



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER ORDINARY COUNCIL MEETING 24 MAY 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 24 May 2023** commencing at **9.30 am**.

Daryl Buckingham
Chief Executive

COMMUNITY CONSULTATION – PUBLIC ACCESS

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

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

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

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

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

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

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

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

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

CONFLICT OF INTERESTS

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

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

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

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

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

Non-pecuniary Interests - Must be disclosed in meetings.

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

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

Disclosures to be Recorded (s 453 Act)

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

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## ORDER OF BUSINESS

### Community Consultation (Public Access)

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

## **CLOSED COUNCIL**

### **Confidential Reports**

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

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

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

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

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

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

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

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

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

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

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

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

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

# AGENDA

## COMMUNITY CONSULTATION (PUBLIC ACCESS)

### WEBCASTING OF MEETING

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

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

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

### 1. OPENING & WELCOME

#### 2. (A) OPENING PRAYER

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

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

#### (B) ACKNOWLEDGEMENT OF COUNTRY

*"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 Jukemba, 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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## **8. MAYORAL MINUTE**

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

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### **OUR COMMUNITY**

### **OUR ECONOMY**

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**14. CONFIDENTIAL BUSINESS**

**CONFIDENTIAL**

|                |                                                                 |  |
|----------------|-----------------------------------------------------------------|--|
| (ITEM COM5/23) | PROVISION OF STREET SWEEPING SERVICES -<br>CONTRACT NO 05-22/23 |  |
|----------------|-----------------------------------------------------------------|--|

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (d(i)) (d(ii)) (d(iii)) of the Local Government Act, 1993, as the matter involves commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; AND commercial information of a confidential nature that would, if disclosed (ii) confer a commercial advantage on a competitor of the Council; AND commercial information of a confidential nature that would, if disclosed (iii) reveal a trade secret. (Tenders )

|                |                                                                                    |  |
|----------------|------------------------------------------------------------------------------------|--|
| (ITEM ECO6/23) | SALE OF COUNCIL OWNED LAND - 'BENDALL'S' 8933<br>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) (d(i)) of the Local Government Act, 1993, as the matter involves commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.

(ITEM ECO7/23) PROVISION OF CONCRETE SERVICES TENDER RFT 06-22/23

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (d(i)) of the Local Government Act, 1993, as the matter involves commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.

**15. MEETING CLOSED**

**(ITEM MIN4/23) 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 – 26 April 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 26 April 2023 | 9<br>Pages |
|--------------------------------------------------------------------------------|------------|



# MINUTES



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

## **MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 26 APRIL 2023**

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the "Koreelah Room", Administration Building, 247 Rouse St, Tenterfield. on Wednesday 26 April 2023 commencing at 9.30 am

**ATTENDANCE**

Councillor Bronwyn Petrie (Mayor)  
Councillor John Macnish (Deputy Mayor)  
Councillor Peter Petty  
Councillor Tim Bonner (Zoom)  
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.*

**COMMUNITY CONSULTATION (PUBLIC ACCESS)**

*Community Consultation opened at 9.10 am, with the Mayor welcoming:*

- 1) Gerry Hayes – General Manager, National Trust of Australia (NSW)  
Speaking “Against” ITEM COM4/23 ARTS, CULTURE AND COMMUNITY DEVELOPMENT – REVISED OPERATIONAL MODEL.
- 2) Cheryl Jaques - Community Member  
Speaking “Against” ITEM GOV22/23 OPERATIONAL PLAN 2023 – 2024

**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**

*“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 Jukemba, Bundjalung, Kamilaroi, Githabul and Wahlubul people of our Shire, and extend our respect to all people.”*

**APOLOGIES**

Nil.

**DISCLOSURE & DECLARATIONS OF INTEREST**

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

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

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

45/23

**Resolved** 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.

(Peter Petty/Kim Rhodes)

**Motion Carried**

**TABLING OF DOCUMENTS**

46/23

**Resolved** that the letter from the National Trust - Executive Director - Debbie Mills, regarding Sir Henry Parkes Memorial School of Arts – Report to Council meeting of 26 April 2023 to Daryl Buckingham, dated 24 April 2023 which was emailed to all Councillors on 24 April 2023.

(Peter Petty/Kim Rhodes)

**Motion Carried**

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

**ADDENDUM REPORT**

47/23

**Resolved** that Council accepts into the agenda the following item:

- 1) ITEM COM4/23 ARTS, CULTURE AND COMMUNITY DEVELOPMENT – REVISED OPERATIONAL MODEL.

(Peter Petty/Kim Rhodes)

**Motion Carried**

*Lee Mathers, Manager Arts, Culture and Library Services entered the meeting, the time being 9.34 am.*

**(ITEM COM4/23) ARTS, CULTURE AND COMMUNITY DEVELOPMENT – REVISED OPERATIONAL MODEL**

**SUMMARY**

The purpose of this report is to present a revised operational model for Council's provision of arts, culture and community development activities that is both financially sustainable, reduces cost to ratepayers and provides increased community and economic benefit across the Tenterfield Shire. (ROI)

**OFFICER'S RECOMMENDATION:**

That Council:

- 1) Authorises the Chief Executive to negotiate returning management of and responsibility for the Sir Henry Parkes Memorial School of Arts (SHPMSoA) to the actual property owner, The National Trust of Australia (NSW) through a notice to surrender and terminate the lease as per Clause 3.1 of the lease agreement.

(John Macnish / Peter Petty)

**AMENDMENT**

That Council defer a decision on (ITEM COM4/23) ARTS, CULTURE AND COMMUNITY DEVELOPMENT - REVISED OPERATIONAL MODEL to a future meeting.

(John Macnish/ Kim Rhodes)

**Amendment Lapsed**

**AMENDMENT**

That Council endorse the Chief Executive Officer, Mayor and Deputy Mayor to enter into open discussions and negotiations with the National Trust of NSW as to how the facility may continue in operation in a financially sustainable way, for the benefit of Tenterfield residents and the broader community and to have a Report back to the June 2023 Ordinary Council meeting.

(Peter Petty/Peter Murphy)

**Amendment Carried**

**(ITEM COM4/23) ARTS, CULTURE AND COMMUNITY DEVELOPMENT - REVISED OPERATIONAL MODEL**

- 48/23** **Resolved** that Council endorse the Chief Executive, Mayor and Deputy Mayor to enter into open discussions and negotiations with the National Trust of NSW as to how the facility may continue in operation in a financially sustainable way, for the benefit of Tenterfield residents and the broader community and to have a Report back to the June 2023 Ordinary Council meeting.

(Peter Petty/Peter Murphy)

**Motion Carried Unanimously**

*Lee Mathers, Manager Arts, Culture and Library Services left the meeting, the time being 9.54 am.*

**MAYOR MINUTE**

Nil.

**OPEN COUNCIL REPORTS**

**OUR COMMUNITY**

Nil.

*Bruce Mills, Senior Advisor Communications & Economic Development entered the meeting, the time being 9.54 am.*

**OUR ECONOMY**

**(ITEM ECO5/23) SALE OF COUNCIL - OWNED LAND - "BENDALL'S"  
8933 NEW ENGLAND HIGHWAY, TENTERFIELD.**

**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.

**49/23**

**LOST MOTION**

That Council:

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.

(John Macnish/Kim Rhodes)

**Motion Lost**

*Cr John Macnish, requested his vote "for" the recommendation be recorded.*

**Offer not accepted**

*Bruce Mills, Senior Advisor Communications & Economic Development left the meeting, the time being 10.04 am.*

**OUR ENVIRONMENT**

Nil.

**OUR GOVERNANCE**

**(ITEM GOV16/23) MONTHLY OPERATIONAL REPORT MARCH 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.

**49/23**

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

(Peter Petty/Greg Sauer)

**Motion Carried**

*Erika Bursford, Manager Customer Service, Governance & Records, entered the meeting, the time being 10.23 am*

**(ITEM GOV21/23) TENTERFIELD SHIRE COUNCIL SOCIAL MEDIA POLICY 2023**

**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.

**50/23**

**Resolved** 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.

(Kim Rhodes/John Macnish)

**Motion Carried**

*Erika Bursford, Manager Customer Service, Governance & Records, left the meeting, the time being 10.28 am*

*Roy Jones, Manager Finance & Technology, entered the meeting, the time being 10.28 am*

**(ITEM GOV17/23) FINANCE & ACCOUNTS - PERIOD ENDED 31 MARCH 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.

**51/23**

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

(Greg Sauer/Kim Rhodes)

**Motion Carried**

**(ITEM GOV18/23) CAPITAL EXPENDITURE REPORT AS AT 31 MARCH 2023**

**SUMMARY**

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

**52/23**

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

(Peter Petty/Kim Rhodes)

**Motion Carried**



*Roy Jones, Manager Finance & Technology, left the meeting, the time being 10.36am*

**SUSPENSION OF STANDING ORDERS**

**53/23** **Resolved** that Standing Order be suspended.

(Kim Rhodes/Geoff Nye)

**Motion Carried**

*The meeting adjourned for morning tea, the time being 10.36 am.*

*The meeting reconvened, the time being 11.06 am.*

**RESUMPTION OF STANDING ORDERS**

**54/23** **Resolved** that Standing Orders are resumed.

(Kim Rhodes/Tom Peters)

**Motion Carried**

*Roy Jones, Manager Finance & Technology, entered the meeting, the time being 11.06 am.*

*Erika Bursford, Manager Customer Service, Governance & Records, entered the meeting, the time being 11.06 am*

**(ITEM GOV22/23) OPERATIONAL PLAN 2023/2024**

**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.

**55/23** **Resolved** 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.

(Peter Petty/Geoff Nye)

**Motion Carried**

*Erika Bursford, Manager Customer Service, Governance & Records, left the meeting, the time being 11.47 am.*

Roy Jones, Manager Finance & Technology, left the meeting, the time being 11.06 am.

**(ITEM GOV19/23) DELEGATION FOR CHIEF EXECUTIVE LEAVE PERIOD**

**SUMMARY**

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

**56/23**

**Resolved** 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.

(Peter Petty/Kim Rhodes)

**Motion Carried**

**(ITEM GOV20/23) DESTINATION & VISITOR ECONOMY CONFERENCE -  
MANLY, SYDNEY - 29 - 31 MAY 2023**

**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.

**57/23**

**Resolved** 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.

(Peter Murphy/Greg Sauer)

**Motion Carried**

**REPORTS OF DELEGATES & COMMITTEES**

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

**58/23**

**Resolved** 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.

(Tom Peters/John Macnish)

**Motion Carried**

*Cr Tim Bonner (Via Zoom), left the meeting, the time being 11.54 am.*

**NOTICES OF MOTION**

Nil.

**RESOLUTION REGISTER**

**(ITEM RES3/23) COUNCIL RESOLUTION REGISTER - MARCH 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.

**59/23**

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

(Kim Rhodes/Peter Murphy)

**Motion Carried**

**CONFIDENTIAL BUSINESS**

Nil.

**MEETING CLOSED**

There being no further business the Mayor declared the meeting closed at 11.57 am.

.....  
Councillor Bronwyn Petrie  
Mayor/Chairperson

|                      |                                                          |
|----------------------|----------------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                            |
| <b>Submitted by:</b> | David Counsell, Manager Asset & Program Planning         |
| <b>Reference:</b>    | <b>ITEM EC08/23</b>                                      |
| <b>Subject:</b>      | <b>MT LINDESAY ROAD BRYANS GAP ROAD LAND ACQUISITION</b> |

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

|                      |                                                                                                                                                                                  |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>     | <b>Transport</b> - The Tenterfield Shire has an effective transport network that is safe efficient and affordable for us as a community.                                         |
| <b>CSP Strategy:</b> | Deliver a well-designed, safe road network, including carparking, footpaths and cycleways, that is suitable for all users now and take into consideration future network demand. |

#### **SUMMARY**

The purpose of this Report is to seek Council concurrence to commence investigations of the Mt Lindesay Road Reserve near Bryans Gap Road for proposed rehabilitation works and undertake necessary acquisition of land for the proposed road formation.

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

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

- (1) Agree to commence investigation of the Mt Lindesay Road public road reserve with respect to proposed rehabilitation works near Bryans Gap Road, and**
- (2) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes necessary for road rehabilitation, and**
- (3) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.**

#### **BACKGROUND**

It has been identified that a section of Mt Lindesay Road could encroach private property boundaries and it is necessary to formalise the road reserve where proposed rehabilitation works could be undertaken.

#### **REPORT:**

It has been identified that a section of Mt Lindesay Road may encroach onto private property near the Bryans Gap Road intersection and it is necessary to confirm the location of the road formation in respect to the dedicated road reserve.

An external grant funding application has been successful and is being finalised to enable rehabilitation of the pavement on Mt Lindesay Road immediately north of Tenterfield including this location.

Previous land surveys in 1984 indicated that fence lines near the intersection may be up to 14 metres from the true property boundary. It may be necessary to acquire a section of land from adjoining landowners to accommodate the pavement works under this project.

Our Economy No. 8 Cont...

Once agreement is made with a landowner to acquire the portion of land required for the road purposes, a registered surveyor will then be engaged to prepare an acquisition survey plan which is used for purposes of land valuation and compensation assessment, the compensation amount payable in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991.

### **COUNCIL IMPLICATIONS:**

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

Any land acquisition dealings would be undertaken directly with affected landowners, subject to Council approval.

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

- Land Acquisition (Just Terms Compensation) Act 1991.
- Roads Act 1993

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

The costs of the acquisition would include independent valuation of the respective property area, compensation assessment for proposed closed road in exchange of the land required for road purposes, survey costs, plan registration costs and other legal costs. These costs would be funded from Councils Formalise Road Reserves budget.

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

The acquisition is necessary to ensure Council's transport assets are contained within a public road reserve.

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

Nil.

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

It is necessary to ensure the road formation is located within a public road reserve.

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

Nil.

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

The land acquisition would be managed by Council's Engineering Department with the assistance of registered land surveyors, property valuers and Council's lawyers.

### **Fiona Keneally Director Infrastructure**

|                               |                                                  |
|-------------------------------|--------------------------------------------------|
| Prepared by staff member:     | David Counsell, Manager Asset & Program Planning |
| Approved/Reviewed by Manager: | Fiona Keneally, Director Infrastructure          |
| Department:                   | Engineering Department                           |
| Attachments:                  | There are no attachments for this report.        |

|                      |                                                          |
|----------------------|----------------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                            |
| <b>Submitted by:</b> | David Counsell, Manager Asset & Program Planning         |
| <b>Reference:</b>    | <b>ITEM ECO9/23</b>                                      |
| <b>Subject:</b>      | <b>MT LINDESAY ROAD – BOUNDARY ROAD LAND ACQUISITION</b> |

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                      |                                                                                                                                                                                  |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>     | <b>Transport</b> - The Tenterfield Shire has an effective transport network that is safe efficient and affordable for us as a community.                                         |
| <b>CSP Strategy:</b> | Deliver a well-designed, safe road network, including carparking, footpaths and cycleways, that is suitable for all users now and take into consideration future network demand. |

**SUMMARY**

The purpose of this Report is to seek Council concurrence to commence investigations for the acquisition of land adjacent to Mt Lindesay Road to allow for future road enhancement works at the Boundary Road intersection.

**OFFICER'S RECOMMENDATION:****That Council:**

- (1) Agree to commence investigation of Mt Lindesay Road for the purpose of detailed design of a future roundabout at Boundary Road intersection, and**
- (2) Agree to the acquisition of land adjacent to Mt Lindesay Road for the purpose of future roundabout construction, and**
- (3) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.**

**BACKGROUND**

It is proposed that a future intersection enhancement of Mt Lindesay Road and Boundary Road, incorporating Old Ballandean Road, be designed for a roundabout that would provide improved road safety and equal access for each road. It will require widening of the road reserve to accommodate the road formation and utilities.

**REPORT:**

Intersection safety enhancement of the Mt Lindesay Road, Boundary Road and Old Ballandean Road has been identified as a roundabout for improved road safety. No successful funding has been obtained for this project to date. In order for improved opportunity for funding and delivery of the project, it is considered that a detailed design should be completed, and land acquisition undertaken. This would allow better scoping of the complete project and provide a shovel ready project with access to the required land footprint. Relocation of any utilities such as watermains and drains could also be prepared for or undertaken.

Acquisition areas would vary dependent upon the final road design, however it is likely that areas between 200 sq. m. and 500 sq m. could be required. It is considered that

Our Economy No. 9 Cont...

a small area of the road already encroaches private property due to the old road reserve alignment.

Once agreement is made with a landowner to acquire the portion of land required for the road purposes, a registered surveyor will then be engaged to prepare an acquisition survey plan which is used for purposes of land valuation and compensation assessment, the compensation amount payable in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991.

Due to the time likely to be needed to complete the survey and road design, then to follow on with correspondence with landowners and subsequent legal actions to formally acquire land, it would be possibly a year to finalise. Therefore, costs would fall under future budgets probably in 2024, allowing further opportunity to obtain external funding to assist with the project delivery.

### **COUNCIL IMPLICATIONS:**

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

Any land acquisition matters would be undertaken directly with affected landowners, subject to Council approval.

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

- Land Acquisition (Just Terms Compensation) Act 1991.
- Roads Act 1993

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

The costs of the acquisition would include independent valuation of the respective property area, compensation assessment for proposed closed road in exchange of the land required for road purposes, survey costs, plan registration costs and other legal costs. These costs would be funded from Councils Formalise Road Reserves budget in forward years.

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

The acquisition is necessary to ensure Council's transport assets are contained within a public road reserve. There is a current issue that should be addressed, however the undertaking of further action to accommodate a future roundabout design would enhance the ability to seek and deliver any future external grant funding opportunities.

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

Nil.

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

It is necessary to ensure the road formation is located within a public road reserve. The action would also reduce risk to future road upgrading works by ensuring legal access.

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

No implications.

Our Economy No. 9 Cont...

### **8. Project Management**

The land acquisition would be managed by Council's Engineering Department with the assistance of registered land surveyors, property valuers and Council's lawyers.

**Fiona Keneally**  
**Director Infrastructure**

|                               |                                                  |
|-------------------------------|--------------------------------------------------|
| Prepared by staff member:     | David Counsell, Manager Asset & Program Planning |
| Approved/Reviewed by Manager: | Fiona Keneally, Director Infrastructure          |
| Department:                   | Engineering Department                           |
| Attachments:                  | There are no attachments for this report.        |

|                      |                                                            |
|----------------------|------------------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                              |
| <b>Submitted by:</b> | David Counsell, Manager Asset & Program Planning           |
| <b>Reference:</b>    | <b>ITEM ECO10/23</b>                                       |
| <b>Subject:</b>      | <b>SHERRATT ROAD TORRINGTON - ROAD RESERVE ACQUISITION</b> |

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

|                      |                                                                                                                                                                                  |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>     | <b>Transport</b> - The Tenterfield Shire has an effective transport network that is safe efficient and affordable for us as a community.                                         |
| <b>CSP Strategy:</b> | Deliver a well-designed, safe road network, including carparking, footpaths and cycleways, that is suitable for all users now and take into consideration future network demand. |

#### **SUMMARY**

The purpose of this Report is to seek Council concurrence to commence investigation for the acquisition of Crown Land at Torrington to create formal road reserve over Council maintained roads including Sherratt Road, Tomtoy Avenue and Eschman Lane.

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

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

- (1) Agree to commence investigations for the formalisation of a road reserve for Sherratt Road, Tomtoy Avenue and Eschman Lane, and**
- (2) Undertake necessary searches, survey and plan preparation for the compulsory acquisition of Crown Land to form public road reserves.**

#### **BACKGROUND**

It has been identified that sections of Council maintained streets in Torrington are not located within a road reserve and it is necessary to formalise a public road reserve along the road formation used by the public.

#### **REPORT:**

Sections of Torrington streets including Sherratt Road, Tomtoy Avenue and Eschman Lane travel across the crown reserve referred to as Torrington Common, and it is necessary to formalise a road reserve along the road formation used by the public. Sherratt Road travels between Torrington Road and Silent Grove Road, while both Tomtoy Avenue and Eschman Lane commence at Sherratt Road.

The compulsory acquisition of land from the crown reserve will require a survey plan to be prepared identifying the proposed road reserve as a separate allotment from the reserve residue before lodging for consent to acquire. A number of searches are also required including a Native Title Register search, Environmental Heritage Reports, Aboriginal Land Claim Register search, consultation with the Department of Planning Industry and Environment, and Local Land Services.

Once this information is obtained, a separate report would be presented to Council to clarify the status of all searches and to obtain resolution to seek the Ministers approval to lodge formal acquisition application.

Our Economy No. 10 Cont...

### **COUNCIL IMPLICATIONS:**

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

The land acquisition to dedicate public road reserves in this matter will be in consultation with the Office for Local Government and the Crown Lands Office.

**2. Policy and Regulation**

- Land Acquisition (Just Terms Compensation) Act 1991.
- Roads Act 1993

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

The costs of the road reserve dedication would involve title search fees and expenses, survey costs, plan registration costs and legal costs. These costs would be funded from Councils Formalise Road Reserves budget in forward years.

**4. Asset Management (AMS)**

The acquisition is necessary to ensure Council's transport assets are contained within a public road reserve.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

It is necessary to ensure the road formation is located within a public road reserve.

**7. Performance Measures**

No implication.

**8. Project Management**

The land acquisition would be managed by Council's Engineering Department and Crown Lands officers.

**Fiona Keneally**  
**Director Infrastructure**

|                               |                                                  |
|-------------------------------|--------------------------------------------------|
| Prepared by staff member:     | David Counsell, Manager Asset & Program Planning |
| Approved/Reviewed by Manager: | Fiona Keneally, Director Infrastructure          |
| Department:                   | Engineering Department                           |
| Attachments:                  | There are no attachments for this report.        |



|                      |                                                  |
|----------------------|--------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                    |
| <b>Submitted by:</b> | David Counsell, Manager Asset & Program Planning |
| <b>Reference:</b>    | <b>ITEM ENV4/23</b>                              |
| <b>Subject:</b>      | <b>MOLESWORTH STREET DRAINAGE PIPE EASEMENT</b>  |

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                      |                                                                                                                              |
|----------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>     | <b>Environment</b> - Our natural environment will be protected, enhanced and promoted for future generations.                |
| <b>CSP Strategy:</b> | Deliver total water cycle management approach including water conservation and complying with relevant acts and legislation. |

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**SUMMARY**

This Report relates to the construction of a storm water drainage system through private property out into Molesworth Street. It is necessary that Council obtain an easement over the area of land that includes the storm water pipe

**OFFICER'S RECOMMENDATION:**

**That Council:**

- (1) Agree to seek an easement over the drainage pipe in Lot 4 Molesworth Street and payment of any compensation of the affected land; and**
- (2) Authorise the Chief Executive to approve any compensation amount once an independent valuation has been undertaken and execute any associated documents to finalise the easement.**

**BACKGROUND**

In 2010 Council constructed a storm water drainage pipe through private property in Molesworth Street aimed at providing drainage from the rear of the property. While the drainage pipes were installed, an easement has not been formally acquired to protect the pipe.

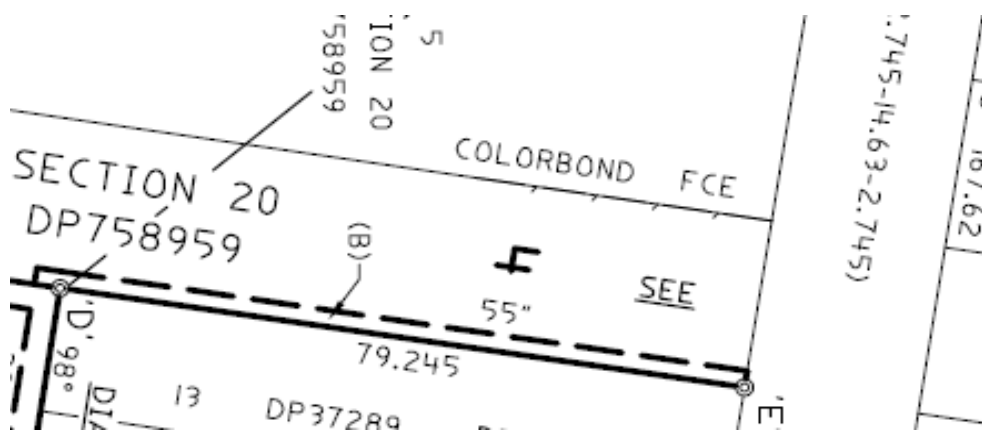
**REPORT:**

Council constructed a drainage pipe through vacant private property in Molesworth Street to provide drainage from the rear of the property.

The storm water pipe discharges into the Molesworth Street drainage system and involved the installation of a concrete drainage pipe 80 metres in length along the eastern boundary of Lot 4 DP 758959 and a connecting junction pit at the northwestern corner of Lot 1 DP 515122.

A previous concept involved an open swale drain in Lot 1 DP 515122, however the intention of this Report is to obtain an easement over the constructed pipe and pit drainage assets that were constructed.

Our Environment No. 4 Cont...



### COUNCIL IMPLICATIONS:

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

The land acquisition matters are being undertaken directly with affected landowners, subject to Council approval.

#### 2. Policy and Regulation

- Compensation as set out in the *Land Acquisition (Just Terms Compensation) Act 1991*.
- Local Government Act 1993

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

The cost of obtaining an easement would include valuation and compensation for the property restriction of the land required, plan registration costs and legal costs. These costs would be funded from the Storm Water Management Ffund.

#### 4. Asset Management (AMS)

The dedication of an easement is necessary to protect a storm water asset constructed by Council.

#### 5. Workforce (WMS)

Nil.

#### 6. Legal and Risk Management

It is necessary to protect infrastructure constructed by Council.

#### 7. Performance Measures

No implications.

#### 8. Project Management

The easement acquisition would be managed by Council's Engineering Department.

Our Environment No. 4 Cont...

**Fiona Keneally**  
**Director Infrastructure**

Prepared by staff member: David Counsell, Manager Asset & Program Planning

Approved/Reviewed by Manager: Fiona Keneally, Director Infrastructure

Department: Engineering Department

Attachments: There are no attachments for this report.

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b> |
| <b>Submitted by:</b> | Lee Sisson, Governance Officer               |
| <b>Reference:</b>    | <b>ITEM GOV23/23</b>                         |
| <b>Subject:</b>      | <b>MONTHLY OPERATIONAL REPORT APRIL 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 April 2023.**

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

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

# Monthly Operational Report

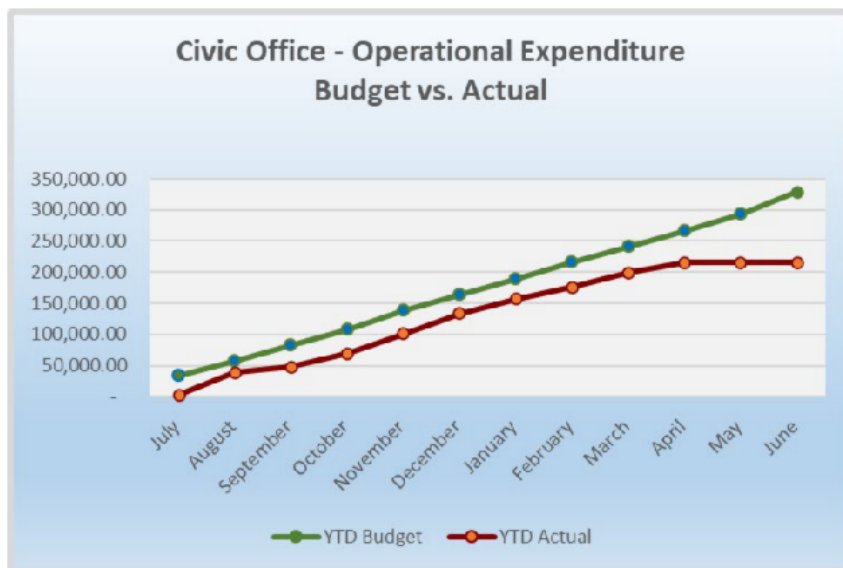
Tenterfield Shire Council April 2023

Council Meeting 24 May 2023







**TENTERFIELD**

## 1. Civic Office





| COA                      | 22/23 Review 2 Budget | 22/23 YTD Actuals April | 22/23 Percentage Spent |
|--------------------------|-----------------------|-------------------------|------------------------|
| <b>Civic Office</b>      | <b>329,401</b>        | <b>218,408</b>          | <b>66.30%</b>          |
| 1. Operating Income      | 993                   | 3,084                   | 310.59%                |
| 2. Operating Expenditure | 328,408               | 215,324                 | 65.57%                 |

## 1. CIVIC OFFICE

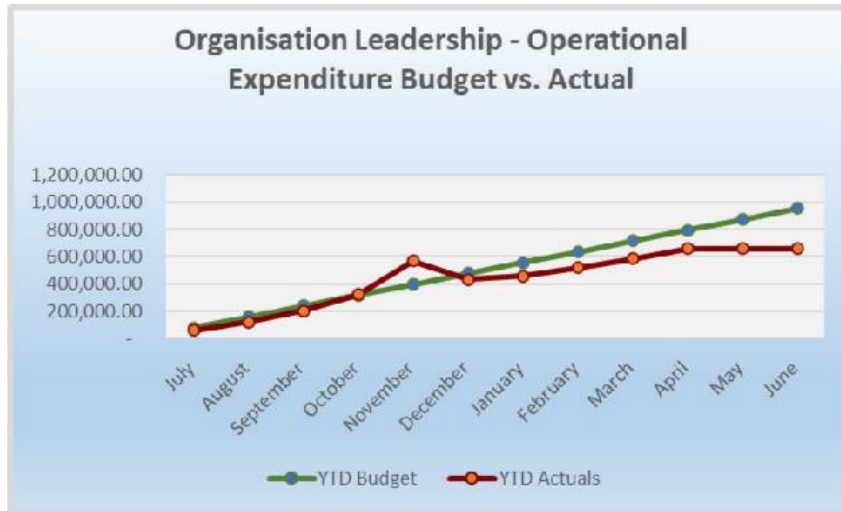
| Business Unit: Civic Office                                                                                                            |                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 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                                     | April 2023 -Ongoing nothing further to report Ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <br>No TARGET   |
| 5.1.1.9 Influence and advocate support from Federal and State government in relation to promotion of Tenterfield community objectives. | Chief Executive                                     | April 2023- ongoing nothing further to report Ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <br>No TARGET   |
| 5.1.1.10 Advocate to hand back Bruxner Way and Mt Lindesay Road to State Government.                                                   | Chief Executive                                     | April 2023 Lobbying the new NSW government has commenced due to a pre-election commitment to take back ownership of the Bruxner Way in the first instance and possibly Mount Lindsey in the second once the current works are completed. ( Information is that they wont take roads that are currently under renewal or construction back until completed)                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <br>No TARGET   |
| 5.1.1.11 Manage communication, media and information channels.                                                                         | Senior Advisor Communication & Economic Development | <p>Council Facebook</p> <p>Page reach for April 2023 was 20,254 - up 226% on March.</p> <p>Most viewed posts were Youth Precinct Update (5.5K), Expressions of Interest in Operation of the Visitors' Information Centre (4K), Millbrook Flying-Fox Camp Local Residents' Meeting (2.3K), Pig Owners Learn How to Make Salami (1.2K) and ANZAC Day program (1.1K).</p> <p>Millbrook Park Flying-Fox Management Plan Officer has continued working with managers at NSW Dept of Planning and Environment on flying-fox management plan. Consultant, Alison Martin has been engaged to prepare a draft management plan and first public meeting for residents directly affected was held Monday, 1 May - 13 people attended - and feedback will be included in material for the public workshop to be held 6:30pm Thursday, 18 May.</p> | <br>No TARGET |

**1. CIVIC OFFICE** Monthly Operational Report - April 2023

| Action                                                                                                                        | Responsibility  | Progress Comment                                                                                                                                                             | Status                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 5.1.1.12 Deliver councillor services.                                                                                         | Chief Executive | April 2023- Council completed further training in April as a part of their ongoing skills and training development program - Refresher Code of Conduct with Locale Learning. | <br>No TARGET |
| 5.2.2.1 Advocate for health services throughout the Region and ensure future government planning aligns with community needs. | Chief Executive | April 2023 Nothing further to report                                                                                                                                         | <br>No TARGET |






## 2. Organisation Leadership




| COA                      | 22/23 Review 2 Budget | 22/23 YTD Actuals April | 22/23 Percentage Spent |
|--------------------------|-----------------------|-------------------------|------------------------|
| Organisation Leadership  | 953,194               | 660,157                 | 69.26%                 |
| 2. Operating Expenditure | 953,194               | 660,157                 | 69.26%                 |

## 2. ORGANISATION LEADERSHIP

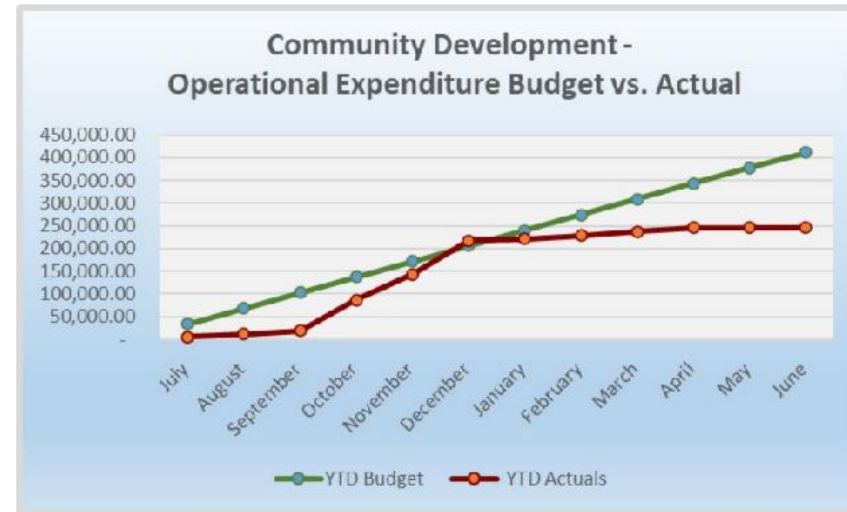
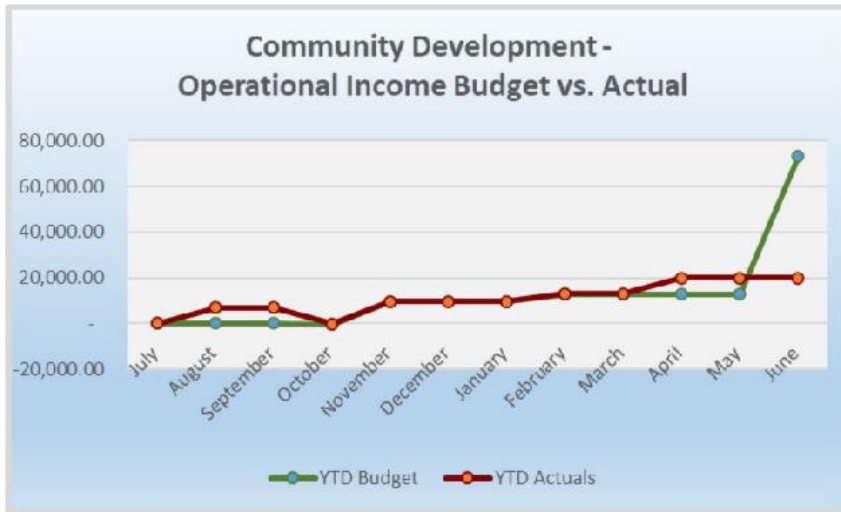
| Business Unit: Organisation Leadership                                                                                    |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 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 | April 2023 - The Long term financial Strategy is currently under review as part of the current savings and financial improvement program. We have completed three possible scenarios, ready to implement the correct one as soon as the SRV results are known. However as councils all over the state are continuing to be squeezed financially and cost of operations continue to increase , its is anticipated that council will have no option but to decrease or even cease some services during the next 12 months and unfortunately it is possible that council will have no option but to cut further services or increase its revenue in the 24/25 financial year. | <br>MONITOR    |
| 5.1.2.5 Apply for a Special Rate Variation.                                                                               | Chief Executive | April 2023- 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 |

**2. ORGANISATION LEADERSHIP**

Monthly Operational Report - April 2023



| Action                                                                                 | Responsibility                                               | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Status                                                                                           |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 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 April 2023</p> <p>Visitor numbers through the Visitors' Information Centre in April were up 14% on February to 1317, with 675 or 51% from Queensland, 462 or 35% from NSW, 55 from Vic, 32 from Overseas and 18 from Tasmania.</p> <p>As mentioned (2.1.1.1.)</p> <p>Expressions of interest (EOIs) have been called to operate/manage the Tenterfield Visitors' Information Centre (VIC)</p> <p>Staff have worked on EOI documents, placed advertisements and posted on FB.</p> <p>EOIs to close 2pm Friday, 5 May.</p> <p>At the time of writing (01/05) two groups had expressed strong interest, with a third party somewhat lukewarm.</p> | <br>No TARGET |

### 3. Community Development





| COA                          | 22/23 Review 2 Budget | 22/23 YTD Actuals April | 22/23 Percentage Spent |
|------------------------------|-----------------------|-------------------------|------------------------|
| <b>Community Development</b> | <b>338,684</b>        | <b>225,660</b>          | <b>66.63%</b>          |
| 1. Operating Income          | (73,262)              | (20,070)                | 27.39%                 |
| 2. Operating Expenditure     | 411,946               | 245,730                 | 59.65%                 |

### 3. COMMUNITY DEVELOPMENT


| Business Unit: Community Development                                                                      |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                  |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Service Profile: Community Development                                                                    |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                  |
| Action                                                                                                    | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Status                                                                                           |
| 1.1.1.1 Improve and maintain communication methods in accordance with the Community Engagement Strategy.  | Manager Arts, Culture and Library Services | During the April reporting period communications involved presenting community information via one issue of 'Tenterfield in Touch' on 3rd of May. Key information provided in this issue included details on a range of community organised events such as Seniors Festival, Aboriginal Artisan Micro Markets, The Border Run, Walk and Talk and the Country Music event at Sunnyside Hall. Information on a range of community workshops were also included through TAFE, Carers NSW, Joblink, Local Land Services Agency (Salami Making Workshop) Tenterfield, Make-It Tenterfield, and Centacare New England Northwest. 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 472 (48.2%) total clicks 245 (32.8%). Similarly, Your Local News had two issues distributed on the 10 April and 24 April. Council's Facebook page presented a variety of Community and Tourism information including ANZAC Day 2023 Services throughout the Shire; Office closures throughout Easter; Expressions of Interest for the Visitor Information Services and lease of the Tenterfield airstrip. | <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 | During the April reporting period committee meetings included: <ul style="list-style-type: none"> <li>• Parks, Gardens &amp; Cultural Advisory Committee – 6 April 2023</li> <li>• Tenterfield Shire Local Traffic Committee –6 April 2023</li> <li>• Staff Consultative Committee – 6 April 2023</li> <li>• NSW Rural Fire Service Level Agreement Meeting – 20 April 2023</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <br>No TARGET |

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

| Action                                                                                                                                                                                                                    | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Status                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 1.1.2.1 Implement wellbeing programs and activities in partnership with the Aboriginal Advisory Committee. Contribute to NAIDOC week and develop and implement Reconciliation Action Plan (RAP).                          | Manager Arts, Culture and Library Services | During the April 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. Reconciliation Action plan is pending with minor revisions as recommended by Reconciliation Australia and is currently being actioned by the Community Development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <br>No TARGET |
| 1.1.3.1 Support the physical and mental health of the community, through wellbeing activities which improve community capacity and resilience. This includes contributing and supporting local events such as Youth Week. | Manager Arts, Culture and Library Services | <p>In the April reporting period, the Community Development Advisor successfully organised and executed Youth Week events. These events were designed, marketed, and promoted based on suggestions made by the youth community through a consultation process. The Advisor collaborated with various community organizations, including Tenterfield High School, The Saddlers Mountain Bike, Angry Bulls Trials, TSDC, TAFE, The Benevolent Society and Make it, who provided their support for the events. Council delivered two main events during this period.</p> <p>The first event was a Bike Trial Day held at Petherick Park &amp; Curry’s Gap Reserve, which saw the participation of around 17 attendees. The Saddlers Mountain Bike team created a series of obstacles and guided the attendees on how to overcome them. The event ended with a refreshing lunch at The Courtyard. It is worth noting that young people who are at risk of disengagement from the community reported positive outcomes from this activity, expressing how much they enjoyed it.</p> <p>The second event was an Outdoor Movie Night which saw the attendance of 160 individuals, including both kids and parents. Refreshments and food were provided during both events. It is noteworthy that Tenterfield Council was granted a total of \$12,000 through grant applications to the NSW Government to help support these events. Overall, these two activities were delivered successfully, which demonstrate the importance of engaging the community in the planning and execution of events that are designed to benefit them.</p> <p>Community events funded through the Reconnecting Regional NSW Communities Events funding has supported events to a total of \$169,625 until April 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> | <br>No TARGET |

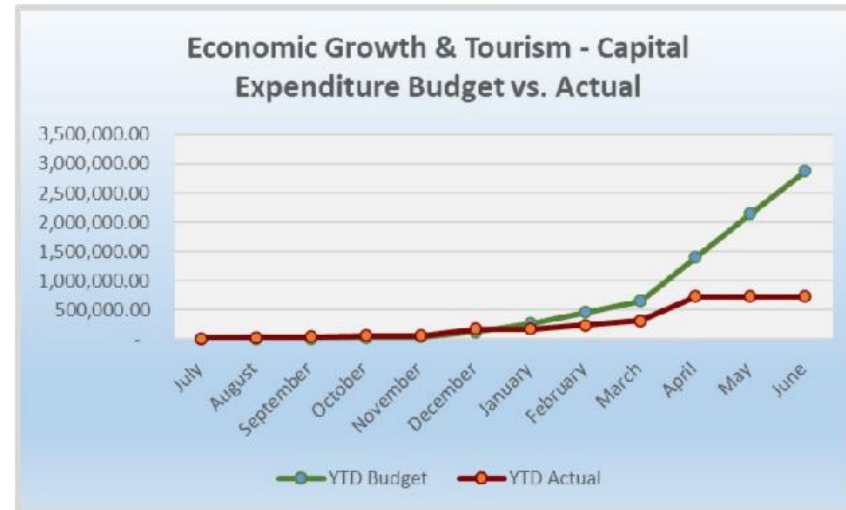
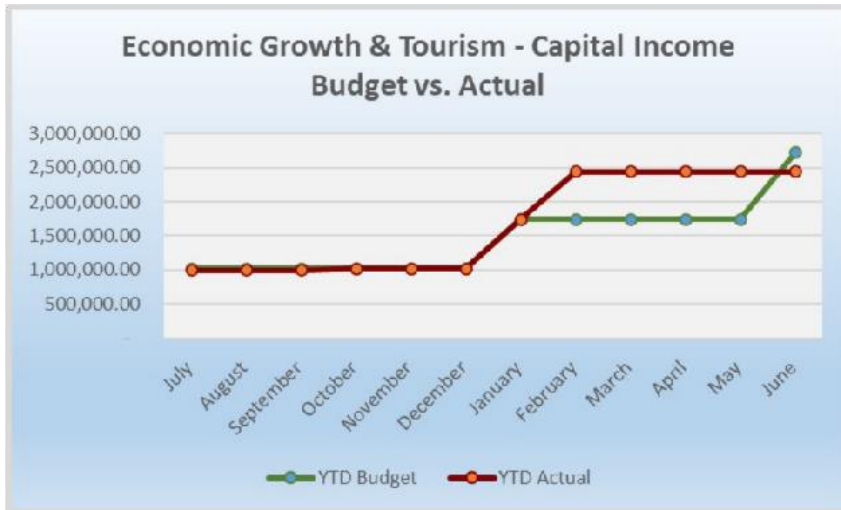
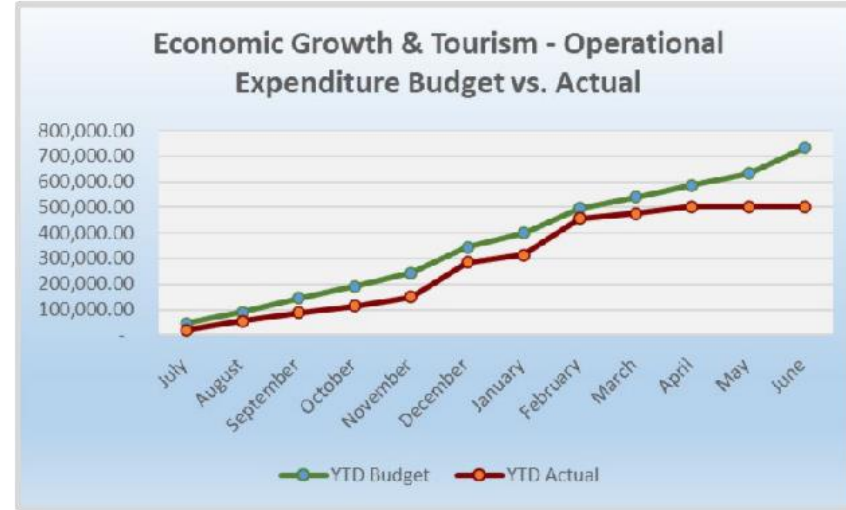
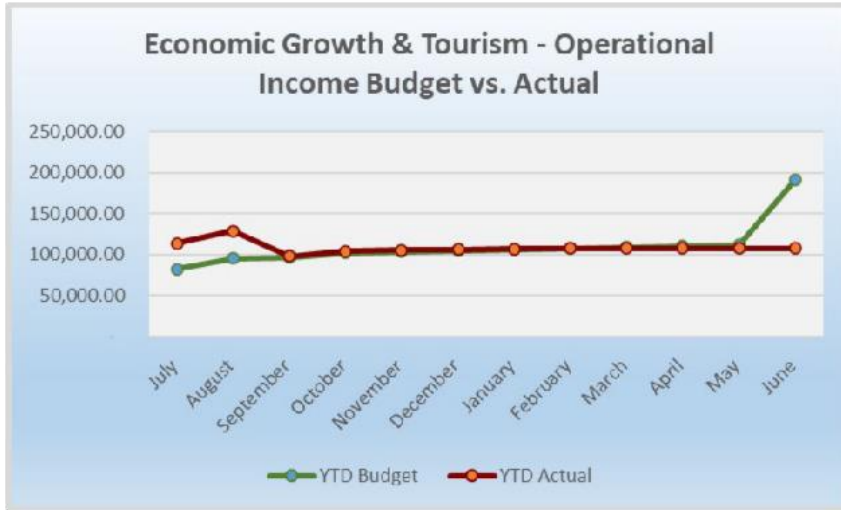
**3. COMMUNITY DEVELOPMENT**

Monthly Operational Report - April 2023

| Action                                                                                   | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Status                                                                                           |
|------------------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 1.2.3.1 Deliver and report to the OLG on the Council's Disability Inclusion Action Plan. | Manager Arts, Culture and Library Services | <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 April reporting the Community Development Advisor collected information from different sections of Council to be reported on the next report due November 2023.</p> <p>Additionally, accessibility related events, engagement with the Disability community to participate in the Disability and Inclusion Advisory Committee, news and services were promoted through Tenterfield in Touch and different digital news channels.</p> | <br>No TARGET |




### 4. Economic Growth and Tourism







| COA                                                                                | 22/23<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>April | 22/23<br>Percentage<br>Spent |
|------------------------------------------------------------------------------------|-----------------------------|-------------------------------|------------------------------|
| <b>Economic Growth and Tourism</b>                                                 | 699,278                     | (1,313,848)                   | -187.89%                     |
| 1. Operating Income                                                                | (190,937)                   | (108,987)                     | 57.08%                       |
| 2. Operating Expenditure                                                           | 733,238                     | 502,746                       | 68.57%                       |
| 3. Capital Income                                                                  | (2,724,191)                 | (2,443,568)                   | 89.70%                       |
| 4. Capital Expenditure                                                             | 2,874,137                   | 729,453                       | 25.38%                       |
| 4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead               | 1,714,593                   | 724,453                       | 42.25%                       |
| 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%                       |

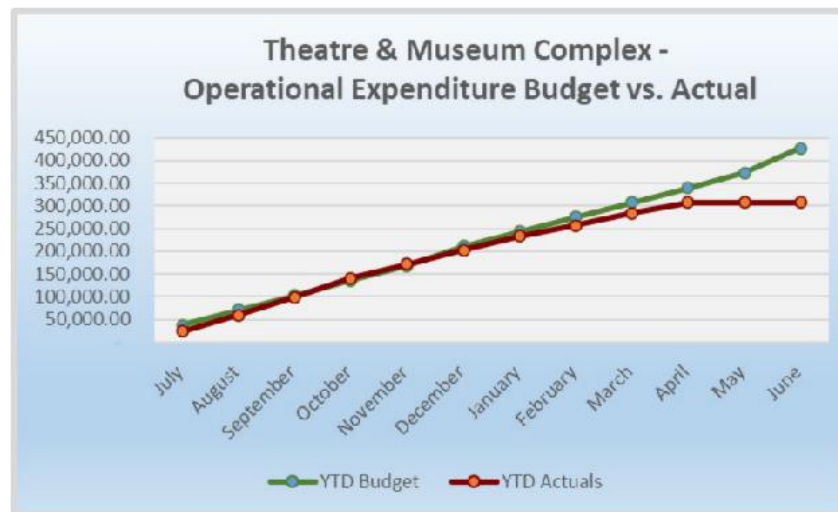
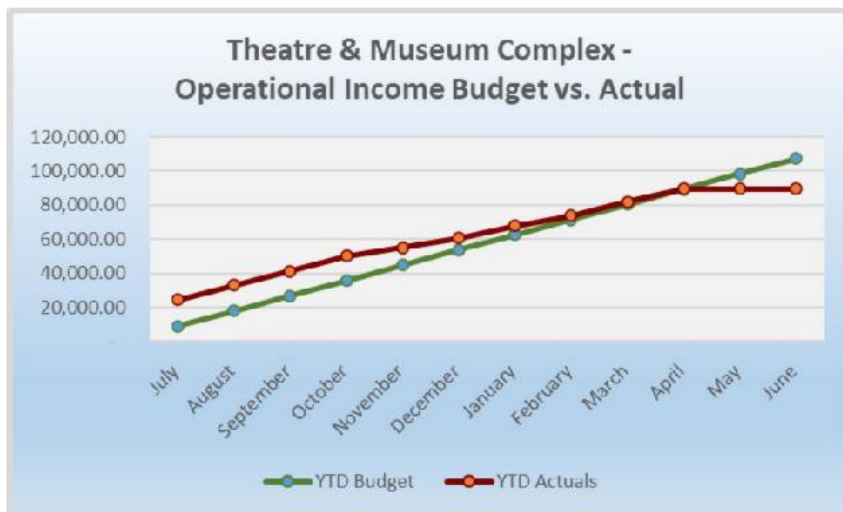
#### 4. ECONOMIC GROWTH & TOURISM

| 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>Communication &<br>Economic<br>Development | <p>Sale of "Bendall's"</p> <p>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 offers over \$1million. Shun Hung Pty Ltd raised the offer to \$1m, 60 days "due diligence" (finance and other), with settlement 45 days from contract exchange.</p> <p>Council (OM 26/4) rejected the higher (\$1m-60 days) offer from Shun Hung Pty Ltd,. Staff were referred to Council resolution 43/23 authorising the Chief Executive to open-list the property for sale, for offers over \$1 million.</p> <p>Staff have written to all local agents advising of Council's decision, and at the time of writing (01/05/23) two agents (Nutrien Harcourts and Amanda Johnson) have expressed interest.</p> <p><b>Airstrip</b><br/>                     Following Council's resolution 30/23 (Ordinary Meeting 22 March) authorising the Chief Executive 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, staff have prepared EOI documents and placed advertisements and posted on FB. The EOI closed 2pm Friday, 5 May. At the time of writing, two groups had expressed interest in submitting EOIs.</p> <p><b>Visitors' Information Centre</b><br/>                     Similarly, Council resolved 33/23 (Ordinary Meeting 22 March) to authorise the Chief Executive to advertise for expressions of interest (EOIs) 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).</p> <p>EOIs to close 2pm Friday, 5 May.</p> <p>At the time of writing (01/05) two groups had expressed strong interest, with a third party somewhat lukewarm. EOIs for both the airstrip and the VIC were advertised in the local paper The Tenterfield Star, posted on FB and the TSC website, where interested parties could download explanatory documents and application forms - with contact numbers to request further information.</p> |  <p>No TARGET</p> |

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




| Action                                                                                        | Responsibility                                               | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                     | Status                                                                                                          |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 2.1.1.2 Deliver and manage Destination Marketing Plan and marketing campaigns and activities. | Senior Advisor<br>Communication &<br>Economic<br>Development | <p>Visit Tenterfield Facebook Page - April 2023 FB Page reach for April was 7465 and for Instagram 1661. Most viewed posts were for FB - Great Time of Year to Visit Tenterfield (4K), Autumn Festival (3K) and Urbenville Museum &amp; Pioneer Cottage (1.8K).</p> <p>Visit Tenterfield webpage - April 2023 Users in April (1 Apr - 1 May) totalled 7042 with 19,892 page views. Devices used - mobile (4346), desktop (2009) and tablet (310)</p> | <br><small>No TARGET</small> |
| 5.2.3.1 Support future proposals for improved telecommunications infrastructure.              | Senior Advisor<br>Communication &<br>Economic<br>Development | Nil to report in this area.                                                                                                                                                                                                                                                                                                                                                                                                                          | <br><small>No TARGET</small> |

## 5. Theatre and Museum Complex

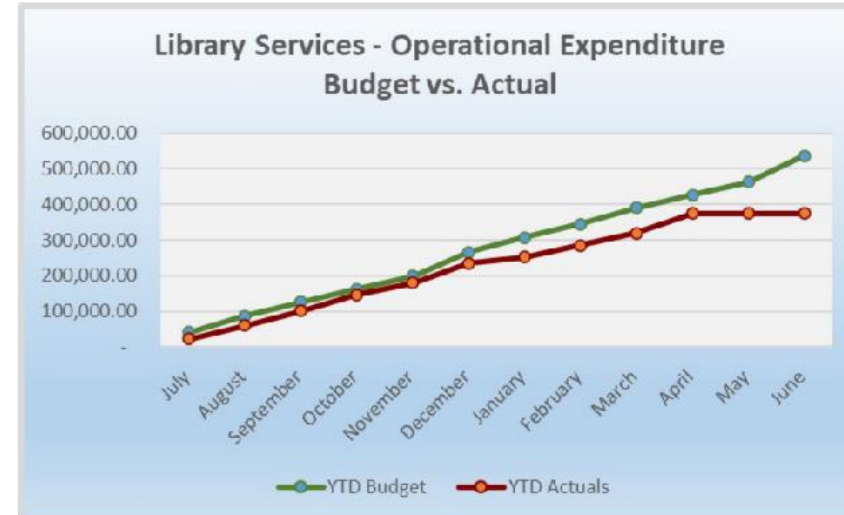
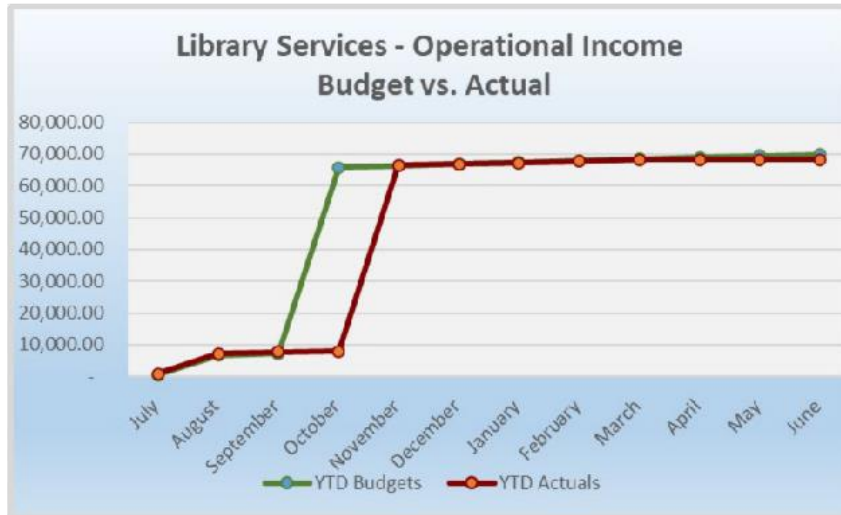


| COA                      | 22/23 Review 2 Budget | 22/23 YTD Actuals April | 22/23 Percentage Spent |
|--------------------------|-----------------------|-------------------------|------------------------|
| Theatre & Museum Complex | 319,973               | 218,147                 | 68.18%                 |
| 1. Operating Income      | (107,316)             | (89,688)                | 83.57%                 |
| 2. Operating Expenditure | 427,289               | 307,835                 | 72.04%                 |

**5. THEATRE & MUSEUM COMPLEX**



| Business Unit: Theatre & Museum Complex                                                                                                                    |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Service Profile: Theatre & Museum Complex                                                                                                                  |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                    |
| Action                                                                                                                                                     | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Status                                                                                             |
| 1.1.3.4 Develop and proactively manage and deliver cinema program, theatre education and youth related programs.                                           | Manager Arts, Culture and Library Services | During the April reporting period, the School of Arts Theatre screened 25 movie sessions with a total admission of 401. The movie titled “Jesus Revolution” was the most popular movie with a total attendee of 108, followed by The Super Mario Bros with 80. The special screening of the “Glimpses of Tenterfield” a documentary by Peter Harris as part of the Tenterfield Autumn Festival attracted a total audience of 42. No live shows occurred during this reporting period. | <br>No TARGET   |
| 1.1.3.5 Manage and operate the Sir Henry Parkes Memorial School of Arts (Cinema, Theatre, and Museum) in partnership with the National Trust of Australia. | Manager Arts, Culture and Library Services | During the April reporting period, the number of museum visits totalled 401. Half page advertisements promoting the SHPMSoA were included in both the Summer and Autumn issues of Granite Belt & High Country Escape Magazine. The staff mock tour training program remains on hold.                                                                                                                                                                                                  | <br>No TARGET   |
| 1.2.4.1 Provide volunteer training and upskilling in a safe and engaging work environment.                                                                 | Manager Arts, Culture and Library Services | During the April reporting period, new Volunteer training is scheduled for front-of-house training and scheduling for the museum tour guide as well. New applications are received, and the assessment and onboarding process is underway. Two senior volunteers are selected to be the nominees for the 2023 NSW Volunteer of the Year Awards by Centre of the Volunteering award in the category of Senior Volunteer of the Year.                                                   | <br>No TARGET |

## 6. Library Services



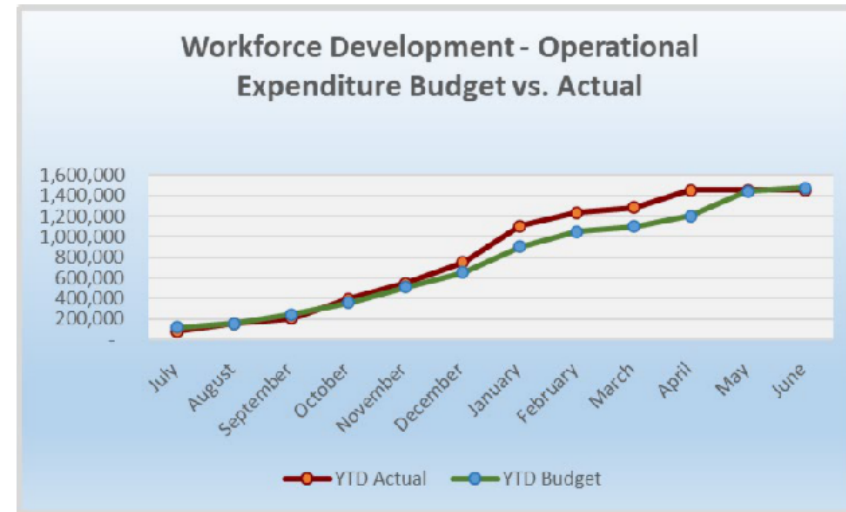
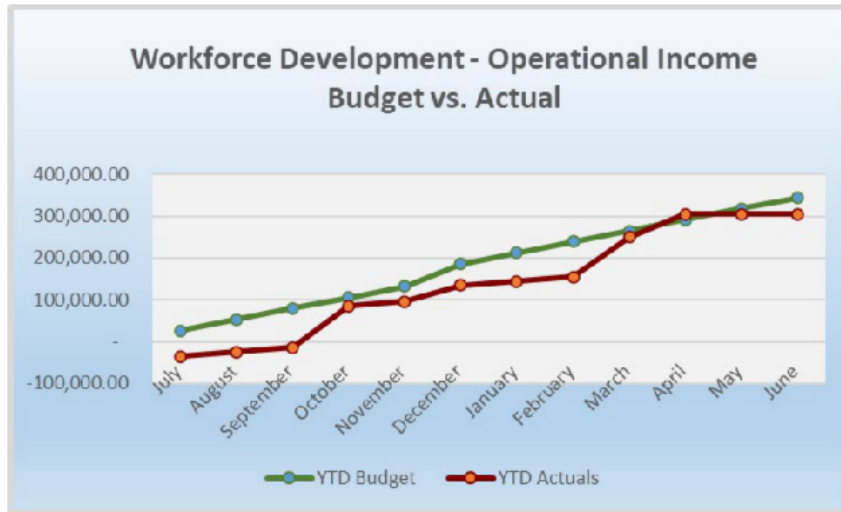
| COA                                                                                     | 22/23<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>April | 22/23<br>Percentage<br>Spent |
|-----------------------------------------------------------------------------------------|-----------------------------|-------------------------------|------------------------------|
| <b>Library Services</b>                                                                 | 516,077                     | 105,205                       | 20.39%                       |
| 1. Operating Income                                                                     | (69,931)                    | (68,838)                      | 98.44%                       |
| 2. Operating Expenditure                                                                | 536,502                     | 374,529                       | 69.81%                       |
| 3. Capital Income                                                                       | (221,786)                   | (221,786)                     | 100.00%                      |
| 4. Capital Expenditure                                                                  | 264,292                     | 15,071                        | 5.70%                        |
| 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                     | 2,657                         | 1.35%                        |
| 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

| Business Unit: Library Services                                                                            |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                   |
|------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Service Profile: Library Services                                                                          |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                   |
| Action                                                                                                     | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Status                                                                                            |
| 1.1.3.2 Deliver technology and resources to individuals and small groups via library services.             | Manager Arts, Culture and Library Services | <p>During the April reporting period the Library provided services to 1,154 members including 1,228 items borrowed with 191 individuals spending 243.5 hours using the public computers. The home Library service delivered 143 items to 21 home Library members. Storytime was attended by 5 children and 3 parents.</p> <p>April Tech Savvy Seniors workshops welcomed 8 participants over 2 sessions.</p> <p>A signed Library Hub agent agreement has been finalised with the Urbenville Progress Association and further training and new member application process will be implemented in May for the Hub volunteer on-site.</p> <p>Library digital resources were promoted through half page advertisements in the Summer and Autumn editions of Granite Belt &amp; High Country Escape magazine stimulating an increase in members accessing these resources.</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 April reporting period no Museum collection management activities occurred.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <br>No TARGET |





## 7. Workforce Development






| COA                      | 22/23 Review 2 Budget | 22/23 YTD Actuals April | 22/23 Percentage Spent |
|--------------------------|-----------------------|-------------------------|------------------------|
| Workforce Development    | 1,131,361             | 1,147,944               | 101.47%                |
| 1. Operating Income      | (344,349)             | (305,546)               | 88.73%                 |
| 2. Operating Expenditure | 1,475,710             | 1,453,489               | 98.49%                 |

## 7. WORKFORCE DEVELOPMENT

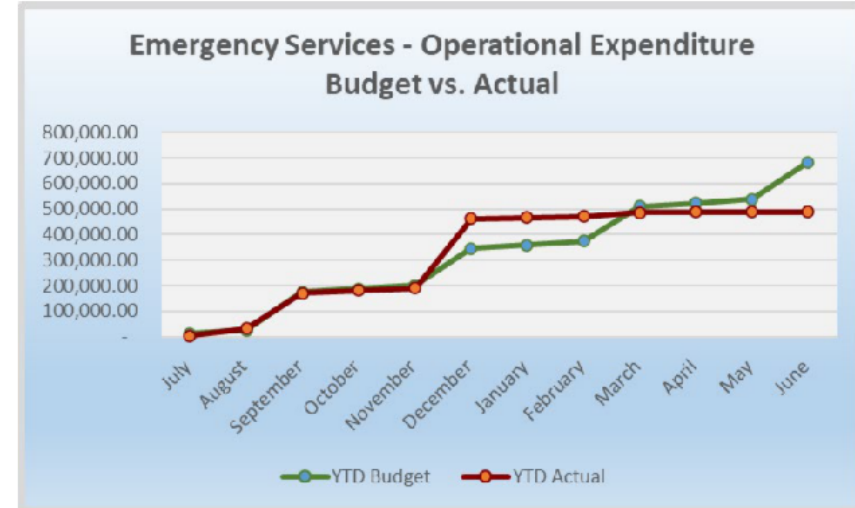
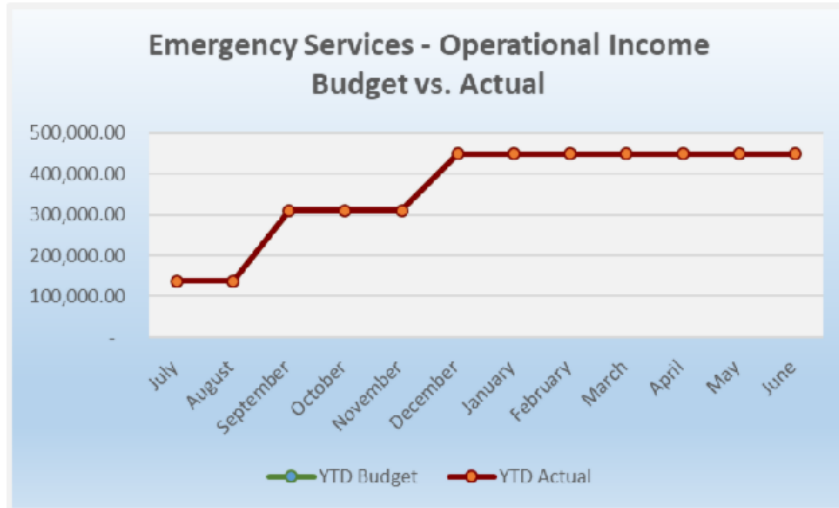
| Business Unit: Workforce Development                                                                    |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                |
|---------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 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>Nine (9) critical roles within Council were advertised in April. These positions are vacancies with Council's organisational structure.</p> <p>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</p> <p>(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 - 83 (Note, this count has not been finalised due to the continued workforce review, organisational change and the required Award instrument processes). Current Casual count - 7 (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><small>ON TRACK</small> |
| 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.</p> <p>There has been 305 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 have been engaged to provide staff with valuable free health checks in May 2023 to support employee health and wellbeing.</p> <p>Flu Vaccination Clinic occurred in April for Council employees.</p>                                                                                                                                                                                                                                                                                                                                                                                | <br><small>ON TRACK</small> |

**7. WORKFORCE DEVELOPMENT**

Monthly Operational Report - April 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>Certificate in Engagement ongoing. 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 and is ongoing.<br>Recruitment challenges facing Council is the current market and economic climate which is impeding talent acquisition. 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 underway for completion.<br>Audit and Risk Committee meeting is scheduled to be held in June 2023.                                                                                                                                                                | <br>ON TRACK |

## 8. Emergency Services

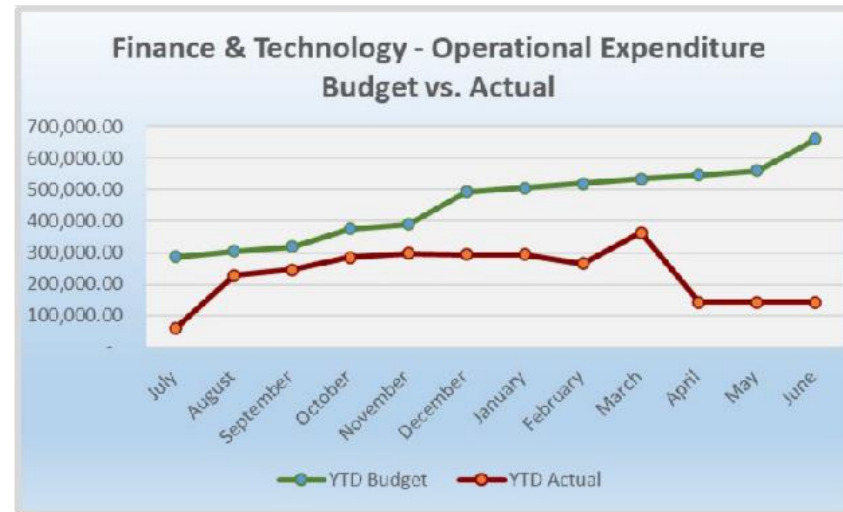
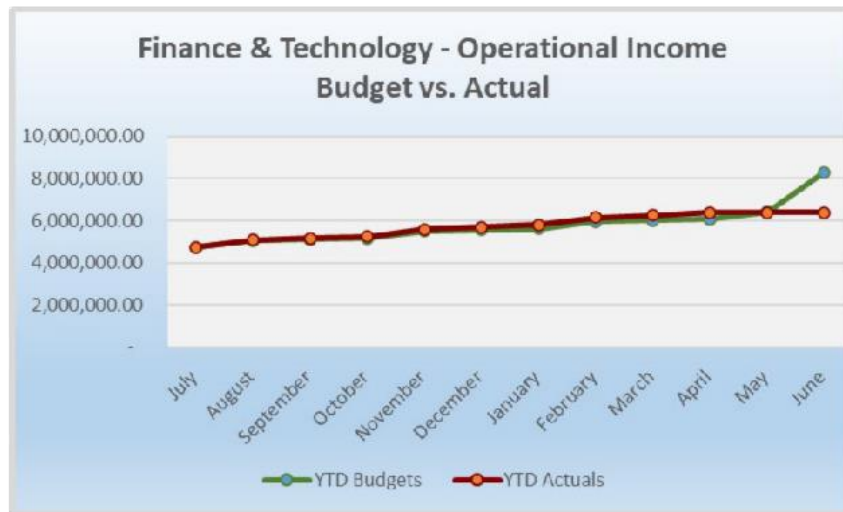


| COA                       | 22/23 Review 2 Budget | 22/23 YTD Actuals April | 22/23 Percentage Spent |
|---------------------------|-----------------------|-------------------------|------------------------|
| <b>Emergency Services</b> | <b>234,599</b>        | <b>39,102</b>           | <b>16.67%</b>          |
| 1. Operating Income       | (448,895)             | (448,895)               | 100.00%                |
| 2. Operating Expenditure  | 683,494               | 487,997                 | 71.40%                 |

## 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) second meeting is scheduled to be held in June. Emergency Management Plan (EMPLAN) is currently being reviewed by local emergency organisations. Audits on Emergency Evacuation Centers as listed in the Emergency Management Plan have been completed and finalised. 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 April | 22/23 Percentage Spent |
|----------------------------------------------|-----------------------|-------------------------|------------------------|
| <b>Finance &amp; Technology</b>              | <b>(7,327,997)</b>    | <b>(6,130,110)</b>      | <b>83.65%</b>          |
| 1. Operating Income                          | (8,292,471)           | (6,378,372)             | 76.92%                 |
| 2. Operating Expenditure                     | 661,181               | 141,656                 | 21.42%                 |
| 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.</p> <p>The technical information provided to IPART in the previous month has formed part of the existing application and uploaded on IPART website for community consultation.</p> <p>The final determination by IPART will be announced in End May - Early June 2023 which will determine the outcome of the application and subsequent level of services available across the Shire.</p> <p>Council continuously ensures its Working Capital is used effectively in providing operational services to its stakeholders. Council reports a positive unrestricted fund as at end of April.</p> <p>As at April 2023 Council is delivering and managing its financial services.</p> | <br>ON TRACK  |
| 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 completed their Interim Audit and held an exit meeting with Chief Executive and Manager Finance and IT. Council is awaiting final Interim Management Letter outcome as at end of April. No major issues were identified as part of the close of meeting.</p> <p>Final Audit Engagement Plan – Final Audit Engagement Plan will be sent by AONSW once the date of the final audit is confirmed.</p>                                                                                                                                                                                                                                                                                                  | <br>ON TRACK |



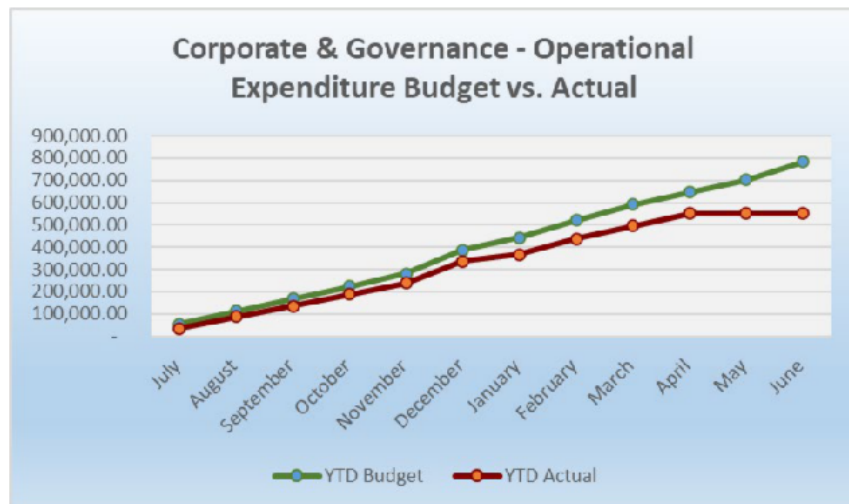
9. FINANCE & TECHNOLOGY

Monthly Operational Report - April 2023

| Action                                                                               | Responsibility                 | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Status                                                                                                         |
|--------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 5.1.2.3 Manage investments - Plan develop and manage Council's investment portfolio. | Manager Finance and Technology | <p>Investments are managed within Council's Investment Policy guidelines. Investments are reported to Council every month as part of the Finance and Accounts report, with the latest update being provided for April 2023.</p> <p>Council's interest income has increased since the incremental increase in interest rates over the past few months. This has assisted council in its cash flow.</p> <p>Finance staff are assessing the impact of investing more funds from the external restriction to get more interest income. Any interest earned from investments from external funds needs to be deposited back in those specific funds.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <br><small>ON TRACK</small> |
| 5.1.4.1 Develop, manage and deliver Council's Technology Strategic Plan.             | Manager Finance and Technology | <p>Council's Technology Strategic Plan is a work in progress, documents are being updated on a regular basis in conjunction with requirements associated with hardware and Cybersecurity. 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>The implications of banning Tik Tok from Government issued devices by the Federal Government in April has resulted in Council's Finance and IT Manager to assess the effect for Council staff who have been issued a phone for work purpose and a further report will be presented to Council in due course.</p> <p>The Interim Audit held in April was focused on IT operations and Cybersecurity. The findings of the audit will also assist Council in future improvements in Council's IT requirements and functions.</p> <p>No IT related breached were reported in April 2023.</p> | <br><small>ON TRACK</small> |




## 10. Corporate and Governance






| COA                      | 22/23 Review 2 Budget | 22/23 YTD Actuals April | 22/23 Percentage Spent |
|--------------------------|-----------------------|-------------------------|------------------------|
| Corporate and Governance | 781,458               | 549,556                 | 70.32%                 |
| 1. Operating Income      | (1,616)               | (2,335)                 | 144.47%                |
| 2. Operating Expenditure | 783,074               | 551,890                 | 70.48%                 |

## 10. CORPORATE & GOVERNANCE

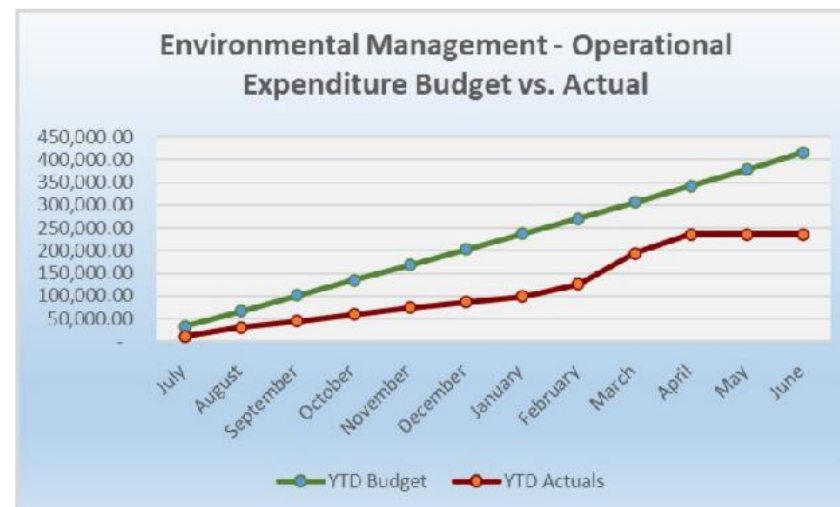
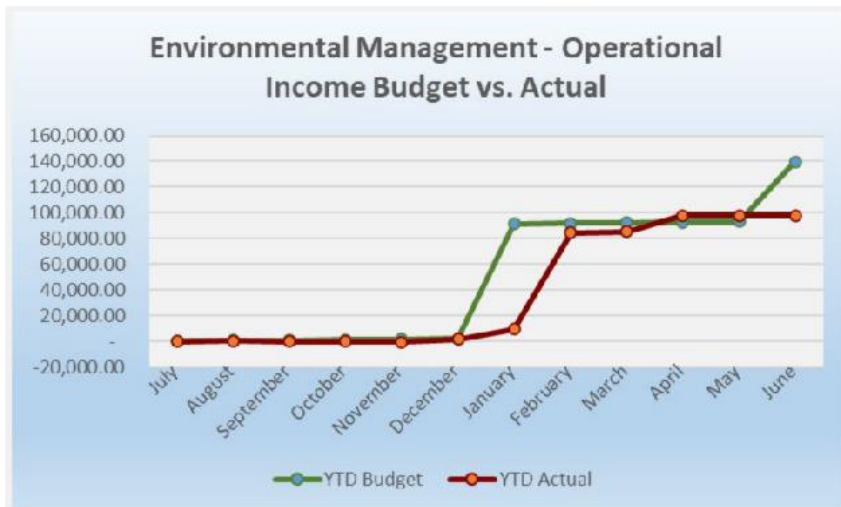
| Business Unit: Corporate & Governance                                                                   |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                 |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Service Profile: Corporate & Governance                                                                 |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                 |
| Action                                                                                                  | Responsibility                                 | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Status                                                                                          |
| 5.1.1.1 Develop, manage and deliver Customer Services, in accordance with the Customer Service Charter. | Manager Customer Service, Governance & Records | Compliments for April 2023 - 3<br>Complaints for April 2023 - 0<br>Abusive customers for April 2023 - 0<br>Customer Service General Enquiries for April 2023 - 21<br>Total inbound calls for April 2023 - 3,159<br>Inbound calls for Customer Service for April 2023 - 454<br><br>Inbound calls for Planning and Development Services for April 2023 - 227<br><br>Inbound calls for Infrastructure and Engineering Services for April 2023 - 252<br>Inbound calls for Rates for April 2023 - 109<br>Customer service staff receipted and registered the following applications in April 2023:<br>Section 10.7 Planning Certificates - 23 Section 603 Certificates - 17<br>Dwelling Permissibility Search - 6<br>Section 735A - 2<br>Sewer Diagrams - 5<br>Drainage Diagrams - 4 | <br>ON TRACK |

**10. CORPORATE & GOVERNANCE**

Monthly Operational Report - April 2023



| Action                                                                                                                                                                                                                          | Responsibility                                          | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Status                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 5.1.1.2 Develop, manage and deliver Governance Services, in accordance with the OLG Compliance Guide, IP&R Framework and Reporting including the Monthly Operational Report, GIPA and PIDS and facilitate and support the ARIC. | Manager<br>Customer Service,<br>Governance &<br>Records | Public Interest Disclosure Report for January to June 2022 submitted to NSW Ombudsman's Office in August 2022.                                                                                                                                                                                                                                                                                                                                                                                                          | <br>ON TRACK   |
|                                                                                                                                                                                                                                 |                                                         | Public Interest Disclosure Report for July to December 2022 submitted to NSW Ombudsman's Office in March 2022.                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                   |
|                                                                                                                                                                                                                                 |                                                         | Government Information (Public Access) Report for 2021/2022 submitted to the Information and Privacy Commission in October 2022.                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                   |
|                                                                                                                                                                                                                                 |                                                         | Code of Conduct Complaint Statistics for 1 September 2021 to 31 August 2022 reported to the Office of Local Government in November 2022.                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                   |
|                                                                                                                                                                                                                                 |                                                         | Annual Report, including audited financial statements, adopted by Council on 23 November 2022.                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                   |
|                                                                                                                                                                                                                                 |                                                         | Audit, Risk and Improvement Committee meeting held on 7 December 2023.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                   |
| 5.1.1.3 Develop, manage and deliver Records Management Services, in accordance with legislation.                                                                                                                                | Manager<br>Customer Service,<br>Governance &<br>Records | A GIPA request in 2022 for financial records over the last twenty years has identified a significant weakness in access to this information prior to 2015. Council has used several financial systems over the last twenty years, with Authority (Civica) being the system in use before SynergySoft. Attempts to access the Authority system last year to retrieve financial records were unsuccessful. Council will need to ensure that financial records held in this system are accessible now and into the future. | <br>ON TRACK   |
|                                                                                                                                                                                                                                 |                                                         | Storage of finance records in hard copy continues to be a challenge in March 2023.                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                   |
|                                                                                                                                                                                                                                 |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                   |
| 5.2.1.1 Deliver independent bi-annual Customer Satisfaction survey.                                                                                                                                                             | Manager<br>Customer Service,<br>Governance &<br>Records | The final report for the survey was submitted to Council's Ordinary Meeting of 26 October 2022. Overall satisfaction with Council's services has declined, although key public facilities such as parks, gardens and the pool are still considered to be important services delivered by Council.                                                                                                                                                                                                                       | <br>ON TRACK |

## 11. Environmental Management




| COA                                               | 22/23 Review 2 Budget | 22/23 YTD Actuals April | 22/23 Percentage Spent |
|---------------------------------------------------|-----------------------|-------------------------|------------------------|
| <b>Environmental Management</b>                   | <b>276,964</b>        | <b>138,411</b>          | <b>49.97%</b>          |
| 1. Operating Income                               | (139,886)             | (97,982)                | 70.04%                 |
| 2. Operating Expenditure                          | 416,162               | 235,754                 | 56.65%                 |
| 4. Capital Expenditure                            | 688                   | 640                     | 93.02%                 |
| 4235501. Covid-19 Council Pound Grant Expenditure | 688                   | 640                     | 93.02%                 |

## 11. ENVIRONMENTAL MANAGEMENT

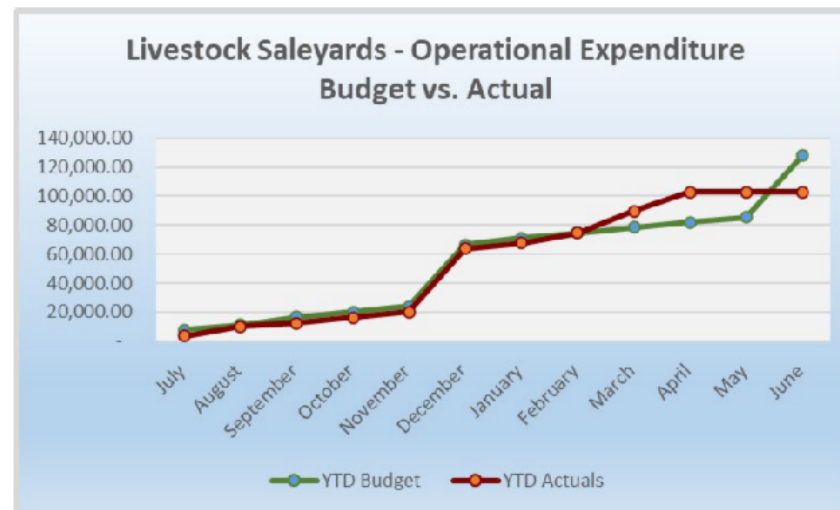
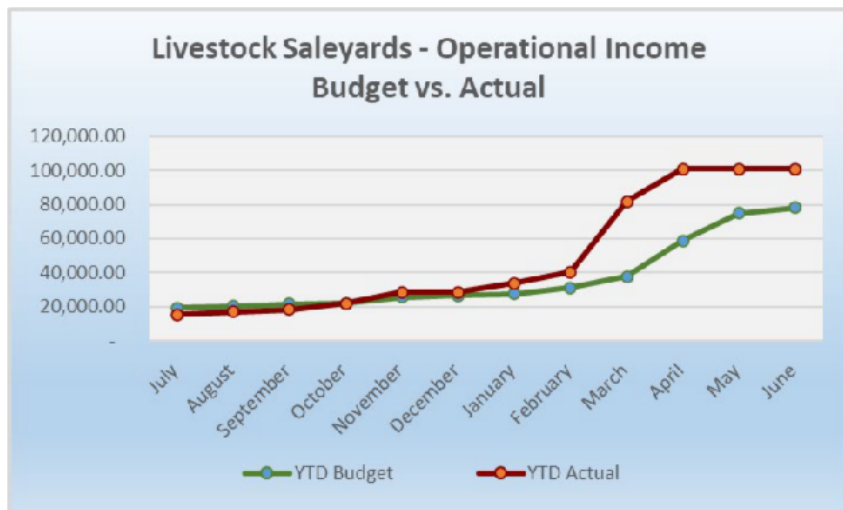
| Business Unit: Environmental Management                                                                                   |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 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>Two dogs impounded for April</p> <p>Council no longer has a Ranger or suitable on call staff to deal with complaints. Council currently has no Ranger to enforce parking regulations, and miscellaneous complaints are being dealt with when time allows.</p> <p>No abandon vehicles reported.</p> <p>No illegal dumping was reported for April. Calls were received for straying livestock on public roads. 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. Follow up to occur.</p> <p>Several barking dog complaints received. No Ranger to follow up.</p> <p>Rabbits still a problem again around town, with calls received on how to control them.</p>                                                                                                                                                                                                                                                                                                                           | <br>MONITOR  |
| 3.1.2.2 Manage and deliver the Weeds Management Program, Council's Weeds Action Plan and regional weeds management plans. | Manager Open Space, Regulatory & Utilities | <p>Weed Officer Report - April 2023</p> <p>Black Knapweed - inspections and treatments along Bellevue and Aldershot Rds., and on private property as required.</p> <p>Giant Parramatta Grass - Rocky River Rd</p> <p>Green Cestrum - Various areas in and around Urbenville</p> <p>Private Property Inspections - 7 inspections undertaken for April.</p> <p>2 x Field days.- 1 workshop/field trip with Granite Borders Landcare and 1 Field day at Wilson's Downfall</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, Contractors are currently down as Far as Mingoola Station on one side and Sovereignton Station on the other, where the Mole joins the Dumaresq.</p> | <br>ON TRACK |

**11. ENVIRONMENTAL MANAGEMENT**

Monthly Operational Report - April 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 | 3 complaints received for overgrown / untidy blocks for April<br><br>Three notices has been issued in relation to overgrown/untidy blocks, with 2 still ongoing. |  |

## 12. Livestock Saleyards



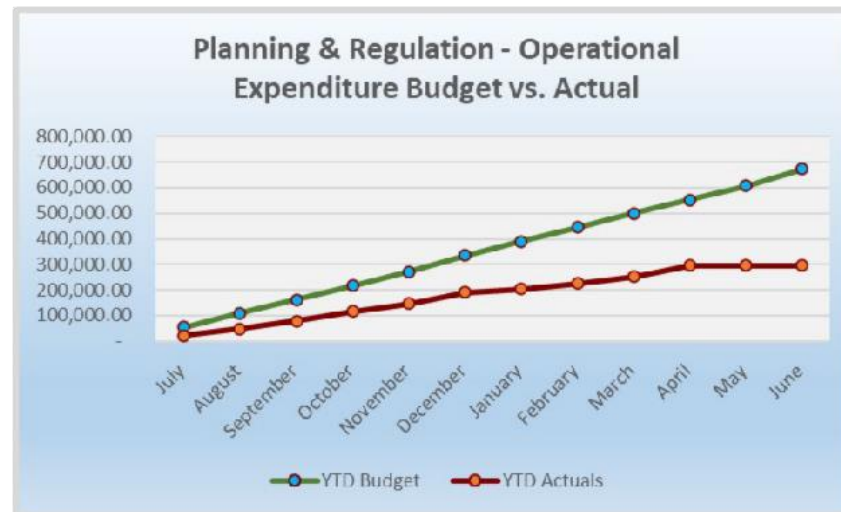
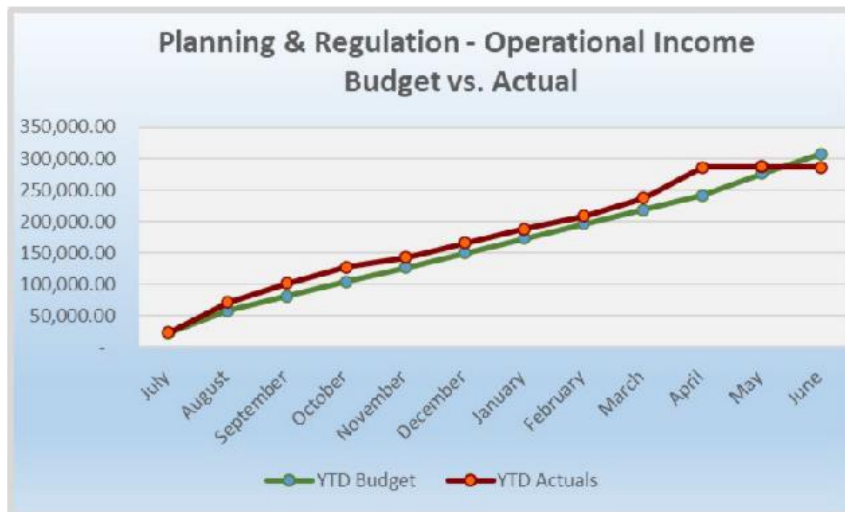
| COA                                                         | 22/23 Review 2 Budget | 22/23 YTD Actuals April | 22/23 Percentage Spent |
|-------------------------------------------------------------|-----------------------|-------------------------|------------------------|
| Livestock Saleyards                                         | 420,414               | 347,677                 | 82.70%                 |
| 1. Operating Income                                         | (78,188)              | (101,051)               | 129.24%                |
| 2. Operating Expenditure                                    | 128,314               | 102,859                 | 80.16%                 |
| 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 - April 2023

| Action                                                                                                                                                                                                                                                                                                                                    | Responsibility                             | Progress Comment         | Status                                                                                                                                                                                                                                                             |                      |               |               |                  |         |             |                       |  |                      |                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------|---------------|------------------|---------|-------------|-----------------------|--|----------------------|-------------------------------------------------------------------------------------|
| 2.1.2.1 Manage and deliver commercial Saleyards Services.                                                                                                                                                                                                                                                                                 | Manager Open Space, Regulatory & Utilities | April 2023               | <table border="0"> <tr> <td>Prime Cattle</td> <td>419 Head</td> <td>\$ 462,264.99</td> </tr> <tr> <td>Private Weighing</td> <td>71 Head</td> <td>\$78,101.53</td> </tr> <tr> <td><b>Total 490 Head</b></td> <td></td> <td><b>\$ 540,366.52</b></td> </tr> </table> | Prime Cattle         | 419 Head      | \$ 462,264.99 | Private Weighing | 71 Head | \$78,101.53 | <b>Total 490 Head</b> |  | <b>\$ 540,366.52</b> |  |
|                                                                                                                                                                                                                                                                                                                                           |                                            | Prime Cattle             |                                                                                                                                                                                                                                                                    | 419 Head             | \$ 462,264.99 |               |                  |         |             |                       |  |                      |                                                                                     |
|                                                                                                                                                                                                                                                                                                                                           |                                            | Private Weighing         |                                                                                                                                                                                                                                                                    | 71 Head              | \$78,101.53   |               |                  |         |             |                       |  |                      |                                                                                     |
|                                                                                                                                                                                                                                                                                                                                           |                                            | <b>Total 490 Head</b>    |                                                                                                                                                                                                                                                                    | <b>\$ 540,366.52</b> |               |               |                  |         |             |                       |  |                      |                                                                                     |
|                                                                                                                                                                                                                                                                                                                                           |                                            | Financial Year 2022/2023 | 9,061 Head                                                                                                                                                                                                                                                         | \$ 11,603,931.24     |               |               |                  |         |             |                       |  |                      |                                                                                     |
|                                                                                                                                                                                                                                                                                                                                           |                                            | 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 April | 22/23 Percentage Spent |
|----------------------------------|-----------------------|-------------------------|------------------------|
| <b>Planning &amp; Regulation</b> | <b>253,609</b>        | <b>(193,991)</b>        | <b>-76.49%</b>         |
| 1. Operating Income              | (307,250)             | (286,007)               | 93.09%                 |
| 2. Operating Expenditure         | 672,101               | 295,798                 | 44.01%                 |
| 3. Capital Income                | (111,242)             | (203,782)               | 183.19%                |

### 13. PLANNING & REGULATION

| Business Unit: Planning & Regulation                                                                                      |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Service Profile: Planning & Regulation                                                                                    |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                 |
| Action                                                                                                                    | Responsibility                          | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Status                                                                                          |
| 3.1.1.1 Monitor and deliver the Tenterfield Local Environmental Plan 2013 and Development Control Plan 2014 (as amended). | Manager Planning & Development Services | 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 - Eight (8) 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. Food premises inspections commenced, all to be finalised by end June 2023. | <br>ON TRACK |

**Applications Lodged April 2023**

| <b>DA Number</b> | <b>Applicant</b>                       | <b>Address</b>                                        | <b>Description of Work</b>                |
|------------------|----------------------------------------|-------------------------------------------------------|-------------------------------------------|
| DA2023.036       | Timothy Russell Dominicolblue Building | 141 High Street, Tenterfield                          | Extension of existing Commercial Building |
| DA2023.037       | Wes Smith Building Pty Ltd (Andrew)    | 38 Neagles Lane, Tenterfield                          | Dwelling                                  |
| DA2023.038       | Tenterfield Surveys (Bayer)            | 470 Silent Grove Road, Torrington                     | Subdivision (6) Six Lots - Rural          |
| DA2023.039       | Tenterfield Surveys(Townes)            | 6 Parkes Drive, Tenterfield                           | Strata Subdivision Two (2) Lots           |
| DA 2023.040      | Elizabeth Elliott                      | 119 Molesworth Street, Tenterfield                    | Alterations & Additions to dwelling       |
| DA 2023.041      | Robert Sibley (Commercial Hotel)       | 288 Rouse Street, Tenterfield                         | Extension of Existing Deck                |
| DA2023.042       | Uniplan (Groenwoldt/Owens)             | 8 Sommerlads Road, Tenterfield                        | Manufactured Dwelling & Shed              |
| DA2023.043       | Yvette & Steven Ardern                 | 12 Four Mile Creek Road, Tenterfield                  | Dwelling & Shed                           |
| DA2023.044       | Tenterfield Surveys (Wright)           | 37 Bellevue Road, Tenterfield                         | Subdivision Four (4) Lots - Rural         |
| DA2023.045       | Rachel Scullion                        | 10 Boomi Street, Urbenville                           | Shed                                      |
| DA2023.046       | Brad Holley (Crabb)                    | 97 Cowper Street, Tenterfield                         | Shed                                      |
| DA2023.047       | Tenterfield Surveys (South & Ryan)     | Mingoola Station Road, Mingoola                       | Boundary Adjustment Five (5) Lot - Rural  |
| DA2023.048       | Hannah Julius                          | 156 Logan Street, Tenterfield                         | 4 Dwellings (on 4 lots)                   |
| DA2023.049       | Maree Townes                           | 26 Parkes Drive, Tenterfield                          | Dwelling & Shed                           |
| DA2023.050       | Desley Kane                            | 61 Mud Flat Road, Drake                               | Extension to existing Dwelling            |
| DA2023.051       | Westbulit Homes (Currawinya - Gith)    | 2575c Paddys Flat Road, Tabulam<br>Site 20 Currawinya | Manufactured Dwelling                     |
| DA2023.052       | Brad Holley (Duckering)                | 45 Ballandean Street, Jennings                        | Shed                                      |

**Applications Determined April 2023**

| <b>DA Number</b> | <b>Applicant</b>                      | <b>Address</b>                               | <b>Description of Work</b>             |
|------------------|---------------------------------------|----------------------------------------------|----------------------------------------|
| DA2023.015       | Jessica Rennie                        | 963 Lower Rocky River Road, Rocky River      | Two (2) Lot Boundary Adjustment        |
| DA2023.021       | Aaron Jamieson GHP Surveyors(Jackson) | 2858-4070 Mt Lindesay Road, Willons Downfall | Twelve (12) Lot Boundary Adjustment    |
| DA2022.024       | Eco Cottages (Sommer)                 | 121 Rouse Street, Tenterfield                | Dual Occupancy - Manufactured Dwelling |
| DA 2023.027      | Carol Axworthy                        | Bluff River Road, Sandy Flat                 | Dwelling                               |
| DA 2023.031      | Manfate (McKean)                      | 63 Kochs Road, Tenterfield                   | 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                  |
| DA2023.038       | Tenterfield Surveys (Bayer)           | 470 Silent Grove Road, Torrington            | Subdivision (6) Six Lots - Rural       |
| DA 2023.040      | Elizabeth Elliott                     | 119 Molesworth Street, Tenterfield           | Alterations & Additions to dwelling    |
| DA 2023.041      | Robert Sibley (Commercial Hotel)      | 288 Rouse Street, Tenterfield                | Extension of Existing Deck             |

**Applications Outstanding –April 2023**

| DA Number  | Applicant                                         | Property Address                | Description of Work                                                                                                                                                                                                             | Status of Application/Comment                                           |
|------------|---------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| DA2019.055 | RAWNSLEY Derek & PAINE Janine                     | 632 Sugarbag Road, Drake        | Tourist & Visitor Accommodation (Backpackers Accommodation)                                                                                                                                                                     | Insufficient Information provided to complete assessment                |
| DA2019.104 | Wilshire & Co Superannuation Fund (Todd Wilshire) | 1-9 Manners Street, Tenterfield | New Shed & Extension to Existing Shed (Awning)                                                                                                                                                                                  | Insufficient Information provided to complete assessment                |
| DA2021.012 | CORBETT Arran                                     | Bluff River Road, Tenterfield   | Primitive Camp Ground                                                                                                                                                                                                           | Insufficient Information provided to complete assessment                |
| DA2021.080 | 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                                     |
| DA2021.153 | Stephen P McElroy & Associates (Burtenshaw)       | 7841 Bruxner Highway, Drake     | Tourist & Visitor Accommodation                                                                                                                                                                                                 | Further information required from applicant to address RFS requirements |
| DA2022.043 | Tenterfield Surveys (Taylor)                      | 60 Derby Street, Tenterfield    | Five (5) Lot Staged Urban Subdivision                                                                                                                                                                                           | Information required from applicant                                     |

|            |                                 |                                       |                                           |                                                |
|------------|---------------------------------|---------------------------------------|-------------------------------------------|------------------------------------------------|
| DA2022.048 | Tenterfield Surveys (Uhrig)     | 17 Naas Street, Tenterfield           | Eleven (11) Lots Staged Urban Subdivision | Information required from applicant            |
| DA2022.068 | Tenterfield Surveys Pty Ltd     | 531A Long Gully Road, Drake           | Two (2) Lot Subdivision                   | Information required from applicant            |
| DA2022.140 | John Dean                       | 228 Old Ballandean Road, Tenterfield  | Dwelling                                  | Awaiting additional information from applicant |
| DA2023.008 | Tenterfield Surveys             | 632a New England Highway, Tenterfield | Two (2) Lot Subdivision                   | Under assessment/Awaiting RFS recommendations  |
| DA2023.010 | Tenterfield Surveys             | Tooloom Street, Legume                | Two (2) Lot Subdivision                   | Under assessment/Awaiting RFS recommendations  |
| DA2023.016 | Tenterfield Surveys             | 305 Faggs Road, Wylie Creek           | Two (2) Lot Boundary Adjustment           | Under assessment/Awaiting RFS recommendations  |
| DA2023.018 | Kyogle Home Modifications       | 7 Beaury Street, Urbenville           | Dwelling                                  | Under assessment                               |
| DA2023.022 | Tenterfield Surveys (Finnerty)  | Sunnyside Loop Road, Tenterfield      | Six (6) Lot Rural subdivision             | Under assessment/Awaiting RFS recommendations  |
| DA2023.023 | Tenterfield Surveys (Claydon)   | 11 Mingoola School Road, Mingoola     | Two (2) Lot Boundary Adjustment           | Under assessment/Awaiting RFS recommendations  |
| DA2023.026 | Tenterfield Surveys (Carpenter) | 1465 Billirimba Road, Tenterfield     | Two (2) Lot Rural Subdivision             | Under assessment/Awaiting RFS recommendations  |
| DA2023.028 | Arcopod (Cowan)                 | 95 Kildare Road, Tenterfield          | Dwelling- Manufactured Home               | Under assessment                               |
| DA2023.030 | Keith Sutcliffe                 | 67a Clive Street, Tenterfield         | Dwelling/Shed                             | Under assessment                               |
| DA2023.032 | Jayne Barrett                   | 12 Stanthorpe Street, Liston          | Shed                                      | Under assessment                               |

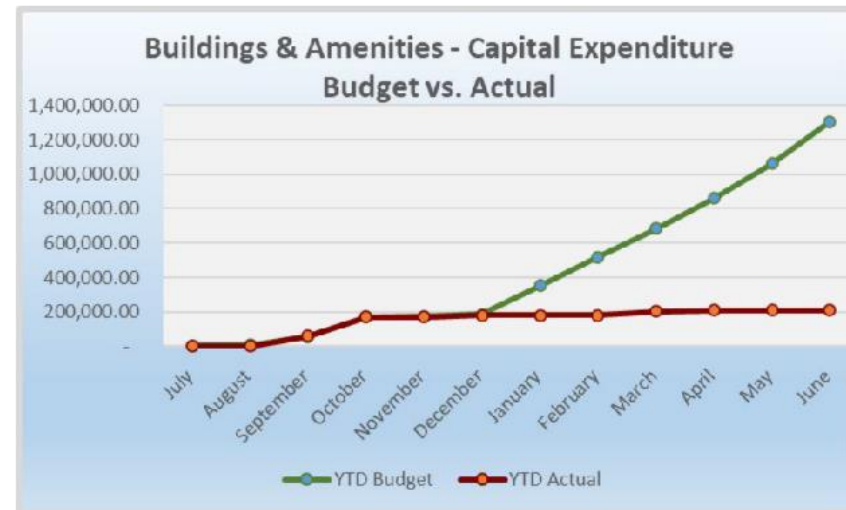
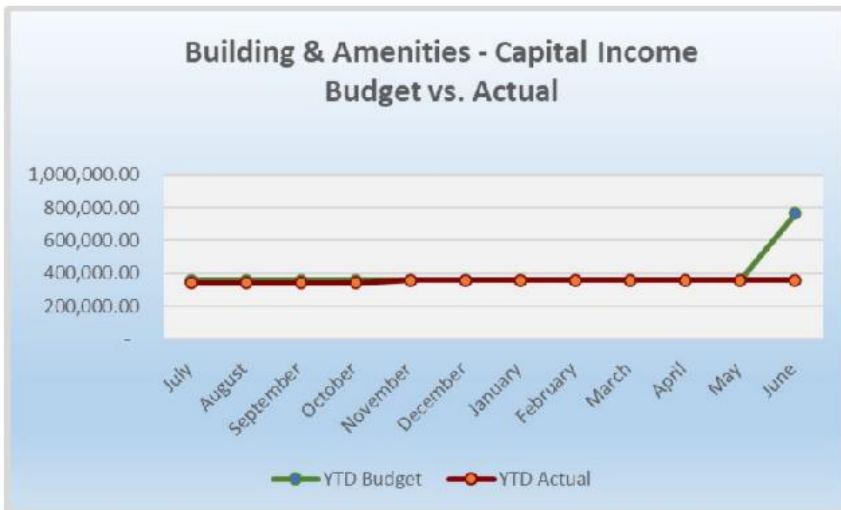
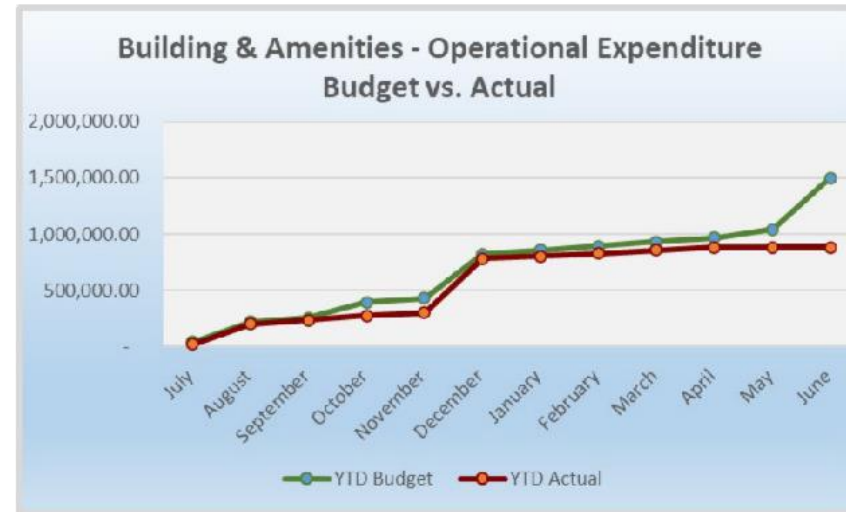
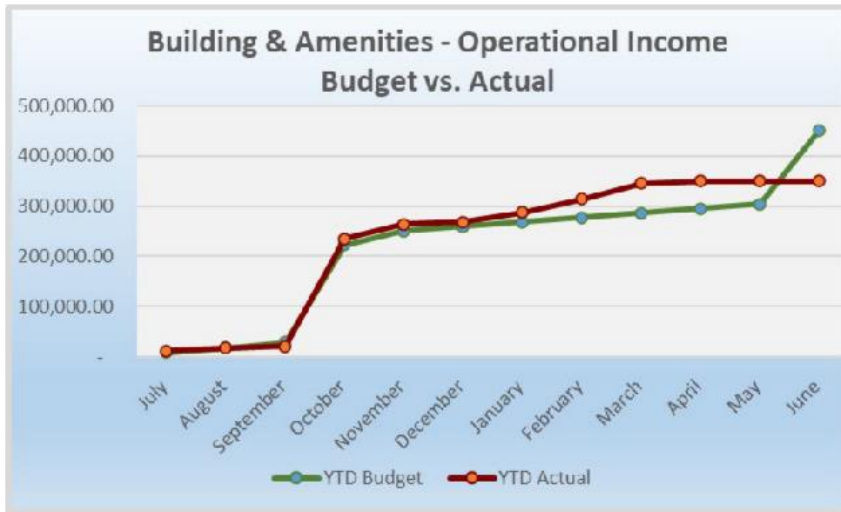
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|------------|---------------------------------------------|-----------------------------------------|----------------------------------------------|-----------------------------------------------------|
| DA2023.036 | Timothy Russell<br>Dominicoblue<br>Building | 141 High Street, Tenterfield            | Extension of existing<br>Commercial Building | Under assessment                                    |
| DA2023.037 | Wes Smith Building<br>Pty Ltd (Andrew)      | 38 Neagles Lane, Tenterfield            | Dwelling                                     | Under assessment                                    |
| DA2023.039 | Tenterfield<br>Surveys(Townes)              | 6 Parkes Drive, Tenterfield             | Strata Subdivision Two<br>(2) Lots           | Under assessment                                    |
| DA2023.042 | Uniplan<br>(Groenwoldt/Owens)               | 8 Sommerlads Road, Tenterfield          | Manufactured<br>Dwelling & Shed              | Under assessment                                    |
| DA2023.043 | Yvette & Steven<br>Ardern                   | 12 Four Mile Creek Road,<br>Tenterfield | Dwelling & Shed                              | Under assessment                                    |
| DA2023.044 | Tenterfield Surveys<br>(Wright)             | 37 Bellevue Road, Tenterfield           | Subdivision Four (4)<br>Lots - Rural         | Under assessment/RFS                                |
| DA2023.045 | Rachel Scullion                             | 10 Boomi Street, Urbenville             | Shed                                         | Under assessment                                    |
| DA2023.046 | Brad Holley (Crabb)                         | 97 Cowper Street, Tenterfield           | Shed                                         | Under assessment                                    |
| DA2023.047 | Tenterfield Surveys<br>(South & Ryan)       | Mingoola Station Road,<br>Mingoola      | Boundary Adjustment<br>Five (5) Lot - Rural  | Under assessment/RFS                                |
| DA2023.048 | Hannah Julius                               | 156 Logan Street, Tenterfield           | 4 Dwellings (on 4 lots)                      | Under assessment/awaiting additional<br>information |
| DA2023.049 | Maree Townes                                | 26 Parkes Drive, Tenterfield            | Dwelling & Shed                              | Under assessment                                    |
| DA2023.050 | Desley Kane                                 | 61 Mud Flat Road, Drake                 | Extension to existing<br>Dwelling            | Under assessment                                    |
| DA2023.051 | Westbult Homes<br>(Currawinya - Gith)       | 2575c Paddys Flat Road,<br>Tabulam      |                                              | 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.   | 6               | 2                                                  | 3                            | 2                                 | 4           | 0                      | 17                        | 12                        |
|                                     | Value | \$2,128,800.00  | \$205,600.00                                       | \$92,969.00                  | \$440,000.00                      | \$0.00      | \$0.00                 | \$2,867,369.00            | \$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)                  |       | 44              | 13                                                 | 24                           | 5                                 | 25          | 5                      | 116                       |                           |
| FY 22/23 Total Value (Year to Date) |       | \$13,687,718.00 | \$1,096,700.00                                     | \$881,818.78                 | \$623,467.00                      | \$0.00      | \$48,000.00            | \$16,337,703.78           |                           |
| FY 21/22 Total Value                |       | \$12,875,932.00 | \$966,000.00                                       | \$1,924,958.00               | \$7,470,581.00                    | \$0.00      | \$370,000.00           |                           | \$23,607,471.00           |




**14. Buildings and Amenities**




| COA                                                                                      | 22/23<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>April | 22/23<br>Percentage<br>Spent |
|------------------------------------------------------------------------------------------|-----------------------------|-------------------------------|------------------------------|
| <b>Buildings &amp; Amenities</b>                                                         | <b>1,592,126</b>            | <b>378,575</b>                | <b>23.78%</b>                |
| 1. Operating Income                                                                      | (451,674)                   | (349,970)                     | 77.48%                       |
| 2. Operating Expenditure                                                                 | 1,503,317                   | 879,946                       | 58.53%                       |
| 3. Capital Income                                                                        | (763,660)                   | (360,013)                     | 47.14%                       |
| 4. Capital Expenditure                                                                   | 1,304,143                   | 208,612                       | 16.00%                       |
| 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                      | 14,131                        | 100.00%                      |
| 4235003. BCRRF Stream 1 Memorial Hall                                                    | 31,292                      | 0                             | 0.00%                        |
| 4235005. BSBR000682 - Installation of Ceiling Fans & Emergency Lighting at Memorial Hall | 154,000                     | 0                             | 0.00%                        |
| 4235006. SCCF4-0949 Floor Refurbishments to Memorial Hall                                | 131,117                     | 0                             | 0.00%                        |

## 14. BUILDINGS & AMENITIES


| Business Unit: Buildings & Amenities                          |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                     |
|---------------------------------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Service Profile: Buildings & Amenities                        |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                     |
| Action                                                        | Responsibility                  | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Status                                                                              |
| 1.2.1.4 Develop and deliver the Property Management Strategy. | 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 end 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 has now closed and reviewing tender received.</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 awaiting on another quote.</li> </ul> |  |

14. BUILDINGS & AMENITIES

Monthly Operational Report - April 2023

|                                                       |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                     |
|-------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1.2.1.5 Manage and update Land and Property Register. | Building & Property Coordinator | <p>Current Capital Works</p> <ul style="list-style-type: none"><li>• Purchase order has been raised to replace the air conditioning units on the administration roof. Installation should be first week in July 2023.</li></ul> <p>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 discussions are being had with Council engineer and roofing company; and</p> <ul style="list-style-type: none"><li>• Band Hall relocation to Leechs Gully</li></ul> <p>Lodgement of Development Application by Leechs Gully Progress Association is awaiting Crown Land to sign off on the application as owner of the land, prior to lodgement with Council for assessment.</p> <p>Property Specialist Position - vacant since December 2022</p> <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> |  |
|-------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

**14. BUILDINGS & AMENITIES** Monthly Operational Report - April 2023

| Action                                                                         | Responsibility                  | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Status                                                                                                        |
|--------------------------------------------------------------------------------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| 1.2.1.6 Develop and deliver the Buildings and Amenities Asset Management Plan. | Building & Property Coordinator | <p>Licences &amp; Agreements on Council owned/managed Land</p> <ul style="list-style-type: none"> <li>Council staff have contacted solicitor in relation to receiving a draft lease for the Tenterfield Total Care building, 136-138 Manners Street, Tenterfield.</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 Heritage Trail – sign under manufacture – expect delivery early May. Brochures content completed, to be signed off and sent to printer.</li> </ul> <p>Drought Communities Programme Extension</p> <ul style="list-style-type: none"> <li>Streetscape Recovery Project – work continues on all four (4) buildings and will be completed in the next few months – ongoing, acquittal can be completed now, just waiting on details from TNMAI.</li> <li>Upgrades to the Drake Resource Centre –Acquittal documents have been given to Council and an audit yet to be completed.</li> </ul> <p>Local Drought Stimulus Package</p> <ul style="list-style-type: none"> <li>Memorial Hall Internal Acoustic &amp; Insulation Treatments – Fire system is completed, and funding should be claimed, awaiting final payments of invoices; - ongoing</li> </ul> <p>National Bushfire Funding</p> <ul style="list-style-type: none"> <li>Advertising Campaign Expansion &amp; Brochure Production - working on final project to be completed.</li> </ul> <p>Public Spaces Legacy Program</p> <ul style="list-style-type: none"> <li>Tenterfield Youth Precinct &amp; Mountain Bike Trail Head –Construction has commenced and should be completed in the next few months, seeking possible extension due to project not being completed by April - ongoing.</li> <li>Jennings Playground Project - final landscaping and drainage discussions are being had.</li> </ul> | <br><small>MONITOR</small> |

**14. BUILDINGS & AMENITIES** **Monthly Operational Report - April 2023**

Stronger Country Communities Programs

- Scope of works are needed for the Memorial Hall floor, - Scope of work is needed to be drafted and floor needs to be completed by November 2023.
- Resurfacing of netball court – Scope of work has been completed and will be sent to contractors for quoting.
- Upgrades to Drake hall, Scope of work has now been drafted and inspection of property has been scheduled for early May to seek quotations.

Black Summer Funding

- Removal of dead trees has commenced (Tenterfield Park),
- Mingoola Hall Upgrades to include a stand alone toilet – plans and quotes are being collected and will need to go to the community for consultation
- Memorial Hall installation of Emergency lighting and ceiling fans - scope of work is currently drafted for quote. Discussions have been had in relation to the emergency lighting and fans being installed, awaiting quotes.

1.2.1.7 Manage Crown Lands and prepare designated Native Title Advice. Building & Property Coordinator

Property Specialist Position - vacant since December 2022

ALC 9253 & 13616 – a response has been sent in relation to these claims awaiting an outcome from the Aboriginal Land Claim Assessment Team at NSW Department of Industry – Crown Lands

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.

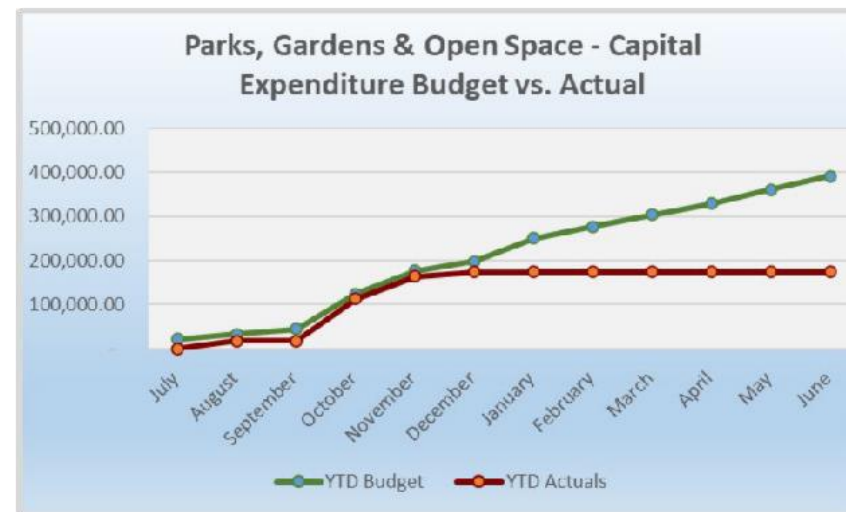
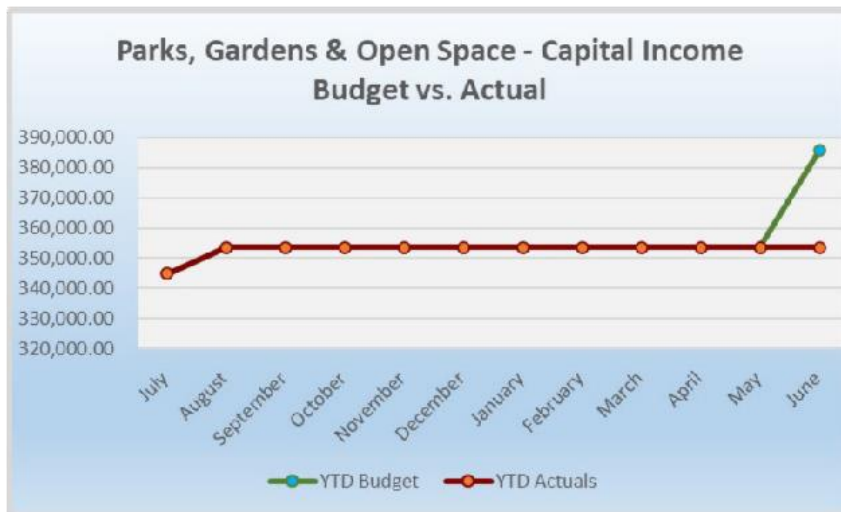
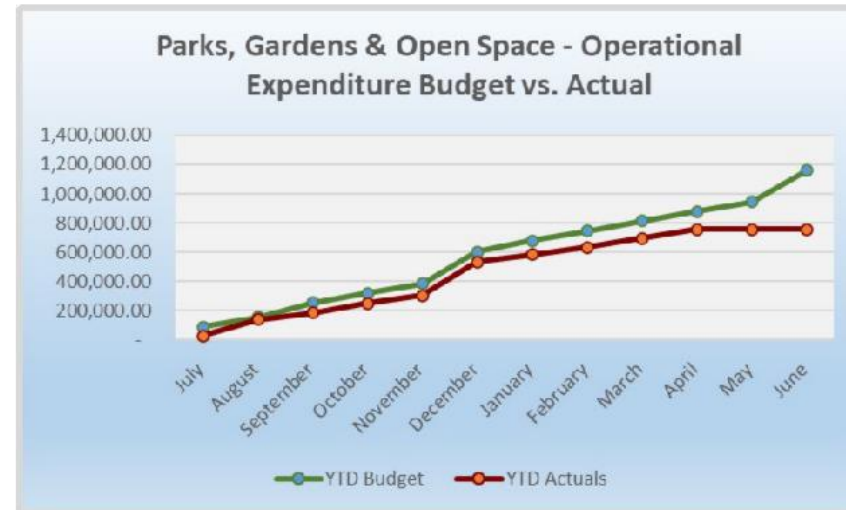
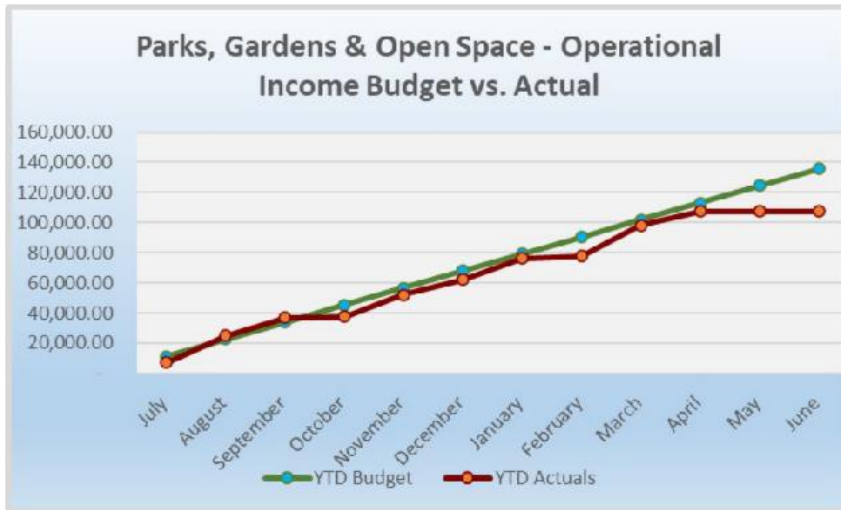
Last update from November 2022 –

- 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>April | 22/23<br>Percentage<br>Spent |
|--------------------------------------------------------------------|-----------------------------|-------------------------------|------------------------------|
| <b>Parks, Gardens and Open Space</b>                               | <b>1,029,940</b>            | <b>469,335</b>                | <b>45.57%</b>                |
| 1. Operating Income                                                | (135,737)                   | (107,377)                     | 79.11%                       |
| 2. Operating Expenditure                                           | 1,159,007                   | 756,835                       | 65.30%                       |
| 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%                        |



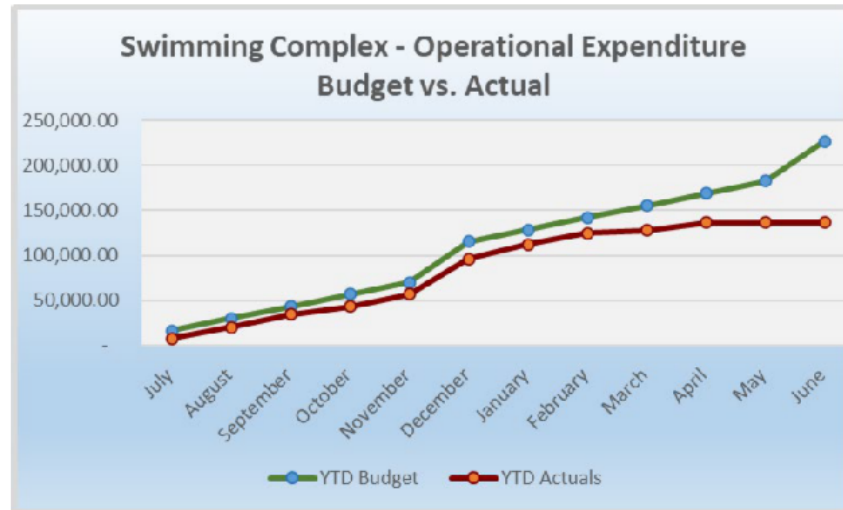
**15. PARKS, GARDENS & OPEN SPACE**

| 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.<br/>                     Remaining staff prioritising jobs.<br/>                     General cleaning and maintenance of amenities.<br/>                     Damage to the public toilets has now been reduced as Jubilee park toilet is being closed earlier.<br/>                     Playground maintenance being undertaken. Suppliers contacted in relation to the upgrade of the netball courts.<br/>                     One (1) staff member required at the Cemetery on a rotating roster.<br/>                     Several pin oaks are still to be removed along Cowper and Logan streets.<br/>                     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.<br/>                     Staff started leaf pick up.</p> | <br>MONITOR    |
| 1.2.1.2 Work with the Tenterfield Shire Village Progress Associations and the Parks, Gardens and the Parks, Gardens and Open Space Committee to support individual town and village themes. | Manager Open Space, Regulatory & Utilities | <p>Parks and Garden and Arts and Culture Committee are now combined.<br/>                     Village concept plans have been adopted and on Council website<br/>                     Grant funded upgrade to Jennings playground, including shade structure, BBQ and bin restrictor and carpark completed. Additional bins installed at Jennings Park due to increase use of the park.<br/>                     Water availability to Jennings park now connected to main.<br/>                     Investigation into the broken handwashing tap in Tringle park at Urbenville looking at installing a timer tap and remove the push plate.<br/>                     Public toilet issues in villages.</p>                                                                                                                                                                                                                      | <br>NEEDS WORK |

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

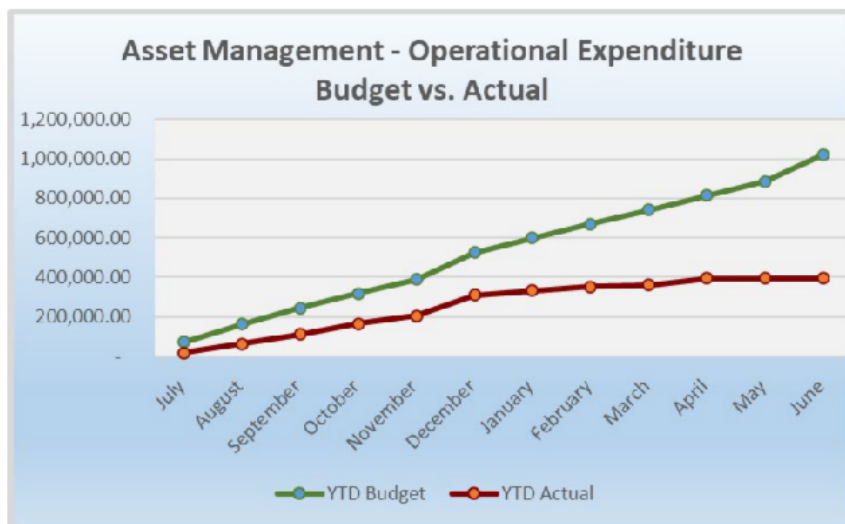


| COA                                        | 22/23 Review 2 Budget | 22/23 YTD Actuals April | 22/23 Percentage Spent |
|--------------------------------------------|-----------------------|-------------------------|------------------------|
| <b>Swimming Complex</b>                    | 252,112               | 143,433                 | 56.89%                 |
| <b>2. Operating Expenditure</b>            | 227,112               | 136,732                 | 60.20%                 |
| <b>4. Capital Expenditure</b>              | 25,000                | 6,701                   | 26.80%                 |
| 4600512. Swimming Pool - Equipment Renewal | 25,000                | 6,701                   | 26.80%                 |

## 16. SWIMMING COMPLEX






| Business Unit: Swimming Complex                                                                               |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |         |          |          |         |          |       |     |         |       |       |       |       |       |       |        |         |     |       |       |       |       |     |        |         |       |       |       |       |       |       |        |         |       |       |       |       |       |       |        |         |       |       |       |       |       |       |        |                                                                                     |  |  |  |  |
|---------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------|----------|----------|---------|----------|-------|-----|---------|-------|-------|-------|-------|-------|-------|--------|---------|-----|-------|-------|-------|-------|-----|--------|---------|-------|-------|-------|-------|-------|-------|--------|---------|-------|-------|-------|-------|-------|-------|--------|---------|-------|-------|-------|-------|-------|-------|--------|-------------------------------------------------------------------------------------|--|--|--|--|
| Service Profile: Swimming Complex                                                                             |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |         |          |          |         |          |       |     |         |       |       |       |       |       |       |        |         |     |       |       |       |       |     |        |         |       |       |       |       |       |       |        |         |       |       |       |       |       |       |        |         |       |       |       |       |       |       |        |                                                                                     |  |  |  |  |
| Action                                                                                                        | Responsibility                  | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Status   |         |          |          |         |          |       |     |         |       |       |       |       |       |       |        |         |     |       |       |       |       |     |        |         |       |       |       |       |       |       |        |         |       |       |       |       |       |       |        |         |       |       |       |       |       |       |        |                                                                                     |  |  |  |  |
| 1.2.2.1 Manage the Tenterfield War Memorial Baths (TWMB) Management Plan, and contribute to service delivery. | Building & Property Coordinator | <p>Management Plan</p> <ul style="list-style-type: none"> <li>• Current Management Plan to be implemented in the 2023 summer season. This plan is currently under review. Works identified for budget for next few years</li> <li>• All pool shade sails need to be replaced with another shade sail damaged due to wind and the age of the sail getting quotes to repair. – quotes are to be received</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. One (1) quote has been received.</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. 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>• The pool is now closed for the season, quotes are being received for replacement shade sails, pool painting, and Council has requested for Pool contractors to seek quotes for solar pump, and foot valves.</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 |  |  |  |  |  |
|                                                                                                               | 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

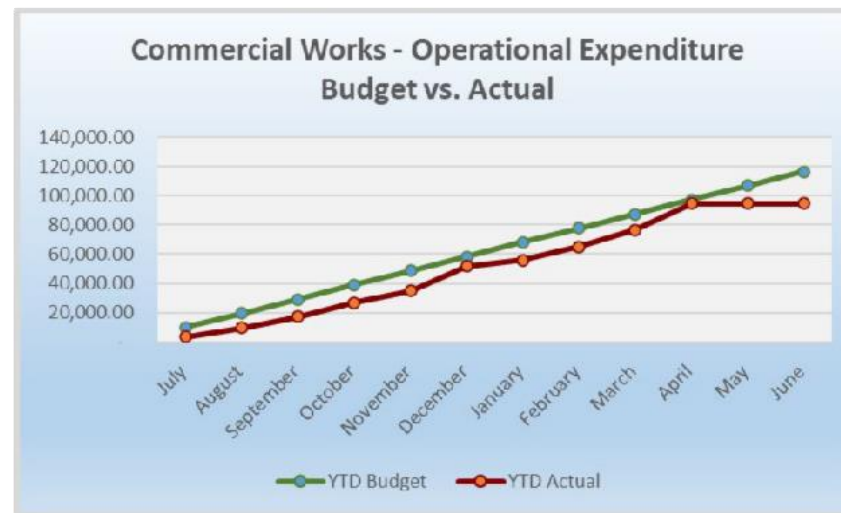
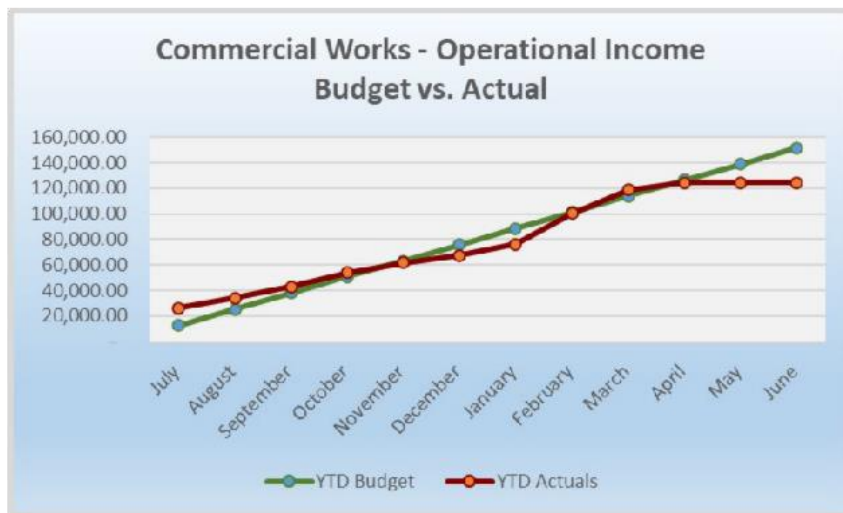


| COA                                                                      | 22/23 Review 2 Budget | 22/23 YTD Actuals April | 22/23 Percentage Spent |
|--------------------------------------------------------------------------|-----------------------|-------------------------|------------------------|
| <b>Asset Management &amp; Resourcing</b>                                 | <b>1,241,361</b>      | <b>425,220</b>          | <b>34.25%</b>          |
| 1. Operating Income                                                      | (10,000)              | (516)                   | 5.16%                  |
| 2. Operating Expenditure                                                 | 1,022,524             | 396,978                 | 38.82%                 |
| 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** Monthly Operational Report - April 2023


| 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. Verification of GIS road datasets has commenced.                                      |    |
| 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. PAMP Action Plan is being revised for completed projects and future priorities for Council's consideration.                                   |    |
| 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. Some further inspections have been done, however the program is limited by staffing resources as the Asset Officer has not been resourced. |    |
| 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 has been recently reviewed.                                                                                                                                                                                                                                                              |  |
| 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><br>Development of the plan is ongoing.                            |  |

### 18. Commercial Works



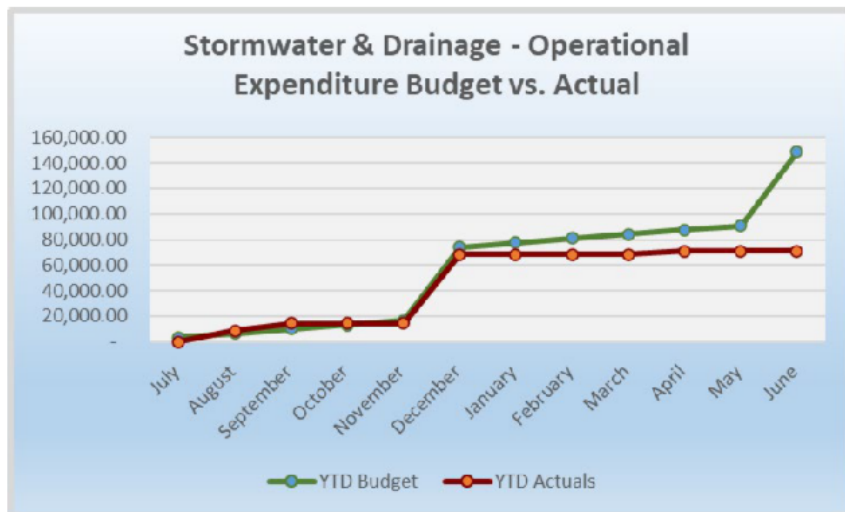
| COA                      | 22/23 Review 2 Budget | 22/23 YTD Actuals April | 22/23 Percentage Spent |
|--------------------------|-----------------------|-------------------------|------------------------|
| <b>Commercial Works</b>  | (35,159)              | (29,876)                | 84.98%                 |
| 1. Operating Income      | (151,842)             | (124,593)               | 82.05%                 |
| 2. Operating Expenditure | 116,683               | 94,716                  | 81.17%                 |

**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  | April 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

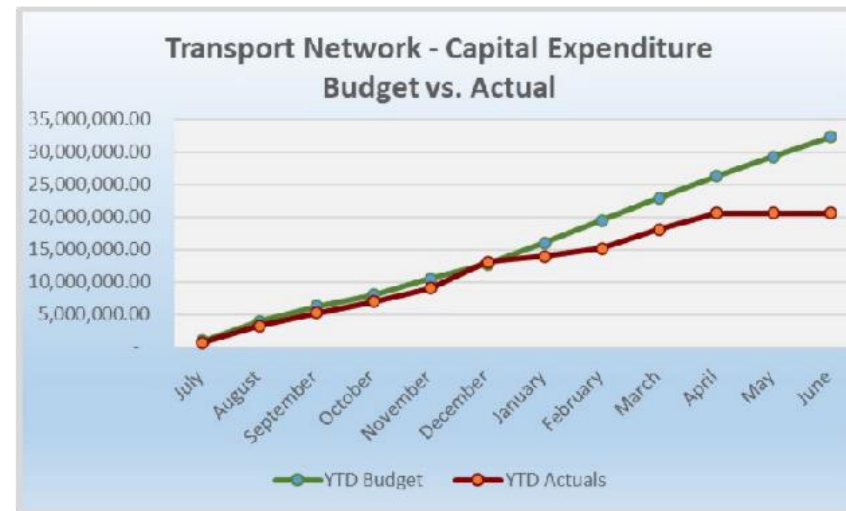
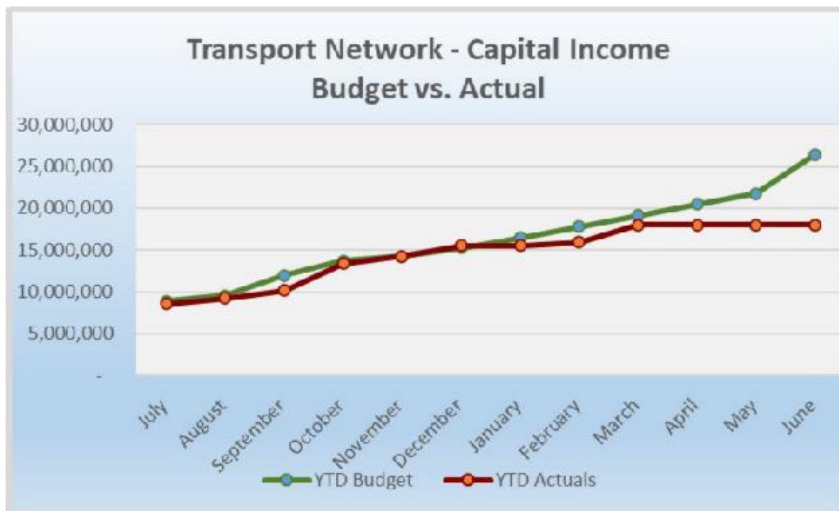
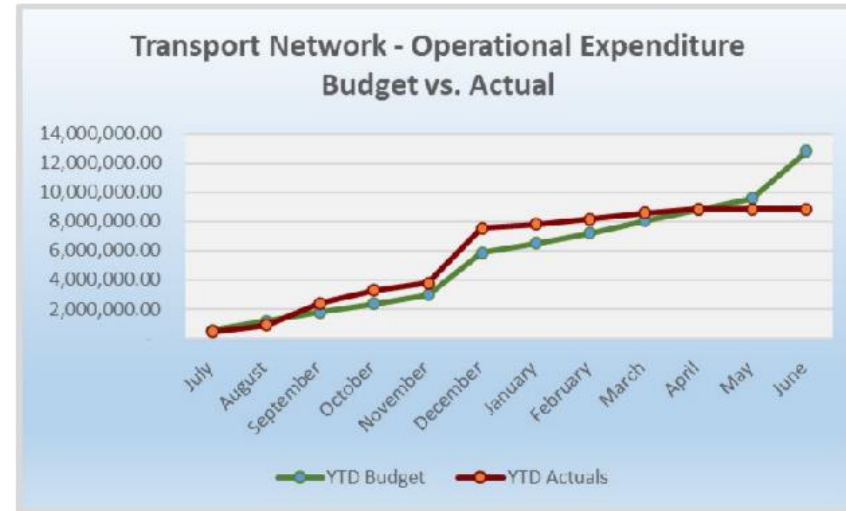
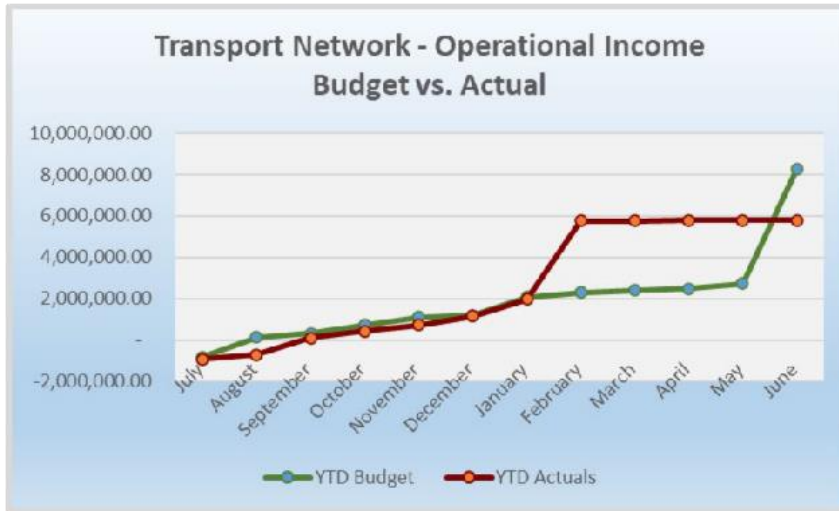


| COA                              | 22/23 Review 2 Budget | 22/23 YTD Actuals April | 22/23 Percentage Spent |
|----------------------------------|-----------------------|-------------------------|------------------------|
| <b>Stormwater &amp; Drainage</b> | <b>207,232</b>        | <b>3,097</b>            | <b>1.49%</b>           |
| 1. Operating Income              | (71,478)              | (71,539)                | 100.09%                |
| 2. Operating Expenditure         | 148,510               | 70,826                  | 47.69%                 |
| 3. Capital Income                | 0                     | (1,827)                 | 0.00%                  |
| 4. Capital Expenditure           | 130,200               | 5,637                   | 4.33%                  |
| 8252502. Drainage Pits - Upgrade | 63,000                | 5,566                   | 8.83%                  |
| 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 | <p>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.</p> <p>Some additional stormwater works have been undertaken and further design works are programmed in accordance with the Asset Management Plan objectives.</p> |  |

## 20. Transport Network





| COA                                                                                  | 22/23<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>April | 22/23<br>Percentage<br>Spent |
|--------------------------------------------------------------------------------------|-----------------------------|-------------------------------|------------------------------|
| <b>Transport Network</b>                                                             | <b>10,912,410</b>           | <b>6,071,211</b>              | <b>55.64%</b>                |
| 1. Operating Income                                                                  | (8,249,091)                 | (5,777,259)                   | 70.04%                       |
| 2. Operating Expenditure                                                             | 12,794,141                  | 8,863,795                     | 69.28%                       |
| 3. Capital Income                                                                    | (26,427,685)                | (17,989,903)                  | 68.07%                       |
| 4. Capital Expenditure                                                               | 32,305,964                  | 20,600,865                    | 63.77%                       |
| 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                   | 5,767,884                     | 108.35%                      |
| 6215544. BLERF - 0737 - Improve Mt Lindesay Road                                     | 5,297,708                   | 1,719,706                     | 32.46%                       |
| 6215550. Footpaths Capital Works                                                     | 15,000                      | 1,435                         | 9.57%                        |
| 6215552. Roads to Recovery 2019-24                                                   | 1,044,335                   | 33,444                        | 3.20%                        |
| 6215566. Developer Contribution Road Works                                           | 40,540                      | 36,879                        | 90.97%                       |
| 6215568. FLR200241 - Kildare Road (Tenterfield Tourist Route 9)                      | 2,666,325                   | 3,098,473                     | 116.21%                      |
| 6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel | 61,108                      | 62,822                        | 102.80%                      |
| 6215572. FLR300128 - Tooloom Road West Rehabilitation                                | 2,970,024                   | 1,860,195                     | 62.63%                       |
| 6215575. ROSI - Sunnyside Platform Road Upgrade                                      | 1,752,075                   | 1,599,920                     | 91.32%                       |
| 6215576. BSBR000641 - Drake Village Revitalisation                                   | 2,900,300                   | 17,882                        | 0.62%                        |

| <b>COA</b>                                                                                       | <b>22/23<br/>Review 2<br/>Budget</b> | <b>22/23<br/>YTD Actuals<br/>April</b> | <b>22/23<br/>Percentage<br/>Spent</b> |
|--------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------|---------------------------------------|
| 6215579. Local Roads & Community Infrastructure Program - Round 3                                | 2,088,670                            | 1,552,418                              | 74.33%                                |
| 6215580. Repair Program 2022/23                                                                  | 565,572                              | 247,085                                | 43.69%                                |
| 6215582. DRFA EPAR - EN00010 - AGRN1012 - 22 Feb 2022 Onwards                                    | 0                                    | 278,749                                | 0.00%                                 |
| 6215583. DRFA AGRN1012 EPAR Plains Station Road                                                  | 0                                    | 14,707                                 | 0.00%                                 |
| 6220269. DRFA AGRN1012 Package 1 EPAR                                                            | 56,047                               | 192,492                                | 343.45%                               |
| 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                              | 509,001                                | 70.46%                                |
| 6220276. Bridges Renewal Program - Unknown Creek Bridge (67161) Replacement, Paddy's Flat Rd Sth | 532,955                              | 578,489                                | 108.54%                               |
| 6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Rd             | 644,907                              | 467,307                                | 72.46%                                |
| 6220278. Fixing Country Bridges - Washpool Creek Bridge Replacement, Leechs Gully Rd             | 306,867                              | 350,925                                | 114.36%                               |
| 6220500. Urban Streets - Reseal Program                                                          | 60,000                               | 0                                      | 0.00%                                 |
| 6220501. Road Renewal - Gravel Roads                                                             | 601,519                              | 198,864                                | 33.06%                                |
| 6220503. Gravel Resheets                                                                         | 632,452                              | 299,199                                | 47.31%                                |
| 6220505. Kerbing & Guttering                                                                     | 40,000                               | 0                                      | 0.00%                                 |
| 6220506. Bridges / Causeways (SRV to 2023/24)                                                    | 530,000                              | 26,374                                 | 4.98%                                 |
| 6220507. Rural Roads - Reseal Program                                                            | 653,940                              | 283,325                                | 43.33%                                |
| 6220512. Rural Culverts & Pipes                                                                  | 100,000                              | 26,289                                 | 26.29%                                |

| <b>COA</b>                                                             | <b>22/23<br/>Review 2<br/>Budget</b> | <b>22/23<br/>YTD Actuals<br/>April</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                              | 7,570                                  | 4.74%                                 |
| 6240511. Molesworth Street Footpath Replacement Grant                  | 10,000                               | 0                                      | 0.00%                                 |
| 6240512. Streets as Shared Spaces - SASS00027 Linking People and Place | 500,000                              | 164,574                                | 32.91%                                |
| 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. Major construction projects are ongoing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <br>ON TRACK   |
| 4.1.1.2 Manage and deliver maintenance services for transport infrastructure.                                                | Manager Works                    | <p>April Grading &amp; Works Report 2023 Grading Schedule</p> <ul style="list-style-type: none"> <li>o Eastern Grader –This crew has been grading Cyril Smith Circuit, followed by Ogilvie Dr and Bushy Dr. Council is anticipating to seal another short section of road on Paddy’s Flat Road following cost savings on previous funding allocations, which needs to be expended by June 30. This crew will attend to Pateman’s Rd, Ramsay Rd and Chauvel Rd following this. A backhoe and mini excavator has conducted repairs to Morgan’s Ck Rd.</li> <li>o Northern Grader –This crew has graded White Swamp Rd, Head Gate Rd, Old Kooreelah Rd, Mt Clunie Rd and Graham’s Creek. This crew may do some sealed pavement rehabilitation work between Mt Lindesay and the new bridge on Graham’s Creek Rd in the next month. This crew will come down and construct a low cost pavement preparation for sealing on Undercliffe Rd. Length to be determined according to savings from other jobs. Slashing is occurring in the Northern Region.</li> <li>o Western Grader – subject to staffing availability, Council has a temporary operator in this grader. A contract grader has graded Sandy Flat Rd, Mt Speribo Rd, Bluff Ck and River roads. Council anticipates commencing flood damage repairs and full grading Pyes Ck Rd and Silent Grove Rd, once upper limit approvals are attained.</li> <li>o Central Grader –This crew has graded the Upper Rocky followed by Rocky River road.</li> </ul> | <br>NEEDS WORK |



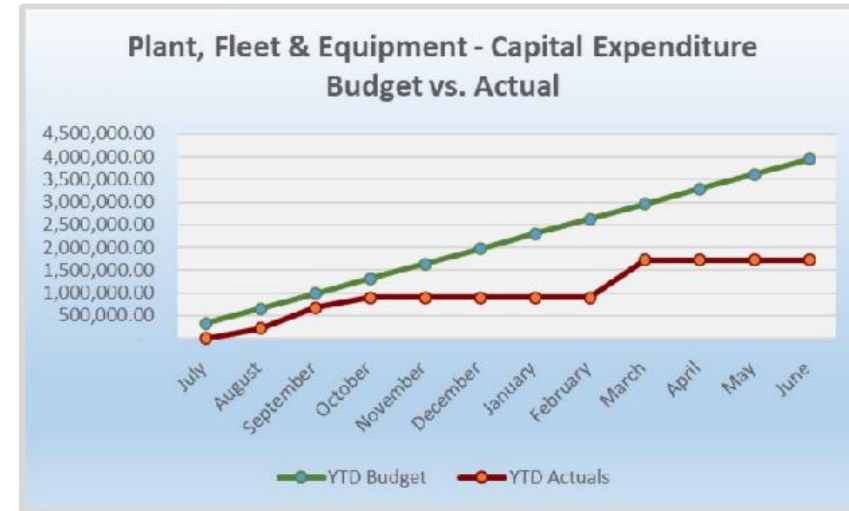
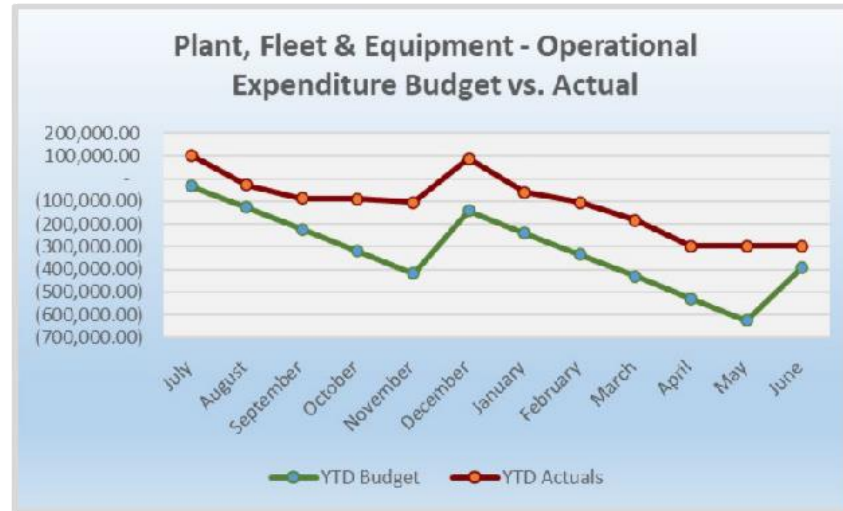
**20. TRANSPORT NETWORK**

Monthly Operational Report - April 2023

- o Bridge Crew have commenced 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 has attended to repairs to Vinegar Hill causeways (with the patching crew), Carpenter Lane, Rivertree Road, Cullens Creek Rd and Liston Town Streets. This excavator will attend to drainage on Undercliffe and Paddy's Flat roads at proposed sites for low cost pavement preparation for sealing.
- 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 are completed, Council anticipates some savings and will possible do more reseals on Regional Roads.
- o A contract crew have graded where necessary on McLeods Creek 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.




## 21. Plant, Fleet and Equipment

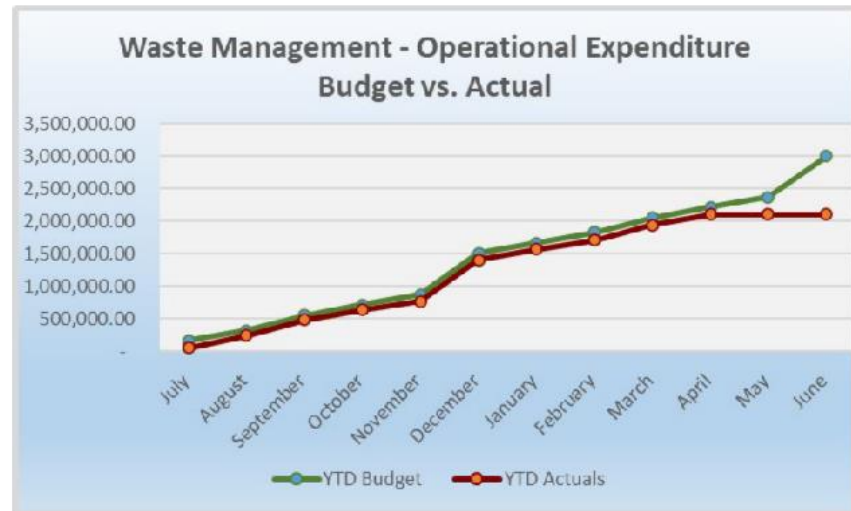


| COA                                     | 22/23 Review 2 Budget | 22/23 YTD Actuals April | 22/23 Percentage Spent |
|-----------------------------------------|-----------------------|-------------------------|------------------------|
| <b>Plant, Fleet &amp; Equipment</b>     | <b>463,887</b>        | <b>(455,170)</b>        | <b>-98.12%</b>         |
| 1. Operating Income                     | (48,190)              | (41,203)                | 85.50%                 |
| 2. Operating Expenditure                | (390,346)             | (297,780)               | 76.29%                 |
| 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><br>Budgeting of major replacements is being assessed in respect to Councils forward financial liabilities. | <br>MONITOR |

## 22. Waste Management



| COA                                                          | 22/23<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>April | 22/23<br>Percentage<br>Spent |
|--------------------------------------------------------------|-----------------------------|-------------------------------|------------------------------|
| <b>Waste Management</b>                                      | <b>2,658,643</b>            | <b>(1,494,120)</b>            | <b>-56.20%</b>               |
| 1. Operating Income                                          | (3,305,259)                 | (3,405,625)                   | 103.04%                      |
| 2. Operating Expenditure                                     | 3,002,828                   | 2,102,762                     | 70.03%                       |
| 3. Capital Income                                            | (693,858)                   | (532,881)                     | 76.80%                       |
| 4. Capital Expenditure                                       | 3,469,265                   | 155,957                       | 4.50%                        |
| 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                     | 82,942                        | 12.10%                       |
| 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%                        |
| 7080732. Torrington Landfill - Convert to Transfer           | 2,000                       | 523                           | 26.15%                       |
| 7080811. Tenterfield WTS Groundwater Bores                   | 119,879                     | 2,216                         | 1.85%                        |
| <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<br>Water & Waste | <p>April 2023 - Update</p> <p>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 drawdown 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.</p> <p>Arrival of new weather stations occurred in 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>The application for funding from the bushfires in 2019 has continued with Council to receive \$773,692 for improvements at Boonoo Boonoo and Torrington, deeds have been signed, works have commenced onsite for office deployment, truck shelter is now erected with septic tank connection completed. 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 weighbridge April 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. Notification of asbestos in recycling was again provided this month, through Councils Contractors November 2022.</p> <p>A revision of recycling policy is in final version with research included from other Councils, the new policy provided in September 2022, consultation in October extended to November due to advertising,</p> | <br><small>ON TRACK</small> |

**22. WASTE MANAGEMENT**

Monthly Operational Report - April 2023

finalised policy completed Provided in February 2023 meeting for final adoption. Implementation of the policy will commence in May 2023.

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

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 center 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.

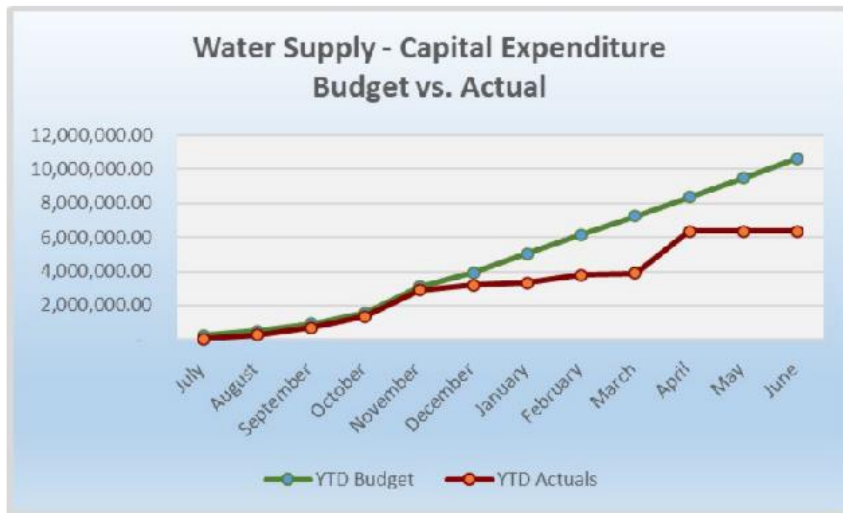
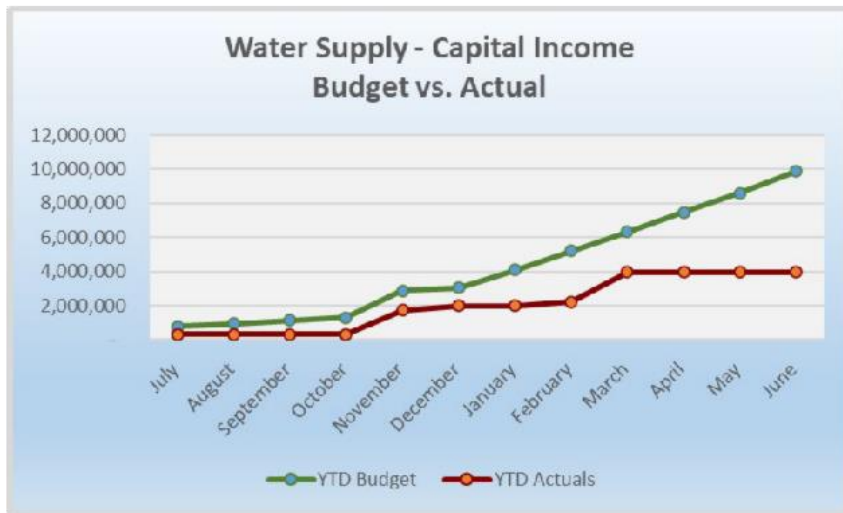
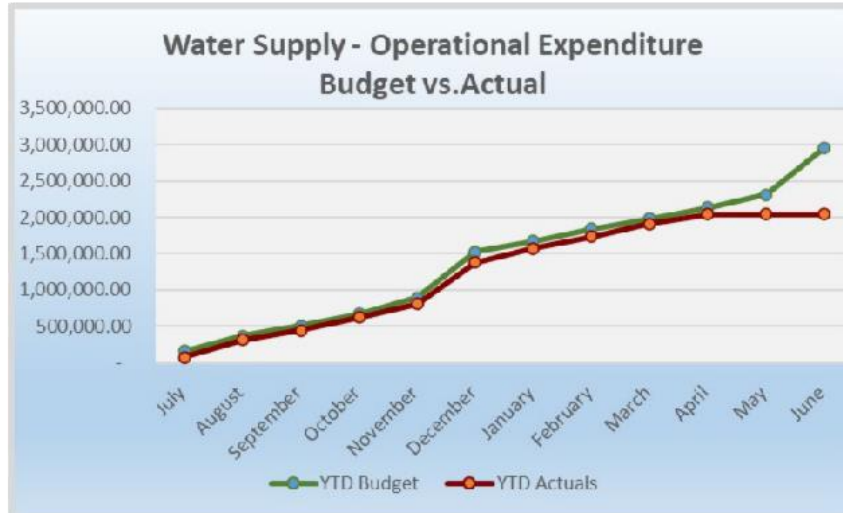
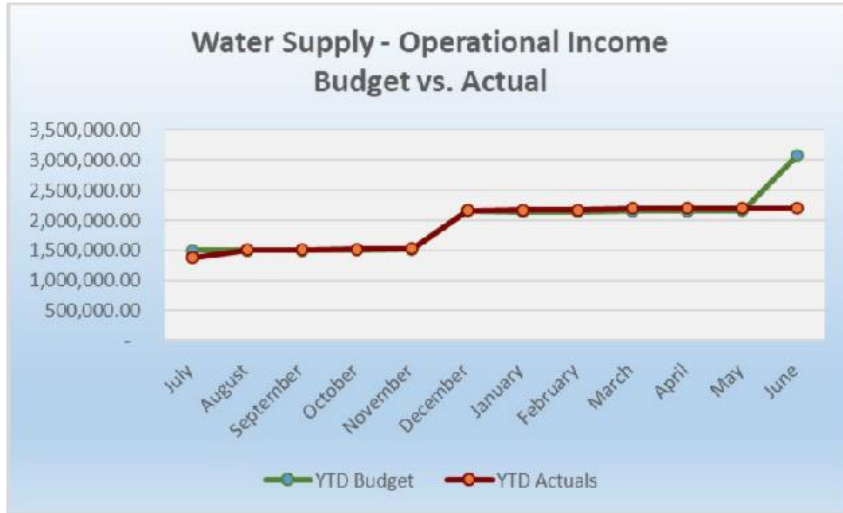
Upgrade to the security cameras for Tenterfield WTS are under review, along with installation of cameras at Drake to act as a deterrent to the continued break-ins causing damage to fences and theft. Theft and fence damage reported at Drake November 2022, deployment of new surveillance cameras occurred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

Alternative cover landfill (Posi-shell) spray unit completed and deployed to Boonoo Boonoo Landfill (Site 51), applications continuing results are favourable with control of windblown litter.

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. RFT extended from original closing on the 19th April to the 27th April 2023. Several tenders received are under evaluation.




### 23. Water Supply



| COA                                                                | 22/23<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>April | 22/23<br>Percentage<br>Spent |
|--------------------------------------------------------------------|-----------------------------|-------------------------------|------------------------------|
| <b>Water Supply</b>                                                | <b>881,897</b>              | <b>2,413,706</b>              | <b>273.69%</b>               |
| <b>1. Operating Income</b>                                         | <b>(3,087,717)</b>          | <b>(2,203,911)</b>            | <b>71.38%</b>                |
| <b>2. Operating Expenditure</b>                                    | <b>2,949,693</b>            | <b>2,046,327</b>              | <b>69.37%</b>                |
| <b>3. Capital Income</b>                                           | <b>(9,887,899)</b>          | <b>(3,959,563)</b>            | <b>40.04%</b>                |
| <b>4. Capital Expenditure</b>                                      | <b>10,647,855</b>           | <b>6,360,190</b>              | <b>59.73%</b>                |
| 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                   | 5,833,088                     | 76.61%                       |
| 7484533. Water Network Mapping Improvements                        | 20,000                      | 20,865                        | 104.33%                      |
| 7484538. BLERF 0377 - Tenterfield Villages Emergency Water Program | 970,153                     | 186,835                       | 19.26%                       |
| 7484540. Bulk Water Metering Grant                                 | 49,125                      | 3,810                         | 7.76%                        |
| 7484541. New Grid Urbenville Water Supply Project                  | 1,558,000                   | 71,825                        | 4.61%                        |
| 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<br>Water & Waste | <p>April 2023-Update</p> <p>Bore sampling program is complete awaiting finalisation of analysis results. Checking of Shirley Park, Apex Park and East Street bores through CCTV commenced in July with Apex Park bore showing it's age and requiring a reline to continue it's operation this will be scheduled this financial year and has been completed in September 2022. Shirley Park constructed at the same time as Apex Park bore in 1994 was also showing signs of deterioration and was will be scheduled next financial for re-lining/refurbishment. East street bore as a flowing bore was also checked by CCTV (requested by NRAR) and was found to be in excellent condition, however will need to be re-grouted as non-compliant with artesian bores, quotations requested for works expected to be undertaken next financial year.</p> <p>Works have commenced for the New Water Filtration Plant on Scrub Road, the project was awarded to contractors LC Water. Pipework commenced in June, 2022 with concreting of geobag and chemical sump areas completed. The main building slab poured in three stages occurred in August 2022 including a Councillor inspection for the new Water Filtration Plant. Tanks and frame of the building have been erected including new gantry crane. In October 2022 the major filtration and flocculation vessels arrived and were craned into position. In November 2022 roof with solar panels has 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. April continues on at a rapid pace, with walkways nearing completion.</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 and 90m in April 2023.</p> | <br><small>ON TRACK</small> |

23. WATER SUPPLY

Monthly Operational Report - April 2023

Opportunity to continue the Urbenville flood risk assessment has gained OEH endorsement, grant application completed. Tenterfield update of the flood risk study has also gained endorsement and has been shortlisted, grant has been successful, with Council awarded \$89,998. Brief under development expected to be released in May 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.

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 undertaken in April 2023. Drillers arrived onsite in April and have commenced.

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 883KL/day increasing by 10KL/day. Current usage at Urbenville is 254.9KL/day providing a increase in consumption of 5KL/day for the 3 communities.

Tenterfield Dam Level is 92%-new data loggers place level at 92% receiving 27.5 mm for the month of April;

Urbenville Tooloom Creek Level is 100% receiving 109 mm for the month of April.

**23. WATER SUPPLY** **Monthly Operational Report - April 2023**

Meter Reading commenced in April/May.

- Tenterfield 2 major main; 0 new meter; 0 new service connections; 0 water limiters installed; 0 water limiters removed; 0 disconnection, 8 broken services repaired; 0 services leaks repaired; 0 valve replacements; mains flushing occurred in 9 location and 0 hydrant replacements. Note Tenterfield WTP repairs including 20m poly pipe installed in April 2022, Fluoride tank maintenance and prominent service inspections May 2022. 0 section 67 private works jobs completed (major repair of Mt Lindsay main). Restrictor notices hand delivered, Clive Street main replacement completed; Reservoir cleaned by Aqualift. 0 interim meter reads. Meter reading commenced. New sludge pump installed at WTP January 2023.
- Jennings 0 including meter; 0 meter replacements; 0 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, installation pending.

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

Manager  
 Water & Waste

April 2023-Update

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



**23. WATER SUPPLY**

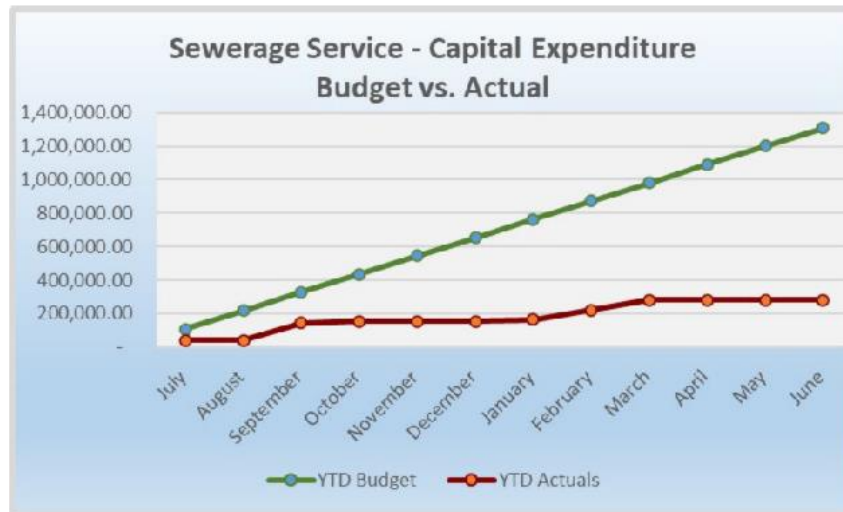
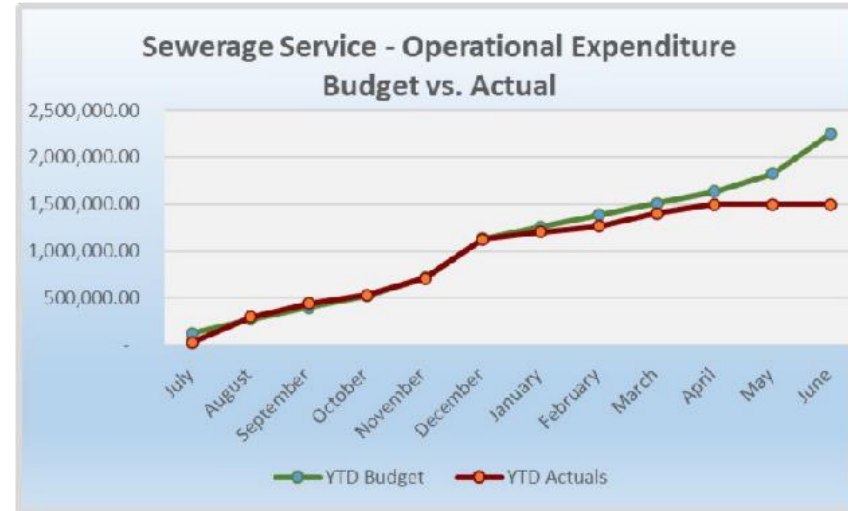
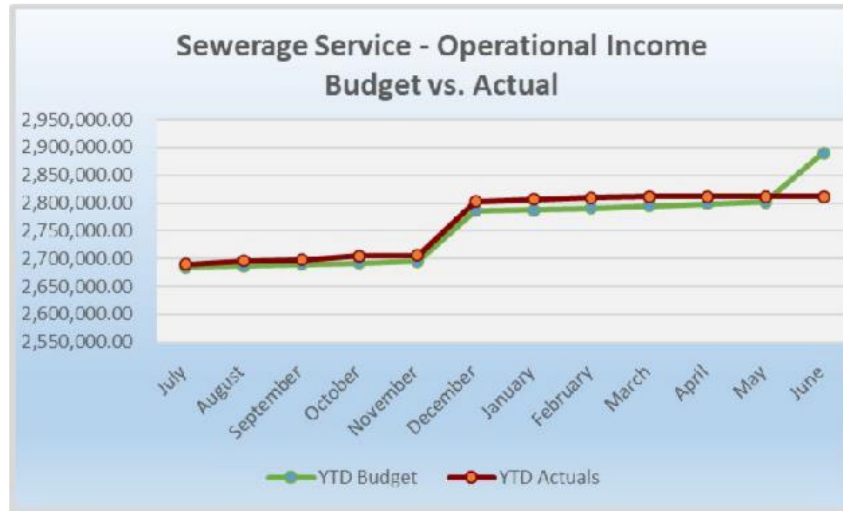
Monthly Operational Report - April 2023

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 asset mapping verification expected to be completed in May 2023.

Cleaning of Sludge ponds at Urbenville Water Treatment plan is completed -July 2022, leak detected in pond, will require repair. Amended Water Quality policy to include Dam Safety, and new Backflow prevention completed in August, report approved at Council's September meeting 2022. Report for Backflow prevention under community consultation, completion in October extended till November 2022 due to advertising delay, completed report to Council in February 2023.

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


## 24. Sewerage Service





| COA                                                                  | 22/23<br>Review 2<br>Budget | 22/23<br>YTD Actuals<br>April | 22/23<br>Percentage<br>Spent |
|----------------------------------------------------------------------|-----------------------------|-------------------------------|------------------------------|
| <b>Sewerage Service</b>                                              | <b>760,045</b>              | <b>(987,882)</b>              | <b>-129.98%</b>              |
| <b>1. Operating Income</b>                                           | <b>(2,889,930)</b>          | <b>(2,812,078)</b>            | <b>97.31%</b>                |
| <b>2. Operating Expenditure</b>                                      | <b>2,250,030</b>            | <b>1,501,026</b>              | <b>66.71%</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 Monthly Operational Report - April 2023

| Business Unit: Sewerage Services                                                               |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                  |
|------------------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Service Profile: Sewerage Services                                                             |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                  |
| Action                                                                                         | Responsibility           | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Status                                                                                           |
| 3.1.5.1 Maintain and operate the sewerage network, in line with the Asset Management Strategy. | Manager<br>Water & Waste | <p>April 2023-Update</p> <p>Molesworth/Miles Street pumping station review and design amendment under development and extending the sewer system to the new water filtration plant has progressed with final designs received in September 2022, planning has commenced for construction with ordering of manholes, pipes and fittings.</p> <p>RFQ for manhole refurbishment under development to continue to refurbish the level 4 manholes, quotations received under LGP under review. Awarded with Council contractor commence in January 2023 - completed.</p> <p>RFQ for sewer relining released in December 2022, Tenders received and under review in January 2023 awarded in March 2023. Note the relining contract for 2022/23 has increased (doubled) in cost due to inflationary pressures. Company selected in liquidation, tender re-released, closing in May 2023.</p> <p>Urbenville major Pump Station replacement June 2022 met with some technical issues, installers AESSeal where contacted and rectification was scheduled and completed in August 2022 additional costs will be incurred due to requirement to tanker sewerage. The smoke testing program was scheduled to commence in July delayed till August 2022 to rectify illegal storm connections, information was readvertised in the fortnightly our local news. Initial program completed with 69 issues found including three illegal connections properties inspected. Next round of inspections scheduled for February 2023 completed March 2023 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.<br/>                     Inspection of Urbenville STP by EPA occurred on the 18th January 2023.</p> <p>New lids have been installed in August 2022 at the Tenterfield Petrie and Simpson Street pump stations creating lighter lids for operations and providing compliance with safety regulations.</p> | <br>No TARGET |

24. SEWERAGE SERVICES

Monthly Operational Report - 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 were mapped additional mapping will commenced February 2023 this financial year, Urbenville was incorporated this financial year completed March 2023.

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. Since this works were undertaken the progression of installing sewer main has moved to the 3rd manhole approximately 84m.

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

Petri Street Major pump station has been scheduled for pump replacement, expected to occur next month, Pumps ordered expected installation February 2023. Council has undertaken additional works as section 67 with 2 new extensions and a third underway.

Construction of the new Youth precinct hit a snag when the operator dug through a live main temporary repair was undertaken while waiting for parts.

Our customer base is the public, other Council departments and contractors. Tenterfield Sewer connections 2; Major pump station clearing 0; Blockages were reported and cleared at 2 locations; 1 broken main repair; with 6 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/repair 1 at STP July 2022, Major pumpstation maintenance 0. Trade Waste inspections.

Urbenville

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

Trade Waste inspections.

Average time for response to sewer chokes increased to 25 minutes while the median response time is at 25 minutes. Staff Training Fluoride Course in Casino and Chemical course Tenterfield September 2022. Trade waste seminar/refresher held in November 2022.



|                      |                                                  |
|----------------------|--------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                    |
| <b>Submitted by:</b> | David Counsell, Manager Asset & Program Planning |
| <b>Reference:</b>    | <b>ITEM GOV24/23</b>                             |
| <b>Subject:</b>      | <b>DISPOSAL OF DAMAGED STEEL STRUCTURE</b>       |

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

|                      |                                                                                                                                                                                  |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>     | <b>Transport</b> - The Tenterfield Shire has an effective transport network that is safe efficient and affordable for us as a community.                                         |
| <b>CSP Strategy:</b> | Deliver a well-designed, safe road network, including carparking, footpaths and cycleways, that is suitable for all users now and take into consideration future network demand. |

#### **SUMMARY**

The purpose of this Report is to seek Council approval to dispose of a damaged steel structure asset.

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

**That Council agree to the disposal of the damaged steel structure as surplus scrap material.**

#### **BACKGROUND**

A steel structure purchased for a temporary creek crossing was damaged in bush fires while in position on Paddys Flat Road North in 2019. This structure is not able to be used on public roads and is unviable to be repaired, therefore it is a surplus asset held by Council.

#### **REPORT:**

In 2018 Council purchased a steel structure as a temporary bridge to minimise the impacts of load limits across the road network. The bridge was placed over Unnamed Creek on Paddys Flat Road North in September 2018 following the failure of the timber bridge; however this location was heavily impacted by bush fires in late 2019.

The bridge was 15 metres in length and 3 metres wide with a mass of approx. 8 tonnes consisting of a substructure of steel I beams and a steel plate deck.

The steel bridge was significantly damaged by the heat of the fire and had to be replaced to allow public access. The damaged structure is not able to be used on public roads and is not viable to be repaired, therefore it is a surplus asset.

As the steel structure can no longer be used as a bridge on a public road and is surplus to Council's operational requirements, it is proposed that it be disposed of through sale by tender of scrap material.

#### **COUNCIL IMPLICATIONS:**

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

Tender for the purchase of the structure would be advertised on Council's website

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

- Procurement Policy.

Our Governance No. 24 Cont...

- Asset Management Strategy
- Roads Act 1993

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

The disposal through sale for scrap material should provide a financial return for the material component.

**4. Asset Management (AMS)**

The structure is no longer able to be used and is a surplus Council asset.

**5. Workforce (WMS)**

No implications.

**6. Legal and Risk Management**

The steel structure cannot be used as a bridge on a public road due to the significant structural damage. Further there would be a risk of liability if Council were to seek to sell the structure as a functioning bridge. Therefore the asset would be sold as scrap material.

**7. Performance Measures**

No implications.

**8. Project Management**

The sale would be managed through Council's Engineering Department.

**Fiona Keneally**  
**Director Infrastructure**

|                               |                                                  |
|-------------------------------|--------------------------------------------------|
| Prepared by staff member:     | David Counsell, Manager Asset & Program Planning |
| Approved/Reviewed by Manager: | Fiona Keneally, Director Infrastructure          |
| Department:                   | Engineering Department                           |
| Attachments:                  | There are no attachments for this report.        |

|                      |                                                                |
|----------------------|----------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                   |
| <b>Submitted by:</b> | Erika Bursford, Manager Customer Service, Governance & Records |
| <b>Reference:</b>    | <b>ITEM GOV25/23</b>                                           |
| <b>Subject:</b>      | <b>TENTERFIELD SHIRE COUNCIL CODE OF MEETING PRACTICE 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>                                   | Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate management.                                                                                       |

## SUMMARY

The purpose of this Report is to advise Council that the Tenterfield Shire Council Code of Meeting Practice is required to be adopted following amendments, as issued by the NSW Office of Local Government, by 30 June 2023.

## OFFICER'S RECOMMENDATION:

### That Council:

**Adopt the Tenterfield Shire Council Code of Meeting Practice, as amended.**

## BACKGROUND

The aim of the Tenterfield Shire Council Code of Meeting Practice is to achieve and conduct Council and Committee meetings which are orderly, efficient and earn the respect of the community, Council and Committee meetings which display open government and allow access and participation by the community, and standards which promote and contribute to the democratic process.

## REPORT:

The Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

Our Governance No. 25 Cont...

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

The NSW Office of Local Government has issued updated amendments to the Model Code of Meeting Practice for adoption by NSW councils by 30 June 2023. The amendments reflect technology changes to the methods by which council and committee meeting attendees take part in meetings. This includes the use of audio-visual systems (i.e. Zoom, Microsoft Teams etc) for the conduct of meetings.

### **COUNCIL IMPLICATIONS:**

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

Nil. The NSW Office of Local Government has directed that the amendments to the Model Code be adopted by 30 June 2023.

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

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

#### **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: Erika Bursford, Manager Customer Service, Governance & Records

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

Department: Office of the Chief Corporate Officer

Attachments: **1** TSC Code of Meeting Practice 2023 43 Pages



**TENTERFIELD SHIRE COUNCIL**  
**MODEL CODE OF MEETING PRACTICE**

**2023**

DRAFT

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## **1 INTRODUCTION**

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils.

## **2 MEETING PRINCIPLES**

### **2.1 Council and committee meetings should be:**

*Transparent:* Decisions are made in a way that is open and accountable.

*Informed:* Decisions are made based on relevant, quality information.

*Inclusive:* Decisions respect the diverse needs and interests of the local community.

*Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.

*Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

*Respectful:* Councillors, staff and meeting attendees treat each other with respect.

*Effective:* Meetings are well organised, effectively run and skilfully chaired.

*Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.



### **3 BEFORE THE MEETING**

#### Timing of ordinary council meetings

- 3.1 Ordinary meetings of the council will be held on the following occasions: the fourth Wednesday of each month, with at least ten (10) Ordinary Meetings being held each year.

#### Extraordinary meetings

- 3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

**Note: Clause 3.3 reflects section 366 of the Act**

#### Notice to the public of council meetings

- 3.3 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

**Note: Clause 3.3 reflects section 9(1) of the Act.**

- 3.4 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.5 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

#### Notice to councillors of ordinary council meetings

- 3.6 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

**Note: Clause 3.6 reflects section 367(1) of the Act.**

- 3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

**Note: Clause 3.7 reflects section 367(3) of the Act.**

Notice to councillors of extraordinary meetings

- 3.8 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

**Note: Clause 3.8 reflects section 367(2) of the Act.**

Giving notice of business to be considered at council meetings

- 3.9 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted by 5pm on the Monday of the week preceding the week of the Council Meeting, being seven (7) business days before the meeting is to be held.
- 3.10 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.11 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.
- 3.12 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
  - (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

- 3.13 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.14 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.

- 3.15 The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.16 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.17 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
  - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under clause 3.10.
- 3.18 Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.19 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.20 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
  - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.20 reflects section 9(2A)(a) of the Act.**

- 3.21 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

- 3.22 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

Availability of the agenda and business papers to the public

- 3.23 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

**Note: Clause 3.23 reflects section 9(2) and (4) of the Act.**

- 3.24 Clause 3.23 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.24 reflects section 9(2A)(b) of the Act.**

- 3.25 For the purposes of clause 3.23, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

**Note: Clause 3.25 reflects section 9(3) of the Act.**

- 3.26 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

**Note: Clause 3.26 reflects section 9(5) of the Act.**

Agenda and business papers for extraordinary meetings

- 3.27 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.28 Despite clause 3.27, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.



- 3.29 A motion moved under clause 3.28(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.30 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.28(a) can speak to the motion before it is put.
- 3.31 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.28(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

- 3.32 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.33 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.34 Pre-meeting briefing sessions may be held by audio-visual link.
- 3.35 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.36 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.37 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

**4 PUBLIC FORUMS**

- 4.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2 Public forums may be held by audio-visual link.
- 4.3 Public forums are to be chaired by the mayor or their nominee.

- 4.4 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by close of business on the Monday before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.5 A person may apply to speak on no more than one (1) item of business on the agenda of the council meeting.
- 4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.7 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.8 No more than two (2) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.
- 4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.11 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than two (2) days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.12 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.13 Each speaker will be allowed five (5) minutes to address the council. This time is to be strictly enforced by the chairperson.
- 4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

- 4.15 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to five (5) minutes.
- 4.17 Speakers at public forums cannot ask questions of the council, councillors, or council staff.
- 4.18 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to five (5) minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.19 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.20 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.24 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

**Note:** Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.

## **5 COMING TOGETHER**

### Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

**Note:** A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.
- 5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.
- 5.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.6 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.
- Note:** Clause 5.6 reflects section 234(1)(d) of the Act.
- 5.7 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.



The quorum for a meeting

- 5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

**Note: Clause 5.8 reflects section 368(1) of the Act.**

- 5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

**Note: Clause 5.9 reflects section 368(2) of the Act.**

- 5.10 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
  - (b) within half an hour after the time designated for the holding of the meeting, or
  - (c) at any time during the meeting.
- 5.11 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the chairperson, or
  - (b) in the chairperson's absence, by the majority of the councillors present, or
  - (c) failing that, by the general manager.
- 5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

Meetings held by audio-visual link

- 5.15 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.
- 5.16 Where the mayor determines under clause 5.15 that a meeting is to be held by audio-visual link, the general manager must:
- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
  - (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
  - (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.17 This code applies to a meeting held by audio-visual link under clause 5.15 in the same way it would if the meeting was held in person.

**Note: Where a council holds a meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.**

Attendance by councillors at meetings by audio-visual link

- 5.18 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.
- 5.19 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.20 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.19.
- 5.21 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.

- 5.22 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.23 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
  - (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 5.24 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.25 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.
- 5.26 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 5.27 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 5.28 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.29 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

5.30 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

**Note: Clause 5.30 reflects section 10(1) of the Act.**

5.31 Clause 5.30 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.32 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.32 reflects section 10(2) of the Act.**

Webcasting of meetings

5.33 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.

5.34 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:

- (a) the meeting is being recorded and made publicly available on the council's website, and
- (b) persons attending the meeting should refrain from making any defamatory statements.

5.35 The recording of a meeting is to be made publicly available on the council's website:

- (a) at the same time as the meeting is taking place, or
- (b) as soon as practicable after the meeting.

5.36 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.

5.37 Clauses 5.35 and 5.36 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

**Note: Clauses 5.33 – 5.37 reflect section 236 of the Regulation.**

5.38 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the general manager and other staff at meetings

- 5.39 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

**Note: Clause 5.39 reflects section 376(1) of the Act.**

- 5.40 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

**Note: Clause 5.40 reflects section 376(2) of the Act.**

- 5.41 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

**Note: Clause 5.41 reflects section 376(3) of the Act.**

- 5.42 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

- 5.43 The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual-link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

## **6 THE CHAIRPERSON**

The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

**Note: Clause 6.2 reflects section 369(2) of the Act.**

Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

- 6.4 The election of a chairperson must be conducted:

(a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or



- (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
  - (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
  - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
  - (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
  - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

**7 MODES OF ADDRESS**

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

**8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS**

- 8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.
- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

- 8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

## **9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS**

### Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
  - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
  - (b) is the election of a chairperson to preside at the meeting, or
  - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
  - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

### Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the



chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

#### Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

#### Reports of committees of council

- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

#### Questions

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a

councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.

- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

## **10 RULES OF DEBATE**

### Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

### Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
  - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

### Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at

any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
  - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.



- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

## **11 VOTING**

### Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.
- Note: Clause 11.1 reflects section 370(1) of the Act.**
- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.
- Note: Clause 11.2 reflects section 370(2) of the Act.**
- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

### Voting at council meetings

- 11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 11.5 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.
- 11.6 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.
- 11.7 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.
- 11.8 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.
- 11.9 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

Voting on planning decisions

- 11.10 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.11 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.12 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.13 Clauses 11.12–11.14 apply also to meetings that are closed to the public.

**Note: Clauses 11.12–11.15 reflect section 375A of the Act.**

**Note: The requirements of clause 11.12 may be satisfied by maintaining a register of the minutes of each planning decision.**

**12 COMMITTEE OF THE WHOLE**

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

**Note: Clause 12.1 reflects section 373 of the Act.**

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

**Note: Clauses 10.20–10.30 limit the number and duration of speeches.**

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

**13 DEALING WITH ITEMS BY EXCEPTION**

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.

- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

#### **14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC**

##### Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
  - (b) the personal hardship of any resident or ratepayer,
  - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
  - (d) commercial information of a confidential nature that would, if disclosed:
    - (i) prejudice the commercial position of the person who supplied it, or
    - (ii) confer a commercial advantage on a competitor of the council, or
    - (iii) reveal a trade secret,
  - (e) information that would, if disclosed, prejudice the maintenance of law,
  - (f) matters affecting the security of the council, councillors, council staff or council property,
  - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional



- privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

**Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.**

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

**Note: Clause 14.2 reflects section 10A(3) of the Act.**

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
  - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the council or committee is involved, and
  - (b) are clearly identified in the advice, and
  - (c) are fully discussed in that advice.

**Note: Clause 14.4 reflects section 10B(2) of the Act.**

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

**Note: Clause 14.5 reflects section 10B(3) of the Act.**

- 14.6 For the purpose of determining whether the discussion of a matter in an open

meeting would be contrary to the public interest, it is irrelevant that:

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

**Note: Clause 14.6 reflects section 10B(4) of the Act.**

- 14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects section 10B(5) of the Act.**

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
  - (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
    - (i) should not be deferred (because of the urgency of the matter), and
    - (ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 14.8 reflects section 10C of the Act.**

Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

**Note: Clause 14.9 reflects section 10A(4) of the Act.**

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by the Monday before the meeting at which the matter is to be considered.

- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in

writing for a decision to refuse an application.

- 14.13 No more than two (2) speakers for the matter and two (2) speakers against the matter are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than two (2) speakers for the matter and two (2) speakers against the matter to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed five (5) minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

- 14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

- 14.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
  - (b) the matter that is to be discussed during the closed part of the meeting,
  - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 14.21 reflects section 10D of the Act.**

Resolutions passed at closed meetings to be made public

- 14.22 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.23 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.22 during a part of the meeting that is webcast.

## **15 KEEPING ORDER AT MEETINGS**

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.



- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

#### Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

#### Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- (a) contravenes the Act, the Regulation or this code, or
  - (b) assaults or threatens to assault another councillor or person present at the meeting, or
  - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
  - (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
  - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

**Note: Clause 15.11 reflects section 182 of the Regulation.**

- 15.12 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e), or
- (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

**Note: Clause 15.12 reflects section 233 of the Regulation.**

How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

- 15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.
- 15.15 **Clause 15.14 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.**
- 15.16 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

**Note: Clause 15.17 reflects section 233(2) of the Regulation.**

- 15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.18 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.19 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by councillors attending meetings by audio-visual link may be dealt with

- 15.20 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.
- 15.21 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.22 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.23 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.24 Without limiting clause 15.18, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.24, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.25 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

**16 CONFLICTS OF INTEREST**

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during



which the council or committee is voting on the matter.

## **17 DECISIONS OF THE COUNCIL**

### Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

**Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.**

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

### Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

**Note: Clause 17.3 reflects section 372(1) of the Act.**

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

**Note: Clause 17.4 reflects section 372(2) of the Act.**

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.

**Note: Clause 17.5 reflects section 372(3) of the Act.**

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

**Note: Clause 17.6 reflects section 372(4) of the Act.**

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 17.7 reflects section 372(5) of the Act.**

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 17.8 reflects section 372(7) of the Act.**

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.
- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than three (3) months after the meeting at which the resolution was adopted.
- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

**Note: Clause 17.11 reflects section 372(6) of the Act.**

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:
- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
  - (b) a motion to have the motion considered at the meeting is passed, and
  - (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.
- 17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
  - (b) to confirm the voting on the resolution.
- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

## **18 TIME LIMITS ON COUNCIL MEETINGS**

- 18.1 Meetings of the council and committees of the council are to conclude no later than 5pm.
- 18.2 If the business of the meeting is unfinished at 5pm, the council or the committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished at 5pm, and the council does not resolve to extend the meeting, the chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
  - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:
- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
  - (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

## **19 AFTER THE MEETING**

### Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

**Note: Clause 19.1 reflects section 375(1) of the Act.**

- 19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- (a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a council meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

**Note: Clause 19.3 reflects section 375(2) of the Act.**

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

**Note: Clause 19.5 reflects section 375(2) of the Act.**

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 19.8 reflects section 11(1) of the Act.**

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

**Note: Clause 19.9 reflects section 11(2) of the Act.**

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

**Note: Clause 19.10 reflects section 11(3) of the Act.**

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

**Note: Clause 19.12 reflects section 335(b) of the Act.**

**20 COUNCIL COMMITTEES**

Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
  - (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
  - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

- 20.8 A committee member (other than the mayor) ceases to be a member of a



committee if the committee member:

- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

20.11 The chairperson of each committee of the council must be:

- (a) the mayor, or
- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the

committee determines otherwise in accordance with this clause.

- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20 during a part of the meeting that is webcast.

Disorder in committee meetings

- 20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

- 20.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
  - (b) details of each motion moved at a meeting and of any amendments moved to it,
  - (c) the names of the mover and seconder of the motion or amendment,
  - (d) whether the motion or amendment was passed or lost, and
  - (e) such other matters specifically required under this code.
- 20.23 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.



- 20.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

## **21 IRREGULARITIES**

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
  - (b) a failure to give notice of the meeting to any councillor or committee member, or
  - (c) any defect in the election or appointment of a councillor or committee member, or
  - (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
  - (e) a failure to comply with this code.

**Note: Clause 21.1 reflects section 374 of the Act.**

**22 DEFINITIONS**

|                          |                                                                                                                                                                                                                                                                                                                                      |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| the Act                  | means the <i>Local Government Act 1993</i>                                                                                                                                                                                                                                                                                           |
| act of disorder          | means an act of disorder as defined in clause 15.11 of this code                                                                                                                                                                                                                                                                     |
| amendment                | in relation to an original motion, means a motion moving an amendment to that motion                                                                                                                                                                                                                                                 |
| audio recorder           | any device capable of recording speech                                                                                                                                                                                                                                                                                               |
| audio-visual link        | means a facility that enables audio and visual communication between persons at different places                                                                                                                                                                                                                                     |
| business day             | means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales                                                                                                                                                                                       |
| chairperson              | in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and<br>in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code                                  |
| this code                | means the council's adopted code of meeting practice                                                                                                                                                                                                                                                                                 |
| committee of the council | means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1                                                                                                 |
| council official         | has the same meaning it has in the Model Code of Conduct for Local Councils in NSW                                                                                                                                                                                                                                                   |
| day                      | means calendar day                                                                                                                                                                                                                                                                                                                   |
| division                 | means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion                                                                                                                                                                    |
| foreshadowed amendment   | means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment                                                                                                                                                                                                         |
| foreshadowed motion      | means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion                                                                                                                                                                                                                      |
| open voting              | means voting on the voices or by a show of hands or by a visible electronic voting system or similar means                                                                                                                                                                                                                           |
| planning decision        | means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including |

|                               |                                                                                                                                 |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
|                               | the making of an order under Division 9.3 of Part 9 of that Act                                                                 |
| performance improvement order | means an order issued under section 438A of the Act                                                                             |
| quorum                        | means the minimum number of councillors or committee members necessary to conduct a meeting                                     |
| the Regulation                | means the <i>Local Government (General) Regulation 2021</i>                                                                     |
| webcast                       | a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time |
| year                          | means the period beginning 1 July and ending the following 30 June                                                              |

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|                      |                                                                |
|----------------------|----------------------------------------------------------------|
| <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 GOV26/23</b>                                           |
| <b>Subject:</b>      | <b>FRONT COUNTER AND FRIDAY CLOSURES SURVEY APRIL 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 Council operates in an effective and financially sustainable manner to deliver affordable services.                                           |
| <b>CSP Delivery Program</b>                                   | Promote and support community involvement in Council decision making process.                                                                        |

### SUMMARY

The purpose of this Report is to present to Council the results of a Front Counter Hours and Friday Closure Survey undertaken from 23 March 2023 to 24 April 2023 to collect community feedback on the trial to close the Tenterfield Shire Council main administration building's customer service counter from 1pm to 2pm on Mondays to Thursdays and remain closed all day on Fridays.

### OFFICER'S RECOMMENDATION:

**That Council continue the trial of reduced face to face and telephone customer services, until 30 November 2023, by:**

- (1) Closing the main administration building customer service counter on days of business, from 1pm to 2pm, for the purpose of staff lunch breaks, and**
- (2) Closing the main administration building customer service counter on Fridays, authorising the Chief Executive Officer to take any action to adjust services due to community feedback.**
- (3) Conduct a second customer feedback survey on the trial closures, to be conducted in October and November 2023, with results to be provided to Council's Ordinary Meeting of 20 December 2023.**

### BACKGROUND

Council resolved at the Ordinary Council Meeting of 28 September 2022 to undertake a trial of closing the main administration customer service front counter on Mondays to Thursdays, from 1pm to 2pm, and closing the front counter all day on Fridays, with customer service staff available to take phone calls (Resolution No. 201/2022). A Front Counter Hours and Friday Closure Survey has been conducted to seek community comment on the impact of the trial.

Our Governance No. 26 Cont...

**REPORT:**

The Front Counter Hours and Friday Closure Survey was conducted from 23 March 2023 until 24 April 2023. The survey was advertised in Your Local News, sent out as a push notification on the mobile application, placed on the front opening page of Council's website and displayed on Council's electronic noticeboards.

20 hard copies of the survey were printed out and placed at the administration building Front Counter. 20 hard copies were placed at the Library. 20 hard copies were placed at the Visitor Information Centre. An electronic version was made available on Council's website, for completion online. All survey results were anonymous.

Council received a total of twelve (12) completed surveys, comprising:

- 5 draft surveys completed by Councillors
- 2 hard copies completed by the community
- 5 online surveys completed on the website

It is not possible to undertake detailed analysis at this time due to the very low number of surveys completed by the community. It is recommended to continue the trial until the end of November 2023 and conduct the survey again in October and November 2023.

Responses and comments from completed surveys are provided as an attachment.

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

Nil.

**2. Policy and Regulation**

- Customer Service Charter 2022
- Customer Service Policy

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

Our Governance No. 26 Cont...

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

Prepared by staff member: Erika Bursford, Manager Customer Service,  
Governance & Records; Lee Sisson, Governance  
Officer

Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer  
Department: Office of the Chief Corporate Officer

Attachments: **1** TSC Front Counter and Friday Closures Survey April 2023 3  
Pages

**Front Counter Hours and Friday Closure Survey:**

Conducted 23 March 2023 – 24 April 2023

| <b>Questions</b>                                                                                                                                                  | <b>Responses</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Q1.</b> Are you a resident of Tenterfield Shire?                                                                                                               | 12 – Yes      0 – No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Q2.</b> Have the trial opening hours of Tenterfield Shire Council's customer service counter impacted on how you access Council's services?<br><br>If yes how? | 7 – Yes      5 – No<br><br><b>Comments: 5</b><br>1. When I forget what time it is.<br><br>2. The counter services have to meet the needs of the residents not the staff of TSC. There are better ways to operate and they need to be investigated. Late lunch for someone so they can cover the counter. This can be done on a roster basis. There only needs to be one person on the service counter not two.<br><br>3. My only day off from work is Fridays and I've been unable to go into Council for a couple of matters I've needed addressed (not payment of rates). My lunch hour is the same as when the Council is closed as it is for many people. Not convenient at all. And what money does it save? The staff are still employed and available on the phone if your enquiry can be met via phone call.<br><br>4. Less flexibility to speak a council employee face to face. When I want to.<br><br>5. These new arrangements restrict my ability to speak to council officers at a face to face level during normal weekly operating hours. |
| <b>Q3.</b> How do you usually access Tenterfield Shire Council's services?                                                                                        | Website – 2<br>Telephone – 7<br>Email – 4<br>In Person – 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Q4.</b> How would you prefer to access Tenterfield Shire Council's services?                                                                                   | Website -1<br>Telephone – 2<br>In Person – 5<br>No response – 3<br><br><b>Comments – 3.</b><br>1. I would prefer the counter to be manned every day and for the opening times of the council building.<br><br>2. I would like to see the services available during the operational hours of the chambers. TSC is a government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



|                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                         | <p>instrumentality and the people who work in it a public servants. They are there to service the needs of the residents in whatever matter they are having problems with.</p> <p>3. By telephone and in person. The council centre needs to be open to the public five days a week and not reducing public contact hours.</p>                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Q5.</b> How do you usually pay for your Rates and Water Instalments?                                                                                                                                 | <p>In Person by EFTPOS/Cheque - 3<br/> Telephone EFTPOS - 0<br/> Direct Debit - 0<br/> BPAY - 8<br/> Mail/Cheque - 1</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Q6.</b> Are you aware you can pay your rates using BPAY, or by phone with our customer service officers using EFTPOS?                                                                                | <p>Yes - 12      No - 0</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Q7.</b> If using our website, are you easily able to find the information you were looking for?                                                                                                      | <p>Yes - 9      No - 3</p> <p><b>Comments - 5</b></p> <p>1. Have sometimes had issues.</p> <p>2. When making decisions on the services for residents consideration has to be taken into account that not everyone has a computer or a smart phone. We have an aging population who are familiar with modern technology so services have to be set at a level where these residents needs are being met.</p> <p>3. A very comprehensive website but often too many 'layers' as information can be hard to dig up.</p> <p>4. As a local government body council should be available to the public five days a week.</p> <p>5. The council is a government service which should be accessible to the ratepayers five days a week.</p> |
| <b>Q8.</b> Are you aware that you can pay for Council rates and water accounts at Tenterfield Post Office when our front counter is not open?                                                           | <p>Yes - 11      No - 0<br/> No response given - 1</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Q9.</b> Have you paid a Council rates or water account at Tenterfield Post Office in the last six months?                                                                                            | <p>Yes - 3      No - 8<br/> No response given - 1</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Q10.</b> How satisfied are you with Tenterfield Shire Council's customer service support? Rate 1 - 5 (where 1 requires improvement and 5 requires no change).<br><br>Why have you given this rating? | <p>1 - 1<br/> 2 - 1<br/> 3 - 2<br/> 4 - 0<br/> 5 - 6<br/> No response given - 2</p> <p><b>Why have you given this rating?</b></p> <p>1. Everything can always improve!</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>2. Work well.</p> <p>3. It doesn't meet the needs of people who are not computer or smart phone literate. It needs to open all the time the council building is open. Not taking cash from people wanting to pay rates. All this has done is put the burden on the post office.</p> <p>4. Staff are fine.</p> <p>5. Unfortunately recent enquires have taken me following up at least 6 times for resolution. Promised phone calls and letters never occurred. I have worked a long time in customer service and administration myself and the businesses I've worked for would NEVER operate that way. It is horrible.</p> <p>6. Tenterfield Council has failed in the past to address a number of simple issues such as the state of the drainage outside the front of my property in Scott Street which has caused flooding to my property on several occasions when we have had heavy rain.<br/>When I previously contacted them last year about replacing a damaged road marker no action was taken to replace it. Clearly Tenterfield Council has a problem with its communication to ratepayers. Just sending out a fortnightly newsletter is not enough.</p> <p>7. a) No councillor has ever visited us.<br/>b) Where is heavy vehicle bypass the public meeting approved in 2014?</p> |
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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 GOV27/23</b>                                  |
| <b>Subject:</b>      | <b>QUARTERLY BUDGET REVIEW STATEMENT - 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 Council operates in an effective and financially sustainable manner to deliver affordable services.                                           |
| <b>CSP Delivery Program</b>                                   | Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.                                    |

## **SUMMARY**

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

## **OFFICER'S RECOMMENDATION:**

### **That Council:**

**Adopts the March 2023 Quarterly Budget Review Statement and recommendations therein that:**

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

## **BACKGROUND**

Regulation 203 of the Regulation states that:

- (1) Not later than two months after the end of each quarter (except the June quarter), the Responsible Accounting Officer of a Council must prepare and submit to the Council a Budget Review Statement that shows, by reference to the estimate of income and expenditure set out in the Council's Statement of

Revenue Policy included in the Operational Plan for the relevant year, a revised estimate of the income and expenditure for that year.

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

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

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

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

#### **REPORT:**

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

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

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

**In the March 2023 Quarterly Budget Review, the net effect of changes made has resulted in a slight improvement of \$28,576 from the projected operating deficit of the December QBR, to result in a projected Net Operating Deficit of (\$4,511,510).**

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

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

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

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## Total Continuing Operating Revenue

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

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

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

**As a result of the March 2023 Quarterly Budget Review, the Operating Ratio are now forecast at 57.74% including Capital Income, and (15.59%) excluding Capital income.**

### **Comment by the Responsible Accounting Officer:**

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

Council's cash position has been positive unrestricted as of 31 March 2023 primarily due to drawdown of \$3.1 Million loan as part of the adopted Operational Budget for 2022-23.

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

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

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

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

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

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

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

### **Operational Budget Review:**

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

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

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

The March 2023 budget review has increased the Operational Expenditure budget by \$458,000. Majority of the increase in expenditure items are listed below:

| <b>Service Area</b>   | <b>Expenditure Allocations</b>                                                                                                                               | <b>Budget</b> |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Sewerage Services     | Urbenville Desludge Lagoons                                                                                                                                  | \$ 247,800    |
| Workforce Development | Consultancy Risk Management (\$65K), Workplace Health and Safety (\$24K), Employee Leave Entitlement (\$20K) Community Recovery Officer (\$31K)              | \$ 140,000    |
| Water Services        | Water Network Maintenance and Testing (\$28k), Water Purchase Southern Downs Regional Council (\$10K), Interest on Dam Wall Loan (due to refinancing \$9.8K) | \$ 49,000     |
| Waste Management      | Boonoo Boonoo Landfill Operating costs (\$29K), Bulk Bin Trade Waste Operating (\$6K)                                                                        | \$ 35,000     |

The Operational expenditure budget additions also includes new operational grants which Council has received, totaling \$22,000 as below:

| <b>Service Area</b> | <b>Grant Project</b> | <b>Total Project Budget</b> |
|---------------------|----------------------|-----------------------------|
|---------------------|----------------------|-----------------------------|

|                          |                                                                           |           |
|--------------------------|---------------------------------------------------------------------------|-----------|
| Community Development    | Autumn Holiday Break 2023                                                 | \$ 7,000  |
| Environmental Management | Millbrook Park Flying-Fox Camp Management Plan Grant (Additional Funding) | \$ 15,000 |

### Capital Budget Review:

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

The March 2023 budget review has increased the Capital Works Expenditure budget by \$8.9 Million, mainly from several grant-funded projects as outlined below:

| Service Area      | Capital Grant Project                                                             | Total Project Budget |
|-------------------|-----------------------------------------------------------------------------------|----------------------|
| Transport Network | Fixing Local Roads - Paddys Flat Road South, Tabulam                              | \$ 2,999,116         |
| Transport Network | Fixing Country Bridges Program (FCBP) - Koreelah Creek Bridge, White Swamp Road   | \$ 1,416,420         |
| Transport Network | FCBP - Mole River Bridge, Springfield Road                                        | \$ 1,308,221         |
| Transport Network | FCBP - Acacia Creek Bridge, Patersons Road                                        | \$ 767,229           |
| Transport Network | FCBP - Acacia Creek Bridge, Tooloom Street Legume                                 | \$ 713,128           |
| Water Supply      | Cowper St Mains Replacement - Transport NSW Contribution                          | \$ 200,000           |
| Water Supply      | Regional Leakage Reduction Program grant (requires Council contribution \$23,131) | \$ 92,522            |

### Cash and Investment Review:

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

As at 31 March 2023 Council reported a **positive unrestricted cash balance of \$2,396,101**. This was a positive result and is predominately due to drawdown of \$3.1 Million loan in March 2023 to fund Council Funded Capital Works. However, cash remains a major concern given that this is a very small amount and there is no ability to re-establish internally restricted funds e.g. for Employee Leave Entitlements, or Plant & Vehicle Replacement. By not having sufficient funds within internal restrictions Council is at a higher risk to use externally restricted cash for general purpose. This would result in a breach of the Local Government Act.

The Quarterly Budget Review also includes a reconciliation of Council's cash and investments on hand as at 31 March 2023.



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

Further, a declaration as to the preparation of bank reconciliations is also required. Bank reconciliations occur on a daily basis with a full reconciliation performed on a monthly basis. The full reconciliation for the March 2023 quarter occurred on 03 April 2023.

**Developer Contributions**

The balances of the Developer Contribution reserves as of 31 March 2023 are:

|                                               |                   |
|-----------------------------------------------|-------------------|
| Plan Preparation and Administration           | \$ 14,784         |
| Roads                                         | \$ 370,121        |
| Emergency Services                            | \$ 28,934         |
| Community and Civic Facilities                | \$ 15,837         |
| Open Space, Sporting and Recreation           | \$ 5,301          |
| New Multi-Residential Development (7.12)      | \$ 3,492          |
| New commercial/ industrial development (7.12) | \$ 100,760        |
| Waste Fund                                    | \$ 51,501         |
| Stormwater Fund                               | \$ 5,836          |
| Water Fund                                    | \$ 85,142         |
| Sewer Fund                                    | \$ 50,721         |
| <b>TOTAL</b>                                  | <b>\$ 732,429</b> |

**Contracts:**

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

**Consultancy and Legal Expenses:**

The current expenditure as at 31 March 2023 on qualifying consultancies and legal fees are identified in the QBRS and this expenditure is budgeted for and, given the size and nature of Council’s operations, is considered reasonable.

**COUNCIL IMPLICATIONS:**

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

**2. Policy and Regulation**

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

- Australian Accounting Standards
- Office of Local Government Circulars

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

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

In the March 2023 Quarterly Budget Review, the forecast Operating Position has been revised to a surplus of \$45,709,895 (including capital grants) and an **Operating Deficit of (\$4,511,510) (excluding capital grants)**.

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

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

Nil.

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

Nil.

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

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

### **7. Performance Measures**

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

### **8. Project Management**

Nil.

**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** Quarterly Budget Review - March 2023 10 Pages

# Tenterfield Shire Council

Budget review for the quarter ended - 31 March 2023

## Report by Responsible Accounting Officer

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

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

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

*To that end, I recommend in the March 2023 Quarterly Budget Review that:*

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

Signed: ..... *Ray Jones* .....

Date: 16/05/2023

Responsible Accounting Officer

## Tenterfield Shire Council

Budget Statement for the year ended - 31 March 2023

### Income and Expenditure Review by Function

|                                                                        | Original Budget | Approved Changes | Approved Changes | Recommend Changes | PROJECTED               | ACTUAL             |
|------------------------------------------------------------------------|-----------------|------------------|------------------|-------------------|-------------------------|--------------------|
|                                                                        | 2022/23         | September Review | December Review  | March Review      | year end Result 2022/23 | YTD as at 31/03/23 |
|                                                                        | \$'000          | \$'000           | \$'000           | \$'000            | \$'000                  | \$'000             |
| <b>Income</b>                                                          |                 |                  |                  |                   |                         |                    |
| - Civic Office                                                         | -               | (12)             | 11               | -                 | (1)                     | (3)                |
| - Organisation Leadership                                              | -               | -                | -                | -                 | -                       | -                  |
| - Community Development                                                | 6               | 64               | 3                | 7                 | 80                      | 13                 |
| - Economic Growth and Tourism                                          | 27              | 1,994            | 895              | -                 | 2,916                   | 2,552              |
| - Theatre and Museum Complex                                           | 168             | -                | (61)             | 4                 | 111                     | 82                 |
| - Library Services                                                     | 89              | 202              | -                | -                 | 291                     | 290                |
| - Workforce Development                                                | 164             | 121              | 59               | 140               | 484                     | 250                |
| - Emergency Services                                                   | 138             | 311              | -                | -                 | 449                     | 449                |
| - Finance and Technology                                               | 8,381           | (239)            | 150              | 150               | 8,442                   | 6,263              |
| - Corporate and Governance                                             | 2               | -                | -                | -                 | 2                       | 2                  |
| - Environmental Management                                             | 86              | 44               | 10               | 15                | 155                     | 85                 |
| - Livestock Saleyards                                                  | 78              | (162)            | -                | 30                | (54)                    | (80)               |
| - Parks, Gardens and Open Spaces                                       | 125             | 397              | -                | -                 | 522                     | 452                |
| - Planning and Regulation                                              | 308             | 13               | 97               | 196               | 614                     | 407                |
| - Buildings and Amenities                                              | 133             | 870              | 213              | 24                | 1,240                   | 706                |
| - Swimming Complex                                                     | -               | -                | -                | -                 | -                       | -                  |
| - Asset Management and Resourcing                                      | 10              | -                | -                | -                 | 10                      | 1                  |
| - Commercial Works                                                     | 152             | -                | -                | -                 | 152                     | 119                |
| - Plant, Fleet and Equipment                                           | 188             | -                | (140)            | -                 | 48                      | 41                 |
| - Transport Network                                                    | 4,835           | 27,589           | 2,252            | 8,727             | 43,403                  | 23,755             |
| - Waste Management                                                     | 3,118           | 849              | 32               | 59                | 4,058                   | 3,885              |
| - Water Supply                                                         | 2,995           | 9,849            | 132              | 286               | 13,262                  | 6,163              |
| - Sewerage Service                                                     | 2,900           | -                | -                | 6                 | 2,906                   | 2,821              |
| - Stormwater and Drainage                                              | 71              | -                | -                | -                 | 71                      | 73                 |
| <b>Total Income including Capital Grants &amp; Contributions</b>       | <b>23,974</b>   | <b>41,890</b>    | <b>3,653</b>     | <b>9,644</b>      | <b>79,161</b>           | <b>48,326</b>      |
| <b>Expenses</b>                                                        |                 |                  |                  |                   |                         |                    |
| - Civic Office                                                         | 355             | (38)             | 11               | -                 | 328                     | 199                |
| - Organisation Leadership                                              | 970             | 48               | (65)             | -                 | 953                     | 583                |
| - Community Development                                                | 101             | 305              | 6                | 7                 | 419                     | 238                |
| - Economic Growth and Tourism                                          | 620             | 154              | (41)             | -                 | 733                     | 477                |
| - Theatre and Museum Complex                                           | 294             | 6                | 127              | 12                | 439                     | 285                |
| - Library Services                                                     | 546             | (29)             | 20               | -                 | 537                     | 320                |
| - Workforce Development                                                | 1,096           | 14               | 366              | 140               | 1,616                   | 1,296              |
| - Emergency Services                                                   | 731             | (49)             | 2                | -                 | 684                     | 486                |
| - Finance and Technology                                               | 701             | (60)             | 20               | (41)              | 620                     | 364                |
| - Corporate and Governance                                             | 812             | (33)             | 4                | -                 | 783                     | 495                |
| - Environmental Management                                             | 333             | 74               | 10               | 15                | 432                     | 194                |
| - Livestock Saleyards                                                  | 159             | (20)             | (11)             | 30                | 158                     | 90                 |
| - Parks, Gardens and Open Spaces                                       | 1,161           | 11               | (14)             | (30)              | 1,128                   | 693                |
| - Planning and Regulation                                              | 532             | 137              | 3                | -                 | 672                     | 253                |
| - Buildings and Amenities                                              | 1,169           | 132              | 203              | 10                | 1,514                   | 859                |
| - Swimming Complex                                                     | 272             | (41)             | (4)              | 20                | 247                     | 128                |
| - Asset Management and Resourcing                                      | 1,028           | (20)             | 15               | (40)              | 983                     | 362                |
| - Commercial Works                                                     | 117             | -                | -                | -                 | 117                     | 77                 |
| - Plant, Fleet and Equipment                                           | (375)           | (15)             | -                | -                 | (390)                   | (184)              |
| - Transport Network                                                    | 7,401           | 2,964            | 2,429            | -                 | 12,794                  | 8,597              |
| - Waste Management                                                     | 2,317           | -                | 686              | 35                | 3,038                   | 1,933              |
| - Water Supply                                                         | 2,525           | 80               | 345              | 49                | 2,999                   | 1,914              |
| - Sewerage Service                                                     | 1,905           | 195              | 149              | 251               | 2,500                   | 1,403              |
| - Stormwater and Drainage                                              | 112             | 30               | 7                | -                 | 149                     | 69                 |
| <b>Total Expenses</b>                                                  | <b>24,882</b>   | <b>3,845</b>     | <b>4,268</b>     | <b>458</b>        | <b>33,453</b>           | <b>21,131</b>      |
| <b>Total Surplus/ (Deficit)</b>                                        | <b>(908)</b>    | <b>38,045</b>    | <b>(615)</b>     | <b>9,186</b>      | <b>45,708</b>           | <b>27,195</b>      |
| <b>Capital Grants and Contributions</b>                                | <b>361</b>      | <b>39,565</b>    | <b>1,137</b>     | <b>9,158</b>      | <b>50,221</b>           | <b>25,877</b>      |
| <b>Net Operating Result excluding Capital Grants and Contributions</b> | <b>(1,269)</b>  | <b>(1,520)</b>   | <b>(1,752)</b>   | <b>28</b>         | <b>(4,513)</b>          | <b>1,318</b>       |
| <b>Operating Ratio (including Capital Income)</b>                      | <b>-3.79%</b>   |                  |                  |                   | <b>57.74%</b>           | <b>56.27%</b>      |
| <b>Operating Ratio (excluding Capital Income)</b>                      | <b>-5.37%</b>   |                  |                  |                   | <b>-15.59%</b>          | <b>5.87%</b>       |

## Budget Variations - Explanations

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

| Recommended Income Variations this Quarter              | (\$'000)     | Explanation:                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - Community Development                                 | 7            | New Operating grant income: Autumn Holiday Break 2023 grant \$7,000                                                                                                                                                                                                                                                                                                |
| - Theatre and Museum Complex                            | 4            | Addition to Operating income: Advertising income \$3,000; Fees & Charges \$1,200                                                                                                                                                                                                                                                                                   |
| - Workforce Development                                 | 140          | Ongoing Resilience NSW program - expected reimbursement income (Operating): Community Recovery Officer \$30,646                                                                                                                                                                                                                                                    |
|                                                         |              | Addition to Operating income: Training Reimbursement \$109,000                                                                                                                                                                                                                                                                                                     |
| - Finance and Technology                                | 150          | Addition to Operating income: Interest On Investments \$150,000                                                                                                                                                                                                                                                                                                    |
| - Environmental Management                              | 15           | Addition to Operating grant income: Millbrook Park Flying-Fox Camp Management Plan \$15,000                                                                                                                                                                                                                                                                        |
| - Livestock Saleyards                                   | 30           | Addition to Operating income: Saleyard Dues income \$25,000; WHS Surcharge income \$5,000                                                                                                                                                                                                                                                                          |
| - Planning and Regulation                               | 196          | Addition to Operating income: Planning & Regulation fees & charges \$35,000                                                                                                                                                                                                                                                                                        |
|                                                         |              | Addition to Capital income: Developer Contributions Section 7.11 (General Fund) \$60,000; Developer Contributions Section 7.12 (General Fund) \$100,760                                                                                                                                                                                                            |
| - Buildings and Amenities                               | 24           | Addition to Operating income: Drought Communities Programme Extension - Street Scape Recovery (National Monumental Project) Project Fees \$24,000                                                                                                                                                                                                                  |
| - Transport Network                                     | 8,727        | Addition to Operating income: Permits/Application Fees Income \$11,500; Gravel Royalties \$6,000; North West Weight of Loads income \$5,000                                                                                                                                                                                                                        |
|                                                         |              | Addition to Capital grant income: Special Mt Lindesay Road \$1,500,000                                                                                                                                                                                                                                                                                             |
|                                                         |              | New Capital grant income: Fixing Local Roads - Paddys Flat Road South, Tabulam \$2,999,116; Fixing Country Bridges Program (FCBP) - Koreelah Creek Bridge, White Swamp Road \$1,416,420; FCBP - Mole River Bridge, Springfield Road \$1,308,221; FCBP - Acacia Creek Bridge, Patersons Road \$767,229; FCBP - Acacia Creek Bridge, Tooloom Street Legume \$713,128 |
| - Waste Management                                      | 59           | Addition to Operating income: Transfer Station & Landfill fees & charges \$45,000                                                                                                                                                                                                                                                                                  |
|                                                         |              | Addition to Capital income: Developer Contributions (Waste Fund) \$13,500                                                                                                                                                                                                                                                                                          |
| - Water Supply                                          | 286          | Addition to Operating income: Water Network Installation charges \$7,000; Other Fees income \$2,000.                                                                                                                                                                                                                                                               |
|                                                         |              | New Capital grant income: Regional Leakage Reduction Program grant \$69,391                                                                                                                                                                                                                                                                                        |
|                                                         |              | New Capital income: Cowper St Mains Replacement - Transport NSW Contribution \$200,000                                                                                                                                                                                                                                                                             |
|                                                         |              | Addition to Capital income: Developer Contributions (Water Fund) \$10,000                                                                                                                                                                                                                                                                                          |
| - Sewerage Service                                      | 6            | Addition to Operating income: Sewer Network Installation charges \$4,000; Application Fees income \$2,000                                                                                                                                                                                                                                                          |
| <b>Total Recommended Income Variations this Quarter</b> | <b>9,644</b> |                                                                                                                                                                                                                                                                                                                                                                    |

## Budget Variations - Explanations

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

| Recommended Expenditure Variations this Quarter              | (\$'000)   | Explanation:                                                                                                                                                                                                                               |
|--------------------------------------------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - Community Development                                      | 7          | New Operating grant: Autumn Holiday Break 2023 grant \$7,000                                                                                                                                                                               |
| - Theatre and Museum Complex                                 | 12         | Addition: School of Arts Maintenance \$7,000; Cinema Maintenance \$5,000                                                                                                                                                                   |
| - Workforce Development                                      | 140        | Ongoing Resilience NSW program: Community Recovery Officer \$30,646<br>Addition: Consultancy Risk Management \$65,275; Workplace Health & Safety \$24,000; Employee Leave Entitlements \$19,725                                            |
| - Finance and Technology                                     | (41)       | Reallocate costs from Capital Expenditure to Operational Expenditure: IT Systems Operating Costs \$50,000<br>Reduction: Depreciation (Intangible assets) -\$91,206                                                                         |
| - Environmental Management                                   | 15         | Addition to Operating grant: Millbrook Park Flying-Fox Camp Management Plan \$15,000                                                                                                                                                       |
| - Livestock Saleyards                                        | 30         | Addition: Saleyards Operation Costs \$25,000; Saleyards Asset Maintenance \$5,000                                                                                                                                                          |
| - Parks, Gardens and Open Spaces                             | (30)       | Reduction - moved to Buildings and Amenities: Parks, Gardens & Open Space Salaries & Wages -\$30,000                                                                                                                                       |
| - Buildings and Amenities                                    | 10         | Addition - moved from Parks, Gardens and Open Spaces: Public Toilet Maintenance \$30,000<br>Reduction - moved to Swimming Complex: Building and Amenities Salaries & Wages -\$20,000                                                       |
| - Swimming Complex                                           | 20         | Addition - moved from Buildings and Amenities: Swimming Pool Maintenance \$20,000                                                                                                                                                          |
| - Asset Management and Resourcing                            | (40)       | Reduction: Tenterfield Depot Expenses -\$20,000; Tenterfield Depot Maintenance -\$20,000                                                                                                                                                   |
| - Waste Management                                           | 35         | Addition: Boonoo Boonoo Landfill operating costs \$29,000; Bulk Bin Trade Waste Operating Costs \$6,000                                                                                                                                    |
| - Water Supply                                               | 49         | Addition: Water Network maintenance \$21,000; Water Purchases Southern Downs Regional Council \$10,000; Water Treatment & Testing \$7,700<br>Addition: Interest on Dam Wall Loan 2 \$9,830 (due to timing of repayments after refinancing) |
| - Sewerage Service                                           | 251        | Addition: Urberville Desludge Lagoons \$247,800; Sewer Treatment & Testing \$3,000                                                                                                                                                         |
| <b>Total Recommended Expenditure Variations this Quarter</b> | <b>458</b> |                                                                                                                                                                                                                                            |

This document forms part of Tenterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 31 March 2023 and should be read in conjunction with other documents in the QBRs.



## Tenterfield Shire Council

Budget Statement for the year ended - 31 March 2023

### Capital Budget Review

|                                                                   | Original Budget<br>2022/23 | Approved Changes | Approved Changes | Recommend Changes | REVISED Budget | ACTUAL YTD<br>as at 31/03/23 |
|-------------------------------------------------------------------|----------------------------|------------------|------------------|-------------------|----------------|------------------------------|
|                                                                   |                            | September Review | December Review  | March Review      |                |                              |
|                                                                   | \$'000                     | \$'000           | \$'000           | \$'000            | \$'000         | \$'000                       |
| <b>Capital Funding</b>                                            |                            |                  |                  |                   |                |                              |
| <i>Rates and other untied funding</i>                             | 3,086                      | 774              | (115)            | (220)             | 3,525          | 767                          |
| <i>Capital Grants &amp; Contributions</i>                         | 361                        | 39,565           | 1,137            | 9,158             | 50,221         | 25,877                       |
| <b>External Restrictions</b>                                      |                            |                  |                  |                   |                |                              |
| - <i>Specific Purpose Unexpended Grants</i>                       | -                          | 43               | -                | -                 | 43             | 43                           |
| - <i>Developer Contributions</i>                                  | -                          | -                | 41               | -                 | 41             | 41                           |
| - <i>Water Supply Fund</i>                                        | 577                        | 271              | -                | (70)              | 778            | 778                          |
| - <i>Sewerage Service Fund</i>                                    | 1,213                      | 197              | -                | 60                | 1,470          | 1,470                        |
| - <i>Domestic Waste Management Fund</i>                           | 2,754                      | 282              | (70)             | (5)               | 2,961          | 2,961                        |
| - <i>Stormwater Management Fund</i>                               | 130                        | -                | -                | (40)              | 90             | 90                           |
| <b>Internal restrictions</b>                                      |                            |                  |                  |                   |                |                              |
| - <i>Plant &amp; Vehicle Replacement Reserve</i>                  | -                          | -                | -                | -                 | -              | -                            |
| <b>Other Capital Funding Sources</b>                              |                            |                  |                  |                   |                |                              |
| - <i>New Loan 2022/23</i>                                         | 3,100                      | -                | -                | -                 | 3,100          | 3,100                        |
| - <i>Balance unspent from Transport loan taken out in 2021/22</i> | -                          | 1,014            | -                | -                 | 1,014          | 1,014                        |
| - <i>Balance unspent from loan taken out in 2020/21</i>           | -                          | 1,054            | -                | -                 | 1,054          | 1,054                        |
| <i>Income from sale of assets</i>                                 | 3,042                      | -                | -                | -                 | 3,042          | 1,840                        |
| <b>Total Capital Funding</b>                                      | <b>14,263</b>              | <b>43,200</b>    | <b>993</b>       | <b>8,883</b>      | <b>67,339</b>  | <b>39,035</b>                |



## Tenterfield Shire Council

Budget Statement for the year ended - 31 March 2023

### Capital Budget Review

|                                   | Original Budget | Approved Changes | Approved Changes | Recommend Changes | REVISED Budget | ACTUAL YTD as at 31/03/23 |
|-----------------------------------|-----------------|------------------|------------------|-------------------|----------------|---------------------------|
|                                   | 2022/23         | September Review | December Review  | March Review      |                |                           |
|                                   | \$'000          | \$'000           | \$'000           | \$'000            | \$'000         | \$'000                    |
| <b>Capital Expenditure</b>        |                 |                  |                  |                   |                |                           |
| <b>New Assets</b>                 |                 |                  |                  |                   |                |                           |
| <b>CHIEF EXECUTIVE OFFICE</b>     |                 |                  |                  |                   |                |                           |
| - Civic Office                    | -               | -                | -                | -                 | -              | -                         |
| - Organisation Leadership         | -               | -                | -                | -                 | -              | -                         |
| - Community Development           | -               | -                | -                | -                 | -              | -                         |
| - Economic Growth and Tourism     | -               | 1,969            | 905              | -                 | 2,874          | 314                       |
| - Theatre and Museum Complex      | -               | -                | -                | -                 | -              | -                         |
| - Library Services                | -               | -                | -                | -                 | -              | -                         |
| - Workforce Development           | -               | -                | -                | -                 | -              | -                         |
| - Emergency Services              | -               | -                | -                | -                 | -              | -                         |
| <b>CHIEF CORPORATE OFFICE</b>     |                 |                  |                  |                   |                |                           |
| - Finance and Technology          | -               | -                | -                | -                 | -              | -                         |
| - Corporate and Governance        | -               | -                | -                | -                 | -              | -                         |
| - Environmental Management        | -               | -                | -                | -                 | -              | -                         |
| - Livestock Saleyards             | -               | -                | -                | -                 | -              | -                         |
| - Parks, Gardens and Open Spaces  | -               | 15               | -                | -                 | 15             | -                         |
| - Planning and Regulation         | -               | -                | -                | -                 | -              | -                         |
| - Buildings and Amenities         | -               | -                | -                | -                 | -              | -                         |
| - Swimming Complex                | -               | -                | -                | -                 | -              | -                         |
| <b>CHIEF OPERATING OFFICE</b>     |                 |                  |                  |                   |                |                           |
| - Asset Management and Resourcing | -               | -                | -                | -                 | -              | -                         |
| - Commercial Works                | -               | -                | -                | -                 | -              | -                         |
| - Plant, Fleet and Equipment      | -               | -                | -                | -                 | -              | -                         |
| - Transport Network               | -               | -                | -                | -                 | -              | -                         |
| - Waste Management                | 2,500           | 144              | (70)             | -                 | 2,574          | 52                        |
| - Water Supply                    | -               | 2,597            | -                | (4)               | 2,593          | 248                       |
| - Sewerage Service                | 50              | -                | -                | -                 | 50             | -                         |
| - Stormwater and Drainage         | -               | -                | -                | -                 | -              | -                         |
| <b>Renewals (Replacement)</b>     |                 |                  |                  |                   |                |                           |
| <b>CHIEF EXECUTIVE OFFICE</b>     |                 |                  |                  |                   |                |                           |
| - Civic Office                    | -               | -                | -                | -                 | -              | -                         |
| - Organisation Leadership         | -               | -                | -                | -                 | -              | -                         |
| - Community Development           | -               | -                | -                | -                 | -              | -                         |
| - Economic Growth and Tourism     | -               | -                | -                | -                 | -              | -                         |
| - Theatre and Museum Complex      | 94              | (94)             | -                | -                 | -              | -                         |
| - Library Services                | 19              | 245              | -                | -                 | 264            | 12                        |
| - Workforce Development           | -               | -                | -                | -                 | -              | -                         |
| - Emergency Services              | -               | -                | -                | -                 | -              | -                         |
| <b>CHIEF CORPORATE OFFICE</b>     |                 |                  |                  |                   |                |                           |
| - Finance and Technology          | 225             | -                | -                | (50)              | 175            | 55                        |
| - Corporate and Governance        | -               | -                | -                | -                 | -              | -                         |
| - Environmental Management        | -               | 1                | -                | -                 | 1              | 1                         |
| - Livestock Saleyards             | -               | 208              | -                | -                 | 208            | 184                       |
| - Parks, Gardens and Open Spaces  | -               | 377              | -                | -                 | 377            | 174                       |
| - Planning and Regulation         | -               | -                | -                | -                 | -              | -                         |
| - Buildings and Amenities         | 330             | 974              | -                | -                 | 1,304          | 202                       |
| - Swimming Complex                | 25              | -                | -                | -                 | 25             | 7                         |
| <b>CHIEF OPERATING OFFICE</b>     |                 |                  |                  |                   |                |                           |
| - Asset Management and Resourcing | 220             | -                | -                | 14                | 234            | 22                        |
| - Commercial Works                | -               | -                | -                | -                 | -              | -                         |
| - Plant, Fleet and Equipment      | 3,944           | -                | -                | -                 | 3,944          | 1,724                     |
| - Transport Network               | 4,143           | 28,006           | 158              | 8,704             | 41,011         | 18,088                    |
| - Waste Management                | 68              | 827              | -                | (5)               | 890            | 103                       |
| - Water Supply                    | 317             | 7,734            | -                | 293               | 8,344          | 3,640                     |
| - Sewerage Service                | 1,062           | 197              | -                | 60                | 1,319          | 282                       |
| - Stormwater and Drainage         | 130             | -                | -                | (40)              | 90             | 5                         |
| Loan Repayments (principal)       | 1,136           | -                | -                | (89)              | 1,047          | 852                       |
| <b>Total Capital Expenditure</b>  | <b>14,263</b>   | <b>43,200</b>    | <b>993</b>       | <b>8,883</b>      | <b>67,339</b>  | <b>25,965</b>             |

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

## Capital Expenditure Budget Variations - Explanations

### Recommended Expenditure Variations (\$'000)

#### New Assets

|                                           |            |                                                                                                |
|-------------------------------------------|------------|------------------------------------------------------------------------------------------------|
| - Water Supply                            | (4)        | Reduction to Water fund capital projects: Legume Catchment Water Supply Options Study -\$4,300 |
| <b>Total New Asset Budget Adjustments</b> | <b>(4)</b> |                                                                                                |

#### Renewal Assets

|                                               |              |                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - Asset Management and Resourcing             | 14           | Addition to General fund capital projects: Tenterfield Depot - Refurbishment Stage 1 \$13,921 (retention payment)                                                                                                                                                                                                                                                    |
| - Finance and Technology                      | (50)         | Reallocate costs from Capital Expenditure to Operational Expenditure: Capitalised Software -\$50,000                                                                                                                                                                                                                                                                 |
| - Transport Network                           | 8,704        | Addition to Capital grant project: Special Mt Lindesay Road \$1,500,000                                                                                                                                                                                                                                                                                              |
|                                               |              | New Capital grant projects: Fixing Local Roads - Paddys Flat Road South, Tabulam \$2,999,116; Fixing Country Bridges Program (FCBP) - Koreelah Creek Bridge, White Swamp Road \$1,416,420; FCBP - Mole River Bridge, Springfield Road \$1,308,221; FCBP - Acacia Creek Bridge, Patersons Road \$767,229; FCBP - Acacia Creek Bridge, Tooloom Street Legume \$713,128 |
|                                               |              | Reallocation of budgets between General fund capital projects: Reductions - Bridges/Causeways -\$500,000; Causeways -\$208,163; Rural Culverts & Pipes -\$50,000                                                                                                                                                                                                     |
|                                               |              | Reallocation of budgets between General fund capital projects: Additions - Fixing Local Roads Kildare Road (Council contribution) \$550,000; Footpaths (to complete SCCF Urbenville footpath project) \$150,000; Fixing Country Bridges Washpool Creek Bridge (Council contribution) \$58,163                                                                        |
| - Waste Management                            | (5)          | Addition Waste fund capital project: 240L Wheelie Bins \$1,000. Reduction: Industrial Bins -\$6,000                                                                                                                                                                                                                                                                  |
| - Water Supply                                | 293          | New Capital grant: Regional Leakage Reduction Program grant \$92,522 (requires Council contribution \$23,131)                                                                                                                                                                                                                                                        |
|                                               |              | New Water fund capital project: Cowper St Mains Replacement - Transport NSW Contribution \$200,000                                                                                                                                                                                                                                                                   |
| - Sewerage Service                            | 60           | Addition to Sewer fund capital projects: Tenterfield Mains Relining \$327,010                                                                                                                                                                                                                                                                                        |
|                                               |              | Reduction to Sewer fund capital projects: Tenterfield Man Hole Level Alterations -\$73,210; Tenterfield Network Renewal -\$193,800                                                                                                                                                                                                                                   |
| - Stormwater and Drainage                     | (40)         | Reduction to Stormwater fund capital projects: Urban Culverts Renewal -\$20,000; Stormwater Pipe Renewal -\$20,000                                                                                                                                                                                                                                                   |
| <b>Total Renewal Asset Budget Adjustments</b> | <b>8,976</b> |                                                                                                                                                                                                                                                                                                                                                                      |

#### Liabilities

|                                              |              |                                                                                                      |
|----------------------------------------------|--------------|------------------------------------------------------------------------------------------------------|
| - Water Supply                               | (89)         | Reduction to Repayments on Dam Wall Loan 2 -\$89,302 (due to timing of repayments after refinancing) |
| <b>Total Liabilities Budget Adjustments</b>  | <b>(89)</b>  |                                                                                                      |
| <b>Total Proposed Expenditure Variations</b> | <b>8,883</b> |                                                                                                      |

*This document forms part of Tenterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 31 March 2023 and should be read in conjunction with other documents in the QBRS.*

## Tenterfield Shire Council

### Budget Statement for the year ended - 31 March 2023

#### Cash and Investment Review

|                                                                     | Opening Balance      | Approved        | Approved    | Recommend    | PROJECTED     | ACTUAL YTD    |
|---------------------------------------------------------------------|----------------------|-----------------|-------------|--------------|---------------|---------------|
|                                                                     | 30/06/2022           | Changes         | Changes     | Changes      | year end      | 31/03/2023    |
|                                                                     | from Audited         | September       | December    | March        | Result        |               |
|                                                                     | Financial Statements | Review          | Review      | Review       | 2022/23       |               |
|                                                                     | \$'000               | \$'000          | \$'000      | \$'001       | \$'000        | \$'000        |
| <b>Externally restricted</b>                                        |                      |                 |             |              |               |               |
| <i>Specific Purpose Unexpended Grants -</i>                         | 13,786               | (12,775)        | -           | -            | 1,011         | 14,309        |
| <i>Specific Purpose Unexpended Grants -</i>                         | 616                  | (616)           | -           | -            | -             | 589           |
| <i>Specific Purpose Unexpended Grants -</i>                         | -                    | -               | -           | -            | -             | -             |
| <i>Specific Purpose Unexpended Grants -</i>                         | -                    | -               | -           | -            | -             | 454           |
| <i>Specific Purpose Unexpended Grants - Stormwater Fund</i>         | -                    | -               | -           | -            | -             | -             |
| <i>Developer Contributions - General Fund</i>                       | 348                  | 38              | 14          | 139          | 539           | 539           |
| <i>Developer Contributions - Water Fund</i>                         | 38                   | -               | 37          | 10           | 85            | 85            |
| <i>Developer Contributions - Sewer Fund</i>                         | 41                   | -               | 3           | 7            | 51            | 51            |
| <i>Developer Contributions - Waste Fund</i>                         | 37                   | 3               | 5           | 7            | 52            | 52            |
| <i>Developer Contributions - Stormwater</i>                         | 4                    | -               | 1           | 1            | 6             | 6             |
| <i>Water Supply Fund</i>                                            | 2,181                | (521)           | (101)       | 29           | 1,588         | 2,802         |
| <i>Sewerage Service Fund</i>                                        | 5,703                | (86)            | (95)        | (305)        | 5,217         | 6,575         |
| <i>Domestic Waste Management Fund</i>                               | 7,373                | (1,774)         | 57          | 15           | 5,671         | 8,407         |
| <i>Stormwater Management Fund</i>                                   | 1,026                | (129)           | 30          | 40           | 967           | 992           |
| <i>Trust Fund</i>                                                   | 382                  | -               | -           | -            | 382           | 382           |
| <b>Total Externally restricted</b>                                  | <b>31,535</b>        | <b>(15,860)</b> | <b>(49)</b> | <b>(57)</b>  | <b>15,569</b> | <b>35,243</b> |
| <b>Internally restricted</b>                                        |                      |                 |             |              |               |               |
| <i>Plant &amp; Vehicle Replacement</i>                              | -                    | -               | -           | -            | -             | -             |
| <i>Employees Leave Entitlements</i>                                 | -                    | -               | -           | -            | -             | -             |
| <i>International Town Partnerships</i>                              | -                    | -               | -           | -            | -             | -             |
| <i>Roads &amp; Bridges (Pending outcomes of grant applications)</i> | -                    | -               | -           | -            | -             | -             |
| <i>Special Projects</i>                                             | 5,000                | (5,000)         | -           | -            | -             | -             |
| <i>RFS Unspent Funds</i>                                            | 92                   | (8)             | -           | -            | 84            | 141           |
| <b>Total Internally restricted</b>                                  | <b>5,092</b>         | <b>(5,008)</b>  | <b>-</b>    | <b>-</b>     | <b>84</b>     | <b>141</b>    |
| <b>Total Restricted</b>                                             | <b>36,627</b>        | <b>(20,868)</b> | <b>(49)</b> | <b>(57)</b>  | <b>15,653</b> | <b>35,384</b> |
| <b>Available Cash (Unrestricted Funds)</b>                          | <b>482</b>           | <b>-</b>        | <b>-</b>    | <b>(482)</b> | <b>-</b>      | <b>2,396</b>  |
| <b>Total Cash and Investments</b>                                   | <b>37,109</b>        | <b>(20,868)</b> | <b>(49)</b> | <b>(539)</b> | <b>15,653</b> | <b>37,780</b> |

Notes:

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

### Comment on Cash and Investments Position

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

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

### Recommended Changes to Revised Budget

**Include:**

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

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

### Certification regarding Investments and Bank Reconciliations

**Investments**

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

**Cash**

Bank reconciliations occur on a daily basis with a full reconciliation performed on a monthly basis. The full reconciliation for the March quarter occurred on 04 April 2023.

### Cash Book Reconciliation

\$

|                                                      |                      |
|------------------------------------------------------|----------------------|
| Operating Account Cash balance as at 31 March 2023   | 31,397,629.02        |
| Trust Account Cash balance as at 31 March 2023       | 382,340.85           |
| <b>Total Cash (Not invested) as at 31 March 2023</b> | <b>31,779,969.87</b> |

**Reconciliation**

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

| Financial Institution             | Amount               | Rating | Interest | Maturity Date |
|-----------------------------------|----------------------|--------|----------|---------------|
| National Australia Bank           | 1,500,000.00         | AA-    | 3.95%    | 24/04/2023    |
| Commonwealth Bank                 | 3,000,000.00         | AA-    | 4.27%    | 21/06/2023    |
| Westpac                           | 1,500,000.00         | AA-    | 3.93%    | 27/04/2023    |
| <b>TOTAL INVESTMENTS</b>          | <b>6,000,000.00</b>  |        |          |               |
| <b>TOTAL CASH ON HAND</b>         | <b>31,779,969.87</b> |        |          |               |
| <b>TOTAL CASH AND INVESTMENTS</b> | <b>37,779,969.87</b> |        |          |               |

*This document forms part of Tenterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 31 March 2023 and should be read in conjunction with other documents in the QBR.*

## Tenterfield Shire Council

### Budget review for the quarter ended - 31 March 2023

#### Contracts

| Contractor       | Contract detail & purpose                                                                                                             | Contract value<br>\$ | Commencement<br>date | Duration of<br>contract | Budgeted<br>(Y/N) |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|-------------------------|-------------------|
| Convic Australia | Public Spaces Legacy Program (PSLP) grant; Stronger Country Communities Fund (SCCF) Round 5 grant; and Streets as Shared Spaces grant | 2,243,500            | 13/10/2022           | Ongoing                 | Y                 |

#### Notes

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

#### Consultancy and Legal Fees

| Expense          | Expenditure YTD<br>\$ | Budgeted<br>(Y/N) |
|------------------|-----------------------|-------------------|
| Consultancies ** | 619,802               | Y                 |
| Legal Fees       | 36,807                | Y                 |

\*\* Note - of this total YTD expenditure, \$410,902 is for Grant or Disaster Recovery works, and the remaining \$208,900 is for Council-funded works

#### Definition of consultant:

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

#### Notes:

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

*This document forms part of Tenterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 31 March 2023 and should be read in conjunction with other documents in the QBRs.*





|                      |                                                            |
|----------------------|------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>               |
| <b>Submitted by:</b> | Roy Jones, Manager Finance & Technology                    |
| <b>Reference:</b>    | <b>ITEM GOV28/23</b>                                       |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 30 APRIL 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 30 April 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 30 April 2023.

Cash Book Balances on this date were as follows:-

|                        |                  |        |
|------------------------|------------------|--------|
| General (Consolidated) | \$ 25,401,266.00 | Credit |
| General Trust          | \$ 382,340.85    | Credit |

##### (b) Summary of Investments

The attachment to this report is a certified schedule of all Council's investments as at 30 April 2023 showing the various invested amounts and applicable interest rates.



Our Governance No. 28 Cont...

### Concealed Water Leakage Concession Policy Update

For the month of April 2023, two (2) concessions totaling \$754.62 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 18 applications for 603 Certificates in April 2023.

In the calendar year to date, there have been 76 applications compared to 129 applications for the same period last year.

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

| <b>RESTRICTED CASH ANALYSIS</b>                                                                              | <b>AS AT 30 APRIL 2023</b> | <b>AS AT 30 JUNE 2022</b> |
|--------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------|
|                                                                                                              |                            |                           |
| <b>TOTAL CASH &amp; INVESTMENTS</b>                                                                          | <b>\$31,783,606</b>        | <b>\$37,107,638</b>       |
|                                                                                                              |                            |                           |
| <b>EXTERNALLY RESTRICTED CASH</b>                                                                            | <b>\$ 30,798,737</b>       | <b>\$31,625,799</b>       |
|                                                                                                              |                            |                           |
| <b><i>INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)</i></b>                                       | <b>\$ 13,455,088</b>       | <b>\$14,401,703</b>       |
| GRANT-RELATED - GENERAL (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES)                                      | \$ 12,441,711              | \$13,785,826              |
| GRANT-RELATED - WATER (EXCL DEVELOPER CONTRIBUTIONS)                                                         | \$ 559,388                 | \$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>\$769,100</b>           | <b>\$467,232</b>          |
| DEVELOPER CONTRIBUTIONS - GENERAL                                                                            | \$573,269                  | \$347,608                 |
| DEVELOPER CONTRIBUTIONS - WATER                                                                              | \$85,142                   | \$37,565                  |
| DEVELOPER CONTRIBUTIONS - SEWER                                                                              | \$50,721                   | \$41,455                  |
| DEVELOPER CONTRIBUTIONS - WASTE                                                                              | \$54,132                   | \$36,595                  |
| DEVELOPER CONTRIBUTIONS - STORMWATER                                                                         | \$5,836                    | \$4,009                   |
|                                                                                                              |                            |                           |
| <b><i>INCLUDED IN RFS RESERVES</i></b>                                                                       | <b>\$138,895</b>           | <b>\$92,098</b>           |
| RFS RESERVES                                                                                                 | \$138,895                  | \$92,098                  |
|                                                                                                              |                            |                           |
| <b><i>INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER EXCL GRANT RELATED, DC AND RFS ABOVE)</i></b> | <b>\$16,435,654</b>        | <b>\$16,664,766</b>       |
| WATER                                                                                                        | \$254,310                  | \$2,180,603               |
| SEWER                                                                                                        | \$6,510,563                | \$5,703,375               |
| WASTE                                                                                                        | \$8,298,987                | \$7,372,548               |

Our Governance No. 28 Cont...

|                               |                  |                    |
|-------------------------------|------------------|--------------------|
| STORMWATER                    | \$989,453        | \$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>\$984,869</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.

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

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

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

Department: Office of the Chief Corporate Officer

Attachments: **1** Investment Report as at 30 April 20231  
Page

**TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 30 APRIL 2023**

| Financial Institution                   | Issuer Rating | Investment Term | Maturity Date | Interest Rate | Amount                     | Percentage Exposure   |
|-----------------------------------------|---------------|-----------------|---------------|---------------|----------------------------|-----------------------|
| NAB                                     | AA-           | 90 Days         | 24/Jul/23     | 4.35%         | 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/Jul/23     | 4.21%         | 1,500,000.00               | 25.00%                |
| <b><u>TOTAL WESTPAC INVESTMENTS</u></b> |               |                 |               |               | <b><u>1,500,000.00</u></b> | <b><u>25.00%</u></b>  |
| <b><u>INVESTMENTS TOTAL</u></b>         |               |                 |               |               | <b><u>6,000,000.00</u></b> | <b><u>100.00%</u></b> |

**Summary**

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

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

**By:**  
 \_\_\_\_\_  
 R.Jones

\* Except as highlighted in the associated Council Report.

|                      |                                                       |
|----------------------|-------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>          |
| <b>Submitted by:</b> | Roy Jones, Manager Finance & Technology               |
| <b>Reference:</b>    | <b>ITEM GOV29/23</b>                                  |
| <b>Subject:</b>      | <b>CAPITAL EXPENDITURE REPORT AS AT 30 APRIL 2023</b> |

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

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

#### **SUMMARY**

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

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

**That Council receive and note the Capital Expenditure Report for the period ended 30 April 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.

Our Governance No. 29 Cont...

**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 & LTFFP)**

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

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

**Tenterfield Shire Council  
Capital Expenditure Report as at 30 April 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>744,523</b>       | <b>23.72%</b>            |                                                                                                                                                       |
| <b>Economic Growth and Tourism</b>                                                      |                      |                                  |                      |                          |                                                                                                                                                       |
| 4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead                    | General Fund - Grant | 1,714,593                        | 724,453              | 42.25%                   |                                                                                                                                                       |
| 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>729,453</b>       | <b>25.38%</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                          | 2,657                | 1.35%                    | In-progress - due for completion June 2023                                                                                                            |
| <b>Total Library Services</b>                                                           |                      | <b>264,292</b>                   | <b>15,071</b>        | <b>5.70%</b>             |                                                                                                                                                       |
| <b>Office of the Chief Corporate Officer</b>                                            |                      | <b>2,155,108</b>                 | <b>627,819</b>       | <b>29.13%</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                           | 14,131               | 100.00%                  | 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>208,612</b>       | <b>16.00%</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>27,310,361</b>    | <b>55.75%</b>            |                                                                                                                                                                                                                                       |
| <b>Asset Management &amp; Resourcing</b>                                                           |                      |                                  |                      |                          |                                                                                                                                                                                                                                       |
| 6250501. Tenterfield Depot - Refurbishment Stage 1                                                 | General Fund         | 0                                | 13,921               | 0.00%                    | Budget to be added in March QBR                                                                                                                                                                                                       |
| 6250502. Tenterfield Depot - Wash Down & Recycle Bay                                               | General Fund         | 20,000                           | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 6250505. Tenterfield Depot - WHS & Environmental Initiative Enhancements                           | General Fund         | 100,000                          | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 6250506. Tenterfield Depot - Fuel Tank Replacement/Remediation                                     | General Fund         | 100,000                          | 7,837                | 7.84%                    |                                                                                                                                                                                                                                       |
| <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                           | 5,566                | 8.83%                    | Works completed that Asset Manager has issued.                                                                                                                                                                                        |
| 8252523. Urban Culverts Renewal                                                                    | Stormwater Fund      | 27,200                           | 71                   | 0.26%                    | No works scoped due to lack of resources                                                                                                                                                                                              |
| 8252526. Stormwater Pipe Renewal                                                                   | Stormwater Fund      | 40,000                           | 0                    | 0.00%                    | No works scoped due to lack of resources                                                                                                                                                                                              |
| <b>Total Stormwater &amp; Drainage</b>                                                             |                      | <b>130,200</b>                   | <b>5,637</b>         | <b>4.33%</b>             |                                                                                                                                                                                                                                       |
| <b>Transport Network</b>                                                                           |                      |                                  |                      |                          |                                                                                                                                                                                                                                       |
| 6215110. Regional & Local Roads Traffic Facilities                                                 | General Fund - Grant | 68,000                           | 60,669               | 89.22%                   |                                                                                                                                                                                                                                       |
| 6215510. Regional Roads Block Grant - Reseals Program                                              | General Fund - Grant | 582,668                          | 265,090              | 45.50%                   | Bruxner Way works completed. Additional funding will be used to reseal another 6km                                                                                                                                                    |
| 6215531. Special Grant Mt Lindesay Road (RMS/Fed)                                                  | General Fund - Grant | 5,323,347                        | 5,767,884            | 108.35%                  | Review of commitments and budget was undertaken with Transport NSW, additional \$1.5 million funding has been secured - to be added in March QBR                                                                                      |
| 6215544. BLERF - 0737 - Improve Mt Lindesay Road                                                   | General Fund - Grant | 5,297,708                        | 1,719,706            | 32.46%                   |                                                                                                                                                                                                                                       |
| 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                        | 33,444               | 3.20%                    |                                                                                                                                                                                                                                       |
| 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                        | 3,098,473            | 116.21%                  | Overspend to be funded by Council-funded capital works                                                                                                                                                                                |
| 6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel               | General Fund - Grant | 61,108                           | 62,822               | 102.80%                  | 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                        | 1,860,195            | 62.63%                   | Pavement widening works are continuing                                                                                                                                                                                                |
| 6215575. ROSI - Sunnyside Platform Road Upgrade                                                    | General Fund - Grant | 1,752,075                        | 1,599,920            | 91.32%                   | Bruxner Way intersection linemarking to be completed                                                                                                                                                                                  |
| 6215576. BSR000641 - Drake Village Revitalisation                                                  | General Fund - Grant | 2,900,300                        | 17,882               | 0.62%                    |                                                                                                                                                                                                                                       |
| 6215579. Local Roads & Community Infrastructure Program - Round 3                                  | General Fund - Grant | 2,088,670                        | 1,552,418            | 74.33%                   | Further work to be completed before end of financial year.                                                                                                                                                                            |
| 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                                | 278,749              | 0.00%                    |                                                                                                                                                                                                                                       |
| 6215583. DRFA AGRN1012 EPAR Plains Station Road                                                    | General Fund - Grant | 0                                | 14,707               | 0.00%                    |                                                                                                                                                                                                                                       |
| 6220269. DRFA AGRN1012 Package 1 EPAR                                                              | General Fund - Grant | 56,047                           | 192,492              | 343.45%                  | 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                          | 509,001              | 70.46%                   | Guardrail still to be installed                                                                                                                                                                                                       |

\*Report Contains Filters



| Capital Projects                                                                                   | Funding Source                                                 | 22/23 Adopted Review 2 Budget \$ | 22/23 YTD Actuals \$ | 22/23 Percentage Spent % | Comments                                                                                                                                  |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------|----------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 6220276. Bridges Renewal Program - Unknown Creek Bridge (67161) Replacement, Paddy's Flat Road Sth | General Fund - Grant                                           | 532,955                          | 578,489              | 108.54%                  | Bridge open to traffic                                                                                                                    |
| 6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Road             | General Fund - Grant                                           | 644,907                          | 467,307              | 72.46%                   | Bridge open to traffic                                                                                                                    |
| 6220278. Fixing Country Bridges - Washpool Creek Bridge Replacement, Leechs Gully Rd               | General Fund - Grant                                           | 306,867                          | 350,925              | 114.36%                  | 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                          | 198,864              | 33.06%                   | Works to be completed before end of financial year.                                                                                       |
| 6220503. Gravel Resheets                                                                           | General Fund                                                   | 632,452                          | 299,199              | 47.31%                   | Portion has been allocated for Council contribution to LRCI Round 3 projects - will be completed before end of financial year.            |
| 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                          | 26,374               | 4.98%                    | 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                          | 283,325              | 43.33%                   | Work will be completed by end of financial year                                                                                           |
| 6220512. Rural Culverts & Pipes                                                                    | General Fund                                                   | 100,000                          | 26,289               | 26.29%                   | 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                          | 7,570                | 4.74%                    | Works commenced                                                                                                                           |
| 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                          | 164,574              | 32.91%                   |                                                                                                                                           |
| 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>20,600,865</b>    | <b>63.77%</b>            |                                                                                                                                           |
| <b>Waste Management</b>                                                                            |                                                                |                                  |                      |                          |                                                                                                                                           |
| 7080500. 240L Wheelie Bins                                                                         | Waste Fund                                                     | 2,101                            | 2,893                | 137.70%                  | Budget to be adjusted 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                          | 82,942               | 12.10%                   | 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                                                              |
| 7080732. Torrington Landfill - Convert to Transfer                                                 | Waste Fund                                                     | 2,000                            | 523                  | 26.15%                   | Fencing to be completed                                                                                                                   |
| 7080811. Tenterfield WTS Groundwater Bores                                                         | Waste Fund                                                     | 119,879                          | 2,216                | 1.85%                    |                                                                                                                                           |
| <b>Total Waste Management</b>                                                                      |                                                                | <b>3,469,265</b>                 | <b>155,957</b>       | <b>4.50%</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                        | 5,833,088            | 76.61%                   | 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                          | 186,835              | 19.26%                   | 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                        | 71,825               | 4.61%                    | Preliminary assessments complete and approved, moving to design phase, approval received & drilling underway                              |
| 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%                   | Completed                                                                                                                                 |
| <b>Total Water Supply</b>                                                                          |                                                                | <b>10,647,855</b>                | <b>6,360,190</b>     | <b>59.73%</b>            |                                                                                                                                           |
| <b>Grand Total</b>                                                                                 |                                                                | <b>54,278,598</b>                | <b>28,682,703</b>    | <b>52.84%</b>            |                                                                                                                                           |

\*Report Contains Filters



|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b> |
| <b>Submitted by:</b> | Roy Jones, Manager Finance & Technology      |
| <b>Reference:</b>    | <b>ITEM GOV30/23</b>                         |
| <b>Subject:</b>      | <b>REPORT ON LOAN BALANCES</b>               |

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

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

#### **SUMMARY**

The purpose of this Report is to inform Council of its loan balances as at 31 March 2023

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

**That Council notes the loan balance as at 31 March was \$21,148,595.71 (\$18,399,100.48 as at 31 December 2022).**

#### **BACKGROUND**

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

#### **REPORT:**

Loan payments are being made in accordance with the loan agreements. Council's loan balance as at 31 March 2023 was \$21,148,595.71 (\$18,399,100.48 as at 31 December 2022).

#### **New Loans Taken Out between reporting periods 1 July 2022 to 31 March 2023**

On 22 March 2023 Council approved (Resolution 27/23) to drawdown a loan of \$3.1 Million for Transport Infrastructure (and supportive plant items) with the Commonwealth bank for 20 years at an interest rate of 5.62%. The actual rate of interest at time of drawdown was 5.57%.

Council Loan Register as at 31 March 2023 attached.

#### **Bridging Finance**

At the Council Meeting held on 12 January 2022, Council approved the establishment of a Corporate Markets Loan with the National Australia Bank, with a drawdown facility limit of \$5,000,000 for a rollover period of 90 days, to function as a cash reserve to fund external restrictions when required.

Our Governance No. 30 Cont...

As at 31 March 2023 Council has not required to use the drawdown facility and managing its cash flow. The Office of Local Government will also be notified once Council decides to use this facility.

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

The Debt Service Cover Ratio based as at 31 March 2023 is 5.64x (benchmark is >2.00x). The ratio is expected to improve on receipt of Financial Assistance Grant and other revenue from grants in May/June 2023.

### **COUNCIL IMPLICATIONS:**

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

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

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

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

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

**Kylie Smith**

**Chief Corporate Officer**

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

**Tenterfield Shire Council**  
**Loans Schedule**  
**As at 31 March 2023**

| Loan Details                                       |                                                             |           |                                |               |            |                  |                            | Principal \$                          |
|----------------------------------------------------|-------------------------------------------------------------|-----------|--------------------------------|---------------|------------|------------------|----------------------------|---------------------------------------|
| FUND                                               | PURPOSE                                                     | AMOUNT \$ | OBTAINED FROM                  | DATE OBTAINED | DUE DATE   | RATE OF INTEREST | INTERVALS AT WHICH PAYABLE | Principal Balance as at 31 March 2023 |
| General Fund                                       | Transport Infrastructure (and supportive plant items)       | 3,100,000 | Commonwealth Bank of Australia | 29/03/2023    | 31/03/2043 | 5.57%            | Half Yearly                | 3,100,000.00                          |
| General Fund                                       | Transport Infrastructure (and supportive plant items)       | 2,604,612 | Commonwealth Bank of Australia | 31/03/2022    | 31/03/2042 | 4.40%            | Half Yearly                | 2,521,096.38                          |
| General Fund                                       | Infrastructure 2020/21                                      | 4,048,952 | Commonwealth Bank of Australia | 31/03/2021    | 29/03/2041 | 2.69%            | Half Yearly                | 3,734,260.46                          |
| General Fund                                       | Infrastructure 2019/20                                      | 1,000,000 | Commonwealth Bank of Australia | 15/06/2020    | 15/06/2040 | 2.90%            | Half Yearly                | 904,152.67                            |
| General Fund                                       | Main Street Upgrade                                         | 1,200,000 | National Australia Bank        | 25/02/2015    | 25/02/2025 | 3.70%            | Half Yearly                | 276,499.21                            |
| Sewer Fund                                         | Tenterfield Sewerage Treatment Plant                        | 2,500,000 | National Australia Bank        | 30/05/2008    | 30/05/2033 | 7.81%            | Half Yearly                | 1,619,488.06                          |
| Water Fund                                         | Dam Wall Construction (1)                                   | 3,087,672 | CBA (Refinanced from ANZ)      | 29/09/2021    | 30/09/2041 | 2.59%            | Half Yearly                | 2,907,487.34                          |
| Water Fund                                         | Dam Wall Construction (2)                                   | 2,684,880 | CBA (Refinanced from CBA)      | 6/07/2022     | 7/07/2042  | 5.73%            | Half Yearly                | 2,648,741.88                          |
| Water Fund                                         | Urbenville Water Treatment Plant                            | 375,000   | National Australia Bank        | 5/02/2009     | 5/02/2033  | 6.47%            | Half Yearly                | 242,682.62                            |
| Waste Fund                                         | Waste Management - Boonoo Boonoo Landfill (Develop Stage 5) | 3,300,000 | Commonwealth Bank of Australia | 31/03/2022    | 31/03/2042 | 4.40%            | Half Yearly                | 3,194,187.09                          |
| <b>TOTAL Principal Balance as at 31 March 2023</b> |                                                             |           |                                |               |            |                  |                            | <b>21,148,595.71</b>                  |

|                      |                                                                                       |
|----------------------|---------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                                  |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media                                        |
| <b>Reference:</b>    | <b>ITEM GOV31/23</b>                                                                  |
| <b>Subject:</b>      | <b>DELEGATION FOR CHIEF EXECUTIVE WHILST ATTENDING NATIONAL GENERAL ASSEMBLY 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> | 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 an Acting Chief Executive during period of absence of the Chief Executive.

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

**That Council approve the temporary appointment of Chief Corporate Officer, Kylie Smith to the position of Acting Chief Executive for the period Monday 12 June 2023 to Friday, 16 June 2023 inclusive.**

#### **BACKGROUND**

Chief Executive - Daryl Buckingham will be absent attending the 2023 National General Assembly during the period Monday, 12 June 2023 to Friday, 16 June 2023 inclusive with Chief Corporate Officer, Kylie Smith appointed to the position of Acting Chief Executive. Council will need to approve this temporary appointment.

#### **REPORT:**

The functions of the Chief Executive (General Manager) should be delegated to ensure effective and efficient operations of the Council whilst the Chief Executive and Mayor are attending the Australian National General Assembly.

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.

Our Governance No. 31 Cont...

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

Nil.

**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 absence. 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 GOV32/23</b>                                                 |
| <b>Subject:</b>      | <b>ANNUAL REMUNERATION FOR COUNCILLORS AND THE MAYOR - 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 Council operates in an effective and financially sustainable manner to deliver affordable services.                                           |
| <b>Delivery Plan Action:</b>    | Deliver continuous improvements in Council's business, processes and systems.                                                                        |
| <b>Operational Plan Action:</b> | Ensure adequate and effective internal controls are in place for all financial management and purchasing functions.                                  |

#### **SUMMARY**

The purpose of this Report is to address the recent determination of the NSW Local Government Remuneration Tribunal which handed down an increase in the fees payable to Councillors and the Mayor of 3.0% for the 2023/2024 financial year.

The increase applies to both the minimum and maximum allowable rates for both Councillors and the Mayor. Council is required to determine at which rate it sets fees for both Councillors and the Mayor within the minimum and maximum allowable amounts for the upcoming financial year. In the past Tenterfield Council have applied the "maximum" allowable amount for both Councillors and Mayor.

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

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

- (1) Notes the Report and Determination of the NSW Remuneration Tribunal 27 April 2023; and**
- (2) Sets the level of fees payable to all Councillors at \$13,030 per annum effective from 1 July 2023 to 30 June 2024; and**
- (3) Sets the additional fee payable to the Mayor at \$28,430 per annum effective from 1 July 2023 to 30 June 2024; and**
- (4) Sets the reimbursement amount for approved travel using own vehicle as per the Local Government (State) Award, where a Council vehicle is unavailable.**

#### **BACKGROUND**

The full report of the Local Government Remuneration Tribunal (the Tribunal) is attached to this Report.

Our Governance No. 32 Cont...

The Local Government Remuneration Tribunal is required to report to the Minister for Local Government by 1 May each year as to its determination of categories and the maximum and minimum amounts of fees to be paid to Mayors, Councillors, and Chairpersons and Members of County Councils.

The Tribunal's annual review commenced in October 2022 when it wrote to all Councils and the President of Local Government NSW inviting submissions regarding fees and categories. The Tribunal received 18 written submissions, of which 15 were from individual Council's.

Under Section 239 of the LG Act the Tribunal is required to determine the categories of councils and mayoral offices at least once every three years, with the last review completed in 2020.

For the 2023 review the Tribunal undertook an extensive examination of the categories, criteria, and allocation of councils into each of the categories. Statistical and demographical data coupled with population data from the 2021 Census providing the basis of the review.

Nine (9) submissions were received from councils requesting recategorisation and five (5) of these requested the creation of new categories. Complexities of remaining financially sustainable whilst maintaining services and providing new infrastructure were also highlighted. Recategorisation requests were mainly made by the larger metropolitan and regional councils, who are experiencing high growth and demand for services.

Local Government NSW (LGNSW) requested the Tribunal increase fees by the maximum 3% but argued that this increase does not "*address the historic undervaluation of work performed by elected representatives and the substantial responsibility associated with the local government.*" LG NSW used economic and wage data including Consumer Price Index, national and state wage cases and market comparability and cited that remuneration has been reduced by inflationary pressures and capping of remuneration increases.

It was also suggested that the low level of remuneration poses a barrier to encouraging participation and diversity of candidates within communities.

In accordance with section 239 of the *Local Government Act 1993*, the categories of general-purpose councils are determined as follows:

| <b>Metropolitan</b>                                                                                 | <b>Non-metropolitan</b>                                                                                       |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Principal CBD</li> </ul>                                   | <ul style="list-style-type: none"> <li>• Major Regional City</li> </ul>                                       |
| <ul style="list-style-type: none"> <li>• Major CBD</li> </ul>                                       | <ul style="list-style-type: none"> <li>• Major Strategic Area</li> </ul>                                      |
| <ul style="list-style-type: none"> <li>• <b>Metropolitan Major</b> (<i>new category</i>)</li> </ul> | <ul style="list-style-type: none"> <li>• Regional Strategic Area</li> </ul>                                   |
| <ul style="list-style-type: none"> <li>• Metropolitan Large</li> </ul>                              | <ul style="list-style-type: none"> <li>• Regional Centre</li> </ul>                                           |
| <ul style="list-style-type: none"> <li>• Metropolitan Medium</li> </ul>                             | <ul style="list-style-type: none"> <li>• Regional Rural</li> </ul>                                            |
| <ul style="list-style-type: none"> <li>• Metropolitan Small</li> </ul>                              | <ul style="list-style-type: none"> <li>• <b>Regional Large</b> (<i>new category</i>)</li> </ul>               |
|                                                                                                     | <ul style="list-style-type: none"> <li>• <b>Rural</b> (<i>Tenterfield, Glen Innes, Kyogle etc</i>)</li> </ul> |

Tenterfield Shire Council is classified in the **Rural (38)** category.

Our Governance No. 32 Cont...

Council can choose to set their fees at either the maximum rate prescribed for the category or a lesser rate above the minimum for the category. Previously Tenterfield Shire Council has resolved to set the Councillor fee and the Mayoral fee at the upper level of the respective categories.

## REPORT:

### RANGES

The Tribunal has determined the following range for the Rural category for the 2023-2024 financial year:

|                 |                      |
|-----------------|----------------------|
| All Councillors | \$9,850 to \$13,030  |
| Mayor           | \$10,490 to \$28,430 |

In the 2022 – 2023 financial year the Councillor remuneration range was set as follows:

|                 |                      |
|-----------------|----------------------|
| All Councillors | \$9,560 to \$12,650  |
| Mayor           | \$10,180 to \$27,600 |

In the 2021-2022 financial year the Councillor remuneration range was set as follows:

|                 |                     |
|-----------------|---------------------|
| All Councillors | \$9,370 to \$12,400 |
| Mayor           | \$9,980 to \$27,060 |

### CALCULATIONS

In the 2022-2023 financial year (*Current year*) Councillor remuneration was set as follows:

|                 |                                                  |
|-----------------|--------------------------------------------------|
| All Councillors | \$12,650 x 10 ( <i>Full twelve (12) months</i> ) |
| Mayor           | \$27,600                                         |
| <b>Total</b>    | <b>\$154,100</b>                                 |

If Council were to apply the maximum annual increase of 3.0% in determining the Councillor and Mayoral fees for 2023-2024, **with the current 9 Councillors**, the following fees would apply.

|                 |                                                   |
|-----------------|---------------------------------------------------|
| All Councillors | \$13,030 x 9 ( <i>Current Councillor cohort</i> ) |
| Mayor           | \$28,430                                          |
| <b>Total</b>    | <b>\$145,700</b>                                  |

In addition, as per Council's "Payment of Expenses and Provision of Facilities to Councillors Policy" this will continue to be paid as per the Local Government (State) Award amount for the approved travel of Councillors using their own vehicle.

### COUNCIL IMPLICATIONS:

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

Nil required.

#### 2. Policy and Regulation

- As determined by the Local Government Tribunal under Sections 239 and 241 of the *Local Government Act 1993*.

Our Governance No. 32 Cont...

- Relates to "Council's Payment of Expenses and Provision of Facilities to Councillors Policy".

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

The Annual Budget for 2023/2024 has included an increase of 3 % for the annual remuneration for Councillors and the Mayor. Councillor numbers remain at nine (9), not the full complement of ten (10), as Council awaits Ministerial confirmation of its vacancy Ward D.

### **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> Annual Determination - 27 April 2023  | 47 Pages |
|                               | <b>2</b> OLG NSW Circular 23-03                | 2 Pages  |

Local Government  
Remuneration Tribunal

# Annual Determination

Report and determination under sections  
239 and 241 of the Local Government Act  
1993

27 April 2023



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# Executive Summary

The *Local Government Act 1993* (the LG Act) requires the Local Government Remuneration Tribunal (the Tribunal) to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

## Categories

Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years.

In accordance with the LG Act the Tribunal undertook a review of the categories and allocation of councils into each category as part of this review.

Accordingly, the revised categories of general purposes councils are determined as follows:

| Metropolitan        | Non-Metropolitan        |
|---------------------|-------------------------|
| Principal CBD       | Major Regional City     |
| Major CBD           | Major Strategic Area    |
| Metropolitan Major  | Regional Strategic Area |
| Metropolitan Large  | Regional Centre         |
| Metropolitan Medium | Regional Rural          |
| Metropolitan Small  | Rural Large             |
|                     | Rural                   |



## Fees

The Tribunal determined a 3 per cent per annum increase in the minimum and maximum fees applicable to each category.

For the new categories, the Tribunal has determined fees having regard to the relevant factors and relativities of remuneration ranges for existing categories.

Twenty six (26) councils are recategorised into a higher existing category or placed in a new category.

# Section 1 – Introduction

1. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. The Tribunal last undertook a significant review of the categories and the allocation of councils into each of those categories in 2020.
2. Section 241 of the LG Act provides that the Tribunal determine the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils for each of the categories determined under section 239.
3. Section 242A(1) of the LG Act requires the Tribunal to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission.
4. The Tribunal can also determine that a council can be placed in another existing or new category with a higher range of fees without breaching the Government's Wages Policy as per section 242A (3) of the LG Act.
5. Natural disasters have a significant impact on the way mayors in particular work. There is an increase on time demands from the community, and media during these events as well as an increase in workloads. Whilst it is worth noting these issues, it is not within the Tribunal's authority to determine additional remuneration in recognition of the increasing demands on a mayor's time for these events.
6. The Tribunal's determination takes effect from 1 July each year.

## Section 2 – 2022 Determination

7. In 2022, the Tribunal received eight (8) submissions, which included five (5) requests for recategorisation. Three of these requests sought the creation of new categories.
8. The Tribunal found that the current categories and allocation of councils to these categories remained appropriate but noted that some councils may have a case for recategorisation at the next major review of categories in 2023.
9. The Tribunal determined that fees would increase 2 per cent in the minimum and maximum fees applicable to each category from 1 July 2022.

# Section 3 – 2023 Review

## 2023 Process

10. The Tribunal's annual review commenced in October when it wrote to all councils inviting submissions regarding fees, categorisation and any other general matters. The invitation noted that it is expected that submissions are endorsed by the respective council.
11. The Tribunal also wrote to the President of Local Government NSW (LGNSW) inviting a submission.
12. The Tribunal received 18 written submissions, of which 15 were from individual councils, 1 submission from LGNSW, 1 from Australian National University academic, Associate Professor Tanya Jakimow, and 1 from the United Services Union (USU).
13. The Tribunal notes that 12 of the 15 council submissions were endorsed by the representative councils.
14. The Tribunal acknowledges and thanks all parties for their submissions.
15. Noting its comments in its reports of 2021 and 2022, the Tribunal met Central NSW Joint Organisation member representatives in Orange, and Far South West Joint Organisation member representatives in Broken Hill. The Tribunal also gave an overview of its work to a meeting of the Country Mayors' Association in Newcastle. While in Broken Hill the Tribunal met with LGNSW representatives.
16. The Tribunal and Assessors met as required to discuss submissions, review category criteria and allocation of councils

## Categories

17. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every three years. The Tribunal last reviewed the categories in 2020.
18. In determining categories, the Tribunal is required to have regard to the following matters that are prescribed in Section 240 of the LG Act:
- *the size of areas;*
  - *the physical terrain of areas;*
  - *the population of areas and the distribution of the population;*
  - *the nature and volume of business dealt with by each council;*
  - *the nature and extent of the development of areas;*
  - *the diversity of communities served;*
  - *the regional, national and international significance of the council;*
  - *such matters as the Remuneration Tribunal considers relevant to the provision of efficient and effective local government; and*
  - *such other matters as may be prescribed by the regulations.*
19. The 2020 Determination established the following categories:

| Metropolitan        | Non-Metropolitan        |
|---------------------|-------------------------|
| Principal CBD       | Major Regional City     |
| Major CBD           | Major Strategic Area    |
| Metropolitan Large  | Regional Strategic Area |
| Metropolitan Medium | Regional Centre         |



|                    |                |
|--------------------|----------------|
| Metropolitan Small | Regional Rural |
| Rural              |                |

- 20. For its 2023 review, the Tribunal undertook an extensive examination of the categories, criteria and allocation of councils into each of the categories.
- 21. The Tribunal examined statistical and demographical data, with population data sourced from Australian Bureau of Statistics (ABS) 2021 Census (the latest available data).
- 22. Having regard to section 239 of the LG Act, information examined and provided through submissions, the Tribunal has determined the categories of general purpose councils as follows:

| Metropolitan        | Non-Metropolitan        |
|---------------------|-------------------------|
| Principal CBD       | Major Regional City     |
| Major CBD           | Major Strategic Area    |
| Metropolitan Major  | Regional Strategic Area |
| Metropolitan Large  | Regional Centre         |
| Metropolitan Medium | Regional Rural          |
| Metropolitan Small  | Rural Large             |
|                     | Rural                   |

- 23. In reviewing the current model, the Tribunal sought to improve consistency of criteria.
- 24. In examining the criteria for each of the categories, the Tribunal is of the view that non-resident population criteria should also be included for consistency in the following categories:

- Major Strategic Area
- Regional Strategic Area
- Regional Centre
- Regional Rural

25. Three (3) councils will be reclassified as a result of meeting criteria thresholds into an existing category.
26. The Tribunal has determined the creation of two (2) new categories, being Metropolitan Major and Rural Large.
27. In determining the 2 new categories the Tribunal gave significant consideration to section 239 of the LG Act, statistical data, the existing categories and relativities between each category.
28. It was determined that the existing Rural category did not differentiate between large and small rural councils, in population, size, and terrain. Evidence demonstrated that a number of Rural councils are large in geographic area, requiring great distances to be covered. The Tribunal also examined a range of data that it believes goes to the delivery of efficient and effective local government.
29. Hence a new category Rural Large is created. The determination is amended to reflect the new category and criteria that includes a population greater than ten thousand, and a councillor to resident ratio of 1 to 1200. The Tribunal notes there are a number of Rural councils on the cusp of this new category.
30. The revised category also shows more clearly the differences for large rural and remote councils. It is becoming apparent these councils require



different considerations regarding the role Mayors and Councillors in servicing the community across such large distances.

31. Evidence reviewed established the need to differentiate between some Large Metropolitan councils. Comparison data reviewed included population, operating revenue, and submission evidence relevant to section 239 of the LG Act. This examination further exposed the gap between Metropolitan Large and Major CBD categories, thus resulting in the Tribunal establishing a new category to bridge the gap.
32. The determination is amended to reflect a new category, Metropolitan Major, with a population criteria threshold of 400,000 (including non-resident).
33. Accordingly, the Tribunal has identified a number of councils that will be recategorised into these new categories.
34. Given the relativities in population threshold criteria, the Tribunal is of the view that the population criteria for Regional Strategic Area be adjusted from 200,00 down to 100,000.
35. As a result, three (3) councils will be reclassified as Regional Strategic.
36. Whilst the Tribunal did explore additional criteria points that may go to efficient and effective local government, within the bounds of statutory provisions no further changes to the criteria could be determined in this review.
37. The category County Councils remain unchanged, retaining the categories of Water and Other.

38. **Appendix 1 Criteria that apply to categories** has been amended to reflect changes outlined above.

## Submissions Received – Categorisation

39. Nine (9) submissions received from councils requested recategorisation and five (5) of these requested the creation of new categories.
40. A summary of matters raised in submissions and the Tribunal's consideration of those matters is outlined below

## Request for New Categories

41. Requests were received for the creation of new categories namely, Metropolitan Large Growth Area, Metropolitan Major, Metropolitan Medium Growth and Regional Growth.
42. Blacktown City Council again requested the creation of a new category, Metropolitan Large - Growth Area. Council stated its current categorisation in Metropolitan Large "*does not reflect the complexities of servicing their rapid rate of growth and economic influence*".
43. Blacktown City Council contends that a new category would allow a criteria to be set that reflects:
- Size
  - Rate of growth
  - Economic influence
  - Operational budget

- Complexities of remaining financially sustainable whilst maintaining services and providing new infrastructure

44. Penrith Council reiterated previous submissions, again requesting the creation of a new category, Metropolitan Large Growth Centre. Council argues they are unique compared to other similar sized councils, providing significant regional services to Greater Western Sydney.

45. Penrith Council contends its claim for creation and inclusion in a new category is enhanced through their leading role in the region demonstrating the exponential growth that will occur in the Penrith Local Government area. Council submits they are playing a leading role in several significant city-shaping projects and initiatives such as:

- Western Sydney Airport
- Western Sydney Priority Growth Area
- Penrith Health and Education Precinct
- The Greater Sydney Commission District planning process
- National Growth Areas Alliance
- Sydney Science Park
- Defence Industries Precinct and
- South Creek Corridor

46. While the Tribunal understands that areas of Western Sydney are developing rapidly, not least with the new airport and associated infrastructure it is not persuaded to create a new category, Metropolitan Large - Growth Area/Centre. These councils are experiencing growth and will in the future have populations of residents and non-residents that meet the thresholds for recategorisation. It is not within the Tribunal's legislative

remit to anticipate growth. However as dealt with earlier in this determination, the Tribunal acknowledges the need for a new Metropolitan category to reflect increasing population and bridge gap between current categories, Metropolitan Large and Major CBD.

47. Canterbury Bankstown Council proposed the creation of a new category, Metropolitan Major, that would sit in between current category of Metropolitan Large and Major CBD.
48. Council based its argument for a new category on the following grounds:
  - Categories need to have consistent criteria
  - A new category of Metropolitan Major would capture increased population and workloads post amalgamation process
  - New criteria should be based on population size and councillor to resident ratio
  - Councils size, with a current population of 372,322 across five wards
  - Population and distribution of population
  - Councils' area and physical terrain
  - Diversity of communities served
  - Nature and volume of business dealt with by Council
49. Council proposed a new criteria could include population threshold and councillor to resident ratio, with thresholds being 350,000 and 1 to 24,000.
50. The Tribunal considered the suggested criteria of a councillor to resident ratio for all categories. Whilst the Tribunal has included this criteria for

Rural Large category, it has not included it for all categories. It may warrant further consideration for other categories in future reviews.

51. The Tribunal is persuaded to include a new category, Metropolitan Major, with a population criteria threshold of 400,000 in the determination.
52. Camden Council's submission requests the creation of a growth category for Metropolitan Medium councils. They argue the proposed new category would allow criteria to be established to better reflect their growth rate, economic influence and complexities involved in servicing growth.
53. Council proposes the new category be called Metropolitan Medium – Growth Area. Council submits that its inclusion into this new category is based on the following:
  - Population growth
  - Development corridors
  - Growing assets and major infrastructure
  - Major services and institutions
54. The Tribunal has already determined a new metropolitan category, taking into account population and relatives in population between existing categories. It is not persuaded to include another new metropolitan category.
55. Maitland City Council requested the creation of a new category, Regional Growth Area to bridge the gap between Regional Centre and Regional Strategic.
56. Council based its argument for a new category on the following grounds:

- Maitland is the fastest growing regional city in NSW
- significant role in accommodation growth
- Council being an emerging health centre, with the \$470 million investment in the new Maitland Hospital
- Significant role in delivery of state goals, including Greater Newcastle Metropolitan Plan 2036 and a state partner in infrastructure delivery including roads and facilities

57. Council also contends the current categorisation model for non-metropolitan is inadequate. It argues that the application of the population criteria is flawed as increments initially rise by 20,000 before leaping up by 160,000.

58. The current population criteria thresholds for non-metropolitan councils are outlined in the table below:

| Category                | Population Criteria |
|-------------------------|---------------------|
| Rural                   | <20,000             |
| Regional Rural          | >20,000             |
| Regional Centre         | >40,000             |
| Regional Strategic Area | >200,000            |
| Major Strategic Area    | >300,000            |

59. The Tribunal has considered the issues raised in Council's submission but is not persuaded for reasons noted earlier for anticipation of growth versus actual population, to create a new category, Regional Growth Area.

60. The Tribunal acknowledges the point made in Council's submission regarding incremental increases for non-metropolitan categories population criteria.
61. As outlined earlier the Tribunal has determined to change the population criteria for Regional Strategic from 200,000 to 100,000. This will result in Maitland Council being reclassified.

## Requests for Recategorisation

62. The Tribunal received four (4) requests for recategorisation. Liverpool, Byron, Tweed and Burwood Councils put forward individual cases for recategorisation for the Tribunal's consideration.
63. A summary of council's requests and the Tribunal's findings are outlined in the paragraphs below.
64. Liverpool Council requested to be reclassified from their current classification of Metro Large to Major CBD category. Liverpool Council's case to be included in Major CBD category is based on the following grounds:
- Population forecast to grow by 59.23% in the next 20 years from 242,817 to 386,646
  - A GDP estimated at \$13.03 billion, with 91,000 jobs in the LGA
  - Significant development in the LGA that includes new council offices and chambers, new city library, childcare facility, and the \$106 million Liverpool Quarter development consisting of retail, commercial, food and beverage spaces



- Liverpool being an integral part of Western Sydney Deal to deliver transformative change
- Liverpool being home to several significant infrastructure projects, including Western Sydney Airport, Western Sydney Infrastructure plan, Holsworthy Barracks and Liverpool Hospital upgrades
- Diversity of population

65. The Tribunal notes that the current criteria for Major CBD remains unchanged. It includes being a major provider of business and government services, and secondary CBD to metropolitan Sydney.

66. Having regard to section 239 of the LG Act, the criteria, the submission put forward, and for reasons outlined earlier in regard to anticipated growth versus actual growth, the Tribunal is not persuaded to include Liverpool Council in Major CBD category.

67. Byron Shire Council requested to be reclassified from their current category of Regional Rural into Regional Centre.

68. Council noted, based on ABS 2021 census data, with a population of 36,077, it is on the cusp of reaching the population threshold of 40,000 residents.

69. Council believes they meet several other additional criteria that supports their case for reclassification. Council's request is based on the following grounds:

- Non-resident population of 4,817 travel from surrounding locations to work in the LGA

- A population growth increase of 7.2% over the last 5 years, which is above the state increase of 5.3%
- Proximity to Gold Coast and Ballina/Byron airports
- Byron being home to internationally renowned Hinterland region
- Byron being home to a large number of festivals and events

70. As outlined earlier in this determination, the criteria for **Regional Centre** has been amended to include non-resident population as a criteria point.

71. **This result is Byron Shire Council will be reclassified to Regional Centre.**

72. Tweed Shire Council once again requested reclassification from Regional Centre to Regional Strategic Area on the following grounds:

- Proximity to Sydney via Gold Coast airport
- Proximity to Brisbane and Gold Coast
- Tweed being a major city centre and population centre for Northern Rivers Joint Organisation
- Tweed being the largest employer and strongest growth area in the Northern Rivers
- The construction of new state of the art Tweed Valley Hospital due to open in late 2023

73. **Tweed Shire Council will be reclassified as a result of changes to Regional Strategic Area criteria outlined earlier in this determination.**

74. Burwood Council requested to be reclassified from their current classification of Metropolitan Small to Metropolitan Medium. Council acknowledged that they do not currently meet the population criteria to be

placed into the requested category. The criteria as outlined in the 2022 Determination, Appendix 1 of the criteria that apply to categories states

“Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.”

75. If Burwood Council’s non-resident working population was included, the total population would be 53,435 well short of exceeding the population threshold for Metropolitan Medium.
76. Further examination demonstrates that Burwood council does not meet the broader criteria for Metropolitan Medium. Accordingly, Burwood Council will remain in current classification of Metropolitan Small.
77. The matters raised generally in submissions of Berrigan, Cowra, Inner West, Kur-ring-gai, Singleton and Temora Councils are outside of the scope of the Tribunal statutory functions, but in the view of the Tribunal are worthy of further consideration. These matters relate to the current remuneration principles and structures that apply to mayors and councillors in NSW and the potential impacts of these constraints. These are discussed further below.

## Section 4 – 2023 Fees

78. In determining the maximum and minimum fees payable in each of the categories, the Tribunal is required by section 242A of the LG Act, to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the *Industrial Relations Act 1996* (IR Act), when making or varying awards or orders relating to the conditions of employment of public sector employees.
79. Pursuant to section 146C (1) (a) of the IR Act, the current government policy on wages is expressed in the Industrial Relations (Public Sector Conditions of Employment) Regulation 2014 (IR Regulation). The IR Regulation provides that public sector wages cannot increase by more than 3 per cent per annum and the tribunal therefore has the discretion to determine an increase of up to 3 per cent per annum.
80. Four (4) submissions received addressed the issue of the fees quantum increase. These submissions sought an increase of 2.5% or greater.
81. The LGNSW submission requested that the Tribunal increase fees by the maximum 3 per cent, but further argued that the maximum increase is *“inadequate and does not address the historic undervaluation of work performed by elected representatives and the substantial responsibility associated with local government.”*
82. LGNSW used economic and wage data to support their argument, that included:
- Consumer Price Index (CPI)
  - National and State Wage cases
  - Market comparability

83. LGNSW in their meeting with The Tribunal and Assessors, further emphasised that remuneration for Councillors and Mayors has been reduced in real terms due to impacts of inflation and capping of remuneration increases.
84. The Tribunal received a late submission from the USU, advocating for the maximum increase to be applied. The USU argued that all work carried out in local government needed to be fairly remunerated and reflect the rise in cost of living.
85. Whilst only five of the eighteen submissions received addressed the issue of quantum increase of fees, more than half of the submissions provided commentary on a range of remuneration issues.
86. Submissions suggested that the current remuneration structure is inadequate and requires further review. It has been suggested that the current remuneration structure does not adequately reflect:
- Role, responsibilities, and commitment required to perform functions successfully
  - Workloads
  - Complexity of role
  - Commitment and skills required
  - Fairness
87. Furthermore, it has been suggested that the low level of remuneration is a barrier to encouraging participation and diversity of candidates that reflects communities.

88. Associate Professor Jakimow of the Australian National University provided a detailed submission outlining the negative impacts of inadequate remuneration. The substance of the submission is that current remuneration levels do not adequately reflect the hours and complexity of work. Furthermore, low remuneration is a barrier to participation and diversity.

89. Associate Professor Jakimow argues that:

*“inadequate pay has significant negative consequences: low quality local democracy, an unacceptable burden on councillors and their families, and poor councillor diversity.”*

90. A number of submissions provided comparison data to demonstrate that the current remuneration principles and structure are not reflective of time, skills and competencies required to effectively perform the roles of councillor and mayor.

91. Comparisons were made to State and Federal parliamentary members, councillors and mayors in the Queensland and Victorian local government jurisdictions, average remuneration of a chairperson of a board, not for profit organisations and national minimum wage. The basis of the argument is that NSW mayor and councillors are paid below these organisations.

92. One submission noted that legislative change would be required to change remuneration model.

93. The Tribunal acknowledges issues raised in submissions regarding remuneration principles, structure and potential impacts. Many of these issues are worth serious consideration, they are however not currently

within the Tribunal's remit. The Tribunal concludes these matters should be given further investigation and consideration.

94. The Tribunal has considered key economic indicators, including the Consumer Price Index and Wage Price Index, and has determined that the full 3 per cent increase will apply to the minimum and maximum fees applicable to existing categories.
95. As an initial determination, the ranges for new categories are not subject to the wages policy. Future increases in those categories, as is the case for existing categories, will be subject to wages policy in accordance with section 242A(4) of the LG Act.
96. The minimum and maximum fees for the new categories have been determined having regard to the relativities of existing categories

### Time for Fresh Thinking

97. Submissions made to the 2023 review and the Tribunal's own conclusions from evidence it has examined, suggest that there are significant issues underlying the concerns raised about mayor and councillor remuneration. It is apparent to the Tribunal that those issues which include a lack of diversity in representation, changing nature of work required to be undertaken and changed community expectations cannot be easily resolved under the existing framework. In the Tribunal's view, there would be merit in a comprehensive review of the framework for mayor and councillor remuneration.
98. The criteria under which the Tribunal makes these determinations has



been in existence since 1994 and at that time NSW had 177 Councils.  
Much has changed over the past 30 years, but the criteria has not.

99. As noted earlier in this determination the Tribunal and Assessors met with two Joint Organisation member representatives. While much of what was discussed has been dealt with in this determination it is worthy for the record to restate the view of LGNSW of the "need for major reform".

100. Key themes and issues raised during discussions by mayors, councillors and general managers with the Tribunal and Assessors include:

- Changes to ways of working including expectations of increased use of social media and online platforms ("always on" expectations from constituents)
- Impacts of future development
- Impact of changes to legislation and regulation on workload
- Serving constituents in regional centres, country areas regional areas, rural and remote areas
- Remuneration principles
- Natural Disasters including floods, fires, mice, locusts and tragedies generally
- Confusion in roles and responsibilities – need for compulsory and consistent training of candidates prior to election and induction of those elected

- Popularly elected mayors and two-year mayoral terms and the role of the Deputy Mayor when a mayor is absent, as distinct from temporarily unavailable
- Questioning whether the guidelines by the Office of Local Government for the payment of expenses and the provision of facilities for mayors and councillors that were issued in 2009 are still fit for purpose. There appears to be significant variation in the interpretation of the guidelines and subsequent council policies
- The optional payment of superannuation being used for political purposes
- Paid parental leave for councillors
- Is remuneration holding back quality candidates or are behavioural issues – both in and out of meeting environment
- Parity in the payment differential in existing categories between councillors and mayors
- A possible alignment in categories of councillor to resident and ratepayer ratios and rateable property ratios
- Clarity in the payment of fees for chairpersons and voting members of Joint Organisations for additional workloads

101. Diversity was a strong theme heard by the Tribunal, both diversity of communities served and diversity of representation. We heard that

younger people, women, Aboriginal and Torres Strait Islander people and members of culturally and linguistically diverse communities among others, are underrepresented in many councils.

102. The Tribunal acknowledges that it is not within its authority to address many of the issues that were raised in submissions.
103. The Tribunal is not suggesting a fundamental review of the role of councillors and notes that people enter local government representation from a sense of civic service rather than for remuneration.

## Conclusion

104. The Tribunal is of the view that a broader consideration is required of the matters raised in this determination. If the Minister decided to refer these matters under section 238 (2) of the LG Act the Tribunal would be willing to assist noting that it would require considerable consultation with the sector and access to suitable resources from Government.
105. The Tribunal's determinations have been made with the assistance of the Assessors Ms Kylie Yates, Gail Connolly PSM (in her role as Acting Deputy Secretary) and Mr Brett Whitworth.
106. It is the requirement of the Tribunal that in the future all submissions have council endorsement.
107. Determination 1 outlines the allocation of councils into each of the categories as per section 239 of the LG Act.
108. Determination 2 outlines the maximum and minimum fees paid to

councillors and mayors and members and chairpersons of county councils  
as per section 241 of the LG Act.

109. The Tribunal acknowledges and thanks the secretariat for their excellent  
research and support in completing the 2023 determination.



Viv May PSM

**Local Government Remuneration Tribunal**

Dated 27 April 2023

# Section 5 – Determinations

Determination No. 1 – Allocation of councils into each of the categories as per section 239 of the LG Act effective 1 July 2023

## General Purpose Councils – Metropolitan

### Principal CBD (1)

- Sydney

### Major CBD (1)

- Parramatta

### Metropolitan Major (2)

- Blacktown
- Canterbury-Bankstown

### Metropolitan Large (10)

- Bayside
- Cumberland
- Fairfield
- Inner West
- Liverpool
- Northern Beaches
- Penrith
- Ryde
- Sutherland
- The Hills

### Metropolitan Medium (8)

- Campbelltown
- Camden
- Georges River
- Hornsby
- Ku-ring-gai
- North Sydney
- Randwick
- Willoughby

### Metropolitan Small (8)

- Burwood
- Canada Bay
- Hunters Hill
- Lane Cove
- Mosman
- Strathfield
- Waverley
- Woollahra



## **General Purpose Councils - Non-Metropolitan**

### **Major Regional City (2)**

- Newcastle
- Wollongong

### **Major Strategic Area (1)**

- Central Coast

### **Regional Centre (23)**

- Albury
- Armidale
- Ballina
- Bathurst
- Blue Mountains
- Byron
- Cessnock
- Clarence Valley
- Coffs Harbour
- Dubbo
- Eurobodella
- Hawkesbury

### **Regional Strategic Area(4)**

- Lake Macquarie
- Maitland
- Shoalhaven
- Tweed
  
- Lismore
- Mid-Coast
- Orange
- Port Macquarie-Hastings
- Port Stephens
- Queanbeyan-Palerang
- Shellharbour
- Tamworth
- Wagga Wagga
- Wingecarribee
- Wollondilly

**Regional Rural (12)**

- Bega
- Broken Hill
- Goulburn Mulwaree
- Griffith
- Kempsey
- Kiama
- Lithgow
- Mid-Western
- Nambucca
- Richmond Valleys
- Singleton
- Snowy Monaro

**Rural Large (18)**

- Bellingen
- Cabonne
- Cootamundra-Gundagai
- Cowra
- Federation
- Greater Hume
- Gunnedah
- Hilltops
- Inverell
- Leeton
- Moree Plains
- Murray River
- Muswellbrook
- Narrabri
- Parkes
- Snowy Valleys
- Upper Hunter
- Yass

**Rural (38)**

- Balranald
- Berrigan
- Bland
- Blayney
- Bogan
- Bourke
- Brewarrina
- Carrathool
- Central Darling
- Cobar
- Coolamon
- Coonamble
- Dungog
- Edward River
- Forbes
- Gilgandra



- **Glen Innes Severn**
- Gwydir
- Hay
- Junee
- **Kyogle**
- Lachlan
- Liverpool Plains
- Lockhart
- Murrumbidgee
- Narrandera
- Narromine
- Oberon
- Temora
- **Tenterfield**
- Upper Lachlan
- **Uralla**
- **Walcha**
- Walgett
- Warren
- Warrumbungle
- Weddin
- Wentworth

### **County Councils**

#### **Water (4)**

- Central Tablelands
- Goldenfields Water
- Riverina Water
- Rous

#### **Other (6)**

- Castlereagh-Macquarie
- Central Murray
- Hawkesbury River
- New England Tablelands
- Upper Hunter
- Upper Macquarie



## Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2023

The annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2023 as per section 241 of the *Local Government Act 1993* are determined as follows:

**Table 4: Fees for General Purpose and County Councils**

### General Purpose Councils – Metropolitan

#### Councillor/Member Annual Fee (\$) effective 1 July 2023

| Category            | Minimum | Maximum |
|---------------------|---------|---------|
| Principal CBD       | 29,610  | 43,440  |
| Major CBD           | 19,760  | 36,590  |
| Metropolitan Major  | 19,760  | 34,590  |
| Metropolitan Large  | 19,760  | 32,590  |
| Metropolitan Medium | 14,810  | 27,650  |
| Metropolitan Small  | 9,850   | 21,730  |

#### Mayor/Chairperson Additional Fee\* (\$) effective 1 July 2023

| Category            | Minimum | Maximum |
|---------------------|---------|---------|
| Principal CBD       | 181,210 | 238,450 |
| Major CBD           | 41,960  | 118,210 |
| Metropolitan Major  | 41,960  | 106,960 |
| Metropolitan Large  | 41,960  | 94,950  |
| Metropolitan Medium | 31,470  | 73,440  |
| Metropolitan Small  | 20,980  | 47,390  |



**General Purpose Councils - Non-Metropolitan**

**Councillor/Member Annual Fee (\$) effective 1 July 2023**

| Category                | Minimum      | Maximum       |
|-------------------------|--------------|---------------|
| Major Regional City     | 19,760       | 34,330        |
| Major Strategic Area    | 19,760       | 34,330        |
| Regional Strategic Area | 19,760       | 32,590        |
| Regional Centre         | 14,810       | 26,070        |
| Regional Rural          | 9,850        | 21,730        |
| Rural Large             | 9,850        | 17,680        |
| <b>Rural</b>            | <b>9,850</b> | <b>13,030</b> |

**Mayor/Chairperson Additional Fee\* (\$) effective 1 July 2023**

| Category                | Minimum       | Maximum       |
|-------------------------|---------------|---------------|
| Major Regional City     | 41,960        | 106,960       |
| Major Strategic Area    | 41,960        | 106,960       |
| Regional Strategic Area | 41,960        | 94,950        |
| Regional Centre         | 30,820        | 64,390        |
| Regional Rural          | 20,980        | 47,420        |
| Rural Large             | 15,735        | 37,925        |
| <b>Rural</b>            | <b>10,490</b> | <b>28,430</b> |



**County Councils**

**Councillor/Member Annual Fee (\$) effective 1 July 2023**

| Category | Minimum | Maximum |
|----------|---------|---------|
| Water    | 1,960   | 10,870  |
| Other    | 1,960   | 6,490   |

**Mayor/Chairperson Additional Fee\* (\$) effective 1 July 2023**

| Category | Minimum | Maximum |
|----------|---------|---------|
| Water    | 4,200   | 17,850  |
| Other    | 4,200   | 11,860  |

\*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2))

Viv May PSM

**Local Government Remuneration Tribunal**

Dated 27 April 2023

# Appendices

## Appendix 1 Criteria that apply to categories

### Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

## **Major CBD**

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

## **Metropolitan Major**

Councils categorised Metropolitan Major will typically have a minimum residential population of 400,000.

Councils may also be categorised Metropolitan Major if their residential population combined with their non-resident working population exceeds 400,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$300M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Major will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.



## **Metropolitan Large**

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

## **Metropolitan Medium**

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

### **Metropolitan Small**

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

### **Major Regional City**

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development

- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region
- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
- have significant natural and man-made assets to support diverse economic activity, trade and future investment
- typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

### **Major Strategic Area**

Councils categorised as Major Strategic Area will have a minimum population of 300,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum

- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

### **Regional Strategic Area**

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 100,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum

- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

### **Regional Centre**

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW

- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

### **Regional Rural**

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.





Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

### **Rural Large**

Councils categorised as Rural Large will have a residential population greater than 10,000, and a councillor to resident ratio of at least 1 to 1200.

Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.



## **Rural**

Councils categorised as Rural will typically have a residential population less than 10,000.

## **County Councils - Water**

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

## **County Councils - Other**

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the Biosecurity Act 2015.



Circular to Councils

Strengthening local government

|                             |                                                                                                     |
|-----------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 23-03 / 10 May 2023 / A859646                                                           |
| <b>Previous Circular</b>    | 22-14 2022/23 Determination of the Local Government Remuneration Tribunal                           |
| <b>Who should read this</b> | Councillors / General Managers                                                                      |
| <b>Contact</b>              | Council Governance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| <b>Action required</b>      | Council to implement                                                                                |

**2023/24 Determination of the Local Government Remuneration Tribunal**

**What's new or changing**

- The Local Government Remuneration Tribunal has determined an increase of 3% to mayoral and councillor fees for the 2023-24 financial year, with effect from 1 July 2023.
- The Tribunal is required to determine the remuneration categories of councils and mayoral offices at least once every three years under section 239 of the *Local Government Act 1993*. The Tribunal undertook a review of the categories as part of its 2023 determination.
- The Tribunal has determined the creation of two (2) new remuneration categories, 'Metropolitan Major' and 'Rural Large'.
- The Tribunal has also varied the criteria of several existing categories.
- As a result of the creation of the two new categories and changes to the criteria of some of the existing categories, the Tribunal has re-categorised twenty-six (26) councils into a higher existing category or into a new category.
- In its determination, the Tribunal has acknowledged the issues raised in submissions about the remuneration received by mayors and councillors, including a lack of diversity in representation, the changing nature of work required to be undertaken and changed community expectations. The Tribunal has suggested there would be merit in a comprehensive review of the framework for mayor and councillor remuneration. This will be considered as part of the Government's examination of the broader issues facing local government.

**What this will mean for your council**

- Sections 248 and 249 of the Act require councils to fix and pay an annual fee to councillors and mayors from 1 July 2023 based on the Tribunal's determination for the 2023-24 financial year.

**Key points**

- The level of fees paid will depend on the category the council is in.
- A council cannot fix a fee higher than the maximum amount determined by the Tribunal.
- If a council does not fix a fee, the council must pay the minimum fee determined by the Tribunal.

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**Where to go for further information**

- The Tribunal's report and determination is available [here](#).
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

**Brett Whitworth**  
**Deputy Secretary, Local Government**

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|----------------------|-------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                                                  |
| <b>Submitted by:</b> | Peter Petty, Councillor                                                                               |
| <b>Reference:</b>    | <b>ITEM NM1/23</b>                                                                                    |
| <b>Subject:</b>      | <b>NOTICE OF MOTION - INVESTIGATE THE EXTENSION OF WASTE SERVICES TO BILLIRIMBA ROAD, TENTERFEILD</b> |

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

## SUMMARY

The purpose of this Notice of Motion is to allow Council to receive a Report on the viability and interest of residents in extending waste service collection along Billirimba Road, from the intersection of Scrub Road and Billirimba Road to Steinbrook Hall. Consideration of this Report is given under Section 3.9 of Council's "Code of Meeting Practice - 2018."

## OFFICER'S RECOMMENDATION:

**That Council receive a Report on the viability and interest of residents in extending waste service collection along Billirimba Road, from the intersection of Scrub Road and Billirimba Road to Steinbrook Hall.**

## BACKGROUND

With closer settlement and building blocks within proximity to Tenterfield's central business district being developed in the Steinbrook area, an extended waste collection service would be of great benefit to these residents.

If the waste collection service extension was approved, it would assist Council in raising more revenue for the Waste Department. The service extension would also support more residents recycling within the shire.

An initial survey of the residents along the proposed route would seek concurrence from residents of their interest in accessing waste service collections.

## REPORT:

With closer settlement and building blocks within proximity to Tenterfield's central business district being developed in the Steinbrook area, an extended waste collection service would be of great benefit to these residents.

If the waste collection service extension was approved, it would assist Council in raising more revenue for the Waste Department. The service extension would also support more residents recycling within the shire.

## COUNCIL IMPLICATIONS:

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

To develop the report for future Council consideration, communication with the potential recipients of the service to gauge their need and intended usage would be necessary.

Notice of Motion No. 1 Cont...

## **2. Policy and Regulation**

- Protection of the Environment Operations (POEO) Act 1997
- Protection of the Environment Operations (Waste) Regulation 2014
- Waste Avoidance and Resource Recovery Act 2001
- Solid Waste Landfills Environmental Guidelines 2016
- Waste Minimisation and Management Act 1995
- Local Government Act 1993 Version Page 6 of 6 Section:
- Local Government General (Regulations) 2021
- Contaminated Recycling Bin Policy 2022

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

Operational budget allocation may be needed in the 2023/24 budget to undertake the report depending on staff availability and any technical reports needed to determine cost of the service. It is estimated this will be the equivalent of \$5,000 added into the budget.

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

The Fleet Asset Management Plan may need review, as will any consideration of collection route proposed in the report should the recommendation be adopted.

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

It is anticipated that the report would be undertaken in house with some technical support depending on workload.

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

Nil at this stage however consideration of a report in future will look at risks associated with the financial viability of any proposed service and the expectation management of intended services users as the report is developed for further consideration by Council.

## **7. Performance Measures**

Nil other than the management of the report via the Operational Plan and Resolution Register updates of Council should it be successful in line with current staff resources.

## **8. Project Management**

Nil.

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

|                               |                                                   |
|-------------------------------|---------------------------------------------------|
| Prepared by staff member:     | Peter Petty, Councillor                           |
| Approved/Reviewed by Manager: | Daryl Buckingham, Chief Executive                 |
| Department:                   | Office of the Chief Executive                     |
| Attachments:                  | <b>1</b> Notice of Motion - Cr Peter Petty 1 Page |

Notice of Motion

I, Counsellor Peter Petty, wish to move that Council conduct a survey to determine the uptake of a bin collection service on the Billirimba Road, Tenterfield. This survey is proposed to start at the intersection of Scrub Road and Billirimba Road to Steinbrook Hall.

The survey would seek information regarding the residence of this area agreeing to a bin service or not.

Background:

I feel with this closer settlement of blocks within a 5km radius of the central business district that bin collection would be of a great benefit to our Shire. This service would increase our revenue within our waste department and be supported of our recycling within our Shire. This service is already provided to residents on Dam Lane, which runs off Billirimba Road and has been for some time.

One of the foreseeable risks of this proposal is large, heavy trucks being used on the Billirimba Road and the potential wear and tear due to the increased traffic. There are currently other heavy vehicles being used and this additional weekly service is not expected to impact greatly. The expected benefits for the residents on the road far outweigh the negative impact on infrastructure.

Thank you for considering this Notice of Motion.

Counsellor Peter Petty



|                      |                                                 |
|----------------------|-------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>            |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media  |
| <b>Reference:</b>    | <b>ITEM RES4/23</b>                             |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - APRIL 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 April 2023.**

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

|                               |                                                    |
|-------------------------------|----------------------------------------------------|
| Prepared by staff member:     | Elizabeth Melling, Executive Assistant & Media     |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer               |
| Department:                   | Office of the Chief Executive                      |
| Attachments:                  | <b>1</b> Resolution Register - April 2023 20 Pages |

|                                                                 |                                                                             |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------|
| Division:<br>Committee:<br>Officer:<br><br>Action Sheets Report | Date From:<br>Date To:<br><br>Printed: Wednesday, 17 May 2023<br>2:22:31 PM |
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| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Meeting            | Officer/Director | Subject                                                                                                | Completed | Last Note | COI/MPI |
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| COM3/19                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Council 27/02/2019 | Counsell, David  | Compulsory Acquisition of Crown Land for the Mount Lindesay Road Upgrade, 0-6km Section East of Legume |           |           |         |
| <b>Resolution</b><br><b>Resolved</b> that Council: <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                    |                  |                                                                                                        |           |           |         |
| <b>Notes</b><br><b>02 Dec 2021 12:48pm Fitzpatrick, Christie</b><br>Data imported from Resolution Register., 18.3.19 Awaiting Final plans to be sent with application to Minister., 12.4.19 No change to status., 10.5.19 No change., 12.7.19 Final plans being reviewed., 19.8.19 Pricing being sought from registered surveyors for the initial set out of proposed acquisition areas., 15.11.19 No change to status., 10.2.20 Section of existing boundary between 0.1 to 1 km has been pegged in consultation with RMS design review., Advice of determination of Land Claim received for Lots 7016, 7017 & 7020 received at start of November. Likely impacts to the project to be discussed with RMS., 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., 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., 7.8.20 The set out of a slightly modified alignment has commenced that should minimise extent of acquisition required., Revised construction design plans have been sent to the consultant land surveyors for use in defining the land acquisition boundaries., 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., 7.5.21 Surveyors are back on site continuing with field work., 7.6.21 Land surveyors are preparing plans for proposed acquisition., 14.10.21 Land surveyors have been delayed by wet weather to complete the field work to peg acquisition boundaries., 10.11.21 Ongoing process with surveyors to prepare survey plans. |                    |                  |                                                                                                        |           |           |         |
| <b>14 Feb 2022 2:56pm Gibbins, Jessica</b><br>Awaiting final survey plans.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |                  |                                                                                                        |           |           |         |
| <b>12 Aug 2022 4:33pm Melling, Elizabeth - Reallocation</b><br>Action reassigned to Counsell, David by Melling, Elizabeth - as Jess Gibbins is away reallocated to Dave Counsell.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                    |                  |                                                                                                        |           |           |         |
| <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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |                  |                                                                                                        |           |           |         |
| <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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                    |                  |                                                                                                        |           |           |         |
| <b>08 Dec 2022 1:00pm Counsell, David</b><br>Surveyor has undertaken further field work for proposed boundary identification and acquisition plan preparation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |                  |                                                                                                        |           |           |         |
| <b>31 Jan 2023 9:39am Counsell, David</b><br>Survey field work to peg proposed boundaries continuing in January and February.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |                  |                                                                                                        |           |           |         |
| <b>12 Mar 2023 8:32pm Counsell, David</b><br>Surveyors are continuing to complete survey and plan preparation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |                  |                                                                                                        |           |           |         |
| <b>13 Apr 2023 3:34pm Counsell, David</b><br>Plans are still being prepared by the surveyors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |                  |                                                                                                        |           |           |         |
| <b>09 May 2023 10:09am Counsell, David</b><br>Still awaiting plans to be prepared by Tenterfield Surveys                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                    |                  |                                                                                                        |           |           |         |

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| Division:<br>Committee:<br>Officer:<br><br>Action Sheets Report | Date From:<br>Date To:<br><br>Printed: Wednesday, 17 May 2023<br>2:22:31 PM |
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| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                   | Officer/Director                       | Subject                                                             | Completed | Last Note | COI/MPI |
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| COM17/20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Council 22/07/2020                                                                                                                                                                                                                                                                                                                                                                                                                        | Counsell, David<br><br>Keneally, Fiona | Tenterfield Common<br>Easement and Lot<br>Compulsory<br>Acquisition |           |           |         |
| <b>Resolution</b><br><b>Resolved</b> that Council:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                        |                                                                     |           |           |         |
| (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; |                                        |                                                                     |           |           |         |
| (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)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                        |                                                                     |           |           |         |
| <b>Notes</b><br><b>02 Dec 2021 1:17pm Fitzpatrick, Christie</b><br>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 Advisements 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. |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                        |                                                                     |           |           |         |
| <b>10 Feb 2023 2:14pm Melling, Elizabeth - Reallocation</b><br>Action reassigned to Counsell, David by Melling, Elizabeth - James Pryor no longer works for Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                        |                                                                     |           |           |         |

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| Division:<br>Committee:<br>Officer:<br><br>Action Sheets Report | Date From:<br>Date To:<br><br>Printed: Wednesday, 17 May 2023<br>2:22:31 PM |
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| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Meeting            | Officer/Director | Subject                                                                    | Completed | Last Note | CO/MP/PI |
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| NM6/20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Council 26/08/2020 | Counsell, David  | NOTICE OF MOTION - MARYLAND CULLENDORE ROAD THROUGH MARYLAND NATIONAL PARK |           |           |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    | Keneally, Fiona  |                                                                            |           |           |          |
| <p><b>Resolution</b><br/> <b>Resolved</b> that Council contact Crown Lands Department and National Parks &amp; Wildlife Service informing them that Tenterfield Shire Council wishes to keep the Maryland Cullendore Road open.<br/> <span style="float: right;">(Gary Verri/Bronwyn Petrie)</span></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |                  |                                                                            |           |           |          |
| <p><b>Notes</b><br/> <b>02 Dec 2021 1:24pm Fitzpatrick, Christie</b><br/>                     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 &amp; EO 14.12.20 further details to be discussed through CE &amp; Manager EDCE, 12.3.21 Meeting held with Acting CE,DI,EO &amp; 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., 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.<br/> <b>18 Jul 2022 4:01pm Melling, Elizabeth - Reallocation</b><br/>                     Action reassigned to Coonan, Neville by Melling, Elizabeth - This was previously in Cr Petrie's name.<br/> <b>20 Sep 2022 8:33am Coonan, Neville</b><br/>                     No action taken to date<br/> <b>02 Nov 2022 9:38am Coonan, Neville</b><br/>                     No action taken<br/> <b>10 Feb 2023 2:15pm Melling, Elizabeth - Reallocation</b><br/>                     Action reassigned to Condrick, Jodie by Melling, Elizabeth - Neville Coonan no longer works for Council<br/> <b>14 Feb 2023 9:25am Melling, Elizabeth - Reallocation</b><br/>                     Action reassigned to Counsell, David by Melling, Elizabeth - Roads related.<br/> <b>12 Mar 2023 8:34pm Counsell, David</b><br/>                     Subject to further discussions with NPWS.<br/> <b>09 May 2023 10:13am Counsell, David</b><br/>                     No further formal correspondence recieved on the matter - road is not a Council maintained road.</p> |                    |                  |                                                                            |           |           |          |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Meeting            | Officer/Director  | Subject                                                       | Completed | Last Note | CO/MP/PI |
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| COM22/20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Council 23/09/2020 | Marchant, Gillian | Mingoola Waste Transfer Station Site - Compulsory Acquisition |           |           |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    | Keneally, Fiona   |                                                               |           |           |          |
| <p><b>Resolution</b><br/> <b>Resolved</b> that Council:</p> <ol style="list-style-type: none"> <li>(1) Proceed with the compulsory acquisition of the land described as Lot 7013 in DP 1075621 for the purpose of developing the Mingoola Waste Transfer Station in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and</li> <li>(2) Proceed with the compulsory acquisition of the land described as the western portion of subdivided Lot 7018 in DP 1075621 for the purpose of subdivision, acquisition and developing the Mingoola Waste Transfer Station in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and</li> <li>(3) Make an application to the Minister and the Governor for approval to acquire Lot 7013 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and</li> <li>(4) Make an application to the Minister and the Governor for approval to acquire the western portion of the subdivided Lot 7018 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and</li> <li>(5) Classify the land as operational land; and</li> <li>(6) Proceed with the subdivision of the land described as Lot 7018 in DP 1075621 for the purpose of compulsory acquisition of the newly-formed Lot in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and</li> <li>(7) Arrange the survey of the formed road, known as Springfield Road, that traverses through Lot 7013 in DP 1075621 and dedicate this as a Public Road; and</li> <li>(8) Make an application to the Minister and the Governor for approval to acquire the newly-formed Road Lot that traverses through Lot 7013 in DP 1075621 by compulsory process under section 177(1) or 177(2)(a) or 177(2)(b) of the Roads Act.</li> </ol> <p style="text-align: right;">(Brian Murray/Michael Petrie)</p> |                    |                   |                                                               |           |           |          |

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| <p><b>Notes</b></p> <p><b>02 Dec 2021 1:26pm Fitzpatrick, Christie</b><br/>                 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.</p> <p><b>18 Jul 2022 4:07pm Melling, Elizabeth - Reallocation</b><br/>                 Action reassigned to Counsell, David by Melling, Elizabeth - James Pryor no longer involved with Council. Jessica Gibbins is on 6 months leave.</p> <p><b>14 Sep 2022 1:42pm Melling, Elizabeth - Reallocation</b><br/>                 Action reassigned to Marchant, Gillian by Melling, Elizabeth - Wate Management matter</p> <p><b>14 Sep 2022 1:46pm Marchant, Gillian</b><br/>                 Negotiations ongoing.</p> <p><b>17 Oct 2022 4:36pm Marchant, Gillian</b><br/>                 Negotiations ongoing</p> <p><b>11 Nov 2022 2:14pm Marchant, Gillian</b><br/>                 Negotiations Ongoing</p> <p><b>08 Dec 2022 10:56am Marchant, Gillian</b><br/>                 Negotiations Ongoing</p> <p><b>14 Feb 2023 3:25pm Marchant, Gillian</b><br/>                 Negotiations Ongoing</p> <p><b>10 Mar 2023 6:13pm Marchant, Gillian</b><br/>                 Negotiations with RSM</p> <p><b>06 Apr 2023 9:18am Marchant, Gillian</b><br/>                 Negotiations with NTScorp</p> <p><b>10 May 2023 2:01pm Marchant, Gillian</b><br/>                 Negotiations continue with NTScorp</p> |
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| NM7/20   | Council 23/09/2020 | Marchant, Gillian | NOTICE OF MOTION - TENTERFIELD TOWN DAM FOR RECREATIONAL ACTIVITIES                                                                                                                                                                                                      |           |                        |         |
|          |                    | Keneally, Fiona   |                                                                                                                                                                                                                                                                          |           |                        |         |
|          |                    |                   | <b>Resolution</b><br><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) |         |



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| <p><b>02 Dec 2021 1:34pm Fitzpatrick, Christie</b><br/>                     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.</p> <p><b>18 Jul 2022 4:03pm Melling, Elizabeth - Reallocation</b><br/>                     Action reassigned to Marchant, Gillian by Melling, Elizabeth - Cr Bob Rogan no longer involved with Council.</p> <p><b>18 Jul 2022 4:04pm Melling, Elizabeth - Reallocation</b><br/>                     Action reassigned to Keneally, Fiona by Melling, Elizabeth - Cr Rogan no longer involved with Council.</p> <p><b>18 Jul 2022 4:19pm Melling, Elizabeth - Reallocation</b><br/>                     Action reassigned to Marchant, Gillian by Melling, Elizabeth - Returned to GM.</p> <p><b>18 Jul 2022 4:34pm Marchant, Gillian</b><br/>                     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.</p> <p><b>10 Aug 2022 12:35pm Marchant, Gillian</b><br/>                     Waiting for grant decision for Masterplan</p> <p><b>08 Sep 2022 4:55pm Marchant, Gillian</b><br/>                     8/09/2022 New application for Master plan grant submitted</p> <p><b>17 Oct 2022 4:37pm Marchant, Gillian</b><br/>                     Waiting on Grant notification</p> <p><b>11 Nov 2022 2:17pm Marchant, Gillian</b><br/>                     Grant unsuccessful awaiting on additional application</p> <p><b>08 Dec 2022 10:57am Marchant, Gillian</b><br/>                     Waiting on additional grant advisement</p> <p><b>14 Feb 2023 3:26pm Marchant, Gillian</b><br/>                     Application submitted Regional Drought Resilience Planning (RDRP) Program, project Glen Inness and Tenterfield Building Community Regional Resilience</p> <p><b>14 Feb 2023 3:28pm Marchant, Gillian</b><br/>                     Additional application unsuccessful from 8/9/2022</p> <p><b>10 Mar 2023 6:19pm Marchant, Gillian</b><br/>                     Waiting on additional advisement, additional joint application submitted with Glenn Innes</p> <p><b>06 Apr 2023 9:20am Marchant, Gillian</b><br/>                     Waiting on advisement</p> <p><b>10 May 2023 2:01pm Marchant, Gillian</b><br/>                     Waiting on advisement</p> |

| Item No. | Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Officer/Director   | Subject                                                                                | Completed | Last Note | COVMP/ |
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| COM2/21  | Council 24/02/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Davidson,<br>Tamai | Request to relocate the Band Hall to Leechs Gully Road (former Leechs Gully Hall Site) |           |           |        |
|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Smith, Kylie       |                                                                                        |           |           |        |
|          | <p><b>Resolution</b><br/> <b>Resolved</b> that Council:</p> <p>(1) Supports the gifting of the Band Hall to the Leechs Gully Progress Association subject to the association being responsible for:</p> <p>(a) Ensuring the Band Hall can fit on the property by conducting an identification survey;</p> <p>(b) Ensuring the Band Hall transfer meets heritage requirements;</p> <p>(c) Paying for all costs associated with the relocation of the Band Hall;</p> <p>(d) All upkeep and maintenance on the band hall once ownership is formally transferred to the association.</p> <p>(2) Allocates up to \$50,000 to the Leechs Gully Progress Association towards the costs associated with the items in (1) above.</p> <p>(3) Negotiates with the Leechs Gully Progress Association on the proposed relocation of the Band Hall.</p> <p style="text-align: right;">(John Macnish/Bronwyn Petrie)</p> |                    |                                                                                        |           |           |        |

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| <p><b>Notes</b></p> <p><b>02 Dec 2021 1:47pm Fitzpatrick, Christie</b><br/>                 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 Leech's 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 Leeches Gully., 8.12.21 They have organised a heritage report which is due Feb 2022. PS is coordinating the matter.</p> <p><b>18 May 2022 5:12pm Melling, Elizabeth</b><br/>                 Ongoing - Chief Executive Office met with Grant Johnson for an update 12 May 2022</p> <p><b>18 Jul 2022 4:13pm Melling, Elizabeth - Reallocation</b><br/>                 Action reassigned to Condrick, Jodie by Melling, Elizabeth - Paul Della no longer works for Council.</p> <p><b>11 Aug 2022 7:58am Condrick, Jodie - Reallocation</b><br/>                 Action reassigned to Coonan, Neville by Condrick, Jodie - Neville is managing the removal of the Band Hall from Crown Street, Tenterfield.</p> <p><b>16 Aug 2022 2:57pm Coonan, Neville</b><br/>                 DA application including a heritage report has not yet been submitted.</p> <p><b>20 Sep 2022 8:33am Coonan, Neville</b><br/>                 DA application including a heritage report is yet to be lodged by the progress association</p> <p><b>02 Nov 2022 9:40am Coonan, Neville</b><br/>                 The DA including the heritage report is yet to be lodged</p> <p><b>10 Feb 2023 2:16pm Melling, Elizabeth - Reallocation</b><br/>                 Action reassigned to Davidson, Tamai by Melling, Elizabeth - Neville Coonan no longer works for Council</p> <p><b>14 Feb 2023 10:14am Melling, Elizabeth</b><br/>                 Chief Executive telephoned Grant Johnston regarding Band Hall., Soil testing recently completed. No results as yet. , Once soil test results are back, Leech's Gully will lodge their DA Application.</p> <p><b>15 May 2023 12:46pm Melling, Elizabeth</b><br/>                 Awaiting approval from land owner - Crown land.</p> |
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| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Meeting            | Officer/Director                   | Subject                                   | Completed | Last Note | CO/MP/PI |
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| ECO8/21                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Council 24/03/2021 | Counsell, David<br>Keneally, Fiona | Snake Creek Road -<br>Road Reserve Update |           |           |          |
| <p><b>Resolution</b><br/> <b>Resolved</b> that Council:</p> <p>(1) Proceed with the compulsory acquisition of the land described as part of Lot 7301 DP 1145839 for the purpose of dedicating a road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;</p> <p>(2) Make an application to the Minister and the Governor for approval to acquire part of Lot 7301 DP 1145839 by compulsory process under section 177 (2)(b) of the Roads Act 1993.</p> <p style="text-align: right;">(Greg Sauer/Bronwyn Petrie)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                                    |                                           |           |           |          |
| <p><b>Notes</b></p> <p><b>02 Dec 2021 1:54pm Fitzpatrick, Christie</b><br/>                 Data imported from Resolution Register., 10.5.21 Office of Local Government application required., 15.6.21-19.7.21 Office of Local Government Application being drafted., 18.8.21 Application and attachments sent 17/8/21 OUT21/61C3BA5A., 14.10.21 Application rejected as need updated searches &amp; correspondence. Being arranged for resubmitting.</p> <p><b>14 Feb 2022 2:58pm Gibbins, Jessica</b><br/>                 Collating documents for the new application to send to OLG</p> <p><b>15 Nov 2022 4:12pm Melling, Elizabeth</b><br/>                 Staff member currently on extended leave until January 2023</p> <p><b>10 Feb 2023 2:17pm Melling, Elizabeth - Reallocation</b><br/>                 Action reassigned to Counsell, David by Melling, Elizabeth - Jess Gibbins on extended leave. Feb 23</p> <p><b>12 Mar 2023 8:35pm Counsell, David</b><br/>                 Staff resources being allocated to this matter in April to revise the application.</p> <p><b>13 Apr 2023 3:38pm Counsell, David</b><br/>                 Updated search of the Land Claim Register has been lodged, search of Tribunal Registers and comment from Local Land Services sought for application. Liaison has also been made with OLG for checklist for their portal system. However the assets staff officer has recently left Council, and this matter will need to be prioritised other general enquiries.</p> <p><b>09 May 2023 10:18am Counsell, David</b><br/>                 Still awaiting search responses before further action can proceed.</p> |                    |                                    |                                           |           |           |          |



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| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Meeting            | Officer/Director                   | Subject                                | Completed | Last Note | CO/MP/PI |
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| ENV7/21                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Council 28/04/2021 | Counsell, David<br>Keneally, Fiona | Molesworth Street<br>Drainage Easement |           |           |          |
| <p><b>Resolution</b><br/> <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.</p> <p style="text-align: right;">(Brian Murray/Michael Petrie)</p> <p><b>Notes</b><br/> <b>02 Dec 2021 1:56pm Fitzpatrick, Christie</b><br/>                     Data imported from Resolution Register., 7.5.21 Matter referred to cross department meeting for discussion with Council's Planning and Building Departments for further action., 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., 19.7.21-18.10.21 Council Report to be prepared by Engineering with input from Planning Dept.<br/> <b>14 Feb 2022 12:07pm Counsell, David</b><br/>                     Further advice on responsibilities being resolved with planning authorities and further report to be presented to Council in March 2022.<br/> <b>08 Dec 2022 1:01pm Counsell, David</b><br/>                     Report to be prepared to Council early in 2023.<br/> <b>12 Mar 2023 8:38pm Counsell, David</b><br/>                     Report to Council planned for April meeting.<br/> <b>15 May 2023 12:47pm Melling, Elizabeth</b><br/>                     Councillor Workshop - 10 May 2023</p> |                    |                                    |                                        |           |           |          |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Meeting            | Officer/Director                   | Subject                                                                                                                 | Completed | Last Note | CO/MP/PI |
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| ECO6/22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Council 23/02/2022 | Counsell, David<br>Keneally, Fiona | ACQUISITION OF<br>PART OF PRIVATE<br>LAND REQUIRED<br>FOR ROAD<br>WIDENING<br>PURPOSES -<br>BRUXNER WAY,<br>TENTERFIELD |           |           |          |
| <p><b>Resolution</b><br/> <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.</p> <p style="text-align: right;">(John Macnish/Kim Rhodes)</p> <p><b>Motion Carried</b></p> <p><b>Notes</b><br/> <b>14 Apr 2022 12:09pm Gibbins, Jessica</b><br/>                     Correspondence sent to applicable land owners.<br/> <b>15 Nov 2022 4:13pm Melling, Elizabeth</b><br/>                     Staff member responsible on extended leave until January 2023<br/> <b>10 Feb 2023 2:17pm Melling, Elizabeth - Reallocation</b><br/>                     Action reassigned to Counsell, David by Melling, Elizabeth - Jess Gibbins is on extended leave 10.2.2023<br/> <b>12 Mar 2023 8:39pm Counsell, David</b><br/>                     Survey plan completed, solicitors processing final title transfers. Final completion of matter to be confirmed.</p> |                    |                                    |                                                                                                                         |           |           |          |

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| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Meeting            | Officer/Director                       | Subject                                                                             | Completed | Last Note | CO/MP/PI |
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| COM6/22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Council 22/06/2022 | Counsell, David<br><br>Keneally, Fiona | McCliftys Road & Bungulla Reserve Road - Public Gate & Vehicle By-pass Applications |           |           |          |
| <p><b>Resolution</b><br/> <b>Resolved</b> that Council as the Roads Authority under the Roads Act 1993:-</p> <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> <p><b>Notes</b><br/> <b>15 Nov 2022 4:13pm Melling, Elizabeth</b><br/>                     Staff member currently on extended leave until January 2023<br/> <b>10 Feb 2023 2:18pm Melling, Elizabeth - Reallocation</b><br/>                     Action reassigned to Counsell, David by Melling, Elizabeth - Jess Gibbins is on extended leave 10.2.2023<br/> <b>12 Mar 2023 8:41pm Counsell, David</b><br/>                     Consents have been issued and works have commenced on both matters. Application process is complete.</p> |                    |                                        |                                                                                     |           |           |          |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Meeting            | Officer/Director                       | Subject                           | Completed | Last Note | CO/MP/PI |
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| COM13/22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Council 27/07/2022 | Counsell, David<br><br>Keneally, Fiona | AM White Drive reserve dedication |           |           |          |
| <p><b>Resolution</b><br/> <b>Resolved</b> that Council proceed with action to formally dedicate Part of Lot 2 DP 815097 as a Public Road Reserve along A M White Drive from New England Highway to Bolivia Hall.</p> <p style="text-align: right;">(Tim Bonner/Peter Petty)</p> <p><b>Motion Carried</b></p> <p><b>Notes</b><br/> <b>17 Aug 2022 12:50pm Melling, Elizabeth</b><br/>                     Matter to be raised with Crown Lands for discussion of process.<br/> <b>14 Sep 2022 12:16pm Counsell, David</b><br/>                     Crown Lands have confirmed status of the land and do not object to proposed dedication. Matter will now be referred to Transport for NSW to progress the formal dedication as a road.<br/> <b>08 Dec 2022 1:01pm Counsell, David</b><br/>                     Details being compiled for submission to TfNSW to undertake dedication.<br/> <b>12 Mar 2023 8:42pm Counsell, David</b><br/>                     Submission to TfNSW continuing.</p> |                    |                                        |                                   |           |           |          |

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| GOV63/22                                                                                                                                                                                                                                                                                               | Council 27/07/2022 | Counsell, David<br><br>Keneally, Fiona | Policy 2.162 Public Gates and Vehicle Bypasses |           |           |          |
| <p><b>Resolution</b><br/> <b>Resolved</b> that Council:</p> <p>Place Policy 2.162 Public Gates and Vehicle Bypasses on public display for 28 days to seek community input prior to reviewing the policy.</p> <p style="text-align: right;">(Peter Petty/Peter Murphy)</p> <p><b>Motion Carried</b></p> |                    |                                        |                                                |           |           |          |

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| <p><b>Notes</b></p> <p><b>12 Aug 2022 4:26pm Melling, Elizabeth</b><br/>Put on Public Display - Website. 28 days on display.</p> <p><b>14 Sep 2022 12:24pm Counsell, David</b><br/>Public exhibition period has been held and a report will be prepared for Council to review the Policy.</p> <p><b>08 Dec 2022 12:59pm Counsell, David</b><br/>Report to Council yet to be completed.</p> <p><b>12 Mar 2023 8:43pm Counsell, David</b><br/>Report to Council planned for April meeting.</p> <p><b>15 May 2023 12:48pm Melling, Elizabeth</b><br/>Councillor Workshop - 10 May 2023</p> |
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| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Meeting            | Officer/Director | Subject                                                                                   | Completed | Last Note | CO/MP/PI |
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| GOV64/22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Council 27/07/2022 | Counsell, David  | Policy 2.130<br>Construction &<br>Maintenance of<br>Property Access from<br>Council Roads |           |           |          |
| <p><b>Resolution</b><br/> <b>Resolved</b> that Council:</p> <p>Place Policy 2.130 Construction &amp; Maintenance of Property Access from Council Roads on public display for 28 days to seek community input prior to reviewing the policy.</p> <p style="text-align: right;">(Peter Petty/Peter Murphy)</p> <p><b>Motion Carried</b></p> <p><b>Notes</b></p> <p><b>12 Aug 2022 4:30pm Melling, Elizabeth</b><br/>Policy on Public Display for 28 days - TSC Website.</p> <p><b>14 Sep 2022 12:26pm Counsell, David</b><br/>Public exhibition period has been held and a report will be prepared for Council to review the Policy</p> <p><b>08 Dec 2022 12:58pm Counsell, David</b><br/>Revised drawings to be compiled and report to Council yet to be completed.</p> <p><b>12 Mar 2023 8:43pm Counsell, David</b><br/>Report to Council meeting planned for April meeting.</p> <p><b>15 May 2023 12:48pm Melling, Elizabeth</b><br/>Councillor Worksop - 10 May 2023</p> |                    |                  |                                                                                           |           |           |          |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Meeting            | Officer/Director | Subject                                                                                             | Completed | Last Note | CO/MP/PI |
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| ECO14/22                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Council 28/09/2022 | Counsell, David  | ACQUISITION OF<br>LAND REQUIRED<br>FOR ROAD<br>WIDENING<br>PURPOSES -<br>SUNNYSIDE<br>PLATFORM ROAD |           |           |          |
| <p><b>Resolution</b><br/> <b>Resolved</b> that Council:</p> <p>(1) Agree to the acquisition of land adjacent to Sunnyside Platform Road for road widening purposes at the intersection of Bruxner Way; and</p> <p>(2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.</p> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> |                    |                  |                                                                                                     |           |           |          |

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| <p><b>Notes</b></p> <p><b>12 Oct 2022 3:31pm Counsell, David</b><br/>                 Preliminary meeting held with registered surveyor to assist in acquisition process.</p> <p><b>08 Dec 2022 12:53pm Counsell, David</b><br/>                 Surveyor has been engaged for acquisition plan and works to undertaken adjusted fencing has been programmed.</p> <p><b>31 Jan 2023 9:37am Counsell, David</b><br/>                 Surveyor is completing field work and acquisition plan to be prepared during February.</p> <p><b>12 Mar 2023 8:44pm Counsell, David</b><br/>                 Acquisition plan completed and are with Solicitors to arrange to execute acquisition process.</p> <p><b>13 Apr 2023 3:47pm Counsell, David</b><br/>                 Registered valuer has been engaged to assess the value for this matter along with other similar tasks underway at present.</p> |
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| ECO15/22 | Council 28/09/2022 | Counsell, David  | ACQUISITION OF LAND REQUIRED FOR ROAD REALIGNMENT PURPOSES ON PADDYS FLAT ROAD NORTH                                                                        |           |                          |          |
|          |                    | Keneally, Fiona  |                                                                                                                                                             |           |                          |          |
|          |                    |                  | <b>Resolution</b>                                                                                                                                           |           |                          |          |
|          |                    |                  | <b>Resolved</b> that Council:                                                                                                                               |           |                          |          |
|          |                    |                  | (1) Agree to the acquisition of land adjacent to Paddys Flat Road North for road realignment and widening purposes at Kangaroo Creek Bridge; and            |           |                          |          |
|          |                    |                  | (2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.            |           |                          |          |
|          |                    |                  |                                                                                                                                                             |           | (Peter Petty/Tom Peters) |          |
|          |                    |                  | <b>Motion Carried</b>                                                                                                                                       |           |                          |          |
|          |                    |                  | <b>Notes</b>                                                                                                                                                |           |                          |          |
|          |                    |                  | <b>12 Oct 2022 3:33pm Counsell, David</b><br>Meeting held with registered surveyor to assist in realignment acquisition process.                            |           |                          |          |
|          |                    |                  | <b>08 Dec 2022 12:55pm Counsell, David</b><br>Surveyor has been engaged for acquisition plan. Fencing has been undertaken for new boundary.                 |           |                          |          |
|          |                    |                  | <b>31 Jan 2023 9:35am Counsell, David</b><br>Bridge approach works being finalised and surveyor is planning to undertake field work at the end of February. |           |                          |          |
|          |                    |                  | <b>12 Mar 2023 8:46pm Counsell, David</b><br>Survey field work is yet to be completed.                                                                      |           |                          |          |
|          |                    |                  | <b>13 Apr 2023 3:47pm Counsell, David</b><br>Survey and acquisition plan preparation is continuing with the surveyors.                                      |           |                          |          |
|          |                    |                  | <b>10 May 2023 5:01pm Counsell, David</b><br>Still awaiting Tenterfield Surveys to complete field work.                                                     |           |                          |          |

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| ECO16/22                                                                                                                                                                | Council 28/09/2022                                                                                                                                                                                          | Counsell, David<br><br>Keneally, Fiona | ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - MT LINDESAY ROAD BLER PROJECT |           |           |                          |
| <b>Resolution</b>                                                                                                                                                       |                                                                                                                                                                                                             |                                        |                                                                                         |           |           |                          |
| <b>Resolved</b> that Council:                                                                                                                                           |                                                                                                                                                                                                             |                                        |                                                                                         |           |           |                          |
| (1)                                                                                                                                                                     | Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes on various curves being widened under the BLER Fund project; and                                                   |                                        |                                                                                         |           |           |                          |
| (2)                                                                                                                                                                     | Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.                                                                 |                                        |                                                                                         |           |           | (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. |                                        |                                                                                         |           |           | (Peter Petty/Tom Peters) |
| <b>Motion Carried</b>                                                                                                                                                   |                                                                                                                                                                                                             |                                        |                                                                                         |           |           |                          |
| <b>Notes</b>                                                                                                                                                            |                                                                                                                                                                                                             |                                        |                                                                                         |           |           |                          |
| <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. |                                                                                                                                                                                                             |                                        |                                                                                         |           |           |                          |
| <b>02 Nov 2022 9:44am Counsell, David</b><br>Field survey works have commenced for the acquisition.                                                                     |                                                                                                                                                                                                             |                                        |                                                                                         |           |           |                          |
| <b>08 Dec 2022 12:56pm Counsell, David</b><br>Surveyor engaged, survey work undertaken and acquisition plan being compiled.                                             |                                                                                                                                                                                                             |                                        |                                                                                         |           |           |                          |
| <b>31 Jan 2023 9:32am Counsell, David</b><br>Survey plans are completed and with Council's Solicitors for legal processing.                                             |                                                                                                                                                                                                             |                                        |                                                                                         |           |           |                          |
| <b>12 Mar 2023 8:47pm Counsell, David</b><br>Solicitors are continuing the acquisition process with the two property owners.                                            |                                                                                                                                                                                                             |                                        |                                                                                         |           |           |                          |
| <b>13 Apr 2023 4:00pm Counsell, David</b><br>Registered valuer has been engaged to assess the value of the land involved.                                               |                                                                                                                                                                                                             |                                        |                                                                                         |           |           |                          |
| <b>09 May 2023 10:22am Counsell, David</b><br>Survey plans have been registered and will be forwarded to valuers for their information in assessing compensation.       |                                                                                                                                                                                                             |                                        |                                                                                         |           |           |                          |

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| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Meeting            | Officer/Director | Subject                                                                    | Completed | Last Note | CO/MP/PI |
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| ECO17/22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Council 28/09/2022 | Counsell, David  | ACQUISITION OF LAND REQUIRED FOR ROAD ALIGNING PURPOSES ALONG KILDARE ROAD |           |           |          |
| <b>Resolution</b><br><b>Resolved</b> that Council: <ol style="list-style-type: none"> <li>(1) Agree to the acquisition of land adjacent to Mt Lindsay 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.</li> </ol> <p style="text-align: right;">(Peter Petty/Tom Peters)</p>                                                                                                                                                                                                                                                                                                                                                                                                              |                    |                  |                                                                            |           |           |          |
| <b>Motion Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |                  |                                                                            |           |           |          |
| <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.</li> </ol> <p style="text-align: right;">(Peter Petty/Tom Peters)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                  |                                                                            |           |           |          |
| <b>Motion Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |                  |                                                                            |           |           |          |
| <b>Notes</b><br><b>12 Oct 2022 3:36pm Counsell, David</b><br>Preliminary meeting held with registered surveyor to commence road reserve alignment process.<br><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.<br><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.<br><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.<br><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.<br><b>09 May 2023 10:21am Counsell, David</b><br>Still awaiting survey plans from Tenterfield Surveys |                    |                  |                                                                            |           |           |          |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Meeting            | Officer/Director | Subject                                            | Completed | Last Note | CO/MP/PI |
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| ECO19/22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Council 28/09/2022 | Davidson, Tamai  | OPTIONS TO MANAGE 142 MANNERS STREET, TENTERFIELD. |           |           |          |
| <b>Resolution</b><br><b>OFFICER'S RECOMMENDATION:</b><br><br><b>That Council delegate authority to the Chief Executive to:</b> <ol style="list-style-type: none"> <li>1. Leave the current lessee in occupation of 'The Property' on a month to month basis at the same rent or;</li> <li>2. Commence negotiations for new commercial agreement(s) over 'The Property' with the existing tenant at market rents or;</li> <li>3. Commence negotiations for new commercial agreement(s) over 'The Property' with the existing tenant at a concessional annual payment or rent or;</li> <li>4. Investigate putting 'The Property' to the market for lease or;</li> <li>5. Investigate the sale of 142 Manners Street with vacant possession or subject to a lease at a market rent.</li> </ol> |                    |                  |                                                    |           |           |          |

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| <p><b>Notes</b></p> <p><b>19 Oct 2022 1:13pm Condrick, Jodie</b><br/>Letter has been sent to the current lessee</p> <p><b>02 Nov 2022 9:48am Coonan, Neville</b><br/>No action required at this time.</p> <p><b>10 Feb 2023 2:21pm Melling, Elizabeth - Reallocation</b><br/>Action reassigned to Davidson, Tamai by Melling, Elizabeth - Neville Coonan no longer works for Council</p> <p><b>14 Feb 2023 9:30am Melling, Elizabeth</b><br/>Further Report to will be provided to the May 2023 Ordinary Council Meeting.</p> <p><b>15 May 2023 12:50pm Melling, Elizabeth</b><br/>Further Report will be provided to the June 2023 Ordinary Council Meeting</p> |
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| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Meeting            | Officer/Director | Subject                     | Completed | Last Note | CO/MPI |
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| ECO20/22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Council 28/09/2022 | Keneally, Fiona  | Sale of Surplus Plant Items |           |           |        |
| <p><b>Resolution</b><br/> <b>Resolved</b> that Council:</p> <p>(1) Delegate the Chief Executive the authority to arrange for sale of the surplus items of plant identified in the report by public auction with a reserve price to be set by the Chief Executive.</p> <p style="text-align: right;">(Greg Sauer/Geoff Nye)</p> <p><b>Motion Carried</b></p> <p><b>Notes</b><br/> <b>18 Apr 2023 12:50pm Melling, Elizabeth</b><br/>                     Advised by Director Infrastructure that all surplus plant have been sold, with the Franna crane to be arranged in the coming weeks.</p> |                    |                  |                             |           |           |        |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Meeting            | Officer/Director | Subject                                                                                                               | Completed | Last Note | CO/MPI |
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| COM25/22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Council 28/09/2022 | Condrick, Jodie  | Commence negotiations with the current occupier of Reserve R83670 with the intent of entering into a long term lease. |           |           |        |
| <p><b>Resolution</b><br/> <b>OFFICER'S RECOMMENDATION:</b></p> <p><b>That Council:</b></p> <p>(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;</p> <p>(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</p> <p>(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.</p> <p><b>Notes</b><br/> <b>19 Oct 2022 1:09pm Condrick, Jodie</b><br/>                     Letter of Support was sent and POM and lease are still being investigated</p> <p><b>19 Oct 2022 1:11pm Condrick, Jodie - Reallocation</b><br/>                     Action reassigned to Coonan, Neville by Condrick, Jodie - Neville needs to complete POM and arrange lease</p> <p><b>10 Feb 2023 2:24pm Melling, Elizabeth - Reallocation</b><br/>                     Action reassigned to Condrick, Jodie by Melling, Elizabeth - Neville Coonan no longer works for Council.</p> |                    |                  |                                                                                                                       |           |           |        |



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| <p><b>Division:</b><br/> <b>Committee:</b><br/> <b>Officer:</b></p> <p>Action Sheets Report</p> | <p><b>Date From:</b><br/> <b>Date To:</b></p> <p>Printed: Wednesday, 17 May 2023<br/>                 2:22:31 PM</p> |
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| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Meeting            | Officer/Director                        | Subject                                       | Completed | Last Note | CO/MP/PI |
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| GOV81/22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Council 26/10/2022 | Melling, Elizabeth<br>Buckingham, Daryl | 2022 - REVIEW OF VARIATION OF WARD BOUNDARIES |           |           |          |
| <p><b>Resolution</b></p> <p><b>Resolved</b> that pursuant to s.211(2) of the <i>Local Government Act 1993</i> (NSW) that Council advises:</p> <ol style="list-style-type: none"> <li>(1) The Electoral Commission of its elector numbers being greater than 10% in variance in the month of April and September 2022; and</li> <li>(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</li> <li>(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.</li> </ol> <p style="text-align: right;">(Kim Rhodes/Greg Sauer)</p> <p><b>Motion Carried</b></p> <p><b>Notes</b></p> <p><b>15 Nov 2022 4:30pm Melling, Elizabeth</b><br/>                     Will monitor enrolment figures in each Ward up to and including April 2023. Then start the boundary adjustment process should a greater than 10% margin be calculated.</p> <p><b>05 Dec 2022 11:11am Melling, Elizabeth</b><br/>                     Review variation monthly advise in MOR monthly until April 2023</p> <p><b>10 Feb 2023 1:52pm Melling, Elizabeth</b><br/>                     Review figures for January &amp; February 23 to include in MOR</p> <p><b>10 Mar 2023 8:22am Melling, Elizabeth</b><br/>                     Reviewing figures for 2023</p> <p><b>18 Apr 2023 12:32pm Melling, Elizabeth</b><br/>                     Emailed NSW Electoral Commission seeking guidance on the rollover of Census data., No response as yet.</p> <p><b>04 May 2023 12:28pm Melling, Elizabeth</b><br/>                     Received confirmation 4.5.2023 that 2021 census data now updated onto AE NSW website., Calculations on variance of ward numbers conducted on January 2023 through to April 2023 and sit around 15% mark., Staff will now procure gis data and adjust ward boundaries to reduce variance to under 10%.</p> |                    |                                         |                                               |           |           |          |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Meeting            | Officer/Director                  | Subject                          | Completed | Last Note | CO/MP/PI |
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| ECO21/22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Council 26/10/2022 | Mills, Bruce<br>Buckingham, Daryl | SALE OF SURPLUS LAND - BENDALL'S |           |           |          |
| <p><b>Resolution</b></p> <p><b>Resolved</b> that Council:</p> <ol style="list-style-type: none"> <li>(1) Authorise the Chief Executive to Sell Bendall's (Lot 2 DP 1037068) via public auction; and</li> <li>(2) Seek quotations from Agents to List, advertise and manage the auction.</li> </ol> <p style="text-align: right;">(Kim Rhodes/Geoff Nye)</p> <p><b>Motion Carried</b></p> <p><i>Upon being put to the meeting, the motion was declared carried. The record of the vote was sought be Cr Giana Saccon and supported by the Chairperson.</i></p> <p><i>Against the Motion was Councillors Giana Saccon and Tom Peters.</i></p> <p><b>Notes</b></p> <p><b>15 Nov 2022 4:38pm Melling, Elizabeth</b><br/>                     Staff have emailed and spoken to ALL local real estate agents, advising Council's decision and asked for quotes to sell "Bendall's". Four agents have responded. Staff will discuss proposals with Chief Executive when he returns to work and decide on which agent will be given the sale. Monday, 7 Nov 2022</p> <p><b>10 Feb 2023 2:25pm Melling, Elizabeth</b><br/>                     Auction arranged with Nutrien Hardcourts 18 March 2023 at 11.30 am at their Rosue St property</p> <p><b>18 Apr 2023 12:44pm Melling, Elizabeth</b><br/>                     Officer negotiating with agent to achieve \$1m – as requested by Council., Offer received. Council Report - April 2023 Ordinary Council Meeting to resolve.</p> <p><b>15 May 2023 12:55pm Melling, Elizabeth</b><br/>                     Report to May 2023 Ordinary Council Meeting</p> |                    |                                   |                                  |           |           |          |

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| Item No.                                                                                                                                                                                                                                                                                                                                 | Meeting            | Officer/Director | Subject                                                                                                | Completed | Last Note | CO/MP/PI                |
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| RC16/22                                                                                                                                                                                                                                                                                                                                  | Council 21/12/2022 | Counsell, David  | TENTERFIELD SHIRE<br>COUNCIL LOCAL<br>TRAFFIC<br>COMMITTEE<br>MEETING -<br>THURSDAY 1<br>DECEMBER 2022 |           |           |                         |
| <b>Resolution</b><br><b>Resolved that Council:</b>                                                                                                                                                                                                                                                                                       |                    |                  |                                                                                                        |           |           |                         |
| (1) <b>Receive and note the report of the Tenterfield Shire Council Local Traffic Committee meeting of 1 December 2022;</b>                                                                                                                                                                                                              |                    |                  |                                                                                                        |           |           |                         |
| (2) <b>Adopt the recommendations from the meeting as follows:-</b>                                                                                                                                                                                                                                                                       |                    |                  |                                                                                                        |           |           |                         |
| a) <b>Traffic Accident - Tooloom Street, Urbenville</b><br>TfNSW recommends a traffic signage review of the area and applying for Fatal Crash Response funding if upgrades are required.                                                                                                                                                 |                    |                  |                                                                                                        |           |           |                         |
| b) <b>Manners Street, Tenterfield – request for pedestrian crossing.</b><br>Transport for NSW to assess the site in respect to the request for a pedestrian crossing given the close proximity to the New England Highway. Council to send a letter to TfNSW requesting assessment.                                                      |                    |                  |                                                                                                        |           |           |                         |
| c) <b>Rouse Street Telstra Driveway.</b><br>All line marking of the parking bays be reviewed and renewed in CBD.                                                                                                                                                                                                                         |                    |                  |                                                                                                        |           |           |                         |
| d) <b>Cycle Event.</b><br>That Committee note the application and recommend the event be approved subject to any requirements of Transport for NSW and NSW Police in liaison with The Saddlers Mountain Bike Club Tenterfield Inc. prior to event.                                                                                       |                    |                  |                                                                                                        |           |           |                         |
| e) <b>Manners Street Bus Stop.</b><br>That the Committee note the request and prior to considering any change to the existing bus stop in Manners Street, seek comments from Transport for NSW Traffic Section in respect to any traffic impacts to the Rouse Street (New England Highway) traffic and parking arrangement implications. |                    |                  |                                                                                                        |           |           |                         |
| f) <b>Proposed meeting dates for 2023</b><br>Committee accept meeting dates as presented.                                                                                                                                                                                                                                                |                    |                  |                                                                                                        |           |           |                         |
|                                                                                                                                                                                                                                                                                                                                          |                    |                  |                                                                                                        |           |           | (Tom Peters/Tim Bonner) |
| <b>Motion Carried</b>                                                                                                                                                                                                                                                                                                                    |                    |                  |                                                                                                        |           |           |                         |
| <b>Notes</b>                                                                                                                                                                                                                                                                                                                             |                    |                  |                                                                                                        |           |           |                         |
| <b>01 Feb 2023 9:49am Melling, Elizabeth - Reallocation</b><br>Action reassigned to Counsell, David by Melling, Elizabeth - Kelly Pitkin no longer works for Council.                                                                                                                                                                    |                    |                  |                                                                                                        |           |           |                         |
| <b>12 Mar 2023 8:49pm Counsell, David</b><br>Actions from the meeting are being programmed as resources allow.                                                                                                                                                                                                                           |                    |                  |                                                                                                        |           |           |                         |
| <b>13 Apr 2023 4:02pm Counsell, David</b><br>Outstanding actions are to be actioned when possible.                                                                                                                                                                                                                                       |                    |                  |                                                                                                        |           |           |                         |

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| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Meeting            | Officer/Director                            | Subject                                                | Completed | Last Note | CO/MP/PI |
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| ENV2/23                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Council 22/02/2023 | Marchant,<br>Gillian<br><br>Keneally, Fiona | REPLACEMENT<br>PLANT 26 WASTE<br>SIDE LOADING<br>TRUCK |           |           |          |
| <b>Resolution</b><br><b>OFFICER'S RECOMMENDATION:</b><br><br><b>That Council:</b><br><br>(1) Procure "Side Loader" in accordance with Council's Procurement Policies and Process; and<br><br>(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<br><br>(3) Approve the donation of plant number 26 with a written down value of \$19,500 to Inverell TAFE (heavy vehicles).<br><br><b>AMENDMENT</b><br>4) That unit 26 be transferred to the Tenterfield Transport Museum after Inverell TAFE have finished with the vehicle.<br><br><div style="text-align: right;">(Geoff Nye/Greg Sauer)</div> <b>Amendment Carried</b><br><br><b>Notes</b><br>10 Mar 2023 6:22pm Marchant, Gillian<br>Updated RFT, to be added to Vendor Panel.<br>06 Apr 2023 9:21am Marchant, Gillian<br>Added to Vendor Panel<br>10 May 2023 2:02pm Marchant, Gillian<br>Tenders recieved under evaluation |                    |                                             |                                                        |           |           |          |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Meeting            | Officer/Director                       | Subject                                                                                                | Completed | Last Note | CO/MP/PI |
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| RC2/23                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Council 22/02/2023 | Counsell, David<br><br>Keneally, Fiona | TENTERFIELD SHIRE<br>COUNCIL LOCAL<br>TRAFFIC<br>COMMITTEE<br>MEETING -<br>THURSDAY 2<br>FEBRUARY 2023 |           |           |          |
| <b>Resolution</b><br><b>Resolved</b> that Council:<br><br>Receive and note the minutes of the Tenterfield Shire Local Traffic Committee meeting of 2 February 2023;<br><br>(1) Adopt the following recommendations from General Business a) thru d):<br><br>(a) ROUSE STREET VISITOR INFORMATION CENTRE PARKING SIGNS - That Council amend the regulatory parking signs for the Rouse Street parking spaces immediately in front of the Visitor Information Centre to 30-minute time limited parking;<br><br>(b) TENTERFIELD HIGH SCHOOL CROSS COUNTRY EVENT - That Council approve the annual Tenterfield High School Cross Country event subject to Police approval and standard conditions;<br><br>(c) ANZAC DAY – TENTERFIELD - That Council offer no objection to the temporary closure of roads including sections of Manners Street, Rouse Street and Molesworth Street associated with the annual ANZAC Day ceremony 25 April 2023 subject to approval by NSW Police and Transport NSW with standard conditions;<br><br>(d) ANZAC DAY – URBENVILLE - That Council offer no objection to the temporary closure of streets including sections of 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.<br><br><div style="text-align: right;">(Giana Saccon/Tom Peters)</div> <b>Motion Carried</b> |                    |                                        |                                                                                                        |           |           |          |

Tenterfield Shire Council

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| <p><b>Notes</b></p> <p><b>12 Mar 2023 8:50pm Counsell, David</b><br/>                 Actions from the February meeting are being programmed as staffing resources allow.</p> <p><b>13 Apr 2023 4:03pm Counsell, David</b><br/>                 Outstanding actions to be actioned, noting that signage upgrading near Bookookoorara bridge has been undertaken.</p> <p><b>10 May 2023 4:12pm Counsell, David</b><br/>                 VIC Parking sign amendments to be programmed.</p> |
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| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Meeting            | Officer/Director | Subject                                                                 | Completed | Last Note | CO/MP/PI |
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| COM3/23                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Council 22/03/2023 | Gibbins, Jessica | CROWN LANDS<br>PLAN OF<br>MANAGEMENT<br>RESERVE 57957 -<br>JUBILEE PARK |           |           |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    | Keneally, Fiona  |                                                                         |           |           |          |
| <p><b>Resolution</b><br/> <b>Resolved</b> that Council:</p> <p>(1) Endorse the draft Plan of Management Jubilee Park – Crown Reserve R57957; and</p> <p>(2) Forward the draft Plan of Management to the Crown Lands Minister for approval prior to the compulsory community consultation period.</p> <p style="text-align: right;">(Kim Rhodes/Greg Sauer)</p> <p><b>Motion Carried</b></p> <p><b>Notes</b><br/> <b>15 May 2023 2:14pm Melling, Elizabeth</b><br/>                 Placed on Public Exhibition from Monday 8 May 2023 to 5pm Tuesday 6 June 2023 - Submissions open until Thursday 20 June 2023. (Placed on TSC Website etc)</p> |                    |                  |                                                                         |           |           |          |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Meeting            | Officer/Director     | Subject                                                                                             | Completed | Last Note | CO/MP/PI |
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| ECO2/23                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Council 22/03/2023 | Mills, Bruce         | OPTIONS FOR<br>COMMUNITY<br>MANAGEMENT OF<br>THE TENTERFIELD<br>VISITORS'<br>INFORMATION<br>CENTRE. |           |           |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    | Buckingham,<br>Daryl |                                                                                                     |           |           |          |
| <p><b>Resolution</b><br/> <b>OFFICER'S RECOMMENDATION:</b></p> <p><b>That Council:</b></p> <p>(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)</p> <p><b>Notes</b><br/> <b>18 Apr 2023 12:48pm Melling, Elizabeth</b><br/>                 Expressions of Interest advertised.<br/> <b>15 May 2023 2:15pm Melling, Elizabeth</b><br/>                 Expressions of Interest closed Friday 5 May 2023.</p> |                    |                      |                                                                                                     |           |           |          |

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| Item No.                                                                                                                                                                                                                                                               | Meeting            | Officer/Director                    | Subject                                              | Completed | Last Note | CO/MP/PI |
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| GOV9/23                                                                                                                                                                                                                                                                | Council 22/03/2023 | Bursford, Erika<br><br>Smith, Kylie | TENTERFIELD SHIRE<br>WARD D<br>COUNCILLOR<br>VACANCY |           |           |          |
| <b>Resolution</b><br><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>                                                                                                                                                                                                                                                  |                    |                                     |                                                      |           |           |          |
| <b>Notes</b><br>18 Apr 2023 12:31pm Melling, Elizabeth<br>Letter to Minister emailed and posted 17.4.2023<br>15 May 2023 2:16pm Melling, Elizabeth<br>No official advice as yet.                                                                                       |                    |                                     |                                                      |           |           |          |

| Item No.                                                                                                                                                                                                   | Meeting            | Officer/Director                       | Subject                                          | Completed | Last Note | CO/MP/PI |
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| ENV3/23                                                                                                                                                                                                    | Council 22/03/2023 | Davidson,<br>Tamai<br><br>Smith, Kylie | LEASING OF 136<br>MANNERS STREET,<br>TENTERFIELD |           |           |          |
| <b>Resolution</b><br><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>                                                                                                                                                                                      |                    |                                        |                                                  |           |           |          |
| <b>Notes</b><br>20 Apr 2023 9:30am Davidson, Tamai<br>Request for lease sent to solicitors for drafting                                                                                                    |                    |                                        |                                                  |           |           |          |

| Item No.                                                                                                                                                                                                                                                                                                                 | Meeting            | Officer/Director                         | Subject                                                                            | Completed | Last Note | CO/MP/PI |
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| COM4/23                                                                                                                                                                                                                                                                                                                  | Council 26/04/2023 | Mathers, Lee<br><br>Buckingham,<br>Daryl | ARTS, CULTURE AND<br>COMMUNITY<br>DEVELOPMENT -<br>REVISED<br>OPERATIONAL<br>MODEL |           |           |          |
| <b>Resolution</b><br>OFFICER'S RECOMMENDATION:<br><br>That Council:                                                                                                                                                                                                                                                      |                    |                                          |                                                                                    |           |           |          |
| 1) Authorises the Chief Executive to negotiate returning management of and responsibility for the Sir Henry Parkes Memorial School of Arts (SHPMSoA) to the actual property owner, The National Trust of Australia (NSW) through a notice to surrender and terminate the lease as per Clause 3.1 of the lease agreement. |                    |                                          |                                                                                    |           |           |          |
| (John Macnish / Peter Petty)                                                                                                                                                                                                                                                                                             |                    |                                          |                                                                                    |           |           |          |

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**Notes**  
**05 May 2023 5:39pm Mathers, Lee**  
 The Chief Executive Officer has commenced communications with the National Trust Australia (NSW) Chief Executive, Debbie Mills. Progress update of negotiations. Progress and outcomes will be reported back to the June 2023 Ordinary Council meeting.

| Item No.                                                                                                                                                                                                                                                                                                            | Meeting            | Officer/Director                | Subject                                                  | Completed | Last Note | CO/MP/PI |
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| GOV21/23                                                                                                                                                                                                                                                                                                            | Council 26/04/2023 | Bursford, Erika<br>Smith, Kylie | TENTERFIELD SHIRE<br>COUNCIL SOCIAL<br>MEDIA POLICY 2023 |           |           |          |
| <b>Resolution</b><br><b>Resolved</b> 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.<br><br><p style="text-align: right;">(Kim Rhodes/John Macnish)</p> |                    |                                 |                                                          |           |           |          |
| <b>Motion Carried</b>                                                                                                                                                                                                                                                                                               |                    |                                 |                                                          |           |           |          |
| <b>Notes</b><br><b>15 May 2023 3:25pm Melling, Elizabeth</b><br>Currently on Public Exhibition for 28 days - uplaoded to TSC website                                                                                                                                                                                |                    |                                 |                                                          |           |           |          |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Meeting            | Officer/Director                | Subject                       | Completed | Last Note | CO/MP/PI |
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| GOV22/23                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Council 26/04/2023 | Bursford, Erika<br>Smith, Kylie | OPERATIONAL PLAN<br>2023/2024 |           |           |          |
| <b>Resolution</b><br><b>Resolved</b> that Council: <ol style="list-style-type: none"> <li>(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</li> <li>(2) That a further report be brought back to Council for adoption of the Tenterfield Shire Operational Plan 2023/2024.</li> </ol> <p style="text-align: right;">(Peter Petty/Geoff Nye)</p> |                    |                                 |                               |           |           |          |
| <b>Motion Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |                    |                                 |                               |           |           |          |
| <b>Notes</b><br><b>15 May 2023 3:25pm Melling, Elizabeth</b><br>Draft documents on Public Exhibition - TSC website, YLN, FB etc                                                                                                                                                                                                                                                                                                                                     |                    |                                 |                               |           |           |          |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Meeting            | Officer/Director                   | Subject                                                                                                   | Completed | Last Note | CO/MP/PI |
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| RC5/23                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Council 26/04/2023 | Counsell, David<br>Keneally, Fiona | TENTERFIELD SHIRE<br>COUNCIL LOCAL<br>TRAFFIC<br>COMMITTEE<br>MEETING MINUTES<br>THURSDAY 6 APRIL<br>2023 |           |           |          |
| <b>Resolution</b><br><b>Resolved</b> that Council: <p>Receive and note the minutes of the Tenterfield Shire Council Local Traffic Committee meeting of 6 April 2023;</p> <ol style="list-style-type: none"> <li>(1) And adopt the following recommendations from General Business a) thru c);                         <ol style="list-style-type: none"> <li>(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;</li> <li>(b) CBD LOADING ZONE – That Council not install any further loading zone in the main CBD area along Rouse Street;</li> <li>(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.</li> </ol> <p style="text-align: right;">(Tom Peters/John Macnish)</p> </li> </ol> |                    |                                    |                                                                                                           |           |           |          |
| <b>Motion Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                    |                                    |                                                                                                           |           |           |          |

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| Action Sheets Report | <b>Division:</b><br><b>Committee:</b><br><b>Officer:</b> | <b>Date From:</b><br><b>Date To:</b><br><br>Printed: Wednesday, 17 May 2023<br>2:22:31 PM |
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| <b>Notes</b><br><b>10 May 2023 4:09pm Counsell, David</b><br>Actions from minutes being programmed |
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