3.15 A councillor must advise the General Manager of any social media platforms they administer on which content relating to the Council or council officials is, or is expected to be, uploaded. The councillor must do so within:

- a) Twenty-one business days of becoming a councillor, or
- b) Twenty-one business days of becoming the administrator.

## Part 4 – Standards of conduct on social media

- 4.1 This policy only applies to council officials' use of social media in an official capacity or in connection with their role as a council official. The policy does not apply to personal use of social media that is not connected with a person's role as a council official.
- 4.2 Council officials must comply with the Council's code of conduct when using social media in an official capacity or in connection with their role as a council official.
- 4.3 Council officials must not use social media to post or share comments, photos, videos, electronic recordings or other information that:
- a) is defamatory, offensive, humiliating, threatening or intimidating to other council officials or members of the public
  - b) contains profane language or is sexual in nature
  - c) constitutes harassment and/or bullying within the meaning of the *Model Code of Conduct for Local Councils in NSW*, or is unlawfully discriminatory
  - d) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
  - e) contains content about the Council, council officials or members of the public that is misleading or deceptive
  - f) divulges confidential Council information
  - g) breaches the privacy of other council officials or members of the public
  - h) contains allegations of suspected breaches of the Council's code of conduct or information about the consideration of a matter under the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*
  - i) could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment
  - j) commits the Council to any action
  - k) violates an order made by a court
  - l) breaches copyright
  - m) advertises, endorses or solicits commercial products or business
  - n) constitutes spam
  - o) is in breach of the rules of the social media platform.
- 4.4 Council officials must:
- a) attribute work to the original author, creator or source when uploading or linking to content produced by a third party
  - b) obtain written permission from a minor's parent or legal guardian before uploading content in which the minor can be identified.
- 4.5 Council officials must exercise caution when sharing, liking, retweeting content as this can be regarded as an endorsement and/or publication of the content.
- 4.6 Council officials must not incite or encourage other persons to act in a way that is contrary to the requirements of this Part.

4.7 Councillors must uphold and accurately represent the policies and decisions of the Council's governing body but may explain why they voted on a matter in the way that they did. (see section 232(1)(f) of the *Local Government Act 1993*).

## Part 5 – Moderation of social media platforms

**Note: Councils and council officials should be aware that they may be considered a 'publisher' of any content uploaded onto a social media platform they administer, including content that:**

- is uploaded by a third party; and/or
- appears on their social media platform because they have 'liked', 'shared', or 'retweeted' the content, or similar.

5.1 Council officials who are responsible for the moderation of the Council's or councillors' social media platforms may remove content and 'block' or ban a person from those platforms. Such actions must be undertaken in accordance with this Part.

5.2 For the purposes of this Part, 'social media platform' and 'platform' means both the Council's and councillors' social media platforms.

### House Rules

5.3 Social media platforms must state or provide an accessible link to the 'House Rules' for engaging on the platform.

5.4 At a minimum, the House Rules should specify:

- a) the principles of social media engagement referred to in clause 1.1 of this policy.
- b) the type of behaviour or content that will result in that content being removed or 'hidden', or a person being blocked or banned from the platform.
- c) the process by which a person can be blocked or banned from the platform and rights of review.

- d) a statement relating to privacy and personal information (see clause 7.4 of this policy)
- k) would be in breach of the rules of the social media platform.

- e) when the platform will be monitored (for example weekdays 9am – 5pm, during the Council's business hours)
- f) that the social media platform is not to be used for making complaints about the Council or council officials.

### Removal or 'hiding' of content

5.5 For the purposes of clause 5.4(b), third parties engaging on social media platforms must not post or share comments, photos, videos, electronic recordings or other information that:

- a) is defamatory, offensive, humiliating, threatening or intimidating to council officials or members of the public,
- b) contains profane language or is sexual in nature
- c) constitutes harassment and/or bullying within the meaning of the *Model Code of Conduct for Local Councils in NSW*, or is unlawfully discriminatory
- d) contains content about the Council, council officials or members of the public that is misleading or deceptive
- e) breaches the privacy of council officials or members of the public
- f) contains allegations of suspected breaches of the Council's code of conduct or information about the consideration of a matter under the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*,
- g) violates an order made by a court
- h) breaches copyright
- i) advertises, endorses or solicits commercial products or business,
- j) constitutes spam

5.6 Where a person uploads content onto a social media platform that, in the reasonable opinion of the moderator, is of a kind specified under clause 5.5, the moderator may remove or 'hide' that content.

5.7 Prior to removing or 'hiding' the content, the moderator must make a record of it (for example, a screenshot).

5.8 If the moderator removes or 'hides' the content under clause 5.6, they must, where practicable, notify the person who uploaded the content that it has been removed and the reason(s) for its removal and their rights of review.

5.9 A person may request a review of a decision by a moderator to remove or 'hide' content under clause 5.6. The request must be made in writing to the General Manager and state the grounds on which the request is being made.

5.10 Where a review request is made under clause 5.9, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to remove or 'hide' the content.

### Blocking or banning

5.11 If a person uploads content that is removed or 'hidden' under clause 5.6 of this policy on two occasions, that person may be blocked or banned from the social media platform / all social media platforms.

5.12 A person may only be blocked or banned from a Council social media platform with the approval of the General Manager. This clause does not apply to blocking or

- banning a person from a councillor's social media platform.
- 5.13 Prior to blocking or banning a person from a social media platform, the person must, where practicable, be advised of the intention to block or ban them from the platform/all platforms and be given a chance to respond. Any submission made by the person must be considered prior to a determination being made to block or ban them.
- 5.14 The duration of the block or ban is to be determined by the General Manager, or in the case of a councillor's social media platform, the councillors.
- 5.15 Where a determination is made to block or ban a person from a social media platform/all social media platforms, the person must, where practicable, be notified in writing of the decision and the reasons for it. The written notice must also advise the person which social media platforms they are blocked or banned from and the duration of the block or ban and inform them of their rights of review.
- 5.16 Despite clauses 5.11 to 5.15, where a person uploads content of a kind referred to under clause 5.5, and the moderator is reasonably satisfied that the person's further engagement on the social media platform poses a risk to health and safety or another substantive risk (such as the uploading of defamatory content), an interim block or ban from the platform/all platforms may be imposed on the person immediately for a period no longer than six months.
- 5.17 A person who is blocked or banned from the platform/all platforms under clause 5.16 must, where practicable, be given a chance to respond to the interim block or ban being imposed. Any submission made by the person must be considered when determining whether the interim block or
- ban is to be removed or retained under clauses 5.11 to 5.15.
- 5.18 A person may request a review of a decision to block or ban then from a social media platform. The request must be made in writing to the General Manager and state the grounds on which the request is being made.
- 5.19 Where a review request is made under clause 5.18, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to block or ban the person. Where the decision to block or ban the person was made by the General Manager, the review must be undertaken by another senior and suitably qualified member of staff who was not involved in the decision.
- 5.20 Where a person that is the subject of a block or ban continues to engage on a social media platform(s) using an alternative social media account, profile, avatar, etc., a moderator may block or ban the person from the platform(s) immediately. In these circumstances, clauses 5.11 to 5.19 do not apply.



## Part 6 – Use of social media during emergencies

- 6.1 During emergencies, such as natural disasters or public health incidents, the General Manager will be responsible for the management of content on the Council's social media platforms.
- 6.2 To ensure consistent messaging both during and after an emergency, authorised users and council officials must not upload content onto the Council's or their own social media platforms which contradicts advice issued by the agency coordinating the emergency response, or agencies supporting recovery efforts.
- 6.3 Training on social media use during emergencies should be included in training and/or induction provided to authorised users and councillors.

## Part 7 – Records management and privacy requirements

### Records management

- 7.1 Social media content created, sent and received by council officials (including councillors) acting in their official capacity is a council record and may constitute open access information or be subject to an information access application made under the *Government Information (Public Access) Act 2009*. These records must be managed in accordance with the requirements of the *State Records Act 1998* and the Council's approved records management policies and practices.
- 7.2 You must not destroy, alter, or remove social media content unless authorised to do so. If you need to alter or remove social media content, you must do so in accordance with this policy, and consult with the Council's records manager and comply with the requirements of the *State Records Act 1998*.
- 7.3 When a councillor's term of office concludes, the councillor must contact the Council's records manager and general manager to manage/transfer records of social media content created during their term of office and comply with the requirements of the *State Records Act 1998*.
- 7.4 In fulfilling their obligations under clauses 7.1 to 7.3, council officials should refer to any guidance issued by the State Archives and Records Authority of NSW relating to retention requirements for councils' and councillors' social media content<sup>1</sup>.

<sup>1</sup> See State Archives and Records Authority of NSW *'Government Recordkeeping / Advice and Resources / Local*

*Government'* and *'Social media recordkeeping for councillors'*

## Privacy considerations and requirements

7.5 Social media communications are in the public domain. Council officials should exercise caution about what personal information, if any, they upload onto social media.

7.6 The *Privacy and Personal Information Protection Act 1998* applies to the use of social media platforms by the Council and councillors. To mitigate potential privacy risks, council officials will:

- a) advise people not to provide personal information on social media platforms
- b) inform people if any personal information they may provide on social media platforms is to be used for official purposes
- c) moderate comments to ensure they do not contain any personal information
- d) advise people to contact the Council or councillors through alternative channels if they have personal information they do not want to disclose in a public forum.

7.7 Council officials must ensure they comply with the *Health Records and Information Privacy Act 2002* when engaging on and/or moderating social media platforms. In fulfilling their obligations, council officials should refer to any guidance issued by the Information and Privacy Commission of NSW, such as, but not limited to, the Health Privacy Principles.

## Part 8 – Private use of social media

**Note: Activities on social media websites are public activities. Even though privacy settings are available, content can still be shared and accessed beyond the intended recipients.**

**The terms and conditions of most social media sites state that all content becomes the property of the site on which it is posted<sup>2</sup>.**

### What constitutes 'private' use?

8.1 For the purposes of this policy, a council official's social media engagement will be considered 'private use' when the content they upload:

- a) is not associated with, or does not refer to, the Council, any other council officials, contractors, related entities or any other person or organisation providing services to or on behalf of the Council in their official or professional capacities, and
- b) is not related to or does not contain information acquired by virtue of their employment or role as a council official.

8.2 If a council official chooses to identify themselves as a council official, either directly or indirectly (such as in their user profile), then they will not be deemed to be acting in their private capacity for the purposes of this policy.

### Use of social media during work hours

8.3 Council staff may only access and engage on social media in their private capacity while at work during breaks.

<sup>2</sup> Social Media: Guidance for Agencies and Staff (Government of South Australia) – page 9



## **Part 9 – Concerns or complaints**

- 9.1 Concerns or complaints about the administration of a council's social media platforms should be made to the council's General Manager in the first instance.
- 9.2 Complaints about the conduct of council officials (including councillors) on social media platforms may be directed to the General Manager.
- 9.3 Complaints about a General Manager's conduct on social media platforms may be directed to the Mayor.

## Part 10 - Definitions

In this Social Media Policy, the following terms have the following meanings:

|                             |                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>authorised user</b>      | members of council staff who are authorised by the General Manager to upload content and engage on the Council's social media platforms on the Council's behalf                                                                                                                                                                                                                                  |
| <b>council official</b>     | in the case of a council - councillors, members of staff and delegates of the council (including members of committees that are delegates of the council)                                                                                                                                                                                                                                        |
| <b>minor</b>                | for the purposes of clause 4.4(b) of this policy, is a person under the age of 18 years                                                                                                                                                                                                                                                                                                          |
| <b>personal information</b> | information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion                                                                                                                                        |
| <b>social media</b>         | online platforms and applications - such as but not limited to social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards - that allow people to easily publish, share and discuss content. Examples of social media platforms include, but are not limited to Facebook, Twitter, Snapchat, LinkedIn, Yammer, YouTube, Instagram, Flickr and Wikipedia |

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| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>               |
| <b>Submitted by:</b> | Roy Jones, Manager Finance & Technology                    |
| <b>Reference:</b>    | <b>ITEM GOV17/23</b>                                       |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 31 MARCH 2023</b> |

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

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

#### **SUMMARY**

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

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

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

#### **BACKGROUND**

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

#### **REPORT:**

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

##### (a) Reconciliation of Accounts

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

Cash Book Balances on this date were as follows:-

|                        |                  |        |
|------------------------|------------------|--------|
| General (Consolidated) | \$ 31,395,544.00 | Credit |
| General Trust          | \$ 382,340.85    | Credit |

##### (b) Summary of Investments

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

### Concealed Water Leakage Concession Policy Update

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

### 603 Certificates

During the sale of a property a 603 Certificate is usually requested to identify if there are any outstanding or payable fees to Council by way of rates, charges or otherwise in respect of a parcel of land. There were 17 applications for 603 Certificates in March 2023.

In the calendar year to date, there have been 58 applications compared to 103 applications for the same period last year.

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

| <b>RESTRICTED CASH ANALYSIS</b>                                         | <b>AS AT 31 MARCH 2023</b> | <b>AS AT 30 JUNE 2022</b> |
|-------------------------------------------------------------------------|----------------------------|---------------------------|
|                                                                         |                            |                           |
| <b>TOTAL CASH &amp; INVESTMENTS</b>                                     | <b>\$37,779,970</b>        | <b>\$37,107,638</b>       |
|                                                                         |                            |                           |
| <b>EXTERNALLY RESTRICTED CASH</b>                                       | <b>\$ 35,383,869</b>       | <b>\$31,625,799</b>       |
|                                                                         |                            |                           |
| <b><i>INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)</i></b>  | <b>\$ 15,352,105</b>       | <b>\$14,401,703</b>       |
| GRANT-RELATED - GENERAL (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES) | \$ 14,308,702              | \$13,785,826              |
| GRANT-RELATED - WATER (EXCL DEVELOPER CONTRIBUTIONS)                    | \$ 589,414                 | \$615,877                 |
| GRANT-RELATED - SEWER (EXCL DEVELOPER CONTRIBUTIONS)                    | -                          | -                         |
| GRANT-RELATED - WASTE (EXCL DEVELOPER CONTRIBUTIONS)                    | \$ 453,989                 | -                         |
| GRANT-RELATED - STORMWATER (EXCL DEVELOPER CONTRIBUTIONS)               | -                          | -                         |
| BRUXNER WAY WIDENING                                                    | -                          | -                         |
|                                                                         |                            |                           |
| <b><i>INCLUDED IN DEVELOPER CONTRIBUTIONS</i></b>                       | <b>\$732,429</b>           | <b>\$467,232</b>          |
| DEVELOPER CONTRIBUTIONS - GENERAL                                       | \$539,229                  | \$347,608                 |
| DEVELOPER CONTRIBUTIONS - WATER                                         | \$85,142                   | \$37,565                  |
| DEVELOPER CONTRIBUTIONS - SEWER                                         | \$50,721                   | \$41,455                  |
| DEVELOPER CONTRIBUTIONS - WASTE                                         | \$51,501                   | \$36,595                  |
| DEVELOPER CONTRIBUTIONS - STORMWATER                                    | \$5,836                    | \$4,009                   |
|                                                                         |                            |                           |
| <b><i>INCLUDED IN RFS RESERVES</i></b>                                  | <b>\$140,635</b>           | <b>\$92,098</b>           |
| RFS RESERVES                                                            | \$140,635                  | \$92,098                  |
|                                                                         |                            |                           |

Our Governance No. 17 Cont...

|                                                                                                       |                     |                     |
|-------------------------------------------------------------------------------------------------------|---------------------|---------------------|
| <b>INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER EXCL GRANT RELATED, DC AND RFS ABOVE)</b> | <b>\$19,158,700</b> | <b>\$16,664,766</b> |
| WATER                                                                                                 | \$2,801,885         | \$2,180,603         |
| SEWER                                                                                                 | \$6,575,154         | \$5,703,375         |
| WASTE                                                                                                 | \$8,407,493         | \$7,372,548         |
| STORMWATER                                                                                            | \$991,827           | \$1,025,899         |
| TRUST FUND                                                                                            | \$382,341           | \$382,341           |
|                                                                                                       |                     |                     |
| <b>INTERNAL RESTRICTIONS</b>                                                                          |                     |                     |
| PLANT AND VEHICLE REPLACEMENT                                                                         | -                   | -                   |
| EMPLOYEES LEAVE ENTITLEMENTS                                                                          | -                   | -                   |
| SPECIAL PROJECTS                                                                                      | -                   | -                   |
|                                                                                                       |                     |                     |
| <b>UNRESTRICTED FUNDS</b>                                                                             | <b>\$2,396,101</b>  | <b>\$5,481,839</b>  |

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

Nil.

**2. Policy and Regulation**

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

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

Our Governance No. 17 Cont...

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

Prepared by staff member: Roy Jones, Manager Finance & Technology  
Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer  
Department: Office of the Chief Corporate Officer  
Attachments: **1** Investment Report 31 March 2023



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

| Financial Institution                   | Issuer Rating | Investment Term | Maturity Date | Interest Rate | Amount                     | Percentage Exposure  |
|-----------------------------------------|---------------|-----------------|---------------|---------------|----------------------------|----------------------|
| NAB                                     | AA-           | 90 Days         | 24/Apr/23     | 3.95%         | 1,500,000.00               | 25.00%               |
| <b><u>TOTAL NAB INVESTMENTS</u></b>     |               |                 |               |               | <b><u>1,500,000.00</u></b> | <b><u>25.00%</u></b> |
| Commonwealth Bank                       | AA-           | 3 Months        | 21/Jun/23     | 4.27%         | 3,000,000.00               | 50.00%               |
| <b><u>TOTAL CBA INVESTMENTS</u></b>     |               |                 |               |               | <b><u>3,000,000.00</u></b> | <b><u>50.00%</u></b> |
| Westpac                                 | AA-           | 3 Months        | 27/Apr/23     | 3.93%         | 1,500,000.00               | 25.00%               |
| <b><u>TOTAL WESTPAC INVESTMENTS</u></b> |               |                 |               |               | <b><u>1,500,000.00</u></b> | <b><u>25.00%</u></b> |
| <b>INVESTMENTS TOTAL</b>                |               |                 |               |               | <b>6,000,000.00</b>        | <b>100.00%</b>       |

**Summary**

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

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

**By:**

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

\* Except as highlighted in the associated Council Report.

|                      |                                                       |
|----------------------|-------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>          |
| <b>Submitted by:</b> | Roy Jones, Manager Finance & Technology               |
| <b>Reference:</b>    | <b>ITEM GOV18/23</b>                                  |
| <b>Subject:</b>      | <b>CAPITAL EXPENDITURE REPORT AS AT 31 MARCH 2023</b> |

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

## **SUMMARY**

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

## **OFFICER'S RECOMMENDATION:**

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

## **BACKGROUND**

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

## **REPORT:**

The carry-forward budgets for capital projects not completed in the 2021/22 year were adopted in the first Quarterly Budget Review at the November 2022 meeting. The budgets for a number of new grants received in the current financial year were also adopted. Further updates to the Capital Expenditure budgets were adopted in the December 2022 Quarterly Budget Review at the February 2023 Council meeting. The Capital Expenditure Report has been updated to show the current list of approved capital projects.

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

## **COUNCIL IMPLICATIONS:**

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

Nil.

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

- Local Government Act 1993
- Local Government (General) Regulation 2005

- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Circulars

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

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

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

Department: Office of the Chief Corporate Officer

Attachments: **1** Capital Expenditure Report as at 31 March 2023 **3** Pages

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

| Capital Projects                                                                        | Funding Source       | 22/23 Adopted Review 2 Budget \$ | 22/23 YTD Actuals \$ | 22/23 Percentage Spent % | Comments                                                                                                                                              |
|-----------------------------------------------------------------------------------------|----------------------|----------------------------------|----------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office of the Chief Executive</b>                                                    |                      | <b>3,138,429</b>                 | <b>326,279</b>       | <b>10.40%</b>            |                                                                                                                                                       |
| <b>Economic Growth and Tourism</b>                                                      |                      |                                  |                      |                          |                                                                                                                                                       |
| 4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead                    | General Fund - Grant | 1,714,593                        | 308,866              | 18.01%                   |                                                                                                                                                       |
| 5400509. RTBR - Art Installations Tenterfield Creek                                     | General Fund - Grant | 5,000                            | 5,000                | 100.00%                  | Completed                                                                                                                                             |
| 5400510. LF027 Tenterfield Dam Recreational Precinct - Stage 1 Fishing Platform         | General Fund - Grant | 249,576                          | 0                    | 0.00%                    | Planning & design stage completed, waiting on final approvals                                                                                         |
| 5400511. SCCF5 - 0867 - Tenterfield Youth Precinct Infrastructure Upgrade, Stage 2      | General Fund - Grant | 904,968                          | 0                    | 0.00%                    |                                                                                                                                                       |
| <b>Total Economic Growth and Tourism</b>                                                |                      | <b>2,874,137</b>                 | <b>313,866</b>       | <b>10.92%</b>            |                                                                                                                                                       |
| <b>Library Services</b>                                                                 |                      |                                  |                      |                          |                                                                                                                                                       |
| 5000515. Local Priority Grant 2019/20                                                   | General Fund - Grant | 3,848                            | 3,498                | 90.91%                   | To be used as part of Refurbishment project                                                                                                           |
| 5000520. Local Priority Grant 2020/21                                                   | General Fund - Grant | 19,329                           | 8,915                | 46.12%                   | Expenditure to date utilised for self-service IT equipment for Urbenville & Drake. Remainder to be used as part of Refurbishment project.             |
| 5000522. Local Priority Grant 2021/22                                                   | General Fund - Grant | 19,329                           | 0                    | 0.00%                    | To be used as part of Refurbishment project                                                                                                           |
| 5000524. Local Priority Grant 2022/23                                                   | General Fund - Grant | 24,900                           | 0                    | 0.00%                    | To be used as part of Refurbishment project                                                                                                           |
| 5000523. Public Library Infrastructure Grant - Refurbishment of the Tenterfield Library | General Fund - Grant | 196,886                          | 0                    | 0.00%                    | In-progress - due for completion June 2023                                                                                                            |
| <b>Total Library Services</b>                                                           |                      | <b>264,292</b>                   | <b>12,413</b>        | <b>4.70%</b>             |                                                                                                                                                       |
| <b>Office of the Chief Corporate Officer</b>                                            |                      | <b>2,155,108</b>                 | <b>621,432</b>       | <b>28.84%</b>            |                                                                                                                                                       |
| <b>Buildings &amp; Amenities</b>                                                        |                      |                                  |                      |                          |                                                                                                                                                       |
| 4200501. Admin Building – Refurbishment                                                 | General Fund         | 49,524                           | 16,638               | 33.60%                   |                                                                                                                                                       |
| 4200508. Admin Building - Roof Replacement                                              | General Fund         | 300,000                          | 3,240                | 1.08%                    | Scope of work being completed                                                                                                                         |
| 4205504. Housing - 268 Douglas St - Replace Water-Damaged Carpet                        | General Fund         | 25,000                           | 18,265               | 73.06%                   | Completed                                                                                                                                             |
| 4210500. Mt McKenzie Tower Construct Access Road (SRV)                                  | General Fund         | 70,000                           | 2,700                | 3.86%                    | Site survey completed and works to be quoted                                                                                                          |
| 4230510. SCCF4-0858 Upgrades to Drake Hall                                              | General Fund - Grant | 109,277                          | 0                    | 0.00%                    | In planning stage                                                                                                                                     |
| 4230512. SCCF4-0948 Improvements to Sunnyside Hall                                      | General Fund - Grant | 138,116                          | 110,493              | 80.00%                   | Works being conducted by community group                                                                                                              |
| 4230513. BSR000689 - Mingoola Hall Improvements                                         | General Fund - Grant | 120,000                          | 0                    | 0.00%                    | In planning stage                                                                                                                                     |
| 4235000. Tenterfield Memorial Hall Sporting Complex - SCCF-1023                         | General Fund         | 64,667                           | 12,402               | 19.18%                   |                                                                                                                                                       |
| 4235001. Memorial Hall Internal Acoustic, Ventilation & Insulation Treatments           | General Fund - Grant | 97,019                           | 30,744               | 31.69%                   |                                                                                                                                                       |
| 4235002. Restorations to Pioneer Cottage                                                | General Fund - Grant | 14,131                           | 7,744                | 54.80%                   | In 12 months defects rectification (final retention payment)                                                                                          |
| 4235003. BCRRF Stream 1 Memorial Hall                                                   | General Fund         | 31,292                           | 0                    | 0.00%                    |                                                                                                                                                       |
| 4235005. BSR000682 - Installation of Ceiling Fans & Emergency Lighting at Memorial Hall | General Fund - Grant | 154,000                          | 0                    | 0.00%                    | In planning stage                                                                                                                                     |
| 4235006. SCCF4-0949 Floor Refurbishments to Memorial Hall                               | General Fund - Grant | 131,117                          | 0                    | 0.00%                    | In planning stage                                                                                                                                     |
| <b>Total Buildings &amp; Amenities</b>                                                  |                      | <b>1,304,143</b>                 | <b>202,225</b>       | <b>15.51%</b>            |                                                                                                                                                       |
| <b>Environmental Management</b>                                                         |                      |                                  |                      |                          |                                                                                                                                                       |
| 4235501. Covid-19 Council Pound Grant Expenditure                                       | General Fund - Grant | 688                              | 640                  | 93.02%                   |                                                                                                                                                       |
| <b>Total Environmental Management</b>                                                   |                      | <b>688</b>                       | <b>640</b>           | <b>93.02%</b>            |                                                                                                                                                       |
| <b>Finance &amp; Technology</b>                                                         |                      |                                  |                      |                          |                                                                                                                                                       |
| 1810501. Computer Equipment - Finance                                                   | General Fund         | 75,000                           | 3,522                | 4.70%                    |                                                                                                                                                       |
| 1810508. Capitalised Software                                                           | General Fund         | 150,000                          | 51,280               | 34.19%                   |                                                                                                                                                       |
| <b>Total Finance &amp; Technology</b>                                                   |                      | <b>225,000</b>                   | <b>54,802</b>        | <b>24.36%</b>            |                                                                                                                                                       |
| <b>Livestock Saleyards</b>                                                              |                      |                                  |                      |                          |                                                                                                                                                       |
| 4220504. Improvements to Loading Ramps & Traffic Facilities                             | General Fund         | 207,940                          | 183,521              | 88.26%                   | Double height ramp completed and operational. Further laneways to be completed.                                                                       |
| <b>Total Livestock Saleyards</b>                                                        |                      | <b>207,940</b>                   | <b>183,521</b>       | <b>88.26%</b>            |                                                                                                                                                       |
| <b>Parks, Gardens and Open Space</b>                                                    |                      |                                  |                      |                          |                                                                                                                                                       |
| 4215502. Cemeteries - Earthworks Preparation for Stage 1 Expansion                      | General Fund         | 15,428                           | 0                    | 0.00%                    | More slabs to install. Quoting on another niche                                                                                                       |
| 4605514. PSLP - Jennings Playground Precinct                                            | General Fund - Grant | 216,909                          | 173,543              | 80.01%                   | Playground, exercise area and covered BBQ have been installed with shade cover. Carpark has been completed. Drainage and landscaping to be completed. |
| 4605516. SCCF4-0951 Revitalisation of Tenterfield Netball Courts                        | General Fund - Grant | 160,000                          | 0                    | 0.00%                    | In planning stage                                                                                                                                     |
| <b>Total Parks, Gardens and Open Space</b>                                              |                      | <b>392,337</b>                   | <b>173,543</b>       | <b>44.23%</b>            |                                                                                                                                                       |
| <b>Swimming Complex</b>                                                                 |                      |                                  |                      |                          |                                                                                                                                                       |
| 4600512. Swimming Pool - Equipment Renewal                                              | General Fund         | 25,000                           | 6,701                | 26.80%                   |                                                                                                                                                       |
| <b>Total Swimming Complex</b>                                                           |                      | <b>25,000</b>                    | <b>6,701</b>         | <b>26.80%</b>            |                                                                                                                                                       |

\*Report Contains Filters



| Capital Projects                                                                                   | Funding Source       | 22/23 Adopted Review 2 Budget \$ | 22/23 YTD Actuals \$ | 22/23 Percentage Spent % | Comments                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------|----------------------|----------------------------------|----------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office of the Chief Operating Officer</b>                                                       |                      | <b>48,985,061</b>                | <b>22,324,871</b>    | <b>45.57%</b>            |                                                                                                                                                                                                                                       |
| <b>Asset Management &amp; Resourcing</b>                                                           |                      |                                  |                      |                          |                                                                                                                                                                                                                                       |
| 6250501. Tenterfield Depot - Refurbishment Stage 1                                                 | General Fund         | 0                                | 13,921               | 0.00%                    | Retention payment                                                                                                                                                                                                                     |
| 6250502. Tenterfield Depot - Wash Down & Recycle Bay                                               | General Fund         | 20,000                           | 0                    | 0.00%                    | Consultants being engaged to assist with delivery                                                                                                                                                                                     |
| 6250505. Tenterfield Depot - WHS & Environmental Initiative Enhancements                           | General Fund         | 100,000                          | 0                    | 0.00%                    | Consultants being engaged to assist with delivery                                                                                                                                                                                     |
| 6250506. Tenterfield Depot - Fuel Tank Replacement/Remediation                                     | General Fund         | 100,000                          | 7,837                | 7.84%                    | Consultants being engaged to assist with delivery                                                                                                                                                                                     |
| <b>Total Asset Management &amp; Resourcing</b>                                                     |                      | <b>220,000</b>                   | <b>21,758</b>        | <b>9.89%</b>             |                                                                                                                                                                                                                                       |
| <b>Plant, Fleet &amp; Equipment</b>                                                                |                      |                                  |                      |                          |                                                                                                                                                                                                                                       |
| 6210500. Public Works Plant - Purchases                                                            | General Fund         | 3,944,257                        | 1,724,067            | 43.71%                   |                                                                                                                                                                                                                                       |
| 6210501. Public Works Plant - WDV of Asset Disposals                                               | General Fund         | (3,041,834)                      | (1,840,254)          | 60.50%                   |                                                                                                                                                                                                                                       |
| <b>Total Plant, Fleet &amp; Equipment</b>                                                          |                      | <b>902,423</b>                   | <b>(116,187)</b>     |                          |                                                                                                                                                                                                                                       |
| <b>Sewerage Service</b>                                                                            |                      |                                  |                      |                          |                                                                                                                                                                                                                                       |
| 7872502. Tenterfield Mains Relining (1km Year)                                                     | Sewer Fund           | 173,800                          | 0                    | 0.00%                    | RFQ evaluations complete, awarded                                                                                                                                                                                                     |
| 7872503. Tenterfield Mains Augmentation                                                            | Sewer Fund           | 69,600                           | 77,550               | 111.42%                  | Infrastructure under installation for works to new Water Treatment Plant                                                                                                                                                              |
| 7872505. Tenterfield Man Hole Level Alterations (Water Infiltration)                               | Sewer Fund           | 162,500                          | 79,290               | 48.79%                   | Contractor completed in January                                                                                                                                                                                                       |
| 7872515. Tenterfield Upgrade Road to Tertiary Ponds                                                | Sewer Fund           | 7,000                            | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 7872517. Tenterfield Scada System Upgrade                                                          | Sewer Fund           | 21,853                           | 700                  | 3.20%                    |                                                                                                                                                                                                                                       |
| 7872519. Tenterfield Network Renewal                                                               | Sewer Fund           | 193,800                          | 0                    | 0.00%                    | Initial smoke testing completed, additional 2 smoke testing scheduled for February completed                                                                                                                                          |
| 7872524. Tenterfield STP - 3 Bay Shed for Storage                                                  | Sewer Fund           | 50,000                           | 0                    | 0.00%                    | Investigations re-commenced, waiting for quotes                                                                                                                                                                                       |
| 7872525. Tenterfield STP - Grinder Pump                                                            | Sewer Fund           | 10,000                           | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 7872526. Tenterfield STP - Refurbishment                                                           | Sewer Fund           | 102,500                          | 11,014               | 10.75%                   | New STP probe completed, PLC's ordered, handrails and cable boxes in planning.                                                                                                                                                        |
| 7872527. Tenterfield New Pump Station - Molesworth St                                              | Sewer Fund           | 200,000                          | 0                    | 0.00%                    | Redesign underway                                                                                                                                                                                                                     |
| 7872528. Tenterfield New Pump Station - Trail Lane                                                 | Sewer Fund           | 150,000                          | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 7872529. Sewer System Mapping Improvements                                                         | Sewer Fund           | 20,000                           | 10,885               | 54.43%                   | GPS verification of manholes, nearing completion                                                                                                                                                                                      |
| 7872800. Urbenville Dehydrator                                                                     | Sewer Fund           | 10,000                           | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 7872801. Removal Sludge from Tertiary Ponds/Renewal of Capacity                                    | Sewer Fund           | 10,600                           | 0                    | 0.00%                    | Completed for Urbenville & Tenterfield                                                                                                                                                                                                |
| 7872804. Urbenville Telemetry Upgrade                                                              | Sewer Fund           | 15,000                           | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 7872807. Urbenville Telemetry From PS to STP                                                       | Sewer Fund           | 10,000                           | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 7872813. Urbenville Sewer Pump Station Emergency Works - Replacement                               | Sewer Fund           | 102,701                          | 102,701              | 100.00%                  | Completed                                                                                                                                                                                                                             |
| <b>Total Sewerage Service</b>                                                                      |                      | <b>1,309,354</b>                 | <b>282,140</b>       | <b>21.55%</b>            |                                                                                                                                                                                                                                       |
| <b>Stormwater &amp; Drainage</b>                                                                   |                      |                                  |                      |                          |                                                                                                                                                                                                                                       |
| 8252502. Drainage Pits - Upgrade                                                                   | Stormwater Fund      | 63,000                           | 4,731                | 7.51%                    |                                                                                                                                                                                                                                       |
| 8252523. Urban Culverts Renewal                                                                    | Stormwater Fund      | 27,200                           | 71                   | 0.26%                    |                                                                                                                                                                                                                                       |
| 8252526. Stormwater Pipe Renewal                                                                   | Stormwater Fund      | 40,000                           | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| <b>Total Stormwater &amp; Drainage</b>                                                             |                      | <b>130,200</b>                   | <b>4,802</b>         | <b>3.69%</b>             |                                                                                                                                                                                                                                       |
| <b>Transport Network</b>                                                                           |                      |                                  |                      |                          |                                                                                                                                                                                                                                       |
| 6215110. Regional & Local Roads Traffic Facilities                                                 | General Fund - Grant | 68,000                           | 60,669               | 89.22%                   | Urban linemarking done in February                                                                                                                                                                                                    |
| 6215510. Regional Roads Block Grant - Reseals Program                                              | General Fund - Grant | 582,668                          | 265,090              | 45.50%                   |                                                                                                                                                                                                                                       |
| 6215531. Special Grant Mt Lindesay Road (RMS/Fed)                                                  | General Fund - Grant | 5,323,347                        | 5,758,929            | 108.18%                  | Review of commitments and budget underway with Transport NSW, additional \$2 million funding has been applied for                                                                                                                     |
| 6215544. BLERF - 0737 - Improve Mt Lindesay Road                                                   | General Fund - Grant | 5,297,708                        | 1,474,697            | 27.84%                   |                                                                                                                                                                                                                                       |
| 6215550. Footpaths Capital Works                                                                   | General Fund         | 15,000                           | 1,435                | 9.57%                    | For Council co-contribution to Molesworth St Footpath grant works                                                                                                                                                                     |
| 6215552. Roads to Recovery 2019-24                                                                 | General Fund - Grant | 1,044,335                        | 32,252               | 3.09%                    |                                                                                                                                                                                                                                       |
| 6215566. Developer Contribution Road Works                                                         | General Fund         | 40,540                           | 36,879               | 90.97%                   | Completed                                                                                                                                                                                                                             |
| 6215568. FLR200241 - Kildare Road (Tenterfield Tourist Route 9)                                    | General Fund - Grant | 2,666,325                        | 3,090,518            | 115.91%                  | Overspend to be funded by Council-funded capital works - costs to be journalled to other accounts                                                                                                                                     |
| 6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel               | General Fund - Grant | 61,108                           | 62,681               | 102.57%                  | Disaster Recovery works - consultants provided concept design and reconstruction estimate for approval by Transport for NSW & Resilience NSW for bridge replacement/extension. Budget addition is pending advice from funding bodies. |
| 6215572. FLR300128 - Tooloom Road West Rehabilitation                                              | General Fund - Grant | 2,970,024                        | 958,096              | 32.26%                   | Pavement widening works are continuing                                                                                                                                                                                                |
| 6215575. ROSI - Sunnyside Platform Road Upgrade                                                    | General Fund - Grant | 1,752,075                        | 1,592,337            | 90.88%                   | Bruxner Way intersection linemarking to be completed                                                                                                                                                                                  |
| 6215576. BSR000641 - Drake Village Revitalisation                                                  | General Fund - Grant | 2,900,300                        | 14,213               | 0.49%                    |                                                                                                                                                                                                                                       |
| 6215579. Local Roads & Community Infrastructure Program - Round 3                                  | General Fund - Grant | 2,088,670                        | 1,128,804            | 54.04%                   |                                                                                                                                                                                                                                       |
| 6215580. Repair Program 2022/23                                                                    | General Fund - Grant | 565,572                          | 247,085              | 43.69%                   |                                                                                                                                                                                                                                       |
| 6215582. DRFA EPAR - EN00010 - AGRN1012 - 22 Feb 2022 Onwards                                      | General Fund - Grant | 0                                | 118,910              | 0.00%                    |                                                                                                                                                                                                                                       |
| 6220269. DRFA AGRN1012 Package 1 EPAR                                                              | General Fund - Grant | 56,047                           | 173,099              | 308.85%                  | Budget adjustment to be made in March QBR                                                                                                                                                                                             |
| 6220271. Bridges Renewal Program - Deepwater River Bridge Renewal                                  | 50% Grant Funded     | 13,000                           | 13,000               | 100.00%                  | Completed                                                                                                                                                                                                                             |
| 6220272. Bridges Renewal Program - Kangaroo Creek Bridge Replacement                               | 50% Grant Funded     | 1,100,574                        | 859,962              | 78.14%                   | Bridge open to traffic                                                                                                                                                                                                                |
| 6220274. Bridges Renewal Program - Unknown Creek Bridge (67203) Replacement, Paddy's Flat Road Nth | General Fund - Grant | 722,414                          | 376,787              | 52.16%                   | Guardrail still to be installed                                                                                                                                                                                                       |
| 6220276. Bridges Renewal Program - Unknown Creek Bridge (67161) Replacement, Paddy's Flat Road Sth | General Fund - Grant | 532,955                          | 559,272              | 104.94%                  | Bridge open to traffic                                                                                                                                                                                                                |

\*Report Contains Filters

| Capital Projects                                                                       | Funding Source                                                 | 22/23 Adopted Review 2 Budget \$ | 22/23 YTD Actuals \$ | 22/23 Percentage Spent % | Comments                                                                                                                                  |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------|----------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Road | General Fund - Grant                                           | 644,907                          | 315,629              | 48.94%                   | Bridge open to traffic                                                                                                                    |
| 6220278. Fixing Country Bridges - Washpool Creek Bridge Replacement, Leechs Gully Rd   | General Fund - Grant                                           | 306,867                          | 350,617              | 114.26%                  | Bridge open to traffic                                                                                                                    |
| 6220500. Urban Streets - Reseal Program                                                | General Fund                                                   | 60,000                           | 0                    | 0.00%                    | Upcoming works planned                                                                                                                    |
| 6220501. Road Renewal - Gravel Roads                                                   | General Fund                                                   | 601,519                          | 152,179              | 25.30%                   |                                                                                                                                           |
| 6220503. Gravel Resheets                                                               | General Fund                                                   | 632,452                          | 238,451              | 37.70%                   | Portion has been allocated for Council contribution to LRCI Round 3 projects                                                              |
| 6220505. Kerbing & Guttering                                                           | General Fund                                                   | 40,000                           | 0                    | 0.00%                    | Design commenced for Molesworth St corner                                                                                                 |
| 6220506. Bridges / Causeways (SRV to 2023/24)                                          | General Fund                                                   | 530,000                          | 26,345               | 4.97%                    | To be used for Council contributions on bridge projects & flood signage program, and contribution to Sunnyside Platform project \$380,000 |
| 6220507. Rural Roads - Reseal Program                                                  | General Fund                                                   | 653,940                          | 0                    | 0.00%                    | Work began in March                                                                                                                       |
| 6220512. Rural Culverts & Pipes                                                        | General Fund                                                   | 100,000                          | 10,276               | 10.28%                   | to be used for Council contribution to Kildare Road project                                                                               |
| 6220513. Concrete Bridges                                                              | General Fund                                                   | 20,223                           | 0                    | 0.00%                    | Delayed due to lack of staff resources                                                                                                    |
| 6220514. Causeways                                                                     | General Fund                                                   | 208,163                          | 0                    | 0.00%                    | Design being prepared for Fisheries approvals                                                                                             |
| 6240101. Gravel Pit Rehabilitation                                                     | General Fund                                                   | 30,664                           | 0                    | 0.00%                    | Planned rehab for Geyers Road pit                                                                                                         |
| 6240509. SCCF4-0946 Extension to Urbenville Footpath                                   | General Fund - Grant                                           | 159,815                          | 55                   | 0.03%                    |                                                                                                                                           |
| 6240511. Molesworth Street Footpath Replacement Grant                                  | General Fund - Grant                                           | 10,000                           | 0                    | 0.00%                    | Design commenced                                                                                                                          |
| 6240512. Streets as Shared Spaces - SASS00027 Linking People and Place                 | General Fund - Grant                                           | 500,000                          | 163,958              | 32.79%                   |                                                                                                                                           |
| 6240513. Other Contributions to Works (Capital) - Expenses                             | General Fund                                                   | 6,752                            | 6,138                | 90.91%                   | Completed                                                                                                                                 |
| <b>Total Transport Network</b>                                                         |                                                                | <b>32,305,964</b>                | <b>18,088,362</b>    | <b>55.99%</b>            |                                                                                                                                           |
| <b>Waste Management</b>                                                                |                                                                |                                  |                      |                          |                                                                                                                                           |
| 7080500. 240L Wheelie Bins                                                             | Waste Fund                                                     | 2,101                            | 2,893                | 137.70%                  | Budget adjustment to be made in March QBR                                                                                                 |
| 7080503. Industrial Bins                                                               | Waste Fund                                                     | 16,304                           | 3,522                | 21.60%                   |                                                                                                                                           |
| 7080554. Boonoo Boonoo - Landfill Cover                                                | Waste Fund                                                     | 10,000                           | 0                    | 0.00%                    | Alternative cover deployed and operational                                                                                                |
| 7080555. Boonoo Boonoo - Cell Remediation Asset                                        | Waste Fund                                                     | 50,000                           | 0                    | 0.00%                    |                                                                                                                                           |
| 7080558. Tip shop - Drake, Liston & Tenterfield                                        | Waste Fund                                                     | 2,000                            | 150                  | 7.49%                    | Roller door installation pending for Tenterfield                                                                                          |
| 7080560. EPA Bushfire Recovery Program for Council Landfills                           | Waste Fund - Grant                                             | 685,209                          | 76,482               | 11.16%                   | Upcoming costs include land purchase for boundary buffer, weighbridge, cell capping                                                       |
| 7080561. Boonoo Boonoo Landfill - Environmental Improvements                           | Grant balance \$3,320, Waste Fund \$8,700                      | 12,020                           | 12,020               | 100.00%                  | Completed                                                                                                                                 |
| 7080564. Boonoo Boonoo - Develop Stage 5                                               | Waste Fund                                                     | 2,569,752                        | 51,692               | 2.01%                    | Plans completed - additional requests for information for final EPA approval                                                              |
| 7080568. Boonoo Boonoo - WHS Facilities & Amenities Upgrade                            | Waste Fund                                                     | 0                                | 6,515                | 0.00%                    | Costs to be journalled to Grant project - EPA Bushfire Recovery Program                                                                   |
| 7080732. Torrington Landfill - Convert to Transfer                                     | Waste Fund                                                     | 2,000                            | 467                  | 23.33%                   | Fencing to be completed                                                                                                                   |
| 7080811. Tenterfield WTS Groundwater Bores                                             | Waste Fund                                                     | 119,879                          | 1,754                | 1.46%                    |                                                                                                                                           |
| <b>Total Waste Management</b>                                                          |                                                                | <b>3,469,265</b>                 | <b>155,493</b>       | <b>4.48%</b>             |                                                                                                                                           |
| <b>Water Supply</b>                                                                    |                                                                |                                  |                      |                          |                                                                                                                                           |
| 7484505. Tenterfield Mains Replacement                                                 | Water Fund                                                     | 282,900                          | 139,356              | 49.26%                   | Infrastructure ordered for work to new WTP                                                                                                |
| 7484506. Tenterfield Meter Replacement                                                 | Water Fund                                                     | 22,600                           | 398                  | 1.76%                    | Ongoing - undertaken where required for faulty meters                                                                                     |
| 7484522. Tenterfield Water Treatment Plant Construction                                | Water Fund Grants - State \$7 million, Federal \$2.645 million | 7,614,384                        | 3,391,426            | 44.54%                   | Construction and fit out accelerated.                                                                                                     |
| 7484533. Water Network Mapping Improvements                                            | Water Fund                                                     | 20,000                           | 20,865               | 104.33%                  | GPS mapping valves and hydrants - system verification required                                                                            |
| 7484538. BLERF 0377 - Tenterfield Villages Emergency Water Program                     | Water Fund - Grant \$960,000; Council contribution \$20,000    | 970,153                          | 186,372              | 19.21%                   | Planning complete, infrastructure purchased, drillers engaged, awaiting approvals NRAR                                                    |
| 7484540. Bulk Water Metering Grant                                                     | Water Fund - Grant \$36,844; Council contribution \$12,281     | 49,125                           | 3,810                | 7.76%                    | Planning complete, infrastructure purchased, commenced construction                                                                       |
| 7484541. New Grid Urbenville Water Supply Project                                      | Water Fund - Grant \$1,458,000; Council contribution \$100,000 | 1,558,000                        | 42,262               | 2.71%                    | Preliminary assessments complete and approved, moving to design phase, approval received & drilling scheduled                             |
| 7484542. Tenterfield Apex Park Bore - Relining                                         | Water Fund                                                     | 39,193                           | 39,193               | 100.00%                  | Completed                                                                                                                                 |
| 7484811. Urbenville Water Treatment Plant Upgrade                                      | Water Fund                                                     | 50,000                           | 48,559               | 97.12%                   | Continuing options received and agreed DPE                                                                                                |
| 7484812. Urbenville Sewer Scada Renewal                                                | Water Fund                                                     | 10,000                           | 561                  | 5.61%                    |                                                                                                                                           |
| 7484901. Jennings Mains Replacement                                                    | Water Fund                                                     | 11,500                           | 0                    | 0.00%                    | New extension underway                                                                                                                    |
| 7484950. Legume Catchment - Water Supply Options Study                                 | Water Fund                                                     | 20,000                           | 15,700               | 78.50%                   |                                                                                                                                           |
| <b>Total Water Supply</b>                                                              | Water Fund                                                     | <b>10,647,855</b>                | <b>3,888,503</b>     | <b>36.52%</b>            |                                                                                                                                           |
| <b>Grand Total</b>                                                                     |                                                                | <b>54,278,598</b>                | <b>23,272,582</b>    | <b>42.88%</b>            |                                                                                                                                           |

\*Report Contains Filters

|                      |                                                                |
|----------------------|----------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                   |
| <b>Submitted by:</b> | Erika Bursford, Manager Customer Service, Governance & Records |
| <b>Reference:</b>    | <b>ITEM GOV22/23</b>                                           |
| <b>Subject:</b>      | <b>OPERATIONAL PLAN 2023/2024</b>                              |

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

|                             |                                                                                                                                                                                                                         |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.                                                                    |
| <b>CSP Strategy:</b>        | Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making. |
| <b>CSP Delivery Program</b> | Provide sound and inclusive decisions using the Community Engagement Strategy to guide our interactions.                                                                                                                |

#### **SUMMARY**

The purpose of this report is for Council to place on public exhibition the draft Tenterfield Shire Council Operational Plan 2023/2024, from 26 April 2023 to 23 May 2023.

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

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

- (1) Place the draft Tenterfield Shire Council Operational Plan 2023/2024 on public exhibition on Council's website for 28 days for community review and comment, and**
- (2) That a further report be brought back to Council for adoption of the Tenterfield Shire Operational Plan 2023/2024.**

#### **BACKGROUND**

In accordance with the Local Government Act 1993, Council must prepare a number of plans that detail how Council intends to deliver services and infrastructure in the short and long term. These plans are to be based on priorities that have been identified through community engagement in the Integrated Planning and Reporting (IP&R) process and established in a Community Strategic Plan.

Council must have a Delivery Program, detailing the principal activities it will undertake to achieve the objectives of the Community Strategic Plan. The Operational Plan identifies the individual actions and activities that will be undertaken in a specific year to achieve the commitments made in the Delivery Program.

#### **REPORT:**

Section 8C of the Local Government Act 1993 provides the following principles for Integrated Planning and Reporting that apply to Councils:

- a) Councils should identify and prioritise key local community needs and aspirations and consider regional priorities.*
- b) Councils should identify strategic goals to meet those needs and aspirations.*



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- c) Councils should develop activities, and prioritise actions, to work towards the strategic goals.*
- d) Councils should ensure that the strategic goals and activities to work towards them may be achieved within council resources.*
- e) Councils should regularly review and evaluate progress towards achieving strategic goals.*
- f) Councils should maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals.*
- g) Councils should collaborate with others to maximize achievement of strategic goals.*
- h) Councils should manage risks to the local community or area or to the council effectively and proactively.*
- i) Councils should make appropriate evidence-based adaptations to meet changing needs and circumstances.*

Following the end of the public exhibition period of 28 days on 23 May 2023 the final version of the Operational Plan will be provided to Council's Ordinary Meeting on 28 June 2023.

#### **COUNCIL IMPLICATIONS:**

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

The draft Operational Plan 2023/2024 will be placed on public exhibition on Council's website for a period of 28 days, for community review and comment. The draft Operational Plan 2023/2024 will then be brought back to Council for final review and adoption.

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

- Local Government Act 1993 – Sections 8A 1(c), 8C, 405.

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

The draft Operational Plan 2023/24 includes Council's detailed annual budget, along with the Council's Statement of Revenue Policy, which includes the proposed rates, fees and charges for the financial year 2023/2024.

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

Nil.

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

Nil.

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

In accordance with Sections 405(3) and 405(5) of the Local Government Act 1993, Council is required to provide the draft Operational Plan 2023/2024 for public exhibition for a period of at least 28 days, for public review and comments.

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Advertising of the availability of the plan will be done on Council's website for review and comment by the community will be done through Council's website, mobile application and *Your Local News*.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

|                               |                                                                                                        |
|-------------------------------|--------------------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Erika Bursford, Manager Customer Service, Governance & Records                                         |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                                   |
| Department:                   | Office of the Chief Corporate Officer                                                                  |
| Attachments:                  | <b>1</b> DRAFT - Tenterfield Shire Council - Delivery Program 2022 - 2026 & Operation Plan 2023 - 2024 |
| Attachment Booklet 1          | <b>2</b> DRAFT - Tenterfield Shire Council - Fees & Charges 2023 - 2024                                |
|                               | <b>3</b> DRAFT - Tenterfield Shire Council - Statement of Revenue Policy 2023 - 2024                   |

|                      |                                                    |
|----------------------|----------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>               |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media     |
| <b>Reference:</b>    | <b>ITEM GOV19/23</b>                               |
| <b>Subject:</b>      | <b>DELEGATION FOR CHIEF EXECUTIVE LEAVE PERIOD</b> |

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

|                             |                                                                                                                                                                                                                         |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.                                                                    |
| <b>CSP Strategy:</b>        | Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making. |
| <b>CSP Delivery Program</b> | Deliver Customer Service and Business Services in the support of corporate outcomes.                                                                                                                                    |

#### **SUMMARY**

The purpose of this report is for Council to provide delegation for Acting Chief Executive during period of leave of Chief Executive.

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

**That Council approve the retrospective, temporary appointment of Chief Corporate Officer, Kylie Smith to the position of Acting Chief Executive for the period Thursday 6 April 2023 to Sunday, 16 April 2023 inclusive.**

#### **BACKGROUND**

Chief Executive Daryl Buckingham was absent on leave during the period Thursday, 6 April 2023 to Sunday, 16 April 2023 inclusive with Chief Corporate Officer, Kylie Smith acting in the position of Acting Chief Executive. Council will need to approve this retrospective, temporary appointment.

#### **REPORT:**

In addition, any other function of Council should be delegated to ensure the effective and efficient operations of the Council during the recess period.

The Acting Chief Executive will undertake all delegations of the Chief Executive during his period of absence.

#### **COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

Section 377 of the Local Government Act 1993 provides for delegations to the Chief Executive.

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

Nil.

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**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

It is important for Council to delegate functions to the Acting Chief Executive to enable Council to lawfully make decisions of Council during the period of the Chief Executive's leave. Failure to grant delegated authority may result in non-compliance of legislative provisions.

**7. Performance Measures**

The performance measure for compliance with all legislative requirements is included in Council's Delivery Program.

**8. Project Management**

Nil.

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

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

|                      |                                                                                        |
|----------------------|----------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                                   |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media                                         |
| <b>Reference:</b>    | <b>ITEM GOV20/23</b>                                                                   |
| <b>Subject:</b>      | <b>DESTINATION &amp; VISITOR ECONOMY CONFERENCE - MANLY, SYDNEY - 29 - 31 MAY 2023</b> |

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

|                             |                                                                                                                                                             |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - Resources and advocacy of Council are aligned to support the delivery of the community vision outlined in the Community Strategic Plan. |
| <b>CSP Strategy:</b>        | Lobby and support government and local service providers to enhance communications infrastructure across the Tenterfield Shire.                             |
| <b>CSP Delivery Program</b> | Identify, represent, advocate and lobby for inclusion of the Shire's needs in regional and state planning.                                                  |

#### **SUMMARY**

The purpose of this report is for Council to endorse and approve the attendance of Council delegates to the Destination & Visitor Economy Conference 2023 to be held at Manly, Sydney from Monday, 29 May 2023 to Wednesday, 31 May 2023.

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

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

- (1) Approve the attendance of Council's Tourism Advisory Committee delegates, Councillor Kim Rhodes and Councillor Tim Bonner at the Destination & Visitor Economy Conference 2023 at Manly, Sydney, 29 to 31 May 2023.**

#### **BACKGROUND**

Council's delegates to the Tourism Advisory Committee are Mayor Bronwyn Petrie, Councillor Kim Rhodes and Councillor Tim Bonner.

#### **REPORT:**

Based on feedback, the Destination & Visitor Economy Conference has been of great interest and education with a program created that will bring an engaging and educational experience to attendees.

Over the three (3) days of the Conference, Councillors will have the opportunity to:

- Stay current on issues affecting Councils in the visitor economy and become inspired with new opportunities which could be implemented in their Local Government areas;
- Participate in interactive breakout sessions of interest to metropolitan and regional councils;
- Participate in site visits and plenary presentations that will provide expert insight into initiatives from around the world that are changing how to cater to the future visitor;

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- Participate in exclusive networking opportunities with key sponsors, suppliers, peers and other leaders in the destination marketing/management and visitor economy space.

### **COUNCIL IMPLICATIONS:**

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

Nil.

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

- Councillor Expenses & Facilities Policy 1.160.

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

- Early Bird Registration (until 6 April 2021) - \$1,050 per person
- Registration (Standard 7 April 2023) - \$1,250 per person
- Accommodation - \$250 - \$350 per person per night (as per Council's Policy)

The Council Delegates budget retains sufficient funds for the above costs.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

### **Daryl Buckingham Chief Executive**

|                               |                                                                                            |          |
|-------------------------------|--------------------------------------------------------------------------------------------|----------|
| Prepared by staff member:     | Elizabeth Melling, Executive Assistant & Media                                             |          |
| Approved/Reviewed by Manager: | Daryl Buckingham, Chief Executive                                                          |          |
| Department:                   | Office of the Chief Executive                                                              |          |
| Attachments:                  | <b>1</b> Councillors Expenses and Facilities Policy                                        | 14 Pages |
|                               | <b>2</b> Local Government NSW - Destination & Visitors Conference Program 29 - 31 May 2023 | 6 Pages  |



**COUNCILLOR EXPENSES AND FACILITIES**

**Summary:**

The purpose of this policy is to ensure that Councillors receive adequate and reasonable payment of expenses and the provision of facilities and equipment to enable them to carry out their civic duties. It also ensures that they are provided in a consistent, transparent and accountable manner.

The format for this policy has been provided by the New South Wales Office of Local Government and has been prepared to be consistent with the Local Government Act 1993 and Local Government (General) Regulations 2005.

|                                 |                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy Number</b>            | 1.160                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Document version</b>         | V18.0                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Adoption Date</b>            | 26 October 2022                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Endorsed By</b>              | Chief Executive                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Minute Number</b>            | 221/22                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Consultation Period</b>      | Nil                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Review Due Date</b>          | Adopted by Council within 12 months of the term of a new Council                                                                                                                                                                                                                                                                                                                    |
| <b>Department</b>               | Office of Chief Executive                                                                                                                                                                                                                                                                                                                                                           |
| <b>Policy Custodian</b>         | Chief Executive                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Superseded Documents</b>     | 1.160 – Councillor Expenses & Facilities Policy (V.17)                                                                                                                                                                                                                                                                                                                              |
| <b>Related Legislation</b>      | 16-30 Local Government Amendment (Governance and Planning) Act<br>Councillor Expenses and Facilities Policy – Better Practice Template 27 June 2017.<br>Office of Local Government Circular 16/30.<br>ICAC publication – No excuse for misuse, preventing the misuse of Council resources.<br>TSC Code of Conduct.<br>Office of Local Government Circular No.22-14/22 May / A817449 |
| <b>Delegations of Authority</b> | Chief Executive, Chief Corporate Officer, Director Infrastructure,                                                                                                                                                                                                                                                                                                                  |



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## **Part A – Introduction**

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### **1. Introduction**

- 1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Tenterfield Shire Council.
- 1.2. The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

### **2. Policy objectives**

- 2.1. The objectives of this policy are to:
  - enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties.
  - enable facilities of a reasonable and appropriate standard to be provided to councillors to support them in undertaking their civic duties.
  - ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors.
  - ensure facilities and expenses provided to Councillors meet community expectations.
  - support a diversity of representation.
  - fulfil the Council's statutory responsibilities.

### **3. Principles**

- 3.1. Council commits to the following principles:
  - **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
  - **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor.
  - **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor.
  - **Equity:** there must be equitable access to expenses and facilities for all Councillors.

- **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

#### **4. Private or political benefit**

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to Council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council.
- 4.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
  - production of election material;
  - use of Council resources and equipment for campaigning;
  - use of official Council letterhead, publications, websites or services for political benefit, and
  - fundraising activities of political parties or individuals, including political fundraising events.

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## **Part B – Expenses**

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### **5. General Expenses**

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.
- 5.3. Councillor's fees are adopted annually by resolution of Council, they are determined by applying the Local Government Remuneration Tribunal - Annual Report and Determination and in accordance with Section 241 of the Act.

## **6. Specific Expenses**

### **General travel arrangements and expenses**

- 6.1. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2. Each Councillor may be reimbursed, and the Mayor may be reimbursed, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement for:
  - public transport fares;
  - use of a private vehicle or hire car;
  - parking costs for Council and other meetings;
  - tolls;
  - Cab charge card or equivalent, and
  - documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Councillors may be reimbursed for return trips from their usual place of residence within Tenterfield Shire, up to a maximum of \$500 per annum, to Council's Administration Office in Tenterfield Township, for the purpose of collecting hard copies of Council business papers, publications and/or other documents relevant to Council business, when advised by Council's Executive Assistant & Media that these are available for collection.
- 6.4. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 6.5. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

### **Interstate, overseas and long distance intrastate travel expenses**

- 6.6. Given Council's location near an interstate border, travel to South East Queensland will be considered as general travel. Arrangements and expenses for this travel will be governed by Clauses 6.1-6.4.
- 6.7. In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councillors should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.
- 6.8. Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the Chief Executive prior to travel.
- 6.9. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.
- 6.10. The case should include:

- objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the councillor's civic duties;
  - who is to take part in the travel;
  - duration and itinerary of travel, and
  - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.10 For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.11 For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 6.12 For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 6.13 Bookings for approved air travel are to be made through the Chief Executive's office.
- 6.14 For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

**Travel expenses not paid by Council**

- 6.15 Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

**Accommodation and meals**

- 6.16 In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the Chief Executive. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.
- 6.17 Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Tenterfield local government area.
- 6.18 The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Council's Conference/Seminar/Training Expenses Policy.
- 6.19 The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the Chief Executive, being mindful of Clause 4 and Clause 6.18.
- 6.20 Councillors will not be reimbursed for alcoholic beverages.

**Refreshments for council related meetings**

- 6.21 Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor briefings, approved meetings and

engagements, and official Council functions as approved by the Chief Executive.

- 6.22 As an indicative guide for the standard of refreshments to be provided at Council related meetings, the Chief Executive must be mindful of Clause 4 and Clause 6.18.

**Professional development**

- 6.23 Council will facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.
- 6.24 In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 6.25 Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.26 Approval for professional development activities is subject to a prior written request to the Chief Executive outlining the:
- details of the proposed professional development;
  - relevance to council priorities and business, and
  - relevance to the exercise of the Councillor's civic duties.
- 6.27 In assessing a Councillor request for a professional development activity, the Chief Executive must consider the factors set out in Clause 6.26, as well as the cost of the professional development.

**Conferences and seminars**

- 6.28 Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.
- 6.29 Approval to attend a conference or seminar is subject to a written request to the Chief Executive. In assessing a Councillor request, the Chief Executive must consider factors including the:
- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties, and
  - cost of the conference or seminar.
- 6.30 Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the Chief Executive. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18 and 6.20.



**Information and communications technology (ICT) expenses**

- 6.31 Council will provide Councillors with appropriate IT hardware such as an electronic iPad or Notebook equivalent, to meet the ICT needs associated with his or her civic duties.
- 6.32 Council will provide Councillors with appropriate IT data services up to a limit of \$600 per annum (\$50 per month) for each Councillor and \$1200 per annum (\$100 per month) for the Mayor. This may include mobile phone and home internet data costs.
- 6.33 Reimbursements will be made only for communications devices and services used for Councillors to undertake their civic duties, such as:
- receiving and reading Council business papers;
  - relevant phone calls and correspondence, and
  - diary and appointment management.
- 6.34 Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a Councillor, within the maximum limit.

**Special requirement and carer expenses**

- 6.35 Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.
- 6.36 Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- 6.37 In addition to the provisions above, the Chief Executive may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 6.38 Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$1500 per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.39 Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.40 In the event of caring for an adult person, Councillors will need to provide suitable evidence to the general manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

**7. Insurances**

- 7.1 In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- 7.2 Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or

exercise of his or her functions as a councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.

- 7.3 Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.
- 7.4 Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Council business.

## **8. Legal assistance**

- 8.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
  - a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor
  - a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
  - a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.
- 8.2 In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the Chief Executive to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- 8.3 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 8.4 Council will not meet the legal costs:
  - of legal proceedings initiated by a Councillor under any circumstances
  - of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
  - for legal proceedings that do not involve a Councillor performing their role as a Councillor.
- 8.5 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.



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## **Part C – Facilities**

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### **9 General Facilities for all Councillors**

#### **Facilities**

- 9.1 Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
- access to shared car parking spaces while attending Council offices on official business;
  - personal protective equipment for use during site visits, and
  - a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.
- 9.2 Councillors may book meeting rooms for official business in a specified Council building at no cost. Rooms may be booked through a specified officer in the Mayor’s office or other specified staff member.
- 9.3 The provision of facilities will be of a standard deemed by the Chief Executive as appropriate for the purpose.

#### **Administrative support**

- 9.4 Council will provide administrative support to councillors to assist them with their civic duties only. Administrative support may be provided by staff in the Mayor’s office or by a member of council’s administrative staff as arranged by the Chief Executive or their delegate.
- 9.5 As per Clause 4, council staff are expected to assist councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

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## **Part D – Processes**

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### **10. Approval, Payment and Reimbursement Arrangements**

- 10.1 Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 10.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 10.3 Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
- carer costs
- 10.4 Final approval for payments made under this policy will be granted by the Chief Executive or their delegate.

#### **Direct payment**

- 10.5 Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Executive Assistant and Media for

assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

**Reimbursement**

- 10.6 All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the Executive Assistant and Media.

**Notification**

- 10.7 If a claim is approved, Council will make payment directly or reimburse the Councillor via direct deposit to their nominated bank account in the next available payment run.
- 10.8 If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

**Timeframe for reimbursement**

- 10.9 Councillors must provide all claims for reimbursement within 60 days of an expense being incurred. Claims made after this time cannot be approved.

**11 Disputes**

- 11.1 If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the Chief Executive.
- 11.2 If the Councillor and the Chief Executive cannot resolve the dispute, the Councillor may submit a notice of motion to a council meeting seeking to have the dispute resolved.

**12 Return or retention of facilities**

- 12.1 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 12.2 Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the Chief Executive to purchase any such equipment. The Chief Executive will determine an agreed fair market price or written down value for the item of equipment.
- 12.3 The prices for all equipment purchased by Councillors under Clause 13.2 will be recorded in Council's annual report.

**13 Publication**

- 13.1 This policy will be published on Council's website.

**14 Reporting**

- 14.1 Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.

- 14.2 Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

## **15 Auditing**

- 15.1 The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two years.

## **16 Breaches**

- 16.1 Suspected breaches of this policy are to be reported to the Chief Executive.
- 16.2 Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

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

### **Policy Custodian**

The Chief Executive is the custodian for this policy. As the custodian he/she is responsible for managing policy compliance and initiating the policy review process as well as having responsibility for policy implementation.

### **Jurisdiction**

No authority to depart from this policy is granted to any person. All actions and decisions must be in accordance with this policy and this policy can only be varied by Council.

## **18. Definitions**

- 18.1 **The Act:** The NSW Local Government Act 1993.
- 18.2 **The Regulation:** The Local Government (General) Regulation 2005.
- 18.3 **The Guidelines:** The Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, as released by the Division of Local Government in October 2009 under the provisions of section 23A of the Act.
- 18.4 **Expenses:** Payments made by Council to reimburse councillors for reasonable costs or charges incurred, or to be incurred, for discharging their civic functions. All expense to be reimbursed must be outlined in this Policy and may be either reimbursed to a councillor or paid directly by the Council to a third party. Expenses are separate and additional to annual fees paid to the Councillors and Mayor in accordance with the Act.

- 18.5 **Facilities:** Equipment and services provided by Council to councillors to enable them to discharge their civic functions to a standard and appropriate to their role.
- 18.6 **Meeting:** Meetings for which councillors expenses will be reimbursed for attending include Ordinary and Extra-ordinary meetings of Council within the meaning of the Act, and Standing Committee meetings to which the Councillor is a delegate by resolution of Council.
- 18.7 **Council event:** A Council event for the purpose of this policy is one which the attending Councillors were authorised to attend by Council resolution, or where appropriate the authorisation of the Mayor and Chief Executive. These are in addition to Council's ordinary and extra-ordinary meetings, and may include training and development events, civic events, conferences, dinners with visiting delegates and workshops. The purpose of this is to ensure that control exists over the number and type of events for which the Council may become exposed to expense claims and limits them to those which the attendee is a delegate or alternate appointed by Council resolution.
- 18.8 **Local travel:** Travel within the Tenterfield Shire Council Local Government Area.
- 18.9 **Limits and standards:** The Policy sets out the monetary limits to be applied to reimbursement of expenses, and the standards for the provision of equipment of facilities as determined by Council in accordance with the Guidelines.

No other specific definitions are deemed required for this policy, with all terms used intended to have their everyday meanings.

### **19. Related Legislation, Standards & Guidelines**

- NSW Local Government Act 1993 (as amended);
- NSW Local Government (General) Regulation 2005;
- Office of Local Government publications:
  - Guidelines for the payment of Councillors Expenses and Facilities 2009; and
  - Circular 11/27
- ICAC publication:
  - No Excuse for Misuse, preventing the misuse of Council resources.

Council must also undertake 28 days' public exhibition of the revised policy and invite submissions on it during that period. (LGA s253).

### **20. Attachments**

Appendix A – Expense Claim Form  
 Appendix B - Cost/Criteria for Expenses Reimbursements

**21. Version Control & Change History**

| <b>Version</b> | <b>Date</b> | <b>Modified by</b> | <b>Details</b>                            |
|----------------|-------------|--------------------|-------------------------------------------|
| V1.0           | 23/03/00    | Council            | Adoption of Policy – (Res No. 200/00)     |
| V2.0           | 15/07/04    | Council            | Review/Amended (Res No. 335/04)           |
| V3.0           | 17/08/06    | Council            | Review/Amended (Res No. 460/06)           |
| V4.0           | 25/07/07    | Council            | Review/Amended (Res No. 434/07)           |
| V4.1           | 26/09/07    | Council            | Review/Amended (Res No. 579/07)           |
| V5.0           | 27/02/08    | Council            | Review/Amended (Res No. 49/08)            |
| V5.1           | 27/02/08    | Council            | Review/Amended (Res No. 128/08)           |
| V5.2           | 23/08/08    | Council            | Review/Amended (Res No. 189/08)           |
| V5.3           | 26/11/08    | Council            | Review/Amended (Res No. 632/08)           |
| V6.0           | 23/09/09    | Council            | Review/Amended (Res No. 1227/09)          |
| V7.0           | 24/02/10    | Council            | Review/Amended (Res No. 92/10)            |
| V7.1           | 24/11/10    | Council            | Review/Amended (Res No. 814/10)           |
| V8.0           | 26/10/11    | Council            | Review/Amended (Res No. 534/11)           |
| V9.0           | 28/11/12    | Council            | Review/Amended (Res No. 474/12)           |
| V10.0          | 27/11/13    | Council            | Review/Amended (Res No. 430/13)           |
| V11.0          | 26/11/14    | Council            | Review/Amended (Res No. 416/14)           |
| V11.1          | 17/12/14    | Council            | Review/Amended (Res No. 459/14)           |
| V12.0          | 23/09/15    | Council            | Review/Amended (Res No. 303/15)           |
| V13.0          | 28/09/16    | GM                 | Reconstruction of Policy (Res No. 249/16) |
| V14.0          | 22/08/18    | Council            | Review/Amended (Res No. 187/18)           |
| V15.0          | 28/08/19    | Council            | Review/Amended (Res No. 163/19)           |
| V16.0          | 23/09/20    | Council            | Review/Amended (Res No. 196/20)           |
| V17.0          | 22/09/21    | Council            | Review/Amended (Res No. 191/21)           |
| V18.0          | 26/10/22    | Council            | Review/Amended (Res No. 221/22)           |

**Appendix A – Expense Claim Form**

Available from Executive Assistant & Media

**Appendix B – Cost/Criteria for Expenses Reimbursements**

| <b>Expense or facility</b>                                         | <b>Cost/Criteria</b>                                                                                                                                                                                                                                                                               | <b>Frequency</b> |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| General travel expenses.                                           | Assessed and approved by Council prior to travel being undertaken, or by authority of the Chief Executive and Mayor, where appropriate.                                                                                                                                                            | Per trip         |
| Approved travel using own vehicle.                                 | Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.                                                                                                                                                           | Per trip         |
| Interstate, overseas and long distance intrastate travel expenses. | Assessed and approved by Council prior to travel being undertaken.                                                                                                                                                                                                                                 | Per trip         |
| Meals.                                                             | No greater than \$60 per meal, with a daily limit of \$125.                                                                                                                                                                                                                                        | Per full day     |
| Accommodation.                                                     | Up to \$350 in Capital City locations.<br>Up to \$200 in other locations.                                                                                                                                                                                                                          | Per night        |
| Professional development.                                          | Council provided workshops and professional development sessions.                                                                                                                                                                                                                                  | Per year         |
| Conferences and seminars.                                          | Assessed and approved by Council prior to travel being undertaken, or by authority of the Chief Executive and Mayor, where appropriate.<br><br>Resolution 117/19 – Approves the attendance of the Mayor, Deputy Mayor and Chief Executive at the Local Government NSW Annual Conference each year. | Per event        |
| Carer expenses.                                                    | \$6.00 per hour to a maximum of \$1500.                                                                                                                                                                                                                                                            | Per year         |
| Furnished office.                                                  | Provided to the Mayor.                                                                                                                                                                                                                                                                             | Not relevant     |
| Staff support for Mayor and Councillors.                           | Provided to the Mayor and Councillors.                                                                                                                                                                                                                                                             | Not relevant     |



# Conference Program

## Monday 29 May-Wednesday 31 May 2023

This draft program is correct at time of publication (15 February 2023) and will be updated regularly. Check back here often for updates.

| Monday 29 May 2023<br>MANLY PACIFIC HOTEL |                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.30pm                                    | Registration and Trade Exhibition Open                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2.00pm                                    | DAY 1 – Manly Pacific Hotel                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                           | <b>WORKSHOP STREAMS</b>                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2.00pm                                    | <b>Ballroom 1</b>                                                                                                                                                                                                               | <b>Ballroom 2</b>                                                                                                                                                                                                                                                                                                          | <b>Ballroom 3</b>                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                           | <p><b>STREAM 1A:</b><br/>Marketing (Part 1)</p> <p>Know your audience, emerging target groups, redefining your market</p> <p><b>Todd Wright</b><br/>Threesides Marketing</p> <p>Leonards Marketing<br/>Topic stream sponsor</p> | <p><b>STREAM 1B:</b><br/>Tourism Experiences</p> <p><b>Presentation 1</b><br/><b>Bondi to Manly Walk - A product of continued collaboration</b><br/><b>Caroline Geoghegan</b>, General Manager<br/>Bondi to Manly Walk Supporters</p> <p><b>Presentation 2</b><br/><b>Identifying New Tourism Markets for Councils</b></p> | <p><b>STREAM 1C:</b><br/>The Business of Tourism Showcase</p> <p><b>Pitch 1</b><br/><b>EV Charging station roll-out and funding for Councils</b></p> <p><b>David Douglas</b><br/>Transport for NSW</p> <p><b>Rebecca Williamson</b><br/>Office of Energy and Climate Change</p> <p><b>Pitch 2</b><br/><b>Accessing Grant funding for Councils – Regional Arts NSW</b></p> <p><b>Dr Tracey Callinan</b><br/>Regional Arts NSW</p> |



|               |                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |                                                                                                                                                                                                                                                          | <p><b>Kath McKenzie</b><br/>Northern Beaches Council</p> <p><b>Presentation 3</b><br/><b>Ramadan Nights Lakemba</b></p> <p><b>Cindy Elkhouri</b><br/>City of Canterbury Bankstown</p> <p>AFS Group<br/>Topic Stream Sponsor</p>                                                                                                                                          | <p><b>Pitch 3</b><br/><b>Volunteering – City of Sydney – lessons learnt</b></p> <p><b>Peter Lipman</b><br/><b>Mirianne Whitlock</b><br/>City of Sydney</p> <p>Topic Stream Sponsor<br/>NSW Government</p>                                                                                                                                                                                                                                                                                                        |
| 3.00pm-3.40pm | <b>AFTERNOON TEA</b> Manly Pacific Hotel – Exhibition Area                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|               | <b>Breakout Streams</b>                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3.40pm        | <p><b>STREAM 2A:</b><br/><b>Marketing (Part 2)</b></p> <p>Secrets of a successful marketing campaigns<br/>How to use social media effectively</p> <p><b>Todd Wright</b><br/>Three sides Marketing</p> <p>Leonards Marketing<br/>Topic Stream Sponsor</p> | <p><b>STREAM 2B (repeat):</b><br/><b>Tourism Experiences</b></p> <p><b>REPEAT sessions</b></p> <p><b>Presentation 1</b><br/><b>Bondi to Manly Walk - A product of continued collaboration</b><br/><b>Caroline Geoghegan</b>, General Manager<br/>Bondi to Manly Walk Supporters</p> <p><b>Presentation 2</b><br/><b>Identifying New Tourism Markets for Councils</b></p> | <p><b>STREAM 2C:</b><br/><b>The Business of Tourism Showcase</b></p> <p><b>Pitch 4</b><br/><b>Leveraging Business Events</b></p> <p><b>Pitch 5</b><br/><b>The Duke of Edinburgh’s International Award – Australia (NSW) programs for Councils</b></p> <p><b>David Gitz</b><br/><b>Ian Walker</b><br/>NSW Government, Office of Sport</p> <p><b>Pitch 6</b><br/><b>The Ku-ring-gai GeoRegion and Geotourism – Opportunities for LGAs</b></p> <p><b>Angus M Robinson</b><br/>Australian Geoscience Council Inc</p> |

|               |                                                                                                                                                                    |                                                                                                                                                                                                                                 |                                                |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
|               |                                                                                                                                                                    | <p><b>Kath McKenzie</b><br/>Northern Beaches Council</p> <p><b>Presentation 3</b><br/><b>Ramadan Nights Lakemba</b></p> <p><b>Cindy Elkhouri</b><br/>City of Canterbury Bankstown</p> <p>AFS Group<br/>Topic Stream Sponsor</p> | <p>NSW Government<br/>Topic Stream Sponsor</p> |
| 4.45pm-5.15pm | Coach transfers to Welcome Reception                                                                                                                               |                                                                                                                                                                                                                                 |                                                |
| 5.15pm-7.15pm | <p><b>Welcome Reception at International College of Management (ICMS)</b><br/>Delegates are encouraged to pre-book at local restaurants for dinner from 7.15pm</p> |                                                                                                                                                                                                                                 |                                                |

| Tuesday 30 May 2023 |                                                                                                                                                                                                                                              |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.00am              | ARRIVAL TEA AND COFFEE   Trade exhibition and registration Desk Open                                                                                                                                                                         |
|                     | DAY 2 – Plenary Session – Manly Pacific Hotel                                                                                                                                                                                                |
| 9.00am              | <p>Welcome - Matt Basely, MC</p> <p>Ceremonial Welcome - Acknowledgement of Country</p> <p>LGNSW President's Address - <b>Cr Darriea Turley AM</b>, President LGNSW</p> <p>Destination Host Council's Welcome - Northern Beaches Council</p> |
| 9.00am              | <p><b>Panel Session with Q&amp;A</b><br/><b>Reimagining Tourism in your LGA – Challenge or Opportunity?</b></p>                                                                                                                              |

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     | <b>24 hour Airport</b> – Anthea Hammon, non-Executive Board Member, Western Sydney Airport<br><b>Sustainable Tourism</b> – Stewart Moore – CEO and Founder, EarthCheck                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 10.15am             | MORNING TEA in Trade Exhibition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 11.00am             | <p><b>Events-based Tourism – Festivals, Footy and Food</b><br/>What's the secret to successful and <i>sustainable</i> events tourism?</p> <ul style="list-style-type: none"> <li>• <b>Mid-Western Regional Council's engagement with Sports Tourism</b><br/>Alina Azar, Director Development, Mid-Western Regional Council</li> <li>• <b>Parkes Shire Council's Elvis Festival</b><br/>Tiffany Steel, Elvis Event Director, Parkes Shire Council</li> <li>• <b>Northern Beaches Council – Creating sustainable Marquee Events - Play Manly and Taste of Manly</b><br/>Lisa Dowsett, Head, Events &amp; Partnerships, Northern Beaches Council</li> <li>• <b>Sydney WorldPride Human Rights Conference</b><br/>Kate Wickett, CEO Sydney WorldPride 2023</li> </ul> |
|                     | <b>NSW Tourism Industry Council announces Top Tourism Town Awards</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 12.30pm             | LUNCH in the Trade Exhibition area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1.15pm              | Assemble for site visits at main entrance – Manly Pacific Hotel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| All site visits     | Depart for Site Visits (x 5 options). Refreshments included on all site visits (four hours)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Site Visit 1</b> | <b>Destination Manly Walking Tour</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1.30pm-5.30pm       | Walking tour – easy<br><b>Manly Corso, Shelly Beach, Cabbage Tree Aquatic Reserve</b><br>Showcasing Place-making, Eco Tourism and Events, Manly Place Plan, Taste of Manly and PLAY Manly                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Site Visit 2</b> | <b>Arts and Ales</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|                     |                                                                                                                                                                                                                                                    |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.30pm-5.30pm       | (Walking tour and bus transfers)<br><b>Manly Art Gallery and Museum, Brookvale Arts and Breweries District</b><br>Showcasing Arts, creativity and Culture, Brookvale Structure Plan                                                                |
| <b>Site Visit 3</b> | <b>Nature and History – Connection to Country</b>                                                                                                                                                                                                  |
| 1.00pm-5.30pm       | (Bus tour, ferry and some easy walking - lunch boxes will be provided for delegates attending this site visit)<br><b>Narrabeen Lagoon, Palm Beach and Currawong on Pittwater</b><br>Showcasing Nature, Indigenous heritage and coastal experiences |
| <b>Site Visit 4</b> | <b>Inclusive Tourism</b>                                                                                                                                                                                                                           |
| 1.30pm-5.30pm       | (Bus tour and some easy walking)<br><b>Collaroy Beach and Sargood on Collaroy</b><br>Showcasing Accessible facilities on the Northern Beaches                                                                                                      |
| <b>Site Visit 5</b> | <b>Wellness Immersion</b>                                                                                                                                                                                                                          |
| 1.30pm-5.30pm       | Manly Wharf to Quarantine Beach and North Head<br><b>Option 1:</b> Wellness Immersion with kayaks (Moderate level of fitness required)<br><b>Option 2:</b> North Head Wellness Introduction (Bus transfers and some easy walking)                  |
| 5.30pm              | Site visits return to accommodation and Manly Pacific Hotel                                                                                                                                                                                        |
| 7.00pm-10.00pm      | Conference Dinner and Entertainment – Elite Sponsor Tourism Tribe – Manly Pacific Ballroom                                                                                                                                                         |

| <b>Wednesday 31 May 2023</b> |                                                              |
|------------------------------|--------------------------------------------------------------|
| 8.00am                       | ARRIVAL TEA AND COFFEE   Info desk and Trade Exhibition open |
|                              | Day 3 Plenary Session - Manly Pacific Ballroom               |
| 9.00am                       | Welcome - Conference MC, Matt Baseley                        |

|         |                                                                                                                                                                                                                                                                                                                                                                         |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <p><b>International Market Update - Tourism Australia</b><br/> <b>Dominic Mehling</b>, Industry Relations Manager – ACT, NSW, NT, QLD – Tourism Australia</p>                                                                                                                                                                                                           |
|         | <p><b>Creating and operating unique Cultural Experiences</b><br/> <b>Clarence Slockee</b>, Jiwah Pty Ltd</p>                                                                                                                                                                                                                                                            |
| 10.15am | <b>MORNING TEA in Trade Exhibition</b>                                                                                                                                                                                                                                                                                                                                  |
| 11.00am | <p><b>Keynote address</b><br/> <b>Steve Cox</b>, Chief Executive Destination NSW</p>                                                                                                                                                                                                                                                                                    |
| 12.00pm | <p><b>The visitor economy on the other side –</b><br/> <b>Adele Labine-Romain</b>, Deloitte Access Economics</p>                                                                                                                                                                                                                                                        |
| 12.30pm | <p><b>Panel Session and Q&amp;A</b><br/> <b>Technology Trends and Tourism</b><br/> <b>The Future of Visitor Servicing</b><br/> <b>Mark Greaves</b> – The Tourism Group<br/> <b>Catherine Shields</b> – Destination Sydney Surrounds South<br/> <b>Clair Mudaliar</b> – Eden Visitor Information Centre<br/> <b>Lee Hicken</b> – Microsoft Australia and New Zealand</p> |
| 1.15pm  | <b>LUNCH in Trade Exhibition</b>                                                                                                                                                                                                                                                                                                                                        |
| 2.15pm  | <b>Layne Beachley AO</b> , Layne Beachley Enterprises                                                                                                                                                                                                                                                                                                                   |
| 2.45pm  | Announcement of Host Council 2024 and closing remarks   <b>Matt Baseley</b> , Conference MC                                                                                                                                                                                                                                                                             |
| 3.00pm  | <b>CLOSE OF CONFERENCE</b>                                                                                                                                                                                                                                                                                                                                              |

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**(ITEM RC5/23) TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING  
MINUTES THURSDAY 6 APRIL 2023**

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**REPORT BY:** David Counsell, Manager Assets & Program Planning

That a meeting of the Tenterfield Shire Council Local Traffic Committee was held on Thursday 6 April 2023. Minutes attached.

**RECOMMENDATION****That Council:**

**Receive and note the minutes of the Tenterfield Shire Council Local Traffic Committee meeting of 6 April 2023;**

- (1) And adopt the following recommendations from General Business a) thru c);**
- (a) UNTAMED BORDER RUN – That Council offer no objection to the Killarney Show and Rodeo Society Inc to hold the Untamed Border Run event subject to Police approval and standard conditions;**
  - (b) CBD LOADING ZONE – That Council not install any further loading zone in the main CBD area along Rouse Street;**
  - (c) LIGHT HORSE DRIVE – Council noted that maintenance of Light Horse Drive is not Council responsibility and that the issue be raised with Crown Lands to request road maintenance be undertaken for the benefit of Police vehicles and therefore the community.**

**ATTACHMENTS**

- |                                                                                        |         |
|----------------------------------------------------------------------------------------|---------|
| <b>1</b> Minutes - Tenterfield Local Traffic Committee Meeting - Thursday 6 April 2023 | 5 Pages |
|----------------------------------------------------------------------------------------|---------|

MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 6 APRIL 2023

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**MINUTES OF  
TENTERFIELD SHIRE LOCAL TRAFFIC  
COMMITTEE MEETING  
THURSDAY, 6 APRIL 2023**

MINUTES OF THE **Tenterfield Shire Local Traffic Committee Meeting** OF  
TENTERFIELD SHIRE held at the Koreelah Room, on Thursday, 6 APRIL 2023  
commencing at 10.10 am.

**ATTENDANCE** Councillor Tom Peters (TSC)  
Councillor Tim Bonner (TSC)  
Councillor Bronwyn Petrie (TSC Mayor)

**ALSO IN ATTENDANCE** David Counsell (TSC)

**DISCLOSURE OF INTERESTS**  
Nil

**APOLOGIES:**  
Hon. Janelle Saffin (M.P.)  
Caleisse Dunston (TfNSW – Notes by email)

**CONFIRMATION OF MINUTES**

Recommendation that the Minutes of the Tenterfield Shire Local Traffic Committee held 2  
February 2023, as circulated, be confirmed and signed as a true record of the proceedings of  
the meeting.

*Taken as read and correct.*



**MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING**  
**THURSDAY 6 APRIL 2023**

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**BUSINESS ARISING FROM PREVIOUS MINUTES**

**1. LIGHTING REQUEST IN ROUSE STREET (NEW ENGLAND HIGHWAY)**

Transport NSW are seeking an update from the consultants for the lighting upgrade.

Transport NSW have also undertaken the repainting of the pedestrian crossing markings.

**ACTION:**

*Noted that Transport NSW is continuing to pursue this matter.*

**2. DRAKE PEDESTRIAN REFUGE & BUS BAY, BRUXNER HIGHWAY**

Transport NSW are seeking funding for survey, design and construction of the Bruxner Highway treatments.

**ACTION:**

*Noted that Council staff are to further liaise with TfNSW for Highway improvements at Drake as design progresses.*

**3. NAAS STREET / NEW ENGLAND HIGHWAY INTERSECTION - SILENT COP TRAFFIC DEVICE**

Request made by Police to have the Silent Cop traffic device removed.

**ACTION:**

*Noted that centre line has been marked and a narrow island treatment will be installed in Naas Street in conjunction with traffic device removal.*

**4. MANNERS STREET CROSSING**

Pedestrian crossing safety in Manners Street between the Post Office and the Library is to be assessed.

**ACTION:**

*Noted that Transport NSW are assessing the site for pedestrian safety.*

**5. ROUSE STREET V.I.C. PARKING SIGNS**

Rouse Street parking spaces immediately in front of the Visitor Information Centre are to be amended to 30 minute limited parking.

**ACTION:**

*Noted that Council work staff will arrange to update the signs.*

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**MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING**  
**THURSDAY 6 APRIL 2023**

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**6. MT LINDESAY ROAD – BOOKOOKOORARA BRIDGE**

Request for replacement and improved curve signs and delineation in both approaches to the bridge.

**ACTION:**

*Noted that Council work staff have been rectifying signage.*

**7. MT LINDESAY ROAD – WOODENBONG TRUCK INCIDENT**

An investigation identified that at heavy rigid bogie drive tray top truck had rolled over down the embankment on the northern side of the road 200metres east of Beaury Creek Road intersection. The tyre marks indicated that the vehicle drove along the shoulder of the road edge for a distance, knocking over some guideposts before going down the embankment into the forest area.

Recovery agencies were looking into the recovery of the vehicle, however there is no obstruction to the road and the guideposts had been replaced.

**ACTION:**

*Note the report.*

**8. MT LINDESAY ROAD – CURVE AT 75KM NORTH OF TENTERFIELD**

The curve at 75 km north along Mt Lindesay Road is association with road upgrading project and is under roadwork signage. The curve will be installed with curve signs and advisory speed to 35km/h due to the compound nature of the curve, together with other signage to be erected along the project. There are curve advisory markers (arrows) to be reinstated with works ongoing as it is also associated with the works being undertaken near Bookookoorara.

**ACTION:**

*Noted that additional curve signage will be installed.*

## **GENERAL BUSINESS**

**1. MT LINDESAY ROAD – LISTON ROAD INTERSECTION**

A letter from the Liston and Area Progress Association raised concern at the intersection signage and markings at the Y junction of Mt Lindesay Road and Liston Road.

There is a give way sign and give way ahead sign in place, however some line marking was removed when pavement rehabilitation was undertaken. A contractor has been engaged to reinstate a number of sections of markings along Regional Roads following heavy patching and resealing.

**ACTION:**

*Noted that line marking contractors have been arranged to reinstate line marking.*

**MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING**  
**THURSDAY 6 APRIL 2023**

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**2. UNTAMED BORDER RUN**

Application was received from the Killarney Show and Rodeo Society Inc to hold a community fun run on Saturday 24th June commencing, and finishing at Carrs Lookout on Spring Creek Road, The Falls in Queensland.

The event will have runners enter New South Wales to run along 25km of Council roads including Acacia Plateau Rd and Acacia Scrub Road, east of Legume.

**RECOMMENDATION:**

*That Council offer no objection to the Killarney Show and Rodeo Society Inc to hold the Untamed Border Run event subject to Police approval and standard conditions.*

**3. MT SPIRABO ROAD RAILWAY BRIDGE**

The railway overpass bridge on Mt Spirabo Road in previous years had a 25 tonne load limit, however following upgrading works and review of the structure by the rail authority, a revised 37 tonne load limit has been posted on the Mt Spirabo Road Railway Bridge.

The bridge is the responsibility of Transport NSW through the Rail Manager and signage is erected at the site by them providing details of the asset and their contact number.

**ACTION:**

*Noted the revised 37 tonne load limit on the Mt Spirabo Road Railway Bridge.*

**4. CBD LOADING ZONE**

A request has been received from a transport delivery company for a loading zone to be installed in the main street of Tenterfield. While parking in the main street is aim to maximise access for the general community, unloading operations in the main street can also create hazards for pedestrians and the adjacent highway traffic flow.

**ACTION:**

*That Council not install any further loading zone in the main CBD area along Rouse Street.*

**MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING**  
**THURSDAY 6 APRIL 2023**

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**5. LIGHT HORSE DRIVE**

Light Horse Drive is a formed bitumen access to the Tenterfield Police Station that has significant deterioration to the road surface with numerous large potholes. While the road appears to be just another street, there is no road reserve and the large parcel of land fronting Molesworth, Scott and Martin Street is Crown Land. Council staff have no rights to enter upon the land to undertake works. The maintenance of the land, and therefore the road is the responsibility of Crown Lands.

**ACTION:**

*Noted that maintenance of Light Horse Drive is not Council responsibility and that the issue be raised with Crown Lands to request road maintenance be undertaken for the benefit of Police vehicles and therefore the community.*

**NEXT MEETING**

Next meeting to be held at 10am, Thursday 1<sup>st</sup> June 2023.

There being no further business the Chairperson declared the meeting closed at 11:30 am.

.....  
Councillor Tom Peters  
Councillor/Chairperson

|                      |                                                 |
|----------------------|-------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>            |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media  |
| <b>Reference:</b>    | <b>ITEM RES3/23</b>                             |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - MARCH 2023</b> |

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

|                             |                                                                                                                                                                                                                         |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.                                                                    |
| <b>CSP Strategy:</b>        | Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making. |
| <b>CSP Delivery Program</b> | Ensure that the performance of Council as an organisation complies with all statutory reporting guidelines and information is available to decision makers.                                                             |

#### **SUMMARY**

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

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

**That Council notes the status of the Council Resolution Register to March 2023.**

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

|                               |                                           |          |
|-------------------------------|-------------------------------------------|----------|
| Prepared by staff member:     | Elizabeth Melling                         |          |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer      |          |
| Department:                   | Office of the Chief Executive             |          |
| Attachments:                  | <b>1</b> Resolution Register - March 2023 | 15 Pages |

|                                     |                                                                         |
|-------------------------------------|-------------------------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Tuesday, 18 April 2023<br>2:04:47 PM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                         |

| Meeting            | Date       | Officer         | Title                                                                                                         | Target     |
|--------------------|------------|-----------------|---------------------------------------------------------------------------------------------------------------|------------|
| Council 27/02/2019 | 27/02/2019 | Counsell, David | <b>Compulsory Acquisition of Crown Land for the Mount Lindesay Road Upgrade, 0-6km Section East of Legume</b> | 13/03/2019 |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>30/19</b> | <p><b>Resolved</b> that Council:</p> <ol style="list-style-type: none"> <li>(1) Proceed with the compulsory acquisition of the land described as part of Lot 7016 DP 1073681, Lot 7017 DP 1106730 and Lot 7020 DP 1106731 for the purpose of operational land being for road widening in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991 and subject to the Undetermined Aboriginal Land Claim being withdrawn; and</li> <li>(2) Make an application to the Minister and the Governor for approval to acquire part of Lot 7016 DP 1073681, Lot 7017 DP 1106730 and Lot 7020 DP 1106731 by compulsory process under section 177(1) and 177(2)(b) of the Roads Act 1993; and</li> <li>(3) Requests the Minister for Local Government approve a reduction in the notification period from 90 days to the minimum 60 days.</li> </ol> <p style="text-align: right;">(Greg Sauer/Gary Verri)</p> |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Notes</b></p> <p><b>12 Oct 2022 3:26pm Counsell, David</b><br/>Meeting has been held with land surveyor to complete survey work now that fencing is complete and finalise acquisition plan preparation.</p> <p><b>14 Sep 2022 12:40pm Counsell, David</b><br/>Matter is still awaiting land surveyor to complete on site boundary pegging and preparation of the survey plan for lodgement.</p> <p><b>14 Feb 2022 2:56pm Gibbins, Jessica</b><br/>Awaiting final survey plans.</p> <p><b>02 Dec 2021 12:48pm Fitzpatrick, Christie</b><br/>Data imported from Resolution Register:<br/>18.3.19 Awaiting Final plans to be sent with application to Minister.<br/>12.4.19 No change to status.<br/>10.5.19 No change.<br/>12.7.19 Final plans being reviewed.<br/>19.8.19 Pricing being sought from registered surveyors for the initial set out of proposed acquisition areas.<br/>15.11.19 No change to status.<br/>10.2.20 Section of existing boundary between 0.1 to 1 km has been pegged in consultation with RMS design review.<br/>Advice of determination of Land Claim received for Lots 7016, 7017 &amp; 7020 received at start of November. Likely impacts to the project to be discussed with RMS.<br/>11.5.20 Interim section 0.1km to 1.0km agreed with RMS for commencement of works once water is again available for construction. Drainage materials have been ordered and remaining sections to be surveyed with a view to minimise any compulsory acquisition required.<br/>1.7.20 Survey of design centreline has been initially done on Legume 0-6.0km section and minor adjustments being considered to minimise extent of works impacting on adjacent properties.<br/>7.8.20 The set out of a slightly modified alignment has commenced that should minimise extent of acquisition required.<br/>Revised construction design plans have been sent to the consultant land surveyors for use in defining the land acquisition boundaries.<br/>14.4.21 Land surveyors from Tenterfield are currently pegging proposed acquisition boundaries although access for this task has been hampered by recent wet ground conditions.<br/>7.5.21 Surveyors are back on site continuing with field work.<br/>7.6.21 Land surveyors are preparing plans for proposed acquisition.<br/>14.10.21 Land surveyors have been delayed by wet weather to complete the field work to peg acquisition boundaries.<br/>10.11.21 Ongoing process with surveyors to prepare survey plans.</p> |
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| Meeting            | Date       | Officer         | Title                                                             | Target     |
|--------------------|------------|-----------------|-------------------------------------------------------------------|------------|
| Council 22/07/2020 | 22/07/2020 | Counsell, David | <b>Tenterfield Common Easement and Lot Compulsory Acquisition</b> | 27/07/2020 |

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>133/20</b> | <p><b>Resolved</b> that Council:</p> <ol style="list-style-type: none"> <li>(1) Proceed with the compulsory acquisition of the interest in the land described as right of carriageway and easement for water supply within Lot 7023 DP1126222 and within Lot 7022 DP 1126834 for the purpose of creating and obtaining an easement for water supply and right of carriage way to the water source and pump infrastructure in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;</li> </ol> |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



|                                     |                                                                         |
|-------------------------------------|-------------------------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Tuesday, 18 April 2023<br>2:04:47 PM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                         |

| Meeting                       | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                              | Target |
|-------------------------------|------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                               | (2)  |         | Proceed with the compulsory acquisition of the land described as subdivided Lot 7022 DP 1126834 for the purpose of subdivision and acquisition of the newly-formed Lot for the purposes of developing water infrastructure on the site and security infrastructure around the site in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; |        |
|                               | (3)  |         | Make an application to the Minister and the Governor for approval to acquire interest in the land described as right of carriageway and easement for water supply within Lot 7023 DP1126222 by compulsory process under section 186(1) of the Local Government Act;                                                                                                                |        |
|                               | (4)  |         | Make an application to the Minister and the Governor for approval to acquire the subdivided Lot 7022 DP 1126834 by compulsory process under section 186(1) of the Local Government Act;                                                                                                                                                                                            |        |
|                               | (5)  |         | Classifies the land as operational land;                                                                                                                                                                                                                                                                                                                                           |        |
|                               | (6)  |         | Requests the Minister for Local Government approve a reduction in the notification period from 90 days to 30 days;                                                                                                                                                                                                                                                                 |        |
|                               | (7)  |         | Proceed with the subdivision of the land described as Lot 7022 DP1126834 and all other processes required for the purpose of compulsory acquisition of the newly-formed Lot in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;                                                                                                        |        |
|                               | (8)  |         | Proceed with the compulsory acquisition of the land described as 'Proposed Lot 1' for the purpose of developing a site for established emergency water infrastructure in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.                                                                                                              |        |
| (Brian Murray/Michael Petrie) |      |         |                                                                                                                                                                                                                                                                                                                                                                                    |        |

**Notes**  
**02 Dec 2021 1:17pm Fitzpatrick, Christie**  
 Data imported from Resolution Register:  
 13.8.20 Jennings & Kneipp instructed to develop the 88B instrument for the easement.  
 CA application drafted.  
 No response from the Common Trust regarding their concurrence within the allotted timeframe.  
 9.9.20 Jennings & Kneipp are to develop the 88B instrument for the easement. No response from Common Trust regarding their concurrence within the allotted timeframe. CA application drafted and signed by CE.  
 15.10.20 Compulsory Land Acquisition submitted to Crown Lands for processing.  
 3.12.20 Sent to OLG as advised by Crown to begin next steps.  
 9.2.21 Register Acquisition Plan being finalised between surveyor and OLG.  
 10.3.21 Registered Acquisition Plan with NSW Land Registry Services for advice.  
 20.4.21 This acquisition has stalled as the Common Trust Board have not signed the papers for the Agreement.  
 11.6.21 Resending papers to trust.  
 Waiting on response  
 9.9.21 Adviseements underway to proceed with acquisition due to second attempt with no response.  
 11.11.21 Several attempts made by phone and letter to the Common Trust since April 2021, however no response has been received.  
 Works are being scheduled to proceed.

| Meeting            | Date                                                                                                                                                                                                                             | Officer         | Title                                                                             | Target    |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------|-----------|
| Council 26/08/2020 | 26/08/2020                                                                                                                                                                                                                       | Counsell, David | <b>NOTICE OF MOTION - MARYLAND CULLENDORE ROAD THROUGH MARYLAND NATIONAL PARK</b> | 9/09/2020 |
| <b>176/20</b>      | <b>Resolved</b> that Council contact Crown Lands Department and National Parks & Wildlife Service informing them that Tenterfield Shire Council wishes to keep the Maryland Cullendore Road open.<br>(Gary Verri/Bronwyn Petrie) |                 |                                                                                   |           |

**Notes**  
**20 Sep 2022 8:33am Coonan, Neville**  
 No action taken to date  
**02 Dec 2021 1:24pm Fitzpatrick, Christie**  
 Data imported from Resolution Register:  
 11.9.20 Letter forwarded to NPWS dated 3 September 2020, awaiting response.  
 12.2.21 Phone meeting held NPWS & EO 14.12.20 further details to be discussed through CE & Manager EDCE  
 12.3.21 Meeting held with Acting CE, DI,EO & Manager EDCE. EO to provide response to NPWS.  
 19.4.21 NPWS has confirmed that gazettal documents have been withdrawn from the Ministers Office. Meeting to be arranged between TSC and NPWS.



|                                     |                                                                         |
|-------------------------------------|-------------------------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Tuesday, 18 April 2023<br>2:04:47 PM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                         |

| Meeting  | Date                                                                                            | Officer | Title | Target |
|----------|-------------------------------------------------------------------------------------------------|---------|-------|--------|
| 10.5.21  | Making arrangements for NPWS to attend June 2021 Councillor Workshop.                           |         |       |        |
| 10.6.21  | Councillor workshop with NPWS 10.06.21                                                          |         |       |        |
| 18.8.21  | NPWS looking at all paper roads through NP. Will prioritise Maryland NP. TSC to pay for survey. |         |       |        |
| 14.10.21 | Estimate of survey costs and any other expenses being arranged for consideration.               |         |       |        |

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

**187/20 Resolved** that Council:

- (1) Proceed with the compulsory acquisition of the land described as Lot 7013 in DP 1075621 for the purpose of developing the Mingoola Waste Transfer Station in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and
- (2) Proceed with the compulsory acquisition of the land described as the western portion of subdivided Lot 7018 in DP 1075621 for the purpose of subdivision, acquisition and developing the Mingoola Waste Transfer Station in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and
- (3) Make an application to the Minister and the Governor for approval to acquire Lot 7013 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and
- (4) Make an application to the Minister and the Governor for approval to acquire the western portion of the subdivided Lot 7018 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and
- (5) Classify the land as operational land; and
- (6) Proceed with the subdivision of the land described as Lot 7018 in DP 1075621 for the purpose of compulsory acquisition of the newly-formed Lot in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and
- (7) Arrange the survey of the formed road, known as Springfield Road, that traverses through Lot 7013 in DP 1075621 and dedicate this as a Public Road; and
- (8) Make an application to the Minister and the Governor for approval to acquire the newly-formed Road Lot that traverses through Lot 7013 in DP 1075621 by compulsory process under section 177(1) or 177(2)(a) or 177(2)(b) of the Roads Act.

(Brian Murray/Michael Petrie)

**Notes**  
 17 Oct 2022 4:36pm Marchant, Gillian  
 Negotiations ongoing  
 14 Sep 2022 1:46pm Marchant, Gillian  
 Negotiations ongoing.  
 02 Dec 2021 1:26pm Fitzpatrick, Christie  
 Data imported from Resolution Register:  
 15.10.20 TSC working with Crown Lands in relation to the compulsory acquisition.  
 6.11.20 Ongoing  
 4.12.20 Scoping the exact area required to negotiate with ALC. NSWALC providing advice on process.  
 9.2.21 Negotiations underway with local Aboriginal Council requesting the ALC to be amended to exclude the part required for the project. Awaiting their response.  
 10.3.21 This is awaiting response. NSW LALC are the claimant but won't change the claim until MLALC agree to.  
 20.4.21 Continues to stall awaiting advice from Aboriginal Land Council. Negotiations continue.  
 6.5.21 Project handover, negotiations continue.  
 11.6.21 Project negotiations continue.  
 19.7.21-18.10.21 Negotiations continue, arrangements to visit site once lockdown ended.  
 11.11.21 Negotiations continue.

| Meeting            | Date       | Officer           | Title                                                               | Target    |
|--------------------|------------|-------------------|---------------------------------------------------------------------|-----------|
| Council 23/09/2020 | 23/09/2020 | Marchant, Gillian | NOTICE OF MOTION - TENTERFIELD TOWN DAM FOR RECREATIONAL ACTIVITIES | 7/10/2020 |

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| Meeting                | Date | Officer | Title                                                                                                                                                                                                                                               | Target |
|------------------------|------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>202/20</b>          |      |         | <b>Resolved</b> that Council investigate the opportunities that may be available near and including the town dam for recreational activities with a view to producing a master plan for presentation to the Council and subsequently the community. |        |
| (Bob Rogan/Greg Sauer) |      |         |                                                                                                                                                                                                                                                     |        |

**Notes**  
**18 Jul 2022 4:34pm Marchant, Gillian**  
 Note masterplan grant applied for 14/07/2022  
 Fishing Platform fence has been altered to accomodate platform, requotations supplied and approved, meeting due 21/07/2022.  
**02 Dec 2021 1:34pm Fitzpatrick, Christie**  
 Data imported from Resolution Register:  
 1.10.20 Scheduled for discussion at Councillor Workshop 21/10. Meeting with invited community members (due to COVID) 27/10.  
 1.12.20 Meetings held, results consolidated and provided for comment. Survey of parks underway. Focus group established.  
 15.4.21 Site inspection with focus group held, preliminary designs under investigation  
 6.5.21 Investigation into possible grants underway  
 11.6.21 - 9.9.21 Investigations continue-note awarded fishing platform grant  
 18.10.21 Signed Deeds of Grant  
 12.11.21 Platform planning underway.

| Meeting            | Date       | Officer            | Title                                                                                         | Target     |
|--------------------|------------|--------------------|-----------------------------------------------------------------------------------------------|------------|
| Council 24/02/2021 | 24/02/2021 | Davidson,<br>Tamai | <b>Request to relocate the Band Hall to Leechs Gully Road (former Leechs Gully Hall Site)</b> | 10/03/2021 |

|                               |                                                                                                                                      |  |  |  |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <b>16/21</b>                  | <b>Resolved</b> that Council:                                                                                                        |  |  |  |
|                               | (1) Supports the gifting of the Band Hall to the Leechs Gully Progress Association subject to the association being responsible for: |  |  |  |
|                               | (a) Ensuring the Band Hall can fit on the property by conducting an identification survey;                                           |  |  |  |
|                               | (b) Ensuring the Band Hall transfer meets heritage requirements;                                                                     |  |  |  |
|                               | (c) Paying for all costs associated with the relocation of the Band Hall;                                                            |  |  |  |
|                               | (d) All upkeep and maintenance on the band hall once ownership is formally transferred to the association.                           |  |  |  |
|                               | (2) Allocates up to \$50,000 to the Leechs Gully Progress Association towards the costs associated with the items in (1) above.      |  |  |  |
|                               | (3) Negotiates with the Leechs Gully Progress Association on the proposed relocation of the Band Hall.                               |  |  |  |
| (John Macnish/Bronwyn Petrie) |                                                                                                                                      |  |  |  |

**Notes**  
**18 May 2022 5:12pm Melling, Elizabeth**  
 Ongoing - Chief Executive Office met with Grant Johnson for an update 12 May 2022  
**02 Dec 2021 1:47pm Fitzpatrick, Christie**  
 Data imported from Resolution Register:  
 24.2.21 Mr Rod Dowe was informed of Council's decision.  
 25.2.21 Mr Dowe will contact a surveyor re the recommendation of part 1 (a) as a first step in the process.  
 1.3.21 Mr Dowe provided with the names of some Heritage Consultants.  
 12.3.21 The above is evidence of part 3 of the recommendation being enacted.  
 20.4.21 The Gem Club have been advised of the council resolution and provided with contact with Leechs Gully Progress Association for continued use of the hall if relocation takes place.  
 4.5.21 Survey to be completed and relocation quotes are being sought by Progress Association  
 11.6.21 Nothing further to report.  
 19.7.21 Committee to meet and review Constitution.  
 13.8.21 Ongoing waiting for Progress Assoc to become an incorporated body.  
 8.10.21 Meeting to be organised with Progress Association and TSC  
 11.11.21 Meeting held on site to discuss the actions required to expedite the relocation of the Hall to Leechs Gully.  
 8.12.21 They have organised a heritage report which is due Feb 2022. PS is coordinating the matter.

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| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Officer         | Title                                  | Target    |
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| Council 24/03/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 24/03/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Counsell, David | Snake Creek Road - Road Reserve Update | 7/04/2021 |
| <b>60/21</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Resolved</b> that Council:                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                                        |           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | (1) Proceed with the compulsory acquisition of the land described as part of Lot 7301 DP 1145839 for the purpose of dedicating a road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;<br><br>(2) Make an application to the Minister and the Governor for approval to acquire part of Lot 7301 DP 1145839 by compulsory process under section 177 (2)(b) of the Roads Act 1993.<br><br>(Greg Sauer/Bronwyn Petrie) |                 |                                        |           |
| <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |                                        |           |
| 12 Mar 2023 8:35pm Counsell, David<br>Staff resources being allocated to this matter in April to revise the application.<br>15 Nov 2022 4:12pm Melling, Elizabeth<br>Staff member currently on extended leave until January 2023<br>14 Feb 2022 2:58pm Gibbins, Jessica<br>Collating documents for the new application to send to OLG<br>02 Dec 2021 1:54pm Fitzpatrick, Christie<br>Data imported from Resolution Register:<br>10.5.21 Office of Local Government application required.<br>15.6.21-19.7.21 Office of Local Government Application being drafted.<br>18.8.21 Application and attachments sent 17/8/21 OUT21/61C3BA5A.<br>14.10.21 Application rejected as need updated searches & correspondence. Being arranged for resubmitting. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |                                        |           |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Date                                                                                                                                                                                               | Officer         | Title                               | Target     |
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| Council 28/04/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 28/04/2021                                                                                                                                                                                         | Counsell, David | Molesworth Street Drainage Easement | 12/05/2021 |
| <b>86/21</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Resolved</b> that the matter of the Molesworth Street Draining Easement be deferred until the roles and responsibilities are determined in relation to stormwater discharge onto Lots 1 and 13. |                 |                                     |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | (Brian Murray/Michael Petrie)                                                                                                                                                                      |                 |                                     |            |
| <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                    |                 |                                     |            |
| 12 Mar 2023 8:38pm Counsell, David<br>Report to Council planned for April meeting.<br>08 Dec 2022 1:01pm Counsell, David<br>Report to be prepared to Council early in 2023.<br>14 Feb 2022 12:07pm Counsell, David<br>Further advice on responsibilities being resolved with planning authorities and further report to be presented to Council in March 2022.<br>02 Dec 2021 1:56pm Fitzpatrick, Christie<br>Data imported from Resolution Register:<br>7.5.21 Matter referred to cross department meeting for discussion with Council's Planning and Building Departments for further action.<br>7.6.21 Council report from April has been discussed at cross department meeting and assessment of the extent of properties and impacts is being investigated.<br>19.7.21-18.10.21 Council Report to be prepared by Engineering with input from Planning Dept. |                                                                                                                                                                                                    |                 |                                     |            |

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

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

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

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>124/22</b> | <b>Resolved</b> that Council as the Roads Authority under the Roads Act 1993:-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|               | <p>(1) Approves the installation of a public gate and vehicular by-pass on McCliftys Road at approx. 0.316km west of the New England Highway intersection and Bungulla Reserve Road at the intersection with Rosehill Road in accordance with Council Policy No 2.162 – Public Gates and Vehicle By-passes; and</p> <p>(2) Provide applicant with Council Consent as outlined in 4.2 Council’s Internal Administrative Procedures of Policy 2.162.</p> <p>(3) Advertise the approval with proposed installation 1 month after advertising as required by the Roads Regulation 2008.</p> <p style="text-align: right;">(Giana Saccon/Tom Peters)</p> <p><b>Motion Carried</b></p> |

|                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Notes</b>                                                                                                                               |
| 12 Mar 2023 8:41pm Counsell, David<br>Consents have been issued and works have commenced on both matters. Application process is complete. |
| 15 Nov 2022 4:13pm Melling, Elizabeth<br>Staff member currently on extended leave until January 2023                                       |

| Meeting            | Date       | Officer         | Title                             | Target     |
|--------------------|------------|-----------------|-----------------------------------|------------|
| Council 27/07/2022 | 27/07/2022 | Counsell, David | AM White Drive reserve dedication | 10/08/2022 |

|               |                                                                                                                                                                                        |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>148/22</b> | <b>Resolved</b> that Council proceed with action to formally dedicate Part of Lot 2 DP 815097 as a Public Road Reserve along A M White Drive from New England Highway to Bolivia Hall. |
|               | (Tim Bonner/Peter Petty)                                                                                                                                                               |
|               | <b>Motion Carried</b>                                                                                                                                                                  |

|                                                                                                                                                                                                                              |
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| <b>Notes</b>                                                                                                                                                                                                                 |
| 12 Mar 2023 8:42pm Counsell, David<br>Submission to TfNSW continuing.                                                                                                                                                        |
| 08 Dec 2022 1:01pm Counsell, David<br>Details being compiled for submission to TFNSW to undertake dedication.                                                                                                                |
| 14 Sep 2022 12:16pm Counsell, David<br>Crown Lands have confirmed status of the land and do not object to proposed dedication. Matter will now be referred to Transport for NSW to progress the formal dedication as a road. |
| 17 Aug 2022 12:50pm Melling, Elizabeth<br>Matter to be raised with Crown Lands for discussion of process.                                                                                                                    |

| Meeting            | Date       | Officer         | Title                                          | Target     |
|--------------------|------------|-----------------|------------------------------------------------|------------|
| Council 27/07/2022 | 27/07/2022 | Counsell, David | Policy 2.162 Public Gates and Vehicle Bypasses | 10/08/2022 |

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

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| Meeting                                                                                                                                       | Date | Officer | Title | Target |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| <b>Notes</b>                                                                                                                                  |      |         |       |        |
| 12 Mar 2023 8:43pm Counsell, David<br>Report to Council planned for April meeting.                                                            |      |         |       |        |
| 08 Dec 2022 12:59pm Counsell, David<br>Report to Council yet to be completed.                                                                 |      |         |       |        |
| 14 Sep 2022 12:24pm Counsell, David<br>Public exhibition period has been held and a report will be prepared for Council to review the Policy. |      |         |       |        |
| 12 Aug 2022 4:26pm Melling, Elizabeth<br>Put on Public Display - Website. 28 days on display.                                                 |      |         |       |        |

| Meeting            | Date                                                                                                                                                                     | Officer         | Title                                                                         | Target     |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------|------------|
| Council 27/07/2022 | 27/07/2022                                                                                                                                                               | Counsell, David | Policy 2.130 Construction & Maintenance of Property Access from Council Roads | 10/08/2022 |
| <b>160/22</b>      | <b>Resolved</b> that Council:                                                                                                                                            |                 |                                                                               |            |
|                    | Place Policy 2.130 Construction & Maintenance of Property Access from Council Roads on public display for 28 days to seek community input prior to reviewing the policy. |                 |                                                                               |            |
|                    | (Peter Petty/Peter Murphy)                                                                                                                                               |                 |                                                                               |            |
|                    | <b>Motion Carried</b>                                                                                                                                                    |                 |                                                                               |            |

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

| Meeting            | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Officer         | Title                                              | Target    |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------|-----------|
| Council 24/08/2022 | 24/08/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Davidson, Tamai | OPTIONS TO MANAGE 136 MANNERS STREET, TENTERFIELD. | 7/09/2022 |
| <b>190/22</b>      | <b>OFFICER'S RECOMMENDATION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |                                                    |           |
|                    | <b>That Council delegate authority the Chief Executive to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                                                    |           |
|                    | <ol style="list-style-type: none"> <li>1. Leave the current lessee in occupation on a month to month basis at the same rent or;</li> <li>2. Commence negotiations for a new commercial lease over the property with the existing tenant at a market rent or;</li> <li>3. Commence negotiations for a new commercial lease over the property with the existing tenant at a concessional rent or;</li> <li>4. Investigate putting the property to the market for lease or;</li> <li>5. Investigate the sale of the property with vacant possession or subject to a lease at a market rent.</li> </ol> |                 |                                                    |           |
|                    | <b>AMENDMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |                                                    |           |
|                    | That Council delegate authority to the Chief Executive to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 |                                                    |           |
|                    | <ol style="list-style-type: none"> <li>1. Leave the current lessee in occupation on a month to month basis for six months; and</li> <li>2. Commence negotiations for a new commercial lease over the property with the existing tenant at a market rent.</li> </ol>                                                                                                                                                                                                                                                                                                                                 |                 |                                                    |           |
|                    | (Peter Petty/Greg Sauer)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |                                                    |           |



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| Meeting                                                                                                                                                                                                    | Date | Officer | Title                                                                                                                                                                                                           | Target |
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|                                                                                                                                                                                                            |      |         | <b><u>Amendment Carried</u></b>                                                                                                                                                                                 |        |
|                                                                                                                                                                                                            |      |         | <b><u>Resolved</u></b> that Council delegate authority the Chief Executive to:                                                                                                                                  |        |
|                                                                                                                                                                                                            |      |         | 1. Leave the current lessee in occupation on a month to month basis for six months; and<br><br>2. Commence negotiations for a new commercial lease over the property with the existing tenant at a market rent. |        |
|                                                                                                                                                                                                            |      |         | (Peter Petty/Greg Sauer)                                                                                                                                                                                        |        |
|                                                                                                                                                                                                            |      |         | <b><u>Motion Carried</u></b>                                                                                                                                                                                    |        |
| <b>Notes</b>                                                                                                                                                                                               |      |         |                                                                                                                                                                                                                 |        |
| 14 Feb 2023 9:27am Melling, Elizabeth<br>Report to go to March 2023 Ordinary Council Meeting                                                                                                               |      |         |                                                                                                                                                                                                                 |        |
| 02 Nov 2022 9:42am Coonan, Neville<br>A letter has been sent to the tenant advising them of the resolution.                                                                                                |      |         |                                                                                                                                                                                                                 |        |
| 20 Sep 2022 8:35am Coonan, Neville<br>The tenant will be provided with a letter notifying them of the Council resolution. Market rent assessments will be organised towards the end of the 6 month period. |      |         |                                                                                                                                                                                                                 |        |

| Meeting                                                                                                                                                          | Date       | Officer         | Title                                                                                                                                           | Target     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Council 28/09/2022                                                                                                                                               | 28/09/2022 | Counsell, David | ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - SUNNYSIDE PLATFORM ROAD                                                               | 12/10/2022 |
| <b>200/2</b>                                                                                                                                                     |            |                 | <b><u>Resolved</u></b> that Council:                                                                                                            |            |
|                                                                                                                                                                  |            |                 | (1) Agree to the acquisition of land adjacent to Sunnyside Platform Road for road widening purposes at the intersection of Bruxner Way; and     |            |
|                                                                                                                                                                  |            |                 | (2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners. |            |
|                                                                                                                                                                  |            |                 | (Peter Petty/Tom Peters)                                                                                                                        |            |
|                                                                                                                                                                  |            |                 | <b><u>Motion Carried</u></b>                                                                                                                    |            |
| <b>Notes</b>                                                                                                                                                     |            |                 |                                                                                                                                                 |            |
| 13 Apr 2023 3:47pm Counsell, David<br>Registered valuer has been engaged to assess the value for this matter along with other similar tasks underway at present. |            |                 |                                                                                                                                                 |            |
| 12 Mar 2023 8:44pm Counsell, David<br>Acquisition plan completed and are with Solicitors to arrange to execute acquisition process.                              |            |                 |                                                                                                                                                 |            |
| 31 Jan 2023 9:37am Counsell, David<br>Surveyor is completing field work and acquisition plan to be prepared during February.                                     |            |                 |                                                                                                                                                 |            |
| 08 Dec 2022 12:53pm Counsell, David<br>Surveyor has been engaged for acquisition plan and works to undertaken adjusted fencing has been programmed.              |            |                 |                                                                                                                                                 |            |
| 12 Oct 2022 3:31pm Counsell, David<br>Preliminary meeting held with registered surveyor to assist in acquisition process.                                        |            |                 |                                                                                                                                                 |            |

| Meeting            | Date       | Officer         | Title                                                                                                                                            | Target     |
|--------------------|------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Council 28/09/2022 | 28/09/2022 | Counsell, David | ACQUISITION OF LAND REQUIRED FOR ROAD REALIGNMENT PURPOSES ON PADDYS FLAT ROAD NORTH                                                             | 12/10/2022 |
| <b>201/22</b>      |            |                 | <b><u>Resolved</u></b> that Council:                                                                                                             |            |
|                    |            |                 | (1) Agree to the acquisition of land adjacent to Paddys Flat Road North for road realignment and widening purposes at Kangaroo Creek Bridge; and |            |
|                    |            |                 | (2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners. |            |
|                    |            |                 | (Peter Petty/Tom Peters)                                                                                                                         |            |

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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Tuesday, 18 April 2023<br>2:04:47 PM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                         |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Date | Officer | Title                 | Target |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |         | <b>Motion Carried</b> |        |
| <b>Notes</b><br><b>13 Apr 2023 3:47pm Counsell, David</b><br>Survey and acquisition plan preparation is continuing with the surveyors.<br><b>12 Mar 2023 8:46pm Counsell, David</b><br>Survey field work is yet to be completed.<br><b>31 Jan 2023 9:35am Counsell, David</b><br>Bridge approach works being finalised and surveyor is planning to undertake field work at the end of February.<br><b>08 Dec 2022 12:55pm Counsell, David</b><br>Surveyor has been engaged for acquisition plan. Fencing has been undertaken for new boundary.<br><b>12 Oct 2022 3:33pm Counsell, David</b><br>Meeting held with registered surveyor to assist in realignment acquisition process. |      |         |                       |        |

| Meeting               | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Officer         | Title                                                                                   | Target     |
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| Council 28/09/2022    | 28/09/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Counsell, David | ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - MT LINDESAY ROAD BLER PROJECT | 12/10/2022 |
| <u>202/22, 203/22</u> | <b>Resolved</b> that Council: <ol style="list-style-type: none"> <li>(1) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes on various curves being widened under the BLER Fund project; and</li> <li>(2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.<br/><span style="float: right;">(Peter Petty/Tom Peters)</span></li> </ol> <b>Motion Carried</b><br><br><b>Resolved</b> that Council: <ol style="list-style-type: none"> <li>(1) Agree to the acquisition of land along Kildare Road for road aligning purposes; and</li> <li>(2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners in consideration to close an existing road reserve in exchange.<br/><span style="float: right;">(Peter Petty/Tom Peters)</span></li> </ol> <b>Motion Carried</b> |                 |                                                                                         |            |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |  |  |
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| <b>Notes</b><br><b>12 Mar 2023 8:47pm Counsell, David</b><br>Solicitors are continuing the acquisition process with the two property owners.<br><b>31 Jan 2023 9:32am Counsell, David</b><br>Survey plans are completed and with Council's Solicitors for legal processing.<br><b>08 Dec 2022 12:56pm Counsell, David</b><br>Surveyor engaged, survey work undertaken and acquisition plan being compiled.<br><b>02 Nov 2022 9:44am Counsell, David</b><br>Field survey works have commenced for the acquisition.<br><b>12 Oct 2022 3:35pm Counsell, David</b><br>Preliminary meeting held with registered surveyor to assist in road widening acquisition with survey and plan preparation. |  |  |  |  |
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| Meeting               | Date                                                                                                                                                                                                                                          | Officer         | Title                                                                      | Target     |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------|------------|
| Council 28/09/2022    | 28/09/2022                                                                                                                                                                                                                                    | Counsell, David | ACQUISITION OF LAND REQUIRED FOR ROAD ALIGNING PURPOSES ALONG KILDARE ROAD | 12/10/2022 |
| <u>202/22, 203/22</u> | <b>Resolved</b> that Council: <ol style="list-style-type: none"> <li>(1) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes on various curves being widened under the BLER Fund project; and</li> </ol> |                 |                                                                            |            |



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| Division:<br>Committee:<br>Officer: |                                                                         |

| Meeting | Date | Officer                                                                                                                                                                                                                                     | Title | Target |
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|         | (2)  | Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.<br><br>(Peter Petty/Tom Peters)                                                                 |       |        |
|         |      | <b>Motion Carried</b>                                                                                                                                                                                                                       |       |        |
|         |      | <b>Resolved</b> that Council:                                                                                                                                                                                                               |       |        |
|         | (1)  | Agree to the acquisition of land along Kildare Road for road aligning purposes; and                                                                                                                                                         |       |        |
|         | (2)  | Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners in consideration to close an existing road reserve in exchange.<br><br>(Peter Petty/Tom Peters) |       |        |
|         |      | <b>Motion Carried</b>                                                                                                                                                                                                                       |       |        |

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| <b>Notes</b>                                                                                                                                                      |
| <b>13 Apr 2023 4:01pm Counsell, David</b><br>Surveyor is still preparing acquisition plan as the matter is complex given nature and extent of the road alignment. |
| <b>12 Mar 2023 8:48pm Counsell, David</b><br>Survey plans are still being compiled and have not yet been received from the land surveyors.                        |
| <b>31 Jan 2023 9:30am Counsell, David</b><br>Surveyor has now completed field work pegging of proposed boundaries and plans are being compiled.                   |
| <b>08 Dec 2022 12:57pm Counsell, David</b><br>Surveyor has been engaged and field survey work is partially undertaken with pegging of proposed boundary.          |
| <b>12 Oct 2022 3:36pm Counsell, David</b><br>Preliminary meeting held with registered surveyor to commence road reserve alignment process.                        |

| Meeting            | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Officer            | Title                                                     | Target     |
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| Council 28/09/2022 | 28/09/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Davidson,<br>Tamai | <b>OPTIONS TO MANAGE 142 MANNERS STREET, TENTERFIELD.</b> | 12/10/2022 |
| <b>206/22</b>      | <b>OFFICER'S RECOMMENDATION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |                                                           |            |
|                    | <b>That Council delegate authority to the Chief Executive to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                    |                                                           |            |
|                    | <ol style="list-style-type: none"> <li><b>1. Leave the current lessee in occupation of 'The Property' on a month to month basis at the same rent or;</b></li> <li><b>2. Commence negotiations for new commercial agreement(s) over 'The Property' with the existing tenant at market rents or;</b></li> <li><b>3. Commence negotiations for new commercial agreement(s) over 'The Property' with the existing tenant at a concessional annual payment or rent or;</b></li> <li><b>4. Investigate putting 'The Property' to the market for lease or;</b></li> <li><b>5. Investigate the sale of 142 Manners Street with vacant possession or subject to a lease at a market rent.</b></li> </ol> |                    |                                                           |            |

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| <b>Notes</b>                                                                                                                         |
| <b>14 Feb 2023 9:30am Melling, Elizabeth</b><br>Further Report to Council will be provided to the May 2023 Ordinary Council Meeting. |
| <b>02 Nov 2022 9:48am Coonan, Neville</b><br>No action required at this time.                                                        |
| <b>19 Oct 2022 1:13pm Condric, Jodie</b><br>Letter has been sent to the current lessee                                               |

| Meeting            | Date                          | Officer         | Title                              | Target     |
|--------------------|-------------------------------|-----------------|------------------------------------|------------|
| Council 28/09/2022 | 28/09/2022                    | Keneally, Fiona | <b>Sale of Surplus Plant Items</b> | 12/10/2022 |
| <b>211/22</b>      | <b>Resolved</b> that Council: |                 |                                    |            |

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| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                         | Target |
|---------|------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|         |      |         | (1) Delegate the Chief Executive the authority to arrange for sale of the surplus items of plant identified in the report by public auction with a reserve price to be set by the Chief Executive.<br><br>(Greg Sauer/Geoff Nye)<br><br><b>Motion Carried</b> |        |

**Notes**  
 18 Apr 2023 12:50pm Melling, Elizabeth  
 Advised by Director Infrastructure that all surplus plant have been sold, with the Franna crane to be arranged in the coming weeks.

| Meeting            | Date       | Officer         | Title                                                                                                                 | Target     |
|--------------------|------------|-----------------|-----------------------------------------------------------------------------------------------------------------------|------------|
| Council 28/09/2022 | 28/09/2022 | Condrick, Jodie | Commence negotiations with the current occupier of Reserve R83670 with the intent of entering into a long term lease. | 12/10/2022 |

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |  |
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| <b>212/22</b> | <b>OFFICER'S RECOMMENDATION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |
|               | <b>That Council:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |
|               | (1) Ratify the Letter of Support (Attachment A) to current occupier to apply for a grant to revitalise the clubhouse by extending the kiosk function area and construct amenities, noting that any additional asset cost will be on Councils Asset Register until a Lease is effected;<br><br>(2) Prepare and have approved a Plan of Management (PoM) for the Reserve (Reserve R83670 - Lot 599 DP 704008) in consultation with the occupiers, and<br><br>(3) Provide 'in principle' approval for the Chief Executive to commence negotiations for a long-term Lease over the Reserve. The 'in principle' approval is provided subject to the satisfactory resolution of community consultation processes, necessary Crown Land approvals, satisfactory site analysis, Lease negotiation and development approval process. |  |  |  |

**Notes**  
 19 Oct 2022 1:09pm Condrick, Jodie  
 Letter of Support was sent and POM and lease are still being investigated

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

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |  |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <b>227/22</b> | <b>Resolved</b> that pursuant to s.211(2) of the <i>Local Government Act 1993</i> (NSW) that Council advises:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |  |
|               | (1) The Electoral Commission of its elector numbers being greater than 10% in variance in the month of April and September 2022; and<br><br>(2) That it is Council's intention to monitor the number of electors of each ward until April 2023, when Census 2021 data is fully integrated at the Electoral Commission NSW; and<br><br>(3) Should, in April 2023, the elector numbers still be greater than a 10% variation it is then Council's intention to change the existing Ward Boundaries for the Local Government election to be held in September 2024.<br><br>(Kim Rhodes/Greg Sauer)<br><br><b>Motion Carried</b> |  |  |  |

**Notes**  
 18 Apr 2023 12:32pm Melling, Elizabeth  
 Emailed NSW Electoral Commission seeking guidance on the rollover of Census data. No response as yet.  
 10 Mar 2023 8:22am Melling, Elizabeth  
 Reviewing figures for 2023  
 10 Feb 2023 1:52pm Melling, Elizabeth  
 Review figures for January & February 23 to include in MOR

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| Division:<br>Committee:<br>Officer: |                                                                         |

| Meeting                                                                                                                                                                | Date | Officer | Title | Target |
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| 05 Dec 2022 11:11am Melling, Elizabeth                                                                                                                                 |      |         |       |        |
| Review variation monthly advise in MOR monthly until April 2023                                                                                                        |      |         |       |        |
| 15 Nov 2022 4:30pm Melling, Elizabeth                                                                                                                                  |      |         |       |        |
| Will monitor enrolment figures in each Ward up to and including April 2023. Then start the boundary adjustment process should a greater than 10% margin be calculated. |      |         |       |        |

| Meeting            | Date                                                                                                                                                                                                       | Officer      | Title                            | Target    |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------|-----------|
| Council 26/10/2022 | 26/10/2022                                                                                                                                                                                                 | Mills, Bruce | SALE OF SURPLUS LAND - BENDALL'S | 9/11/2022 |
| <b>245/22</b>      | <b>Resolved</b> that Council:                                                                                                                                                                              |              |                                  |           |
|                    | (1) Authorise the Chief Executive to Sell Bendall's (Lot 2 DP 1037068) via public auction; and<br>(2) Seek quotations from Agents to List, advertise and manage the auction.<br><br>(Kim Rhodes/Geoff Nye) |              |                                  |           |
|                    | <b>Motion Carried</b>                                                                                                                                                                                      |              |                                  |           |
|                    | <i>Upon being put to the meeting, the motion was declared carried. The record of the vote was sought by Cr Giana Saccon and supported by the Chairperson.</i>                                              |              |                                  |           |
|                    | <i>Against the Motion was Councillors Giana Saccon and Tom Peters.</i>                                                                                                                                     |              |                                  |           |

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| <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                |  |  |  |  |
| 18 Apr 2023 12:44pm Melling, Elizabeth<br>Officer negotiating with agent to achieve \$1m – as requested by Council.<br>Offer received. Council Report - April 2023 Ordinary Council Meeting to resolve.                                                                                                                                                     |  |  |  |  |
| 10 Feb 2023 2:25pm Melling, Elizabeth<br>Auction arranged with Nutrien Hardcourts 18 March 2023 at 11.30 am at their Rosue St property                                                                                                                                                                                                                      |  |  |  |  |
| 15 Nov 2022 4:38pm Melling, Elizabeth<br>Staff have emailed and spoken to ALL local real estate agents, advising Council's decision and asked for quotes to sell "Bendall's".<br>Four agents have responded. Staff will discuss proposals with Chief Executive when he returns to work and decide on which agent will be given the sale. Monday, 7 Nov 2022 |  |  |  |  |

| Meeting            | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Officer         | Title                                                                                | Target     |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------|------------|
| Council 21/12/2022 | 21/12/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Counsell, David | TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING - THURSDAY 1 DECEMBER 2022 | 11/01/2023 |
| <b>251/22</b>      | <b>Resolved</b> that Council:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 |                                                                                      |            |
|                    | (1) Receive and note the report of the Tenterfield Shire Council Local Traffic Committee meeting of 1 December 2022;<br><br>(2) Adopt the recommendations from the meeting as follows:-<br><br>a) <b>Traffic Accident - Tooloom Street, Urbenville</b><br>TfNSW recommends a traffic signage review of the area and applying for Fatal Crash Response funding if upgrades are required.<br><br>b) <b>Manners Street, Tenterfield – request for pedestrian crossing.</b><br>Transport for NSW to assess the site in respect to the request for a pedestrian crossing given the close proximity to the New England Highway. Council to send a letter to TfNSW requesting assessment.<br><br>c) <b>Rouse Street Telstra Driveway.</b><br>All line marking of the parking bays be reviewed and renewed in CBD.<br><br>d) <b>Cycle Event.</b><br>That Committee note the application and recommend the event be approved subject to any requirements of Transport for NSW and NSW Police in liaison with The Saddlers Mountain Bike Club Tenterfield Inc. prior to event.<br><br>e) <b>Manners Street Bus Stop.</b> |                 |                                                                                      |            |

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| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                                                              | Target |
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|         |      |         | That the Committee note the request and prior to considering any change to the existing bus stop in Manners Street, seek comments from Transport for NSW Traffic Section in respect to any traffic impacts to the Rouse Street (New England Highway) traffic and parking arrangement implications. |        |
|         |      |         | <b>f) Proposed meeting dates for 2023</b><br>Committee accept meeting dates as presented.                                                                                                                                                                                                          |        |
|         |      |         | (Tom Peters/Tim Bonner)                                                                                                                                                                                                                                                                            |        |
|         |      |         | <b>Motion Carried</b>                                                                                                                                                                                                                                                                              |        |

**Notes**  
 13 Apr 2023 4:02pm Counsell, David  
 Outstanding actions are to be actioned when possible.  
 12 Mar 2023 8:49pm Counsell, David  
 Actions from the meeting are being programmed as resources allow.

| Meeting            | Date       | Officer           | Title                                         | Target     |
|--------------------|------------|-------------------|-----------------------------------------------|------------|
| Council 22/02/2023 | 22/02/2023 | Marchant, Gillian | REPLACEMENT PLANT 26 WASTE SIDE LOADING TRUCK | 15/03/2023 |

|             |                                                                                                                                                                                                                                                                                |  |  |  |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <b>6/23</b> | <b>OFFICER'S RECOMMENDATION:</b>                                                                                                                                                                                                                                               |  |  |  |
|             | <b>That Council:</b>                                                                                                                                                                                                                                                           |  |  |  |
|             | (1) Procure "Side Loader" in accordance with Council's Procurement Policies and Process; and                                                                                                                                                                                   |  |  |  |
|             | (2) Approve the transfer of the funds from the Waste Fund Reserve to a value of the final purchase price (estimated at \$550,000) from the restricted Reserve to the Operational Budget to be formally resolved as part of the March 2023 Quarterly Budget Review process; and |  |  |  |
|             | (3) Approve the donation of plant number 26 with a written down value of \$19,500 to Inverell TAFE (heavy vehicles).                                                                                                                                                           |  |  |  |
|             | <b>AMENDMENT</b>                                                                                                                                                                                                                                                               |  |  |  |
|             | 4) That unit 26 be transferred to the Tenterfield Transport Museum after Inverell TAFE have finished with the vehicle.                                                                                                                                                         |  |  |  |
|             | (Geoff Nye/Greg Sauer)                                                                                                                                                                                                                                                         |  |  |  |
|             | <b>Amendment Carried</b>                                                                                                                                                                                                                                                       |  |  |  |

**Notes**  
 06 Apr 2023 9:21am Marchant, Gillian  
 Added to Vendor Panel  
 10 Mar 2023 6:22pm Marchant, Gillian  
 Updated RFT, to be added to Vendor Panel.

| Meeting            | Date       | Officer         | Title                                                                                | Target     |
|--------------------|------------|-----------------|--------------------------------------------------------------------------------------|------------|
| Council 22/02/2023 | 22/02/2023 | Counsell, David | TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING - THURSDAY 2 FEBRUARY 2023 | 15/03/2023 |

|              |                                                                                                           |  |  |  |
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| <b>18/23</b> | <b>Resolved</b> that Council:                                                                             |  |  |  |
|              | Receive and note the minutes of the Tenterfield Shire Local Traffic Committee meeting of 2 February 2023; |  |  |  |
|              | (1) Adopt the following recommendations from General Business a) thru d):                                 |  |  |  |

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| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Target |
|---------|------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|         |      |         | <p>(a) ROUSE STREET VISITOR INFORMATION CENTRE PARKING SIGNS - That Council amend the regulatory parking signs for the Rouse Street parking spaces immediately in front of the Visitor Information Centre to 30-minute time limited parking;</p> <p>(b) TENTERFIELD HIGH SCHOOL CROSS COUNTRY EVENT - That Council approve the annual Tenterfield High School Cross Country event subject to Police approval and standard conditions;</p> <p>(c) ANZAC DAY – TENTERFIELD - That Council offer no objection to the temporary closure of roads including sections of Manners Street, Rouse Street and Molesworth Street associated with the annual ANZAC Day ceremony 25 April 2023 subject to approval by NSW Police and Transport NSW with standard conditions;</p> <p>(d) ANZAC DAY – URBENVILLE - That Council offer no objection to the temporary closure of streets including sections of Beauy Street, Tooloom Street and Clarence Way in Urbenville associated with the annual ANZAC Day ceremony 25 April 2023 subject to approval by NSW Police and Transport NSW with standard conditions.</p> <p style="text-align: right;">(Giana Saccon/Tom Peters)</p> <p><b>Motion Carried</b></p> |        |

**Notes**  
**13 Apr 2023 4:03pm Counsell, David**  
 Outstanding actions to be actioned, noting that signage upgrading near Bookookoorara bridge has been undertaken.  
**12 Mar 2023 8:50pm Counsell, David**  
 Actions from the Februray meeting are being programmed as staffing resources allow.

| Meeting            | Date            | Officer            | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Target     |
|--------------------|-----------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Council 22/03/2023 | 22/03/2023      | Melling, Elizabeth | ANZAC DAY ARRANGEMENTS - TUESDAY, 25 APRIL 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 12/04/2023 |
| <b>28/23</b>       | <b>Resolved</b> |                    | <p>(1) That in accordance with Council Minute 208/04, Council’s representative at Anzac Day Ceremonies throughout the Shire will lay a wreath or present a book as per the requirements of the local organisers; and</p> <p>(2) That Councillors be allocated to attend the Anzac Day services and events around the Shire as follows:</p> <p>(a) The Mayor, Cr Bronwyn Petrie at the Tenterfield Dawn Service and Morning Service;</p> <p>(b) Councillor Cr Tom Peters at the Dawn Service in Torrington;</p> <p>(c) Councillor Cr Peter Petty &amp; Cr Tim Bonner at the Legume Service;</p> <p>(d) Councillor Cr Tim Bonner at the Urbenville Service;</p> <p>(e) Councillor Cr Peter Petty (Dawn) at the Jennings Service;</p> <p>(f) Councillor Cr John Macnish at the Drake Service;</p> <p>(g) Councillor Cr Tim Bonner at the Liston Service; and</p> <p>(h) Councillor Cr Peter Murphy at the Mingoola Service.</p> <p style="text-align: right;">(Peter Petty/Kim Rhodes)</p> <p><b>Motion Carried</b></p> |            |

**Notes**  
**18 Apr 2023 12:33pm Melling, Elizabeth**  
 Wreaths & Bools ordered and being prepared.

| Meeting            | Date            | Officer          | Title                                                                                                         | Target     |
|--------------------|-----------------|------------------|---------------------------------------------------------------------------------------------------------------|------------|
| Council 22/03/2023 | 22/03/2023      | Gibbins, Jessica | CROWN LANDS PLAN OF MANAGEMENT RESERVE 57957 - JUBILEE PARK                                                   | 12/04/2023 |
| <b>29/23</b>       | <b>Resolved</b> |                  | <p>that Council:</p> <p>(1) Endorse the draft Plan of Management Jubilee Park – Crown Reserve R57957; and</p> |            |



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| Meeting | Date | Officer                                                                                                                              | Title | Target |
|---------|------|--------------------------------------------------------------------------------------------------------------------------------------|-------|--------|
|         | (2)  | Forward the draft Plan of Management to the Crown Lands Minister for approval prior to the compulsory community consultation period. |       |        |
|         |      | (Kim Rhodes/Greg Sauer)                                                                                                              |       |        |
|         |      | <b>Motion Carried</b>                                                                                                                |       |        |
| Notes   |      |                                                                                                                                      |       |        |

| Meeting                                                                       | Date                                                                                                                                                                                                                                                           | Officer      | Title                                                                             | Target     |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------------|------------|
| Council 22/03/2023                                                            | 22/03/2023                                                                                                                                                                                                                                                     | Mills, Bruce | OPTIONS FOR COMMUNITY MANAGEMENT OF THE TENTERFIELD VISITORS' INFORMATION CENTRE. | 12/04/2023 |
| <b>33/23</b>                                                                  | <b>OFFICER'S RECOMMENDATION:</b>                                                                                                                                                                                                                               |              |                                                                                   |            |
|                                                                               | <b>That Council:</b>                                                                                                                                                                                                                                           |              |                                                                                   |            |
|                                                                               | (1) Authorises the Chief Executive to advertise for Expressions of Interest (EOI) from appropriately Incorporated, not-for-profit, community group to manage the day-to-day visitor information services of the Tenterfield Visitors' Information Centre (VIC) |              |                                                                                   |            |
| Notes                                                                         |                                                                                                                                                                                                                                                                |              |                                                                                   |            |
| 18 Apr 2023 12:48pm Melling, Elizabeth<br>Expressions of Interest advertised. |                                                                                                                                                                                                                                                                |              |                                                                                   |            |

| Meeting                                                                                   | Date                                                                                                                                                                                                                                                                   | Officer         | Title                                       | Target     |
|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------|------------|
| Council 22/03/2023                                                                        | 22/03/2023                                                                                                                                                                                                                                                             | Bursford, Erika | TENTERFIELD SHIRE WARD D COUNCILLOR VACANCY | 12/04/2023 |
| <b>34/23</b>                                                                              | <b>Resolved</b> that Council:                                                                                                                                                                                                                                          |                 |                                             |            |
|                                                                                           | (1) Set aside Council Resolution 5/22 of 12 January 2022 to call a by-election and have Council conduct an election in the event of a casual vacancy of civic office, and                                                                                              |                 |                                             |            |
|                                                                                           | (2) Makes application to the Minister for Local Government under section 294 of the NSW Local Government Act 1993 that the Tenterfield Shire Ward D civic office casual vacancy remain unfilled until the next ordinary Council elections are held, in September 2024. |                 |                                             |            |
|                                                                                           | (Peter Petty/John Macnish)                                                                                                                                                                                                                                             |                 |                                             |            |
|                                                                                           | <b>Motion Carried</b>                                                                                                                                                                                                                                                  |                 |                                             |            |
| Notes                                                                                     |                                                                                                                                                                                                                                                                        |                 |                                             |            |
| 18 Apr 2023 12:31pm Melling, Elizabeth<br>Letter to Minister emailed and posted 17.4.2023 |                                                                                                                                                                                                                                                                        |                 |                                             |            |

| Meeting            | Date                                                                                                                                                                                                       | Officer         | Title                                      | Target     |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------|------------|
| Council 22/03/2023 | 22/03/2023                                                                                                                                                                                                 | Davidson, Tamai | LEASING OF 136 MANNERS STREET, TENTERFIELD | 12/04/2023 |
| <b>42/23</b>       | <b>Resolved</b> that Council:                                                                                                                                                                              |                 |                                            |            |
|                    | (1) Accept the offer from Tenterfield Total Care in the amount of \$9,000.00 per annum plus GST with annual CPI increases from the first adversary date of lease, for the duration of the lease agreement. |                 |                                            |            |
|                    | (2) Commence drafting of a lease agreement for a five (5) year lease term with an option for a further five (5) years after that, to include minor internal maintenance as a responsibility of the lessee. |                 |                                            |            |
|                    | (3) Commence the lease from 1 April 2023.                                                                                                                                                                  |                 |                                            |            |
|                    | (Kim Rhodes/Peter Petty)                                                                                                                                                                                   |                 |                                            |            |
|                    | <b>Motion Carried</b>                                                                                                                                                                                      |                 |                                            |            |