



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER ORDINARY COUNCIL MEETING 26 JULY 2023

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

Daryl Buckingham
Chief Executive

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.

~~~000~~~

## ORDER OF BUSINESS

### Community Consultation (Public Access)

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

# AGENDA

## COMMUNITY CONSULTATION (PUBLIC ACCESS)

### WEBCASTING OF MEETING

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

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

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

### 1. OPENING & WELCOME

### 2. (A) OPENING PRAYER

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

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

### (B) ACKNOWLEDGEMENT OF COUNTRY

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

### 3. APOLOGIES

### 4. DISCLOSURES & DECLARATIONS OF INTEREST

### 5. CONFIRMATION OF PREVIOUS MINUTES

(ITEM MIN6/23) CONFIRMATION OF PREVIOUS MINUTES ..... 7

### 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**

|                 |                                                                             |    |
|-----------------|-----------------------------------------------------------------------------|----|
| (ITEM ECO14/23) | RECOMMENDATION FOR FUTURE OF VISITOR INFORMATION SERVICES - JULY 2023 ..... | 30 |
|-----------------|-----------------------------------------------------------------------------|----|

### **OUR ENVIRONMENT**

### **OUR GOVERNANCE**

|                 |                                                                            |     |
|-----------------|----------------------------------------------------------------------------|-----|
| (ITEM GOV41/23) | MONTHLY OPERATIONAL REPORT JUNE 2023.....                                  | 42  |
| (ITEM GOV42/23) | FINANCE & ACCOUNTS - PERIOD ENDED 30 JUNE 2023 .                           | 129 |
| (ITEM GOV43/23) | CAPITAL EXPENDITURE REPORT AS AT 30 JUNE 2023 ....                         | 134 |
| (ITEM GOV44/23) | TENTERFIELD SHIRE COUNCIL SOCIAL MEDIA POLICY 2023 .....                   | 141 |
| (ITEM GOV45/23) | STATEMENT OF BUSINESS ETHICS - MODERN SLAVERY UPDATE .....                 | 158 |
| (ITEM GOV46/23) | PROPOSED WARD BOUNDARY ALTERATIONS - 2024 LOCAL GOVERNMENT ELECTIONS ..... | 164 |

## **11. REPORTS OF DELEGATES & COMMITTEES**

|               |                                                                           |     |
|---------------|---------------------------------------------------------------------------|-----|
| (ITEM RC8/23) | AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES - 6 JULY 2023 ..... | 169 |
| (ITEM RC9/23) | AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES - 7 JUNE 2023.....  | 172 |

## **12. NOTICES OF MOTION**

|               |                                                                                      |     |
|---------------|--------------------------------------------------------------------------------------|-----|
| (ITEM NM2/23) | NOTICE OF MOTION - PROPOSED REIMBURSEMENT OF UNUSED TENTERFIELD CINEMA VOUCHERS..... | 178 |
|---------------|--------------------------------------------------------------------------------------|-----|

## **13. RESOLUTION REGISTER**

|                |                                              |     |
|----------------|----------------------------------------------|-----|
| (ITEM RES6/23) | COUNCIL RESOLUTION REGISTER - JUNE 2023..... | 182 |
|----------------|----------------------------------------------|-----|

**14. CONFIDENTIAL BUSINESS**

**15. MEETING CLOSED**

**(ITEM MIN6/23) CONFIRMATION OF PREVIOUS MINUTES**

---

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

**RECOMMENDATION**

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

- **Ordinary Council Meeting – 30 June 2023**

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

**ATTACHMENTS**

- 1** Unadopted Minutes - Ordinary Council Meeting - Friday 30 June 2023 22 Pages

# MINUTES



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

## **MINUTES OF ORDINARY COUNCIL MEETING FRIDAY 30 JUNE 2023**

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the "Koreelah Room", Administration Building, 247 Rouse Street, Tenterfield NSW 2372 on Friday 30 June 2023 commencing at 9.30am

**ATTENDANCE**

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

**ALSO IN ATTENDANCE**

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

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

**COMMUNITY CONSULTATION (PUBLIC ACCESS)**

Nil.

**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.

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



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

**88/23**

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

- Ordinary Council Meeting – 24 May 2023

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

(Peter Petty/John Macnish)

**Motion Carried**

**TABLING OF DOCUMENTS**

**89/23**

**Resolved** that Council accept into the agenda the following tabled documents:

- (1) Summary of Submissions relating to ITEM GOV35/25 OPERATIONAL PLAN 2023/2024 INCLUDING STATEMENT OF REVENUE POLICY 2023/2024 – 43% SPECIAL RATE VARIATION ON YEAR ONLY (RATE PEG 4.2% PLUS PERMANENT INCREASE ABOVE RATE PEG OF 38.80%)
- (2) Summary regarding the Visitor Information Centre from the Ratepayers' Association of Tenterfield Shire Inc's response to ITEM ECO11/23 RECOMMENDATION FOR FUTURE OF VISITOR INFORMATION SERVICES.

(Kim Rhodes/Peter Murphy)

**Motion Carried**

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

**90/23**

**Resolved** that Council accept the following Addendum Agenda Items:

- (1) Addendum – ITEM GOV39/23 PROPOSED AMENDMENTS TO OPERATIONAL PLAN 2023/2024
- (2) ITEM GOV40/23 AFFIXATION OF COUNCIL SEAL ON CORPORATE MARKET LOAN FACILITY
- (3) ITEM COM6/23 CROWN LANDS PLAN OF MANAGEMENT RESERVE R57957

(Geoff Nye/Peter Petty)

**Motion Carried**

**MAYORAL MINUTE**

*The Mayor spoke of the opening of the Tenterfield Youth Precinct on Saturday 24 June 2023, and how well attended it was.*

*Conveyed her thanks to staff and all involved, including local contractors who worked on the projects. The Grant also funded the upgrades to the Jennings playground area.*

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

**91/23**

**Resolved** that the following items be considered in the Confidential Section of the Meeting:

- (1) ITEM ECO11/23 RECOMMENDATION FOR FUTURE OR VISITOR INFORMATION SERVICES
- (2) ITEM ENV5/23 REPLACEMENT WASTE SIDELOADING TRUCK TENDER EVALUATION AND RECOMMENDATION
- (3) SEWER CCTV AND RE-LINING RFQ – 08-22/23
- (4) REQUEST FOR CONCEALED LEAK WAIVING OF CHARGES
- (5) SALE OF COUNCIL OWNED LAND – LOT 1 DP 613385 (OPPOSITE TAFE), CLARENCE / HIGH STREET, TENTERFIELD
- (6) ITEM ECO13/23 LEASE OF THE TENTERFIELD AIRSTRIP TO LOCAL GROUP – FRIENDS OF TENTERFIELD AIRPORT INC.

(John Macnish/Kim Rhodes)

**Motion Carried**

**OPEN COUNCIL REPORTS**

**OUR COMMUNITY**

**(ITEM COM6/23) CROWN LANDS PLAN OF MANAGEMENT RESERVE R57957**

**SUMMARY**

The purpose of this Report is to present Council with the results of public consultation and to obtain a Council Resolution to adopt the Plan of Management for Crown Reserve R57957. The Reserve is over Lot 1 Sec. 28 DP 758959 and Lot 7320 DP 1143501.

**92/23**

**Resolved** that Council:

Adopt the Plan of Management for Jubilee Park – Crown Reserve R57957 pursuant to Section 40 of the Local Government Act 1993 and in accordance with Section 3.23(6) of the Crown Land Management Act 2016.

(Kim Rhodes/Peter Petty)

**Motion Carried**

*Bruce Mills, Senior Advisor Communications & Special Projects entered the meeting, the time being 9.40am.*

**OUR ECONOMY**

**(ITEM ECO11/23) RECOMMENDATION FOR FUTURE OF VISITOR INFORMATION SERVICES**

**SUMMARY**

The purpose of this report is to advise Council of the best course of action for visitor information services and for the future of the Visitors' Information Centre (VIC) at 157 Rouse Street, Tenterfield, including review of two Expressions of Interest (EOIs) from parties interested in taking over Visitor Information Services.

**OFFICER'S RECOMMENDATION:**

**That Council:**

- (1) Council defers the appointment of a community group to operate out of the visitor center until it explores further options that have been identified;**
- (2) Cease services at the Visitors' Information Centre (VIC), 157 Rouse St at the close of business, Friday, 14 July 2023 as a component of council's fiscal repair strategy; and**
- (3) Work with the Chamber of Commerce and other interested parties to identify alternative social enterprise models to deliver visitor information services in a sustainable but effective manner.**

(Tom Peters / Kim Rhodes)

**AMENDMENT**

That Council:

- (1) Council defers the appointment of a community group to operate out of the visitor center until it explores further options that have been identified;
- (2) Work with the Chamber of Commerce and other interested parties to identify alternative social enterprise models to deliver visitor information services in a sustainable but effective manner.

(Greg Sauer / Peter Murphy)

**Amendment carried**

**93/23**

**Resolved that Council:**

- (1) Council defers the appointment of a community group to operate out of the visitor center until it explores further options that have been identified; and
- (2) Work with the Chamber of Commerce and other interested parties to identify alternative social enterprise models to deliver visitor information services in a sustainable but effective manner.

(Tom Peters/Kim Rhodes)

**Motion Carried**

*Bruce Mills, Senior Advisor Communications & Special Projects left the meeting, the time being 9.47am.*

**OUR ENVIRONMENT**  
Nil.

**OUR GOVERNANCE**

**(ITEM GOV33/23) MONTHLY OPERATIONAL REPORT APRIL 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.

**94/23**

**Resolved** that Council:

Receives and notes the status of the Monthly Operational Report for May 2023.

(Tom Peters/Kim Rhodes)

**Motion Carried**

*Roy Jones, Manager Finance & Technology entered the meeting, the time being 10.06am.*

**(ITEM GOV34/23) IPART - SPECIAL RATE VARIATION APPLICATION FOR 2023-2024 - DETERMINATION**

**SUMMARY**

The purpose of this Report is to inform Council about IPART's decision on Council's Application for a Special Rate Variation of 43% (including rate peg) in 2023/2024 and 43% (including rate peg) in 2024/2025 representing a cumulative increase of 104.49%.

Council's application has not been approved in full. Instead, Council have been approved a one – year permanent Special Rate Variation of 43% (including rate peg).

This Report recommends that Council accept the 43% (including rate peg) as per IPART's decision for the FY 2023/2024 on a permanent basis to be applied on Council's rating structure.

The Special Rate Variation is to ensure council maintains and renews assets, maintains service levels to a satisfactory level and condition, ensures and improves financial sustainability and is all the more urgent in the current uncertain economic and environmental conditions, with significant investments required in Council's transport network.

**95/23**

**Resolved** that Council:

- (1) Receive IPART's decision on the Special Rate Variation.
- (2) Council accepts the 43% (including rate peg) as per IPART's decision for the FY 2023/2024 on a permanent basis to be applied in full on Council's rating structure for the purpose of maintaining current service levels, maintenance and renewal of assets and enhancing financial sustainability.
- (3) Request the Chief Executive Officer to implement productivity improvements identified in the application, and if not, provide rationale for not implementing

(Greg Sauer/Kim Rhodes)

**Motion Carried**

*Erika Bursford, Manager Customer Service, Governance & Records entered the meeting, the time being 10.35am.*

**(ITEM GOV35/23) OPERATIONAL PLAN 2023/2024 INCLUDING STATEMENT OF REVENUE POLICY 2023/2024 – 43% SPECIAL RATE VARIATION ONE YEAR ONLY (RATE PEG 4.2% PLUS PERMANENT INCREASE ABOVE RATE PEG OF 38.80%)**

**SUMMARY**

The purpose of this Report is for Council to adopt the Tenterfield Shire Council Operational Plan 2023/2024, including Statement of Revenue Policy and Budget, following the completion of the public exhibition period which took place from 26 April 2023 to 23 May 2023 and for the Operational Plan 2023/2024 to be included within the current Tenterfield Shire Council Delivery Program.

**96/23**

**Resolved** that Council:

- (1) Adopts the Tenterfield Shire Council Operational Plan 2023/2024 as attached.
- (2) Adopts the following documents as part of the Tenterfield Shire Council Operational Plan 2023/2024:
  - (a) Tenterfield Shire Council Budget for 2023/2024
  - (b) Tenterfield Shire Council Statement of Revenue Policy for 2023/2024, and
  - (c) Tenterfield Shire Council Fees and Charges for 2023/2024.
- (3) In accordance with the provisions of Section 355 of the Local Government Act 1993, makes, fixes and levies the rates for the year ending 30 June 2024 for the following rating categories:

**Farmland:**

A Farmland rate of 0.00221791 cents in the dollar on the current land values of all rateable land in the Local Government Area being Farmland, with a base rate of \$565.00 per annum (the total revenue collected from this base amount represents 24.42% of the total revenue collected from this category of land);



Residential – Tenterfield:

A Residential – Tenterfield rate of 0.00471567 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$429.00 per annum (the total revenue collected from this base amount represents 46.07% of the total revenue collected from this category of land);

Residential – Tenterfield (Urban):

A Residential – Tenterfield rate of 0.00424040 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$429.00 per annum (the total revenue collected from this base amount represents 21.46% of the total revenue collected from this category of land);

Residential – Urbenville:

A Residential – Urbenville rate of 0.00614341 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$380.00 per annum (the total revenue collected from this base amount represents 44.98% of the total revenue collected from this category of land);

Residential – Jennings:

A Residential – Jennings rate of 0.00793143 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$380.00 per annum (the total revenue collected from this base amount represents 45.80% of the total revenue collected from this category of land);

Residential – Drake:

A Residential – Drake rate of 0.00934866 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$380.00 per annum (the total revenue collected from this base amount represents 46.24% of the total revenue collected from this category of land);

Residential – Other:

A Residential – Other rate of 0.00348330 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$186.00 per annum (the total revenue collected from this base amount represents 22.63% of the total revenue collected from this category of land);

Business – Tenterfield:

A Business – Tenterfield rate of 0.01500728 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$769.00 per annum (the total revenue collected from this base amount represents 34.22% of the total revenue collected from this category of land);

Business – Urbenville:

A Business – Urbenville rate of 0.00586185 cents in the dollar of the current land values of all rateable land within this category,

with a base rate of \$344.00 per annum (the total revenue collected from this base amount represents 43.92% of the total revenue collected from this category of land);

Business – Jennings:

A Business – Jennings rate of 0.00450282 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$344.00 per annum (the total revenue collected from this base amount represents 42.68% of the total revenue collected from this category of land);

Business – Drake:

A Business – Drake rate of 0.00876257 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$344.00 per annum (the total revenue collected from this base amount represents 44.77% of the total revenue collected from this category of land);

Business – Other:

A Business – Other rate of 0.00479513 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$371.00 per annum (the total revenue collected from this base amount represents 22.56% of the total revenue collected from this category of land);

Mining:

A Mining rate of 0.02030295 cents in the dollar on the current land values of all rateable land in the Local Government Area where the dominant use is for a coal mine or metalliferous mine, with a base rate of \$614.00 per annum (the total revenue collected from this base amount represents 42.42% of the total revenue collected from this category of land).

- (4) In accordance with the provisions of Section 552 of the Local Government Act 1993, Council makes, fixes and levies a Water Supply Availability Charge on all land rateable to the Water Supply Charge and other water charges for the year ending June 2024, as follows:
- (a) Residential - \$711.00 per property and/or connection per annum;
  - (b) Residential Strata - \$534.00 per property and/or connection per annum;
  - (c) Mt Lindesay Private Line - \$886.00 per property and/or connection per annum;
  - (d) Rural Other - \$711.00 per property and/or connection per annum;
  - (e) Non Residential - Meter connection: 20mm - \$711.00 per property and/or connection per annum;
  - (f) Non Residential - Meter connection: 25mm - \$711.00 per property and/or connection per annum;
  - (g) Non Residential - Meter connection: 32mm - \$711.00 per property and/or connection per annum;

- (h) Non Residential - Meter connection: 40mm - \$1,070.00 per property and/or connection per ann
  - (i) Non Residential - Meter connection: 50mm - \$1,665.00 per property and/or connection per annum;
  - (j) Non Residential - Meter connection: 80mm - \$4,275.00 per property and/or connection per annum;
  - (k) Non Residential - Meter connection: 100mm - \$6,680.00 per property and/or connection per annum;
  - (l) Non Residential - Meter connection: 150mm - \$15,020.00 per property and/or connection per annum;
  - (m) Voluntary & Charitable Organisations - \$136.50 per property and/or connection per annum;
  - (n) Services installed solely for the purpose of firefighting - No Charge.
- (5) In accordance with Section 502 of the Local Government Act, makes, fixes and levies a stepped tariff for the charge for water consumed by Residential customers (to be by measure of metered water consumption) at the rate of \$5.90 per kilolitre for water consumption between nil (0) and 450 kiloliters per annum, and \$9.20 per kilolitre for water consumed over 450 kilolitres per annum.
- (6) In accordance with Section 502 of the Local Government Act, that Council makes, fixes and levies a stepped tariff for the charge for water consumed by Rural/Mt Lindesay customers (to be by measure of metered water consumption) at the rate of \$5.90 per kilolitre for water consumption between nil (0) and 450 kilolitres per annum, and \$9.20 per kilolitre for water consumed over 450 kilolitres per annum.
- (7) In accordance with Section 502 of the Local Government Act, makes, fixes and levies a stepped tariff for the charge for water consumed by Non-Residential customers (to be by measure of metered water consumption) at the rate of \$5.90 per kilolitre for water consumption between nil (0) and 1,000 kilolitres per annum, and \$9.20 per kilolitre for water consumed over 1,000 kilolitres per annum.
- (8) In accordance with Section 502 of the Local Government Act 1993, makes, fixes and levies a minimum water consumption account charge of \$25.00 for each of the six (6) monthly billing periods. Further, that if at the time of reading a water meter it is found to be damaged or has stopped, an account will be issued based on the previous two corresponding water bills.
- (9) In accordance with the provisions of Section 501(1) and 502 of the Local Government Act 1993, makes, fixes and levies a Sewerage Service Availability Charge of \$1,390.00 on all Residential land in the Tenterfield and Urbenville Town Areas and is:
- (a) connected to the Council's sewer main, or



- (b) not connected to the Council's sewer main but any part of the property is no more than 75 metres from the Council's sewer main; and
- (c) land from which sewerage can be discharged into the sewers of Council for the year ending June 2024.

Further, that in respect of Residential Flat Buildings a Sewerage Availability Charge will be made equal to the number of residential flats multiplied by the service charge for a single connection

- (11) In accordance with the provisions of Sections 501(1) and 552 of the Local Government Act 1993, Council makes, fixes and levies Annual Access Charges for Commercial and Non-Residential Sewerage for the year ending June 2024, as follows:

A Sewerage Access Charge will be incurred proportional to the customer's water connection diameter plus a pay-for-use charge based on the water used, calculated in accordance with the following connection options and the formula following subparagraph "k" below:

- (a) Non Residential - Meter connection: 20mm - \$1,390.00 per occupancy per property per annum;
- (b) Non Residential - Meter connection: 25mm - \$1,390.00 per occupancy per property per annum;
- (c) Non Residential - Meter connection: 32mm - \$1,800.00 per occupancy per property per annum;
- (d) Non Residential - Meter connection: 40mm - \$2,800.00 per occupancy per property per annum;
- (e) Non Residential - Meter connection: 50mm - \$4,366.00 per occupancy per property per annum;
- (f) Non Residential - Meter connection: 80mm - \$11,175.00 per occupancy per property per annum;
- (g) Non Residential - Meter connection: 100mm - \$17,460.00 per occupancy per property per annum;
- (h) Non Residential - Meter connection: 150mm - \$39,295.00 per occupancy per property per annum;
- (i) Voluntary & Charitable Organisations - \$268.00 per occupancy per property per annum;
- (j) Services installed solely for the purpose of firefighting - No Charge.

- (k) The formula to calculate Non-Residential Sewerage Charges is:

$$AC + SDF \times (C + UC)$$

Where:

AC = Access Charge

SDF = Sewerage Discharge Factor (determined by type/use)

C = Customers Annual Water Consumption in kilolitres

UC = Sewerage Usage Charge

- (12) Makes, fixes and levies a Sewerage Usage Charge of \$3.35 per kilolitre in 2023/2024.
- (13) Makes, fixes and levies Trade Waste Annual Charges for the year ending June 2024, as follows:
- (a) Non-Residential Trade Waste Fee: Category 1 - \$194.00 per property per annum
  - (b) Non-Residential Trade Waste Fee: Category 2 - \$194.00 per property per annum
  - (c) Non-Residential Trade Waste Fee: Category 3 - \$927.00 per property per annum
- (14) Makes, fixes and levies Trade Waste Usage Charges for the year ending June 2024, as follows:
- (a) Non-Residential Trade Waste Usage Charge: Compliant - \$2.20 per kilolitre
  - (b) Non-Residential Trade Waste Usage Charge: Non-Compliant - \$22.00 per kilolitre
- (15) In accordance with section 501 of the Local Government Act 1993 makes, fixes and levies the Waste Management Facility Charge of \$305.00 per property per annum for the year ending June 2024.
- (16) In accordance with sections 496 and 501 of the Local Government Act 1993 makes, fixes and levies Waste Collection Charges for the year ending June 2024, as follows:
- (a) Residential Waste Collection: 120L Bin - \$483.00 per service per annum
  - (b) Residential Waste Collection: 240L Bin - \$621.00 per service per annum
  - (c) Non-Residential Waste Collection: 120L Bin - \$483.00 per service per annum
  - (d) Non-Residential Waste Collection: 240L Bin - \$621.00 per service per annum
- (17) In accordance with sections 496 and 501 of the Local Government Act 1993 makes, fixes and levies Recycling Collection Charges for the year ending June 2024, as follows.
- (a) Residential Recycling Collection - \$93.50 per service per annum
  - (b) Non-Residential Recycling Collection - \$93.50 per service per annum
- (18) In accordance with section 496A of the Local Government Act 1993 makes, fixes and levies Stormwater Management Charges for the year ending June 2024, for properties within the Tenterfield, Urbenville and Jennings town areas where there is a structure.
- (a) Residential - \$25.00 per annum
  - (b) Residential Strata Title Per Unit - \$12.50 per annum

- (c) Non-Residential: <350m square - \$25.00 per annum
- (d) Non-Residential: 350m square-1200m square - \$50.00 per annum
- (e) Non-Residential: 1200m square-5000m square - \$221.00 per annum
- (f) Non-Residential: >5000m square - \$357.00 per annum

- (19) Provides three (3) waste vouchers per annum to be issued with the annual rates notice and that the value of these vouchers be equivalent to the fee for a small box trailer of \$33.00 each.
- (20) Borrowings:  
Nil borrowings – subject to service level reductions and further amendments proposed in the amended Operational Plan for 2023/2024.
- (21) In accordance with the provisions of Section 566(3) of the Local Government Act 1993, determines that the extra interest charges on overdue rates and charges will be levied at the maximum rate allowable and as advised by the Office of Local Government on a daily simple interest basis for the financial year ending 30 June 2024.
- (22) In accordance with the provisions of Section 405(6) of the Local Government Act 1993, places a copy of its adopted Operational Plan 2023/2024 on its website within 28 days.

(Peter Petty/Kim Rhodes)

**Motion Carried**

*Erika Bursford, Manager Customer Service, Governance & Records left the meeting, the time being 10.43am.*

**(ITEM GOV36/23) FINANCE & ACCOUNTS - PERIOD ENDED 31 MAY 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.

**97/23**

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

(Geoff Nye/Kim Rhodes)

**Motion Carried**

**(ITEM GOV37/23) CAPITAL EXPENDITURE REPORT AS AT 31 MAY 2023**

**SUMMARY**

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

**98/23**

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

(Peter Petty/Kim Rhodes)

**Motion Carried**

*Roy Jones, Manager Finance & Technology, left the meeting, the time being 11.08am.*

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

**99/23**

**Resolved** that Council suspend Standing Orders.

(Peter Petty/Tom Peters)

**Motion Carried**

*The meeting adjourned for morning tea, the time being 11.08am.*

*The meeting reconvened, the time being 11.53am.*

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

**100/23**

**Resolved** that Council will resume Standing Orders.

(Peter Petty/Tom Peters)

**Motion Carried**

#### **(ITEM GOV38/23) UPDATE - NEGOTIATIONS WITH NATIONAL TRUST REGARDING SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS**

##### **SUMMARY**

The purpose of this Report is to provide an update on negotiations with the National Trust Australia (NSW) with regards to the future operations of the Sir Henry Parkes Memorial School of Arts (SHPMSoA).

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

**That Council:**

**(1) Temporarily ceases operations of the following services on 30 July 2023:**

- (a) Cinema,**
- (b) Theatre and**
- (c) Sir Henry Parkes Museum.**

(Geoff Nye / Peter Petty)

**AMENDMENT**

That council:

- (1) Cease operations of the following services on 30 July 2023:  
(a) Cinema  
(b) Theatre and  
(c) Sir Henry Parkes Museum.

(Peter Murphy / Greg Sauer)

**Amendment Carried**

**101/23**

**Resolved** that Council:

- (1) Cease operations of the following services on 30 July 2023:  
(a) Cinema  
(b) Theatre and  
(c) Sir Henry Parkes Museum.

(Peter Murphy/Greg Sauer)

**Motion Carried**

*Erika Bursford, Manager Customer Service, Governance & Records, entered the meeting, the time being 11.56am*

*Roy Jones, Manager Finance & Technology, entered the meeting, the time being 11.56am.*

**(ITEM GOV39/23) PROPOSED AMENDMENTS TO OPERATIONAL PLAN 2023/2024**

**SUMMARY**

The purpose of this Report is to advise Council of proposed amendments to the Tenterfield Shire Council Operational Plan 2023/2024, including amended financial budget, following IPART advice of 16 June 2023, and to place on public exhibition the proposed amendments, from 30 June 2023 to 28 July 2023.

**102/23**

**Resolved** that Council:

- (1) Place the proposed amendments to the Tenterfield Shire Council Operational Plan 2023/2024 on public exhibition on Council's website for 28 days from 30 June 2023 to 28 July 2023 for community review and comment, and  
(2) Consider a further Report after 28 July 2023 to be brought back to Council for adoption of the amendments to the Tenterfield Shire Operational Plan 2023/2024.

(Greg Sauer/Kim Rhodes)

**Motion Carried**

*Erika Bursford, Manager Customer Service, Governance & Records, left the meeting, the time being 12.16pm*

**(ITEM GOV40/23) AFFIXATION OF COUNCIL SEAL ON CORPORATE MARKET LOAN FACILITY**

**SUMMARY**

The purpose of this Report is to inform Council that the Council Seal was used to complete the documentation associated with the establishment of the Corporate Market Loan for \$5,000,000.00 from the National Australia Bank (NAB) through Council Resolution 14/22.

**103/23**

**Resolved** that Council:

- (1) Retrospectively resolve to apply the Council Seal solely for documentation purposes to establish the Corporate Market Loan in accordance with resolution 14/22.

(Greg Sauer/Kim Rhodes)

**Motion Carried**

Roy Jones, Manager Finance & Technology, left the meeting, the time being 12.23pm.

**REPORTS OF DELEGATES & COMMITTEES**

**(ITEM RC6/23) REPORT OF COMMITTEE & DELEGATES - BORDER REGIONAL ORGANISATIONS OF COUNCILS - MINUTES FRIDAY 19 MAY 2023**

**104/23**

**Resolved** that the report of the Border Regional Organisation of Councils and associated papers from 19 May 2023 be received and noted.

(Peter Petty/Kim Rhodes)

**Motion Carried**

**(ITEM RC7/23) REPORT OF COMMITTEES & DELEGATES - COUNTRY MAYORS ASSOCIATION - FRIDAY 26 MAY 2023**

**105/23**

**Resolved** that the report of the Country Mayors Association of NSW and associated papers from 26 May 2023 be received and noted.

(Greg Sauer/Peter Petty)

**Motion Carried**

**NOTICES OF MOTION**

Nil.

**RESOLUTION REGISTER**

**(ITEM RES5/23) COUNCIL RESOLUTION REGISTER - MAY 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.

**106/23**

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

(Kim Rhodes/Greg Sauer)

**Motion Carried**

*Gillian Marchant, Manager Water & Waste entered the meeting, the time being 12.35pm and gave a verbal update on the Water Treatment Plant.*

*Gillian Marchant, Manager Water & Waste left the meeting, the time being 12.40pm.*

**CONFIDENTIAL BUSINESS**

**SUSPENSION OF STANDING ORDERS**

**107/23** **Resolved** that Council suspend Standing Orders.

(Tim Bonner/Peter Petty)

**Motion Carried**

*The recording device was turned off and the meeting moved into Closed Committee, the time being 12.42pm.*

*Gillian Marchant, Manager Water & Waste entered the meeting, the time being 12.42pm.*

**(ITEM ENV5/23) REPLACEMENT WASTE SIDELOADING TRUCK TENDER EVALUATION AND RECOMMENTATION**

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. (Tender Assement )

**SUMMARY**

The purpose of this report is to provide Council with a report and recommendation on the tender evaluation associated with RFT 03-22/23 Purchase of Side Loading Waste Truck (replacement of existing plant item number 26).

**108/23**

**Resolved** that Council:

- (1) Accept the tender from Superior Pak for the purchase of the new IVECO side loader at an Upper limit fee of \$486,470 (Inclusive of GST)

(Kim Rhodes/John Macnish)

**Motion Carried**

**(ITEM ENV6/23) SEWER CCTV AND RE-LINING RFQ - 08-22/23**

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.

**SUMMARY**

The purpose of this Report is to provide Council with a report and recommendation on the tender evaluation associated with RFQ - 08-22/23 CCTV (undertake the sewer re-lining and CCTV contract).

**109/23**

**Resolved** that Council:

- (1) Accept the tender Interflow Pty Ltd as outlined in the Report to undertake the sewer main re-lining and CCTV works.

(Kim Rhodes/John Macnish)

**Motion Carried**

**(ITEM ENV7/23) REQUEST FOR CONCEALED LEAK WAIVING OF CHARGES**

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (a) (b) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals; AND discussion in relation to the personal hardship of a resident or ratepayer.

**SUMMARY**

An extraordinarily high water meter reading was discovered at 549 Rouse Street, this was reported to the owners.

The owners have written to Council requesting the waiving and adjustment to their water bill.



**OFFICER'S RECOMMENDATION:**

**That Council:**

- (1) Waive the current \$48,213.30 excess water bill for the period to June 2023, and**
- (2) Adjust the water bill as an average consumption for the June 2023 period.**

(Kim Rhodes / John Macnish)

**AMENDMENT**

That Council:

- (1) Waive the current \$48,213.30 excess water bill for the period to June 2023, and
- (2) Adjust the water bill as an average consumption for the June 2023 subject to satisfactory inspection by staff that remediation works have been carried out.

(Peter Murphy / Greg Sauer)

**Amendment Carried**

**110/23**

**Resolved** that Council:

- (1) Waive the current \$48,213.30 excess water bill for the period to June 2023, and
- (2) Adjust the water bill as an average consumption for the June 2023 period subject to satisfactory inspection by staff that remediation works have been carried out

(Peter Murphy/Greg Sauer)

**Motion Carried**

**PROCEDURAL MOTION**

**111/23** **Resolved** that Council bring forward in the agenda:-

- (1) ITEM ENV8/23 COMPULSORY ACQUISITION 100M EXCLUSION ZONE

(Peter Petty/Greg Sauer)

**Motion Carried**

**(ITEM ENV8/23) COMPULSORY AQUISITION 100M EXCLUSION ZONE**

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (a) (c) (d(i)) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals; AND information that would, if disclosed, confer a

commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it. (Compulsory Acquisition )

**SUMMARY**

The purpose of this Report is to attain Council concurrence to commence compulsory acquisition of 100m of the neighbouring property at the Boonoo Boonoo Landfill.

**112/23**

**Resolved** That Council:

- (1) Agree to continue actions for the formalisation of a 100m Exclusion Zone with associated fencing easement, and
- (2) Undertake necessary searches, survey and plan preparation for the compulsory acquisition of the 100m Exclusion Zone in Lot 2 DP 842666.

(Greg Sauer/Peter Petty)

**Motion Carried**

*Gillian Marchant, Manager Water & Waste left the meeting, the time being 1.16pm.  
Bruce Mills, Manager Economic Development & Special Projects and Tamai Davidson, Manager Planning, Property & Development entered the meeting, the time being 1.16pm.*

**(ITEM ECO12/23) SALE OF COUNCIL OWNED LAND - LOT 1 DP 613385 (OPPOSITE TAFE), CLARENCE / HIGH STREET, TENTERFIELD**

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (d(ii)) of the Local Government Act, 1993, as the matter involves commercial information of a confidential nature that would, if disclosed (ii) confer a commercial advantage on a competitor of the Council.

**SUMMARY**

The purpose of this Report is to provide Council options for the sale of Council-owned land, being Lot 1 DP 613385 (opposite TAFE), fronting Clarence/High Streets, Tenterfield.

**113/23**

**Resolved** that Council:

Sell the land known as:

- (1) Lot 1 DP 613385 as one lot;and
- (2) Authorise the Chief Executive to invite all local agents to list the property for sale by private treaty, at asking price of \$380,000.

(Kim Rhodes/Geoff Nye)

**Motion Carried**

*Tamai Davidson, Manager Planning, Property & Development left the meeting, the time being 1.24pm.*

**(ITEM ECO13/23) LEASE OF THE TENTERFIELD AIRSTRIP TO LOCAL GROUP - FRIENDS OF TENTERFIELD AIRPORT INC.**

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

**SUMMARY**

The purpose of this report is to provide Council with a recommendation for decision on the two Expressions of Interest (EOIs) received for leasing Tenterfield airstrip.

**114/23**

**Resolved** that Council:

- (1) Accept the Expression of Interest from Friends of Tenterfield Aerodrome Inc (FOTA) to lease the airstrip, and
- (2) Authorise the Chief Executive to enter into a 10 x 10 x 10-year lease with FOTA Inc as per FOTA's latest EOI letter of 22 June 2023 (attached) with terms, conditions, rights, and obligations of each party clearly set-out; and execute the lease at earliest convenience to both parties. □

(Kim Rhodes/Tom Peters)

**Motion Carried**

*Bruce Mill, Senior Advisor Economic Development & Special Projects, left the meeting the time being 1.33pm.*

**RESUMPTION OF STANDING ORDERS**

**115/23** **Resolved** that Council resume Standing Orders.

(Geoff Nye/Kim Rhodes)

**Motion Carried**

*The meeting moved out of Closed Committee and the recording device was turned on, the time being 1.35pm.*

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

**MEETING CLOSED**

There being no further business the Mayor declared the meeting closed at 1.40pm.

.....  
Councillor Bronwyn Petrie  
Mayor/Chairperson

|                      |                                                                              |
|----------------------|------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                         |
| <b>Submitted by:</b> | Bruce Mills, Senior Advisor Communication & Economic Development             |
| <b>Reference:</b>    | <b>ITEM ECO14/23</b>                                                         |
| <b>Subject:</b>      | <b>RECOMMENDATION FOR FUTURE OF VISITOR INFORMATION SERVICES - JULY 2023</b> |

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

### SUMMARY

The purpose of this Report is to advise Council in terms of the sale of the Visitor Centre component of Council's Fiscal Repair Strategy and the required reduction in ongoing Opex and Capex. As Council is aware, the Fiscal Repair Strategy requires the divestment of non-performing assets to:

**A: Generate income to reduce the need for further borrowing and to remove future capital costs in terms of maintenance, depreciation and associated outgoings.**

**B: Reduce noncritical services, thereby reducing operational expenses and generate identified savings.**

As Council is aware, the Fiscal Repair Strategy commits to identifying alternative ways of delivering services via social enterprise models, including visitor economy services via the Chamber of Tourism, Industry and Business.

### OFFICER'S RECOMMENDATION:

#### That Council:

- (1) Continues to Work with the Tenterfield Chamber of Tourism, Industry and Business (TCTIB) to transfer Visitor Information Services to the Chamber, as per its proposal outlined in the attached document.**
- (2) Cease all Council-run Visitor Information Services at the Visitor Information Centre (VIC), 157 Rouse St; and cease all Council promotion services and transition all such services to the Tenterfield Chamber of Tourism, Industry and Business no later than the 1 September 2023 – ensuring no interruption to Visitor Services.**
- (3) Council allocates \$100,000 (One hundred thousand dollars) to the Tenterfield Chamber of Tourism, Industry and Business to establish the community-led social enterprise model (\$100,000 to be paid in FY 2023/24); as \$50,000 (Fifty thousand dollars) for set up costs as well as an annual stipend of \$50,000 (Fifty thousand dollars) annually for three years, thus providing the Tenterfield Chamber of Tourism,**

Our Economy No. 14 Cont...

**Industry and Business continuity and stability to plan to the end of FY 2025/26. Total investment \$200,000 (Two hundred thousand) over three years to provide ongoing tourism development and marketing service to the shire of Tenterfield.**

- (4) Authorise the Chief Executive Officer to list the premises at 157 Rouse Street, Tenterfield (Lot. 11/DP1241545) (Visitor Information Centre) for sale with all interested real estate agents for an asking price of \$700,000, sign any associated paperwork and contracts and enter into a contract for sale should the price of \$700,000 be achieved.**
- (5) Remove the Tenterfield Tourism Advisory Committee from the Tenterfield Shire Council Committee Register from the date of commencement of the newly formed Tenterfield Chamber of Tourism, Industry and Business tourism subcommittee (TCTIB).**

### **BACKGROUND**

As a component of its fiscal repair strategy, Council is working to redress budget deficits through efficiency gains, service reductions and sale of under-performing assets.

Visitor Information Services have been identified as an area for cost-savings, and following:

### **Resolution 93/23**

***Resolved*** that Council:

- (1) Council defers the appointment of a community group to operate out of the visitor Centre until it explores further options that have been identified; and*
- (2) Work with the Chamber of Commerce and other interested parties to identify alternative social enterprise models to deliver visitor information services in a sustainable but effective way.*

*(Tom Peters/Kim Rhodes)*

### **Motion Carried**

Councillors were briefed by representatives of The Chamber of Tourism, Industry and Business, Councillors were informed of the concept of a tourism subcommittee, to be formed as entity under the Tenterfield Chamber of Tourism, Industry & Business and provided a draft concept document –The Chamber of Tourism Industry and Business are seeking a council contribution to assist the new subcommittee to be successful.

**Specifically, the Tenterfield Chamber of Tourism, Industry and Business asks for:**

- An annual contribution to be used solely for visitor economy development and destination marketing activities.
- "Access to relevant tourism collateral in the VIC Centre including brochures, brochure holders, maps of the town/shire and current business information/pamphlets and key displays like Peter Allen historical collateral."
- "To ensure ongoing marketing of tourism in the Tenterfield Shire, the Tenterfield Chamber of Tourism, Industry and Business will manage all tourism social media

## Our Economy No. 14 Cont...

pages the Tenterfield Shire Council own as soon as practicable. Business owners are keen to drive tourism hence it is important to ensure this happens as soon as possible and importantly places the responsibility of successful Tourism promotion and growth firmly in the hands of those that most benefit and have skin in the game, in effect making them masters of their own destiny. It is also posited that the industry and commercial operators are best placed to deliver successful tourism development and promotional activities.

- The Chamber of Tourism, Industry and Business will in return, deliver visitor economy development and destination marketing services across the shire and provide Council with an annual report of activities related to tourism promotion.
- The Chamber will only spend the funds provided by Council for the purpose of promoting and growing the whole of shire visitor economy.
- The Chamber will make allowances in their Articles of Association/ Subcommittee Constitution, for two Councillors to represent council in an ex officio capacity at meetings related to tourism and the visitor economy.
- The Chamber will maintain the membership of the New England High Country Tourism Group

*(SEE ATTACHMENT)*

**REPORT:**

The Tenterfield Chamber of Tourism, Industry and Business social enterprise model proposed will generate savings of at least \$260,000 in the first year (after the 100K support for The Chamber of Tourism, Industry and Business) increasing to more than 350k per annum of savings by the third year that will be realised by the Council.

If Council moves to fund a community enterprise such as the Chamber of Tourism, Industry and Business to take over the day-to-day running of the visitor economy services (including marketing and promotion), it is posited that savings will increase as the wind down and sale of the Visitor Information Centre progresses.

Council does not have the budget to address future maintenance costs. Council also has a large deficit that it needs to reduce without the need to borrow further. As such, it was identified that Council needed to find other ways to deliver visitor services. Benchmarking and research have identified that several other Councils of similar size are implementing social models and the benchmark seems to be a Council contribution of \$50,000 per annum to social enterprise entities.

The TCTIB and Shire business operators have formed a sub-committee under TCTIB and provided Councillors with a briefing and a draft plan to take over visitor economy development and marketing services.

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

The community is aware of Council's financial position and the need for the drive to cut costs through staff, service reductions, and importantly reductions in

Our Economy No. 14 Cont...

capital expenditure. The Fiscal Repair Strategy is clear - there is no option but to sell non-performing assets and assets that have an ongoing cost burden to ratepayers in terms of maintenance and renewal.

The community has been clear that it does not wish to pay more rates and that it wants Council to live within its budget. Council has been clear in its consultation that it must reduce noncritical services or find alternative ways to deliver said services in order to keep future rate rises to a minimum.

The community is aware of alternative proposals to provide visitor information services through a community enterprise, as outlined in the report.

Council has in principle agreed to the documented Fiscal Repair Strategy, although it is yet to be formally adopted

## **2. Policy and Regulation**

- Nil

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

Ceasing physical visitor information services at Council's Visitor Information Centre at 157 Rouse Street, Tenterfield would deliver identified Operational and future Capital savings.

Long-term, sale of the VIC building at 157 Rouse Street would provide a cash injection and on-going depreciation/maintenance savings, and importantly, reduce the need for further borrowing to manage cash-flow.

Against this, Council is being asked to provide \$100,000 in the first year to help establish the new visitor information service centre for an initial 12 months, with \$50,000/year for each of the next two financial years (2024/25 and 2025/26).

Council will commit to sell the VIC at 157 Rouse St, Tenterfield for \$700,000 (less agent's commission & legal costs) as a key component of its Fiscal Repair Strategy, reducing the need for borrowings and ongoing Operational and Capital costs.

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

The sale of an under-performing asset would deliver longer-term savings in maintenance/depreciation and is a key component of the Fiscal Repair Strategy.

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

Reduction of staff costs and management time will require adjustment to the WMS.

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

Nil.

## **7. Performance Measures**

Council should receive a report listing tourism promotional and industry development activities from the Chamber of Tourism, Industry and Business on an annual basis (end of each financial year). The Chamber needs to show that it is promoting the whole of Shire and not be Tenterfield town centric. The proposed



Our Economy No. 14 Cont...

contribution would also be conditional on the Chamber maintaining membership of The New England High Country Association

**8. Project Management**

Nil.

**Daryl Buckingham  
Chief Executive**

Prepared by staff member: Bruce Mills, Senior Advisor Communication & Economic Development  
Approved/Reviewed by Manager: Daryl Buckingham, Chief Executive  
Department: Office of the Chief Executive  
Attachments: **1** Tenterfield Tourism Collective 7 Pages



**TENTERFIELD TOURISM COLLECTIVE**

---

EXPLORE | RECHARGE | ADVENTURE | UNWIND



## THE CONCEPT

- ❖ The Tenterfield Tourism Collective is an idea and premises to bring key influencers & ideas in the tourism space together under the one roof to share resources and provide a collective and collaborative environment to promote our key economic development area of focus.... Tourism.
- ❖ The Tenterfield Shire Council is considering to close the Tenterfield Visitors Information Centre (the VIC), a new tourism body is soon to be formed under the Tenterfield Chamber of Tourism, Industry & Business and Angry Bull Trails Mountain Bike project has now received its first round of funding, so all three entities need support to take their organisations and town forward.
- ❖ The Tenterfield Tourism Collective will have multiple organisations sharing a commercial space at 316 Rouse Street Tenterfield (if this can be secured), at a commercial rate agreed by the vendor.
- ❖ The idea enables Tenterfield Tourism to have a base for their Tourism Visitors Information Centre with a more modern and condensed version where volunteers could still perform their duties of promoting the Tenterfield Shire.
- ❖ This space will have multiple businesses (Suggested 4 to 5) contributing to the rent/outgoings of the commercial space which has a rental value of approximately \$26,000 per year including outgoings i.e approx. \$7,000 per year (\$135 per week) per entity as a guide.
- ❖ Initial period of occupancy would be 12 months to determine the success and commercial viability this also allows times for other options to potentially become available in 2024 including the proposed Angry Bull Trailhead (venue to be confirmed).



## THE SUGGESTED SPACE

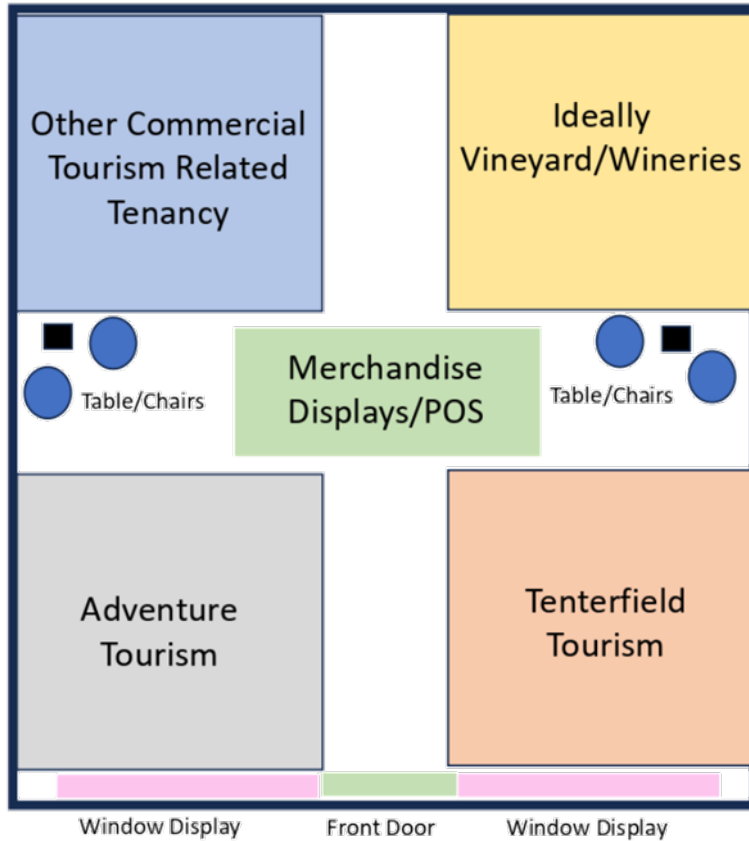
- ❖ **Address:** - 316 Rouse St Tenterfield – CBD Precinct– Northern end of the CBD on the right side of the road heading south which is closer to the target demographic for tourism - Brisbane/SEQ.
- ❖ **The Space** - Large front display area approx. 70m<sup>2</sup> with combustion heater and reverse cycle air conditioner
  - 2 x office's
  - 2 x toilets
  - Large storage area out the back approx. 200m<sup>2</sup> which would be ideal for information nights, wine tastings, art shows, storage and other events
- ❖ **Tenancy Space** – Suggested front of house space a quadrant type design i.e. each tenancy in 4 x corners of the front room space – with Adventure Tourism Concepts & Tourism taking the front two window displays and another two or three in the back corners - shared meeting rooms and central display for merchandise for Angry Bulls Trails & Tenterfield Tourism. Wall Space to be occupied by local photographer works, rural displays, shire map, wine displays and digital tourism display.
- ❖ **Overall Fitout** – To be designed by local and known Instagram identity Sandy Palmer from Paint Me White – Vintage | Modern | Classy Feel to be agreed by the vendor with a Digital Presence on the front windows to showcase the region when the premise is closed.
- ❖ **Co-Working Space with Wi-fi** – This space could also act as a co-working space for business-people that could potentially assist on the customer service front on designated days.
- ❖ **Signage** - Path & Building signage to promote Visitor Information
- ❖ **Timings** – Spring 2023 Opening
- ❖ Further images of the commercial space can be viewed at this link;  
<https://www.domain.com.au/316-rouse-street-tenterfield-nsw-2372-16448275>





# THE SUGGESTED SPACE CONTINUED....

❖ SUGGESTED FRONT SPACE FLOORPLAN

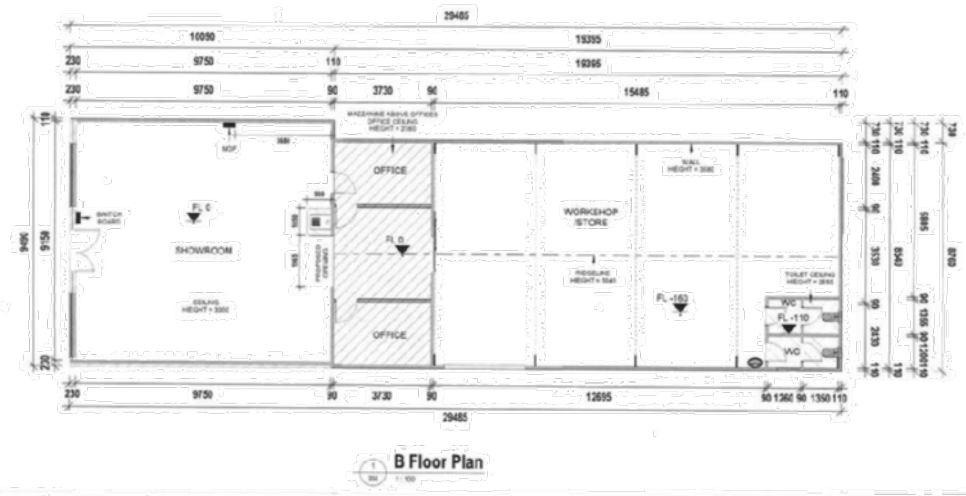


❖ External Premises



❖ CURRENT FLOORPLAN

Photographic and Digital tourism Display



## THE PROPOSAL (Draft)

- ❖ The Tenterfield Tourism Collective would like to present the below proposal to Tenterfield Shire Council, and we believe that this provides many solutions on many fronts for everyone involved.
- ❖ It is suggested that the new Tenterfield tourism body take over the lease of the building at an agreed commercial rate with the vendor and then sub leases (weekly rental amount plus outgoings) are created with separate entities/companies/businesses. The Tenterfield tourism body is to then derive revenue from these leases and other avenues.
- ❖ **What is required from Tenterfield Shire Council;**
- ❖ An annual tourism budget to be allocated with Tenterfield Shire Council that will be given to the Tenterfield tourism body and small portion of this annual amount is used to pay for the allocation of commercial rent to have a physical presence in the main street and CBD of Tenterfield. The balance of funds will be budgeted for best marketing/admin use on an annual basis.
- ❖ A commitment from Tenterfield Shire Council to allow all current tourism collateral in the VIC Centre to be moved across including brochures, brochure holders, maps of the town/shire and current business information/pamphlets that have been left by business owners to promote their business and key displays like Peter Allen paraphernalia.
- ❖ A commitment from Tenterfield Shire Council to work with the new tourism body to provide historical artifacts that could be displayed given the history of the town is a key tourism attraction. Any items of significance will remain the ownership of Tenterfield Shire Council but if deemed suitable for a tourist information centre it can be borrowed & documented.

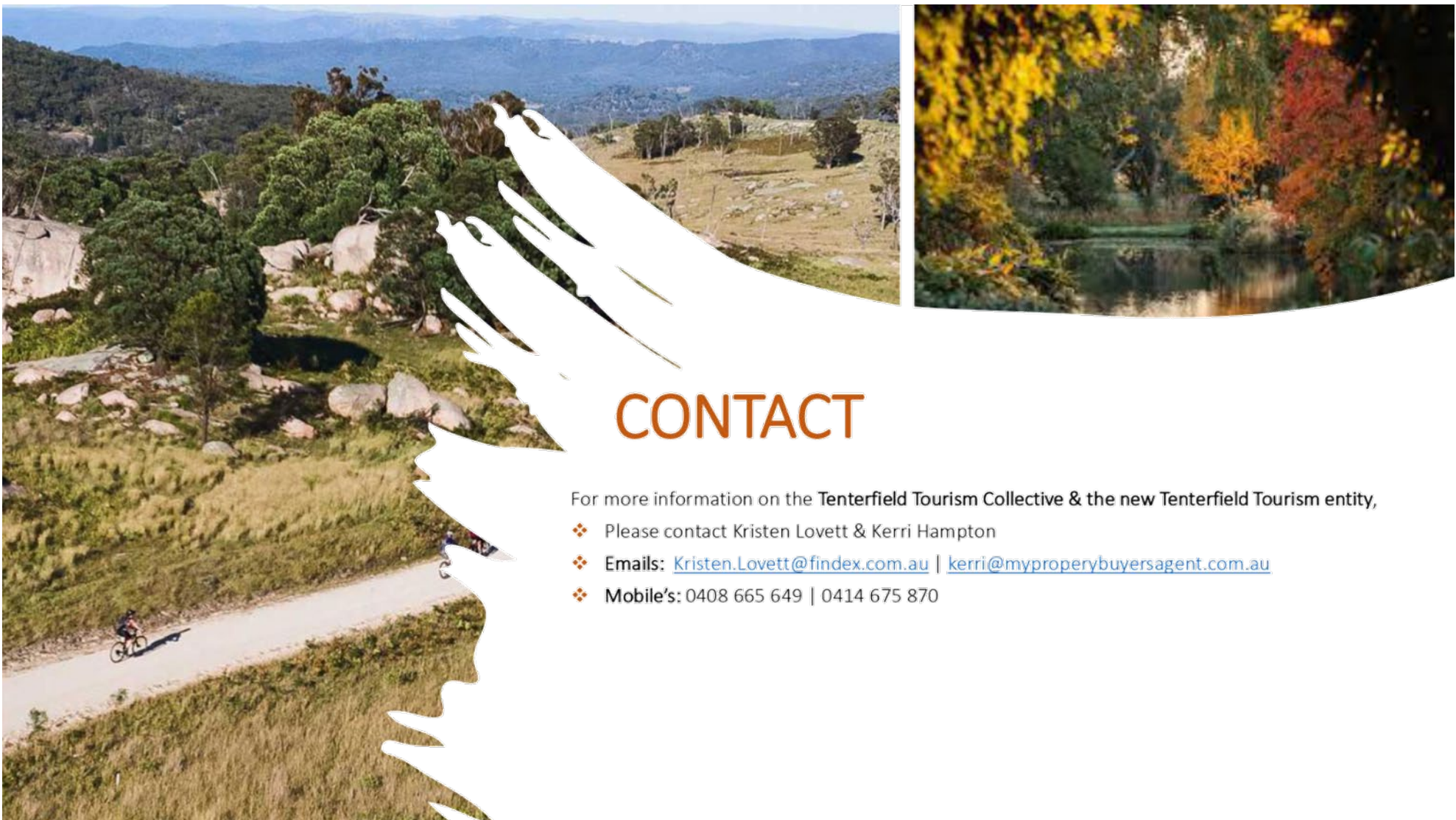


## THE PROPOSAL DRAFT CONTINUED...

- ❖ Tenterfield Shire Council to pay in full for a modern digital display to promote Tenterfield Shire including TV Screen for Window Display, In touch screens/touch screen kiosks etc and any other display required to hold tourism information.
- ❖ The details of the Tenterfield tourism body will be fleshed out in detail with Tenterfield Shire Council, Tenterfield Chamber of Commerce and the new Tourism entity but in the meantime, this proposal of finding a new home for the Visitors Information Centre (the VIC) we believe is a positive move to working towards a more collaborative and solution driven future for tourism in Tenterfield.
- ❖ To ensure we keep the momentum of some marketing of tourism in the Tenterfield Shire, this new tourism entity will take over all tourism social media pages the Tenterfield Shire Council own effective immediately. Business owners of all kind are very concerned at the current lack of marketing of our town to drive tourism hence this would be imperative to ensure this happens immediately.
- ❖ The new tourism entity would request that Tenterfield Shire Council provide key contact information and details around current & pipeline (if any) tourism marketing commitments around billboard signage/other signage and all other forms of media including print, radio, magazine and social plus commitments with other tourism bodies like New England High Country, Southern Downs etc to ensure that a smooth transition can take place.







## CONTACT

For more information on the Tenterfield Tourism Collective & the new Tenterfield Tourism entity,

- ❖ Please contact Kristen Lovett & Kerri Hampton
- ❖ Emails: [Kristen.Lovett@findex.com.au](mailto:Kristen.Lovett@findex.com.au) | [kerri@mypropertybuyersagent.com.au](mailto:kerri@mypropertybuyersagent.com.au)
- ❖ Mobile's: 0408 665 649 | 0414 675 870



|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b> |
| <b>Submitted by:</b> | Lee Sisson, Governance Officer               |
| <b>Reference:</b>    | <b>ITEM GOV41/23</b>                         |
| <b>Subject:</b>      | <b>MONTHLY OPERATIONAL REPORT JUNE 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. |

---

**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 June 2023.**

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

|                               |                                                                                                                                                              |                                   |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Prepared by staff member:     | Lee Sisson, Governance Officer                                                                                                                               |                                   |
| Approved/Reviewed by Manager: | Daryl Buckingham, Chief Executive                                                                                                                            |                                   |
| Department:                   | Office of the Chief Corporate Officer                                                                                                                        |                                   |
| Attachments:                  | <ol style="list-style-type: none"> <li><b>1</b> Monthly Operational Report - June 2023</li> <li><b>2</b> Organisational Structure - 17 April 2023</li> </ol> | <p>83<br/>Pages</p> <p>1 Page</p> |

# Monthly Operational Report

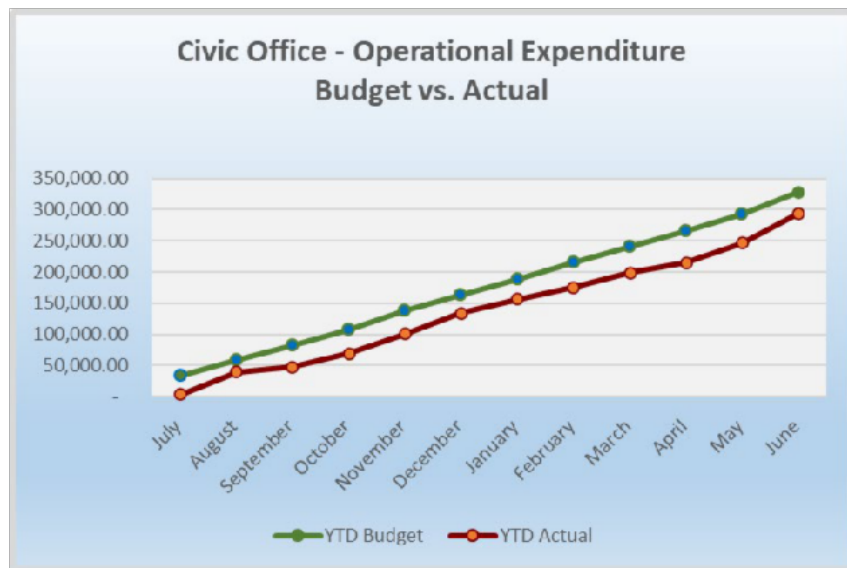
Tenterfield Shire Council June 2023

Council Meeting 26 July 2023







**TENTERFIELD**

## 1. Civic Office



| COA                      | 22/23 Review 3 Adopted Budget | 22/23 YTD Actuals June | 22/23 Percentage Spent |
|--------------------------|-------------------------------|------------------------|------------------------|
| Civic Office             | 329,401                       | 296,962                | 90.15%                 |
| 1. Operating Income      | 993                           | 3,084                  | 310.59%                |
| 2. Operating Expenditure | 328,408                       | 293,878                | 89.49%                 |

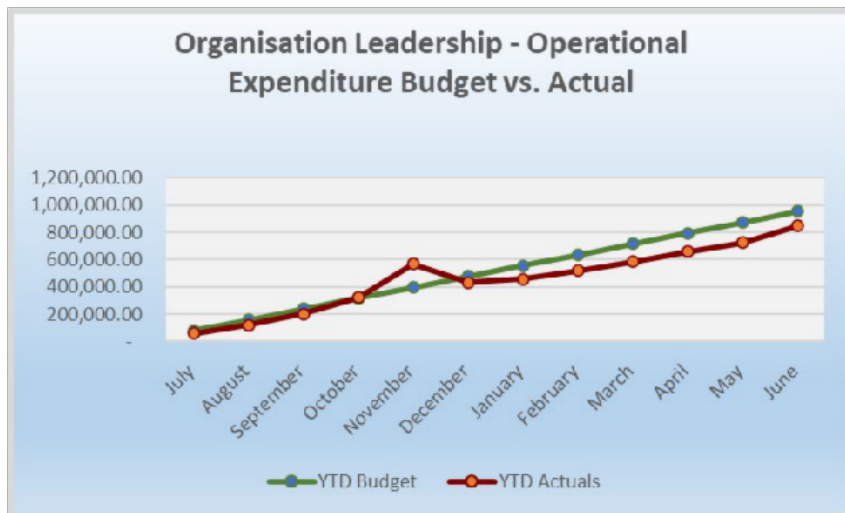
**1. CIVIC OFFICE**

| Business Unit: Civic Office                                                                                                            |                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Service Profile: Civic Office                                                                                                          |                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                |
| Action                                                                                                                                 | Responsibility                                               | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Status                                                                                         |
| 2.1.3.1 Investigate, advocate for, and source funding to improve heavy vehicle access across the region.                               | Chief Executive                                              | Ongoing, nothing further to report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  No TARGET  |
| 5.1.1.9 Influence and advocate support from Federal and State government in relation to promotion of Tenterfield community objectives. | Chief Executive                                              | Ongoing, nothing further to report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  No TARGET  |
| 5.1.1.10 Advocate to hand back Bruxner Way and Mt Lindesay Road to State Government.                                                   | Chief Executive                                              | We intend to resubmit our previous application to the new minister and see if that triggers a hand back.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  No TARGET  |
| 5.1.1.11 Manage communication, media and information channels.                                                                         | Senior Advisor<br>Communication &<br>Economic<br>Development | TSC Facebook page – total reach for June - 6388<br>Top posts:<br>Youth Precinct and Mountain Bike Trailhead Official Opening - 22 June – 4.4K<br>Youth Precinct Update – 5 June – 2.6K<br>Water Main Break – 21 June – 635<br>Visit Tenterfield website for June 2023 Users 4251; pageviews 12,607<br>Visit Tenterfield Facebook page – total reach 3099 and Instagram 1203<br>Top posts:<br>Winter’s a wonderful time to visit Tenterfield – 13 June – 1.6K<br>Tenterfield has lots of options for the school holidays – 26 June – 1.5K<br>For Instagram - Tenterfield has lots of options for the school holidays – 29 June – 1203<br>DRAFT FLYING-FOX MANAGEMENT PLAN<br>Tue, 13 June 2023<br>Officer sent DRAFT Flying-fox Management Plan to the Department of Planning and Environment for checking after receiving draft from the consultant. Department will respond with comments and any changes needed. |  No TARGET |

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


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

## 2. Organisation Leadership



| COA                      | 22/23 Review 3 Adopted Budget | 22/23 YTD Actuals June | 22/23 Percentage Spent |
|--------------------------|-------------------------------|------------------------|------------------------|
| Organisation Leadership  | 953,194                       | 845,587                | 88.71%                 |
| 2. Operating Expenditure | 953,194                       | 845,587                | 88.71%                 |

**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 | <p>June 2023- Council faces an ongoing fiscal challenge; it has limited choices or levers it can pull; in fact, it has two options it can continue on the current trajectory and do nothing further in terms of reducing services and thereby costs, or it can continue its fiscal repair; unfortunately, the fiscal repair pathway requires some hard decisions, and there is no doubt that they will not be palatable for several interest groups.</p> <p>The CEO strongly recommends downsizing all council operations (Sustainable contraction) to a financially sustainable point for the medium term. This action will require the council to agree to cease all services that are not core business or needed to meet legislative requirements as quickly as possible. In real terms, this means the cessation of all non critical services and activities that are not legislatively required and a sole focus on core businesses "roads( Transport) waste, water, sewerage. Notwithstanding this, where possible, the strategy is to look for ways of delivering services that the council can no longer afford to provide via other mechanisms, such as social (Community-led) enterprises and by handing back the cost and responsibility of the provisions of some services to the responsible owner, such as the Sir Henry Parkes Museum ( a reverse cost-shifting strategy) as well as implementing a user pays model where appropriate.</p> <p>The strategy is simple but effective. It involves the council going back to core primary business only, consolidating its outputs and business operations and maintaining that position for a period determined by the council's liquidity to ensure its financial sustainability is secured. It is anticipated that this will take a couple of years; however, it is posited that once sustainability, supported by a planned savings program is introduced, the council should be able to enter a financially sustainable growth and rebuilding stage; however, a savings plan/future fund will be required as posited.</p> <p>The recent SRV result means that the medium-term viability of the council is not secured, and the IPART determination notes this.</p> <p>Recent work with the ARIC committee identified and supported the following strategies to address the residual risks facing the council:</p> <ul style="list-style-type: none"> <li>• Council has minimal revenue growth options due to the number of ratepayers, so applying for a further SRV is a given.</li> <li>• Focus needs to be on expenditure savings</li> </ul> <ul style="list-style-type: none"> <li>o Services must be cut to those that are essential</li> <li>o Capacity must be maintained to ensure the council's legal obligations are met.</li> <li>o Asset disposal should focus on those that will remove future costs and assets that can reduce the need for borrowing.</li> </ul> |  |

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

▪ A further SRV will be required to be undertaken with efforts to address the items noted by IPART as not being met.

Note: Council is currently not meeting some financial metrics that it must, and the high risk of breaching legal obligations around financial management that the risks associated with the economic viability of the council represent.

Note: if council decide not to sell the non-conforming assets as identified or it doesn't act swiftly, and reduce non critical services then the council will have no option but to borrow further. However, this will mean that the councils borrowing capacity limits have been reached. As such, the council will probably fall into insolvency territory during the 24/25 financial year.

Plan:

The recommended action is to bring the documented FRS (Fiscal Repair Strategy) to the council as a report as a fully bundled option. It is anticipated that the plan and report will remove any ambiguity, provide clear mission objectives, be transparent in terms of stakeholders and deliver a clear map to financial sustainability and remove any ambiguity and splintering of the process.

5.1.2.5 Apply for a Special Rate Variation.

Chief Executive

June- 2023 - Council received half.



ON TRACK

5.1.2.6 Report to council identifying efficiency savings of 10-15% across the budget, for the 2022/23 financial year.

Chief Executive

Complete has been reported to council as directed.



ON TRACK

5.1.2.7 Provide Council a Review of operating plan for the Visitor Information Centre.

Senior Advisor  
 Communication &  
 Economic  
 Development

Visitor stats VIC for June 2023

VIC continued to operate 6-days /week during June with a total of 1195 “walk-ins” – an average of 46 people for each day of operation.

Qld 495; NSW 438; VIC 114; SA 62; WA 26; TAS 10; and OS 10.

Total visitor’ nights for June - 1292

VIC over the counter sales - \$849.40

Visit Tenterfield website for May 2023

Users 4251; pageviews 12,607

Visit Tenterfield Facebook reach 8469 and Instagram 977

Monday, 19 June

Officer met with Mark Greaves of ANVIC

(Accredited Visitor Information Centre) to discuss the annual review for the Tenterfield VIC’s accreditation.

Officer advised Greaves that Council was considering options for information services and asked to defer official accreditation review.

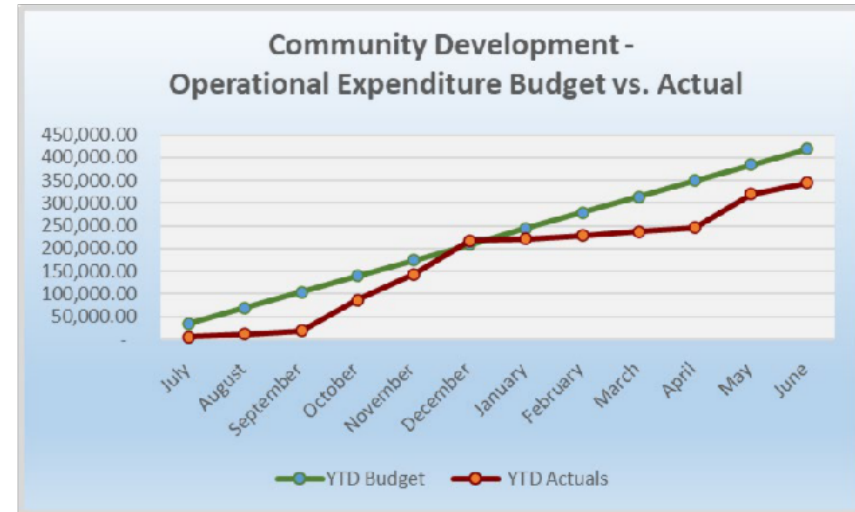
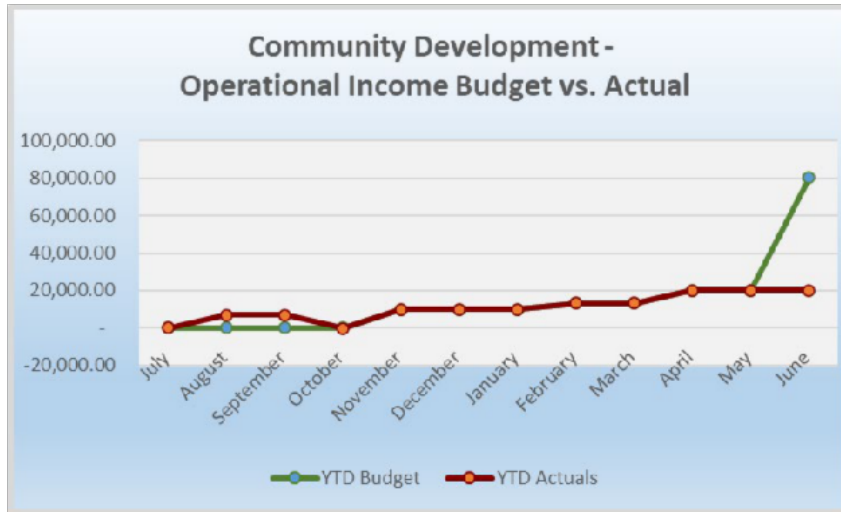
Tenterfield’s VIC accreditation remains current through to September 2023.



No TARGET








### 3. Community Development



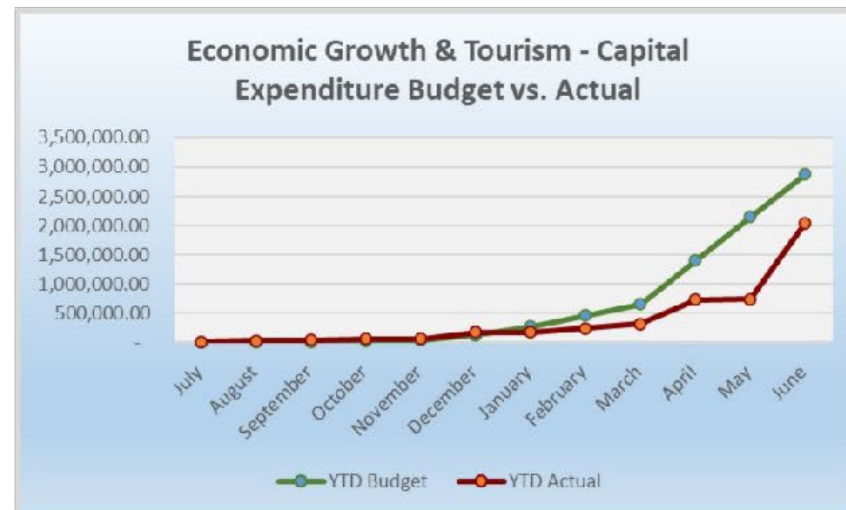
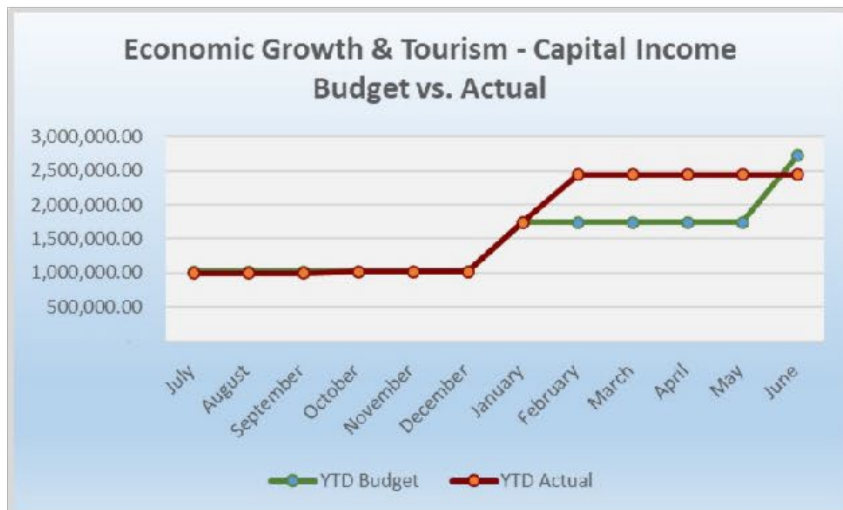
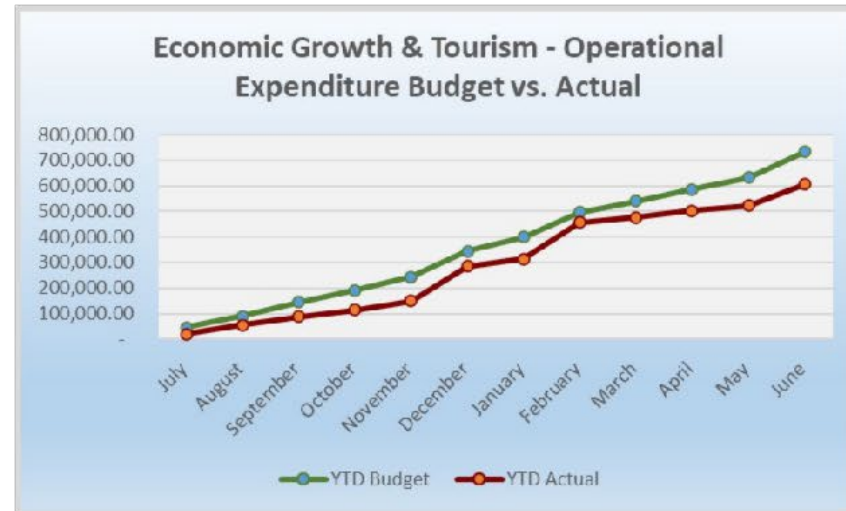
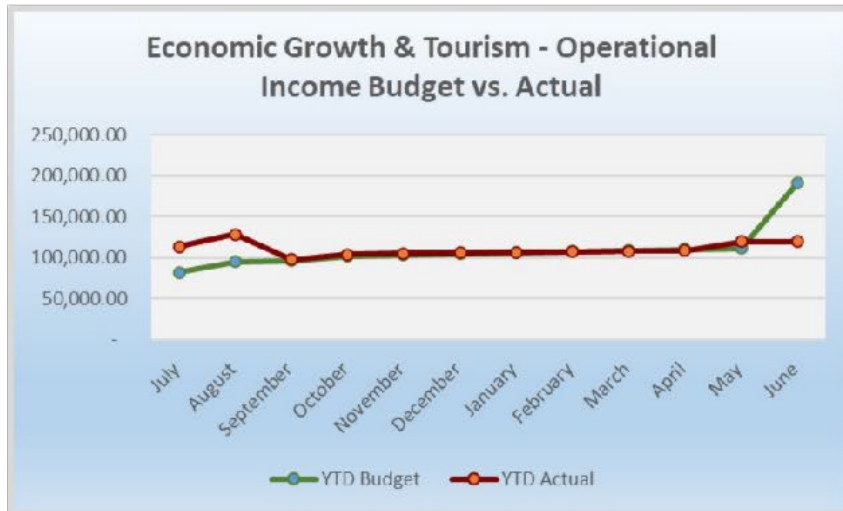
| COA                      | 22/23 Review 3 Adopted Budget | 22/23 YTD Actuals June | 22/23 Percentage Spent |
|--------------------------|-------------------------------|------------------------|------------------------|
| Community Development    | 338,684                       | 324,858                | 95.92%                 |
| 1. Operating Income      | (80,262)                      | (20,070)               | 25.01%                 |
| 2. Operating Expenditure | 418,946                       | 344,928                | 82.33%                 |

**3. COMMUNITY DEVELOPMENT**

Monthly Operational Report - June 2023



| 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 June reporting period Council communications were distributed via multiple print and digital media streams including Your Local News, Facebook and Media Release for key projects or activities.                                             |  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 June reporting period committee meetings included: <ul style="list-style-type: none"> <li>• Local Health Committee - 14 June</li> <li>• Local Emergency Management Committee - 6 June</li> <li>• Local Traffic Committee - 1 June</li> </ul> |  No TARGET   |
| 1.1.2.1 Implement wellbeing programs and activities in partnership with the Aboriginal Advisory Committee. Contribute to NAIDOC week and develop and implement Reconciliation Action Plan (RAP).                          | Manager Arts, Culture and Library Services | No program activity occurred during the June reporting period. The Community Development advisor finalised and submitted two NSW Government grant acquittals for the April 2023 Youth Week Event.                                                       |  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 | In the June reporting period the Community Development Officer sponsored breakfast for Tenterlife's Walk'n'Talk event on 25 June in support of the suicide prevention network.                                                                          |  No TARGET  |
| 1.2.3.1 Deliver and report to the OLG on the Council's Disability Inclusion Action Plan.                                                                                                                                  | Manager Arts, Culture and Library Services | In accordance with Council's Disability Inclusion Action Plan (DIAP), outcomes against the actions of the plan are to be reported to the Minister for Families, Communities and Disability Services annually. The next report is due November 2023.     |  No TARGET |

### 4. Economic Growth and Tourism




| COA                                                                                | 22/23<br>Review 3<br>Adopted<br>Budget | 22/23<br>YTD Actuals<br>June | 22/23<br>Percentage<br>Spent |
|------------------------------------------------------------------------------------|----------------------------------------|------------------------------|------------------------------|
| <b>Economic Growth and Tourism</b>                                                 | 699,278                                | 99,022                       | 14.16%                       |
| <b>1. Operating Income</b>                                                         | (190,937)                              | (118,812)                    | 62.23%                       |
| <b>2. Operating Expenditure</b>                                                    | 733,238                                | 606,090                      | 82.66%                       |
| <b>3. Capital Income</b>                                                           | (2,724,191)                            | (2,443,568)                  | 89.70%                       |
| <b>4. Capital Expenditure</b>                                                      | 2,874,137                              | 2,046,816                    | 71.21%                       |
| 4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead               | 1,714,593                              | 1,722,045                    | 100.43%                      |
| 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                                | 319,771                      | 35.34%                       |
| <b>6. Liabilities</b>                                                              | 7,031                                  | 8,495                        | 120.83%                      |

#### 4. ECONOMIC GROWTH & TOURISM

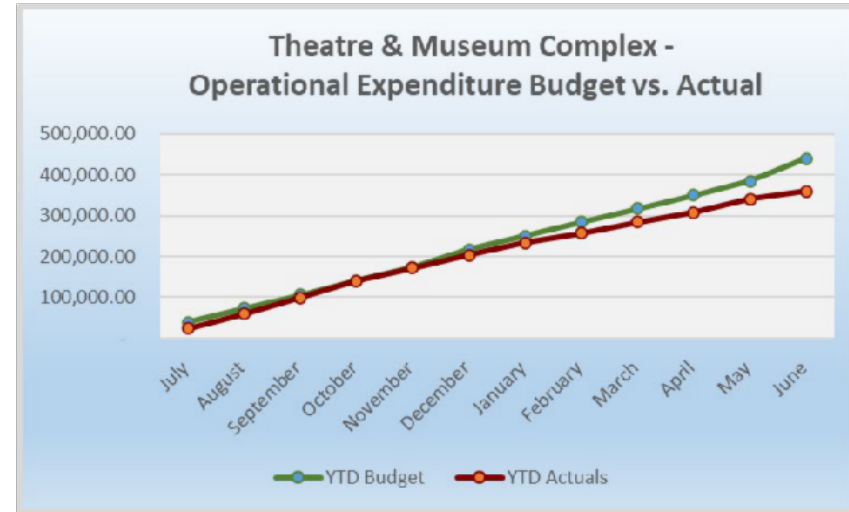
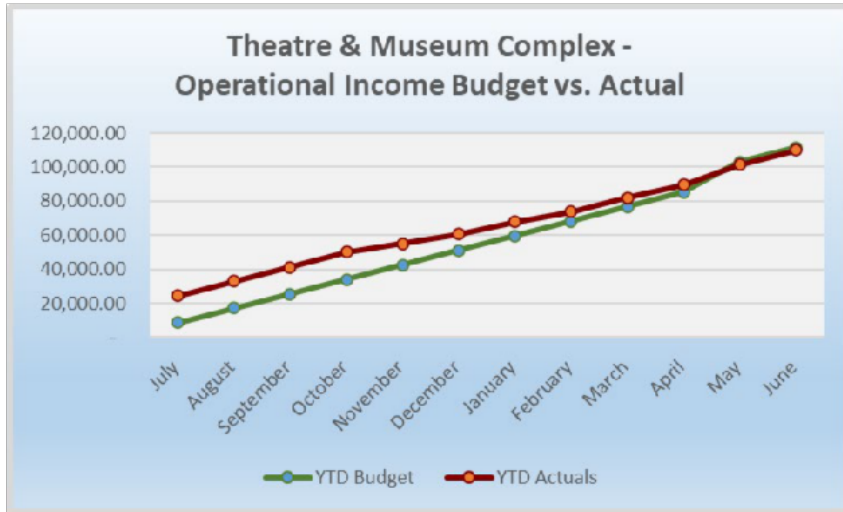
| Business Unit: Economic Growth & Tourism                                                                                                                                    |                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 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><b>PROPERTY SALES</b></p> <p>Officer has continued working on property sales – sale of surplus land assets – including “Bendall’s” with contract finally signed by both parties and exchanged June 30 with settlement due August 29, 2023.</p> <p>Following Council’s resolution at its 30 June Meeting to sell the 2.19ha lot opposite TAFE by open listing through local agents at \$380,000, officer will be dealing with all local agents interested in the listing the property.</p> <p>Officer worked with Chief Executive – on report to Council regarding potential asset sales, including 142 Manners St (10FM); 134 Manners St (Records House) and 132 Manners St (Tenterfield Child Care Centre); and 157 Rouse St (Visitors’ Information Centre).</p> <p>Dried health food company relocation Officer continues to deal with the principal of an organic food company looking to relocate from Brendale in Brisbane to Northern Tablelands. Proponent is still working with Armidale Regional Council to try and secure a site on the northern rail line at Llangothlin.</p> <p>Monday, 5 June 2023 – clean-up of area around Tank Traps.</p> <p>Officer dealt with staff from the “Balund-a” low-security prison near Tabulam who have been approached by a local tourism operator to provide labour to clean-up the site of the Tank Traps at Paddys Flat. Inmates have previously helped clean-up areas around Tabulam. Officer has checked and the site is Crown Land and contacted Crown Lands manager to see what might be possible. At the time of writing Crown Lands had responded and asked for description and GPS co-ords of the areas – which were provided.</p> <p>Thursday, 15 June 2023<br/>Officer attended the Tenterfield Biggest Business Breakfast at TAFE – organised by Granite Borders Landcare, TBCTIB, TSC &amp; Service NSW. The event was well-attended with 50-plus local business and government reps at the TAFE to outline govt support services and incentives.</p> <p>Wed, 14 June 2023<br/>Officer took part in Teams meeting of the New England High Country tourism group (Tenterfield, Glen Innes, Inverell, Armidale, Uralla and Walcha councils). Meeting was given update of group marketing work and advice on proposal to take part in Spring marketing by Australian Traveller (printed and digital versions). Group discussed this and other marketing proposals – all budget dependent.</p> |    |
| 2.1.1.2 Deliver and manage Destination Marketing Plan and marketing campaigns and activities.                                                                               | Senior Advisor<br>Communication &<br>Economic<br>Development | <p>Officer took part in Teams meeting of the New England High Country tourism group (Tenterfield, Glen Innes, Inverell, Armidale, Uralla and Walcha councils). Meeting was given update of group marketing work and advice on proposal to take part in Spring marketing by Australian Traveller (printed and digital versions). Group discussed this and other marketing proposals – all budget dependent.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |

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

| Action                                                                           | Responsibility                                      | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Status                                                                              |
|----------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 5.2.3.1 Support future proposals for improved telecommunications infrastructure. | Senior Advisor Communication & Economic Development | <p>Thursday, June 15 Officer held online Teams meeting with, nbn Local Manager – Hunter New England, Regional Development &amp; Engagement, to discuss how Councils can ensure nbn broadband connectivity in new regional developments, as well as Government grant opportunities to enhance nbn broadband in regional areas. Officer went through nbn New Developments which includes links to further information.</p> <p>In short, nbn Co asks/reminds Councils to encourage developers to notify nbn as early as possible of new developments.</p> <p>And as part of Councils’ standard processes, Councils ask developers for nbn’s Practical Completion Certificate as a compliance requirement prior to releasing titles.</p> <p>nbn are asking this of Council to help ensure that residents and businesses moving into any new development in the Tenterfield LGA will have access to broadband connectivity.</p> <p>Officer has sent the nbn information pack to TSC planning dept.</p> |  |






## 5. Theatre and Museum Complex



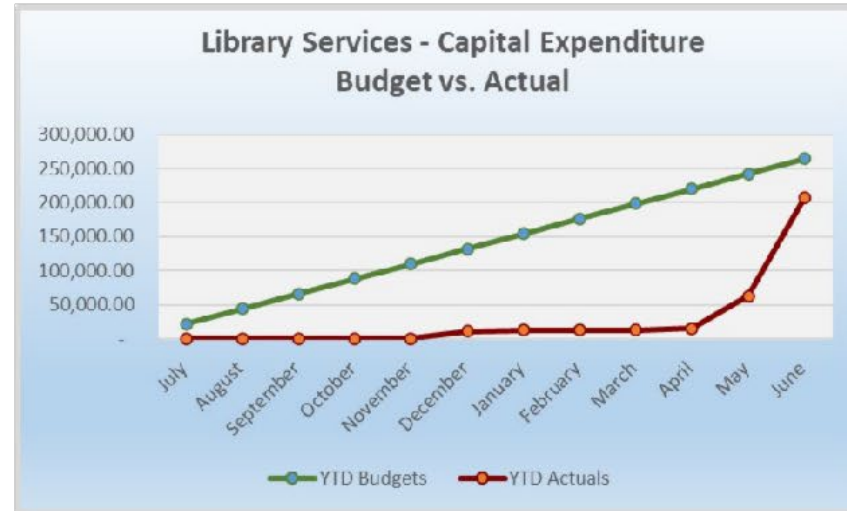
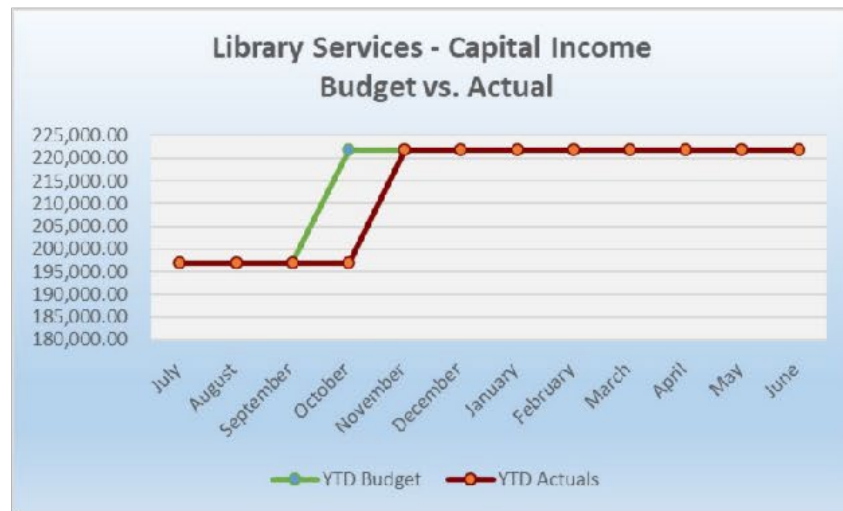
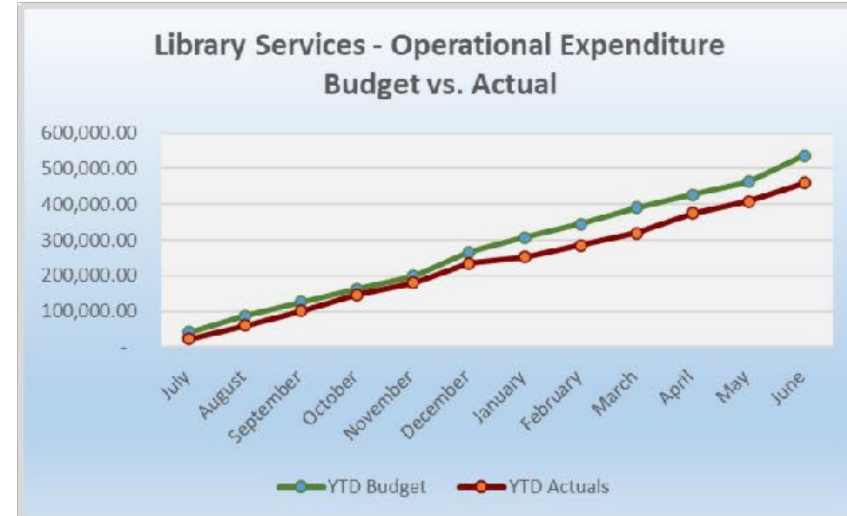
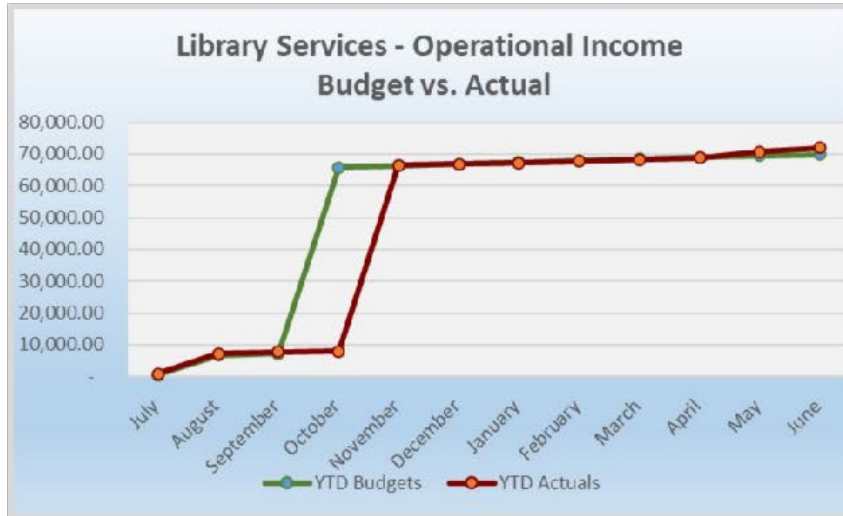
| COA                      | 22/23 Review 3 Adopted Budget | 22/23 YTD Actuals June | 22/23 Percentage Spent |
|--------------------------|-------------------------------|------------------------|------------------------|
| Theatre & Museum Complex | 327,773                       | 249,153                | 76.01%                 |
| 1. Operating Income      | (111,516)                     | (110,065)              | 98.70%                 |
| 2. Operating Expenditure | 439,289                       | 359,218                | 81.77%                 |



**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 June reporting period, the School of Arts Theatre held 25 movie screenings with a total admission of 491. The movie titled "Book Club: Next Chapter" had the highest number of attendees with 139 ticket sales in total followed by the movie "The Little Mermaid" with the total attendees of 124. No in-house live shows were programmed during June but the Cuskelly Winter School booked the venue for a series of events as part of their program. |  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 June reporting period, the number of museum visits totalled 380.                                                                                                                                                                                                                                                                                                                                                                                        |  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 June reporting period volunteer opportunities were provided to participate in community engagement through cinema and front-of-house activities.                                                                                                                                                                                                                                                                                                        |  No TARGET |

## 6. Library Services

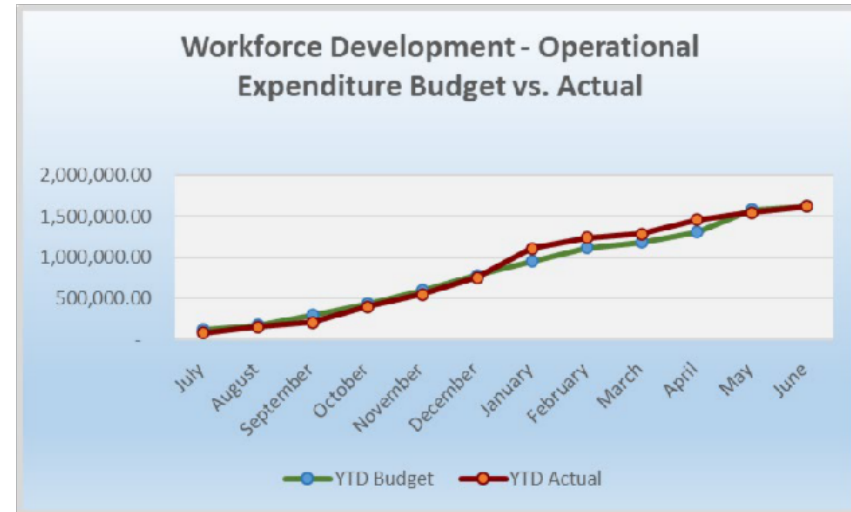
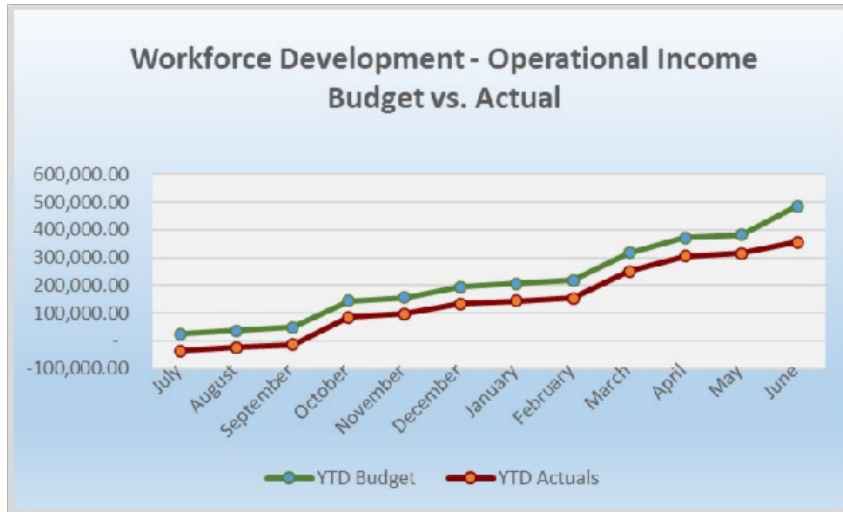


| COA                                                                                     | 22/23<br>Review 3<br>Adopted<br>Budget | 22/23<br>YTD Actuals<br>June | 22/23<br>Percentage<br>Spent |
|-----------------------------------------------------------------------------------------|----------------------------------------|------------------------------|------------------------------|
| <b>Library Services</b>                                                                 | 516,077                                | 380,700                      | 73.77%                       |
| 1. Operating Income                                                                     | (69,931)                               | (71,897)                     | 102.81%                      |
| 2. Operating Expenditure                                                                | 536,502                                | 459,626                      | 85.67%                       |
| 3. Capital Income                                                                       | (221,786)                              | (221,786)                    | 100.00%                      |
| 4. Capital Expenditure                                                                  | 264,292                                | 206,889                      | 78.28%                       |
| 5000515. Local Priority Grant 2019/20                                                   | 3,848                                  | 3,718                        | 96.63%                       |
| 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                                | 194,256                      | 98.66%                       |
| 5000524. Local Priority Grant 2022/23                                                   | 24,900                                 | 0                            | 0.00%                        |
| <b>6. Liabilities</b>                                                                   | <b>7,000</b>                           | <b>7,868</b>                 | <b>112.40%</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 June reporting period the Library provided services to 132 members including 444 items borrowed with 16 individuals spending 15.5 hours using the public computers. The home Library service delivered 120 items to 20 home Library members.</p> <p>The Library was closed from the 3rd of June for the Refurbishment.</p> |  |
| 1.1.3.3 Manage all corporate art, artefacts, honour boards and memorabilia (including audit and security). | Manager Arts, Culture and Library Services | During June reporting period the mineral collection and the Stannum display cabinet on temporary loan from the Reid family was returned to Jan Reid for relocation to the Emmaville Mineral Museum (initiated by Jan Reid). No other Museum collection management activities occurred during this reporting period.                      |  |

## 7. Workforce Development






| COA                          | 22/23 Review 3 Adopted Budget | 22/23 YTD Actuals June | 22/23 Percentage Spent |
|------------------------------|-------------------------------|------------------------|------------------------|
| <b>Workforce Development</b> | <b>1,131,361</b>              | <b>1,263,808</b>       | <b>111.71%</b>         |
| 1. Operating Income          | (483,995)                     | (355,937)              | 73.54%                 |
| 2. Operating Expenditure     | 1,615,356                     | 1,619,745              | 100.27%                |

## 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>The moratorium on recruitment has continued in June.</p> <p>Following our last recruitment phase in April, the 4 remaining roles that were in the final phase of recruitment have now been finalised. These positions were vacancies within Council's organisational structure. Talent acquisition for technical skilled roles is still an ongoing concern for our local regional area. Casual staff are still being managed in an effort to assist with the current service delivery expectations.</p> <p>Current Full Time Equivalent (FTE) - 106<br/>                     (Note, this count has not been finalised due to the continued workforce review, organisational change and the required Award instrument processes).</p> <p>Current head count - 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 - 9 (Note, casuals are not included in the FTE or head count and work varied schedules).</p> <p>Implementation of some specific Workforce Management Strategies are being impeded by the current financial constraints.</p>                                                                                                                 | <br>ON TRACK |
| 5.1.1.5 Facilitate worker health and wellbeing consultation communication, and participation processes. | Acting Manager HR & Workforce Development | <p>Management and supervisors are providing regular onsite WHS discussions/meetings with staff/crews.</p> <p>Council's employee assistance program continues with ongoing onsite counselling sessions being provided monthly. An additional outreach program was initiated in May for employees. Following statistical analysis and review, we will be initiating the continuance of the program for employees for a further 3 months.</p> <p>Finalisation of the 2022 WHS Self Audit is in the final stages of completion for submission in July.</p> <p>From 1 January 2024, the NSW Government will commence Clause 58 "Audiometric testing" of the NSW WHS Regulation 2017. In order to meet our obligations under this clause and provide the best workplace initiatives to benefit the safety and wellbeing of our employees and the community, Council has continued to work with our wellbeing specialist at StateCover to provide quality assured audiometric services within our region. We are currently working on providing the services to our employees and also other businesses and members of the community who may require these services. More information will be provided within the coming months.</p> <p>Other wellbeing initiatives - Capital Health Care.</p> | <br>ON TRACK |

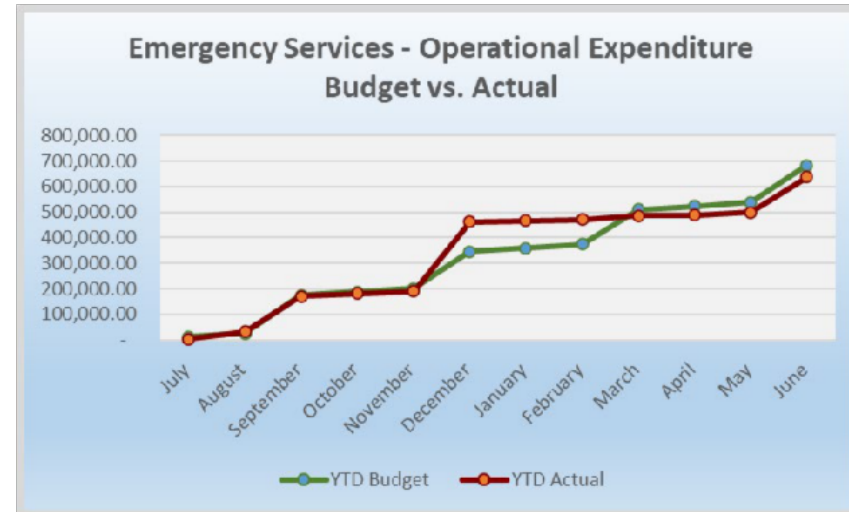
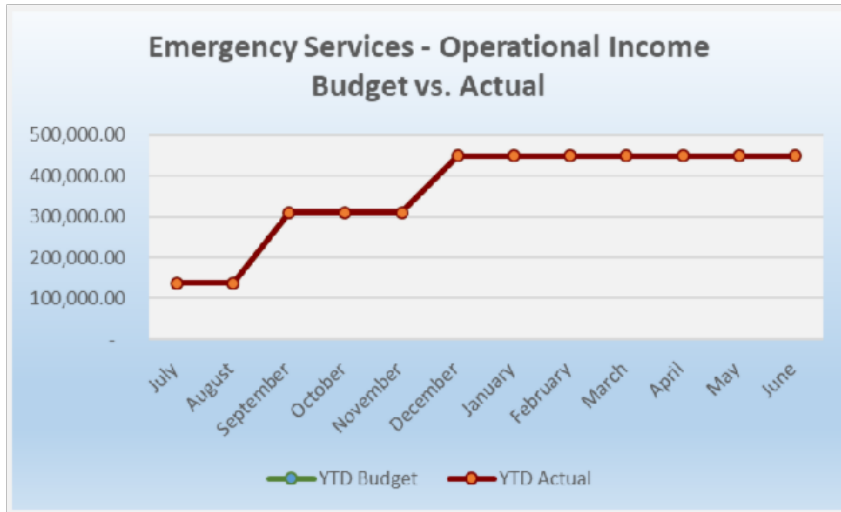
**7. WORKFORCE DEVELOPMENT**

Monthly Operational Report - June 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 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. Fleet Management Certificate<br>Traineeship - Certificate III in Business Administration ongoing.<br>Governance Intensive Course (September) Government incentives and initiatives are being investigated for future learning and development programs. |   |
| 5.1.1.7 Develop, manage and deliver Employer of Choice recruitment and retention services.     | Acting Manager HR & Workforce Development | Moratorium on recruitment has continued in June. 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. Implementation of some specific Workforce Management Strategies are being impeded by the current financial constraints.                                                                                                                                                  |   |
| 5.1.1.8 Manage and report on Council's Enterprise Risk Management Framework and Risk Register. | Acting Manager HR & Workforce Development | Councils risk register continues to be monitored, reviewed and updated. Council's insurance portfolio for 2023-2024 renewal questionnaires have been completed.<br>Audit and Risk Committee meeting was held in June with the next scheduled in August. Continuous Improvement Pathway (CIP) (self assessment and risk improvement program) self assessments are coming up in July for completion in October.                                                                             |  |




## 8. Emergency Services

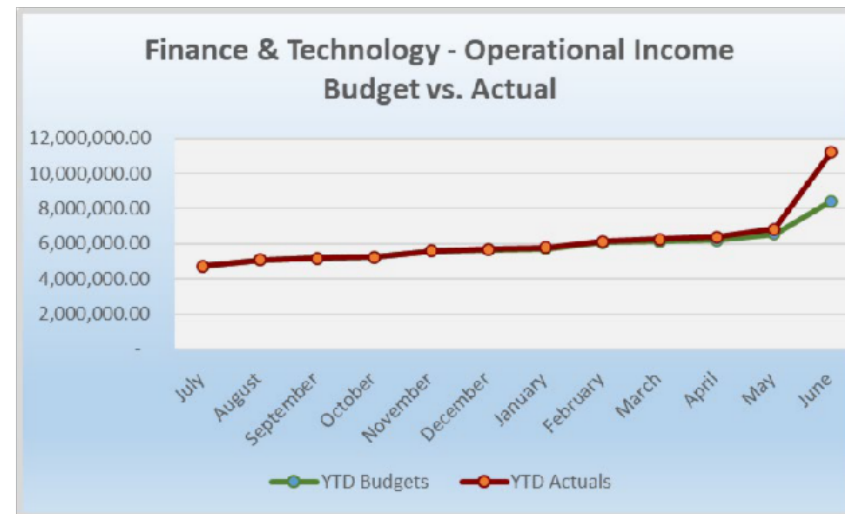
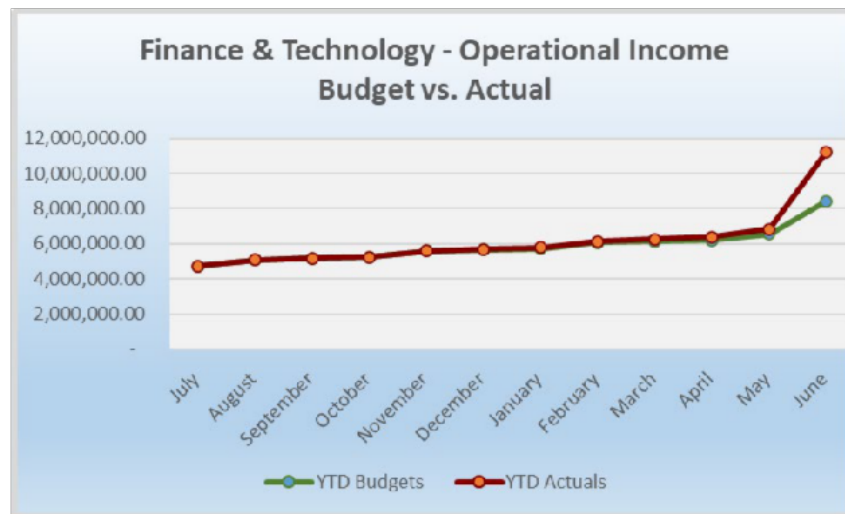


| COA                       | 22/23 Review 3 Adopted Budget | 22/23 YTD Actuals June | 22/23 Percentage Spent |
|---------------------------|-------------------------------|------------------------|------------------------|
| <b>Emergency Services</b> | 234,599                       | 188,394                | 80.30%                 |
| 1. Operating Income       | (448,895)                     | (448,895)              | 100.00%                |
| 2. Operating Expenditure  | 683,494                       | 637,289                | 93.24%                 |

## 8. EMERGENCY SERVICES



| Business Unit: Emergency Services                                                  |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                |
|------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Service Profile: Emergency Services                                                |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                |
| Action                                                                             | Responsibility                            | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Status                                                                                         |
| 3.1.6.1 Develop, manage and deliver Emergency Management functions and facilities. | Acting Manager HR & Workforce Development | Local Emergency Management Committee (LEMC) meeting is scheduled to be held in September. Emergency Management Plan (EMPLAN) is being reviewed by local emergency organisations.<br>3 staff attended the recent BFMC (Bush Fire Management Committee) meeting, pre-season briefing, held in Armidale on the 27 June, to provide us with information to further prepare for the upcoming season ahead. 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 3 Adopted Budget | 22/23 YTD Actuals June | 22/23 Percentage Spent |
|----------------------------------------------|-------------------------------|------------------------|------------------------|
| <b>Finance &amp; Technology</b>              | <b>(7,569,203)</b>            | <b>(10,716,114)</b>    | <b>141.58%</b>         |
| 1. Operating Income                          | (8,442,471)                   | (11,232,694)           | 133.05%                |
| 2. Operating Expenditure                     | 619,975                       | 431,199                | 69.55%                 |
| 4. Capital Expenditure                       | 175,000                       | 3,522                  | 2.01%                  |
| 1810501. Computer Equipment - Finance & Tech | 75,000                        | 3,522                  | 4.70%                  |
| 1810508. Capitalised Software                | 100,000                       | 0                      | 0.00%                  |
| 6. Liabilities                               | 78,293                        | 81,859                 | 104.55%                |

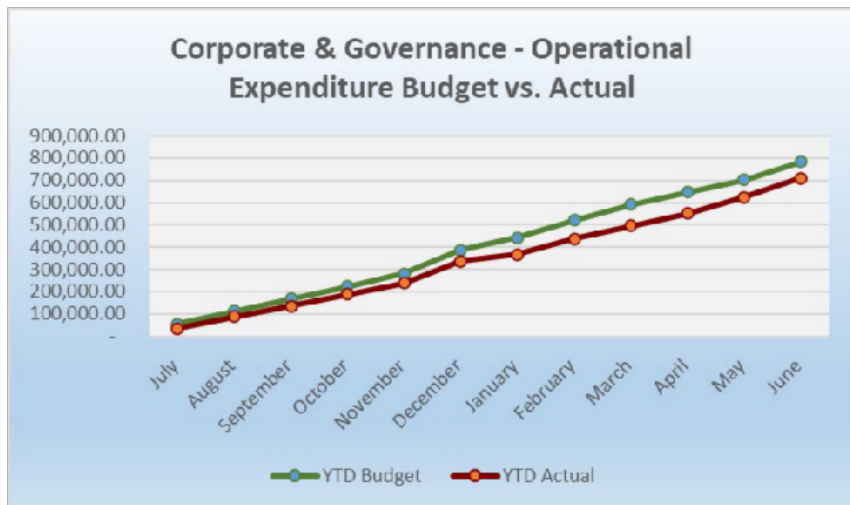
**9. FINANCE & TECHNOLOGY**

| 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 15 June Council was advised of the outcome of its IPART Application. IPART has accepted Councils first year proposal of increasing the ordinary rates by 43% including rate peg. However, no Special Rate increase was granted for the second year i.e. FY 2024-2025.</p> <p>On 30 June 2023 Council resolved to accept the 43% including the rate peg as a permanent increase in Council rating structure. This will yield an additional \$1.87 Million in Ordinary Rates Revenue for Tenterfield Shire Council in FY 2023-2024. Council received 100% of its Financial Assistance Grant in advance which will ensure that Councils Working Capital is used effectively. Council reports a positive unrestricted fund as at end of June 2023.</p> <p>Council has also activated its Corporate Market Loan facility to assist with any major end of year payments to suppliers. During the month of June, the Corporate Market Loan was not drawn down.</p> |  |
| 5.1.2.2 Manage and report on Council's Long-Term Financial Plan, and facilitate and support internal and external audits. | Manager Finance and Technology | <p>Council's Long Term Financial Plan has been updated and presented to Council as part of the Integrated Planning and Reporting documents. The recommendation of IPART has resulted in Council executive presenting a new service level framework to Council with specific reduction in service level across Council. As part of this new service framework an amended operational plan has been advertised for community consultation and feedback. Once Council accepts the amendments to the operational plan the long-term financial plan will be adjusted to reflect cost savings.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |

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



| Action                                                                               | Responsibility                       | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Status                                                                              |
|--------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 5.1.2.3 Manage investments - Plan develop and manage Council's investment portfolio. | Manager<br>Finance and<br>Technology | <p>Investments are managed within Council's Investment Policy guidelines. Investments are reported to Council every month as part of the Finance and Accounts report, with the latest update being provided for June 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>Commencing FY 2023-24 Council staff will be aiming to invest more liquid funds for short time periods to gain maximum investment return without compromising working capital.</p> |  |
| 5.1.4.1 Develop, manage and deliver Council's Technology Strategic Plan.             | Manager<br>Finance and<br>Technology | <p>Council's Technology Strategic Plan is a work in progress, documents are being updated on a regular basis in conjunction with requirements associated with hardware and cyber security. The focus is Cybersecurity and threats originating from external sources. Council IT staff are in continuous training and development with NSW Cybersecurity. Due to the changing requirements of Cybersecurity Council is assessing the scope of works for quotation to safeguard Council IT infrastructure and minimize fraud.</p> <p>No IT related breaches were reported in June 2023.</p> |  |

### 10. Corporate and Governance





| COA                      | 22/23 Review 3 Adopted Budget | 22/23 YTD Actuals June | 22/23 Percentage Spent |
|--------------------------|-------------------------------|------------------------|------------------------|
| Corporate and Governance | 781,458                       | 706,287                | 90.38%                 |
| 1. Operating Income      | (1,616)                       | (2,573)                | 159.19%                |
| 2. Operating Expenditure | 783,074                       | 708,859                | 90.52%                 |

## 10. CORPORATE & GOVERNANCE

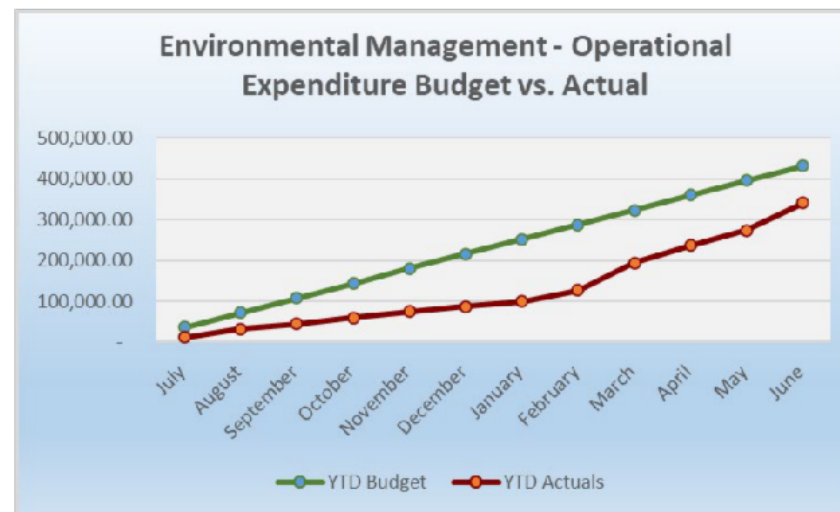
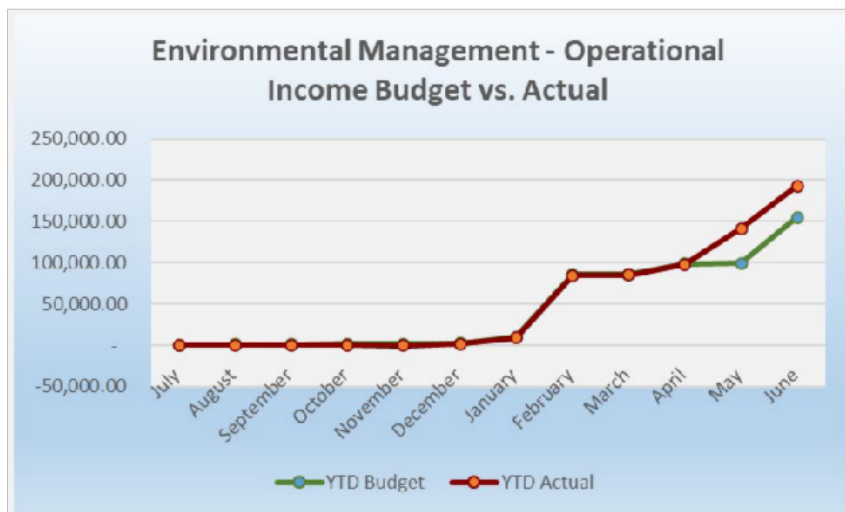
| Business Unit: Corporate & Governance                                                                                                                                                                                           |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Service Profile: Corporate & Governance                                                                                                                                                                                         |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                      |
| Action                                                                                                                                                                                                                          | Responsibility                                 | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Status                                                                               |
| 5.1.1.1 Develop, manage and deliver Customer Services, in accordance with the Customer Service Charter.                                                                                                                         | Manager Customer Service, Governance & Records | <p>Compliments for June 2023 - 6 Complaints for June 2023 - 1<br/>                     Abusive customers for June 2023 - 0 Customer Service General Enquiries for June 2023 - 77<br/>                     Total inbound calls for June 2023 - 4,124 Inbound calls for Customer Service for June 2023 - 613<br/>                     Inbound calls for Planning, Property &amp; Development Services for June 2023 - 192 Inbound calls for Infrastructure and Engineering Services for June 2023 - 485 Inbound calls for Rates for June 2023 - 199</p> <p>Customer service staff receipted and registered the following applications in June 2023:<br/>                     Section 10.7 Planning Certificates - 28 Section 603 Certificates - 14<br/>                     Dwelling Permissibility Search - 5<br/>                     Section 735A - 4<br/>                     Sewer Diagrams - 5<br/>                     Drainage Diagrams - 6</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |   |
| 5.1.1.2 Develop, manage and deliver Governance Services, in accordance with the OLG Compliance Guide, IP&R Framework and Reporting including the Monthly Operational Report, GIPA and PIDS and facilitate and support the ARIC. | Manager Customer Service, Governance & Records | <p>Public Interest Disclosure Report for January to June 2022 submitted to NSW Ombudsman's Office in August 2022.<br/>                     Public Interest Disclosure Report for July to December 2022 submitted to NSW Ombudsman's Office in March 2023.<br/>                     Government Information (Public Access) Report for 2021/2022 submitted to the Information and Privacy Commission in October 2022.<br/>                     Code of Conduct Complaint Statistics for 1 September 2021 to 31 August 2022 reported to the Office of Local Government in November 2022.<br/>                     Annual Report, including audited financial statements, adopted by Council on 23 November 2022.<br/>                     Audit, Risk and Improvement Committee meeting held on 7 December 2023.<br/>                     Audit, Risk and Improvement Committee meeting held on 8 March 2023.<br/>                     Audit, Risk and Improvement Committee meeting held on 7 June 2023.<br/>                     Delivery Program and Operational Plan 2023/2024, with financial budget and revenue statement, adopted by Council on 30 June 2023.<br/>                     Proposed amendments to Operational Plan 2023/2024 adopted by Council on 30 June 2023 to be placed on public exhibition for community comment, from 30 June 2023 until 30 July 2023 (additional two days due to a delay in documents being available electronically on Council's website from 2 July 2023).</p> |  |

**10. CORPORATE & GOVERNANCE** Monthly Operational Report - June 2023

| Action                                                                                           | Responsibility                                          | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Status                                                                              |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 5.1.1.3 Develop, manage and deliver Records Management Services, in accordance with legislation. | Manager<br>Customer Service,<br>Governance &<br>Records | <p>As at June 2023, financial records from the Authority system have not been provided to Records, for provision of a response to an outstanding GIPA application.</p> <p>Storage of finance and rates records in hard copy continues to be a challenge in June 2023. Records Section has been directed to have all records and artefacts currently stored at Records House (134 Manners Street Tenterfield) out of the building in preparation for sale of the building. Given that there is no suitable storage area in the main administration building, Depot Store or any other building, Records staff are attempting to prioritise scanning of records. Those records deemed to be State Records will need to be transferred to the NSW Records repository in Armidale. Given issues of misplaced records previously experienced with the repository in Armidale, a site assessment will be required before transfer of records.</p> <p>Records created in June 2023 - 714</p> |  |
| 5.2.1.1 Deliver independent bi-annual Customer Satisfaction survey.                              | Manager<br>Customer Service,<br>Governance &<br>Records | <p>The final report for the survey was submitted to Council's Ordinary Meeting of 26 October 2022. Overall satisfaction with Council's services has declined, although key public facilities such as parks, gardens and the pool are still considered to be important services delivered by Council.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |





## 11. Environmental Management




| COA                                               | 22/23 Review 3 Adopted Budget | 22/23 YTD Actuals June | 22/23 Percentage Spent |
|---------------------------------------------------|-------------------------------|------------------------|------------------------|
| <b>Environmental Management</b>                   | 276,964                       | 148,079                | 53.46%                 |
| 1. Operating Income                               | (154,886)                     | (192,633)              | 124.37%                |
| 2. Operating Expenditure                          | 431,162                       | 340,033                | 78.86%                 |
| 4. Capital Expenditure                            | 688                           | 679                    | 98.63%                 |
| 4235501. Covid-19 Council Pound Grant Expenditure | 688                           | 679                    | 98.63%                 |

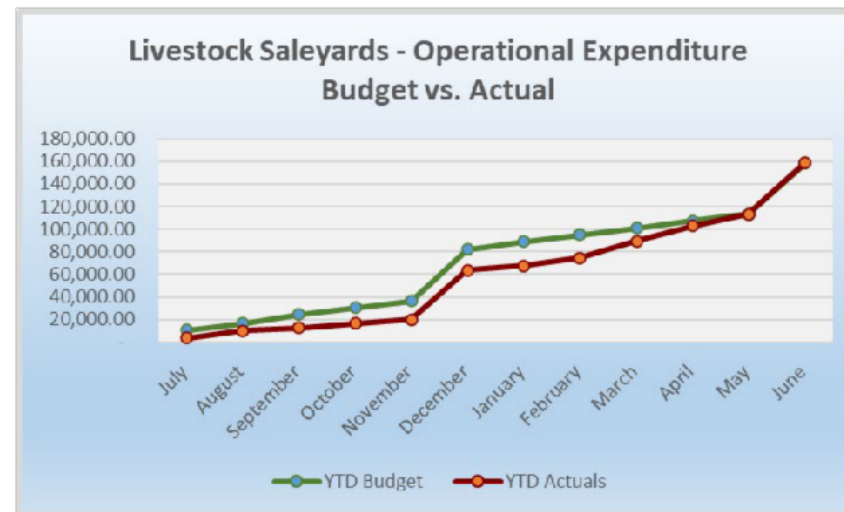
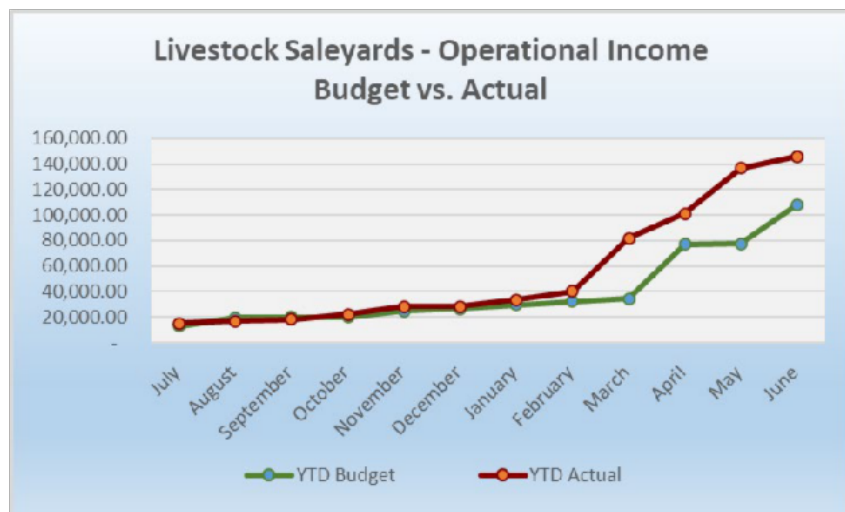
**11. ENVIRONMENTAL MANAGEMENT**

| 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>Three dogs impounded for June and then returned to owners registered.</p> <p>No abandon vehicles reported.</p> <p>No illegal dumping was reported for June. 3 x calls were received for straying livestock on public roads.</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>One barking dog complaint received and dealt with through relevant processes.</p> <p>10 Parking fines issued.</p> <p>20 Companion animal fines issued.</p> <p>2 fines issued for Dog attacks.</p> <p>Articles placed in the local newsletter for parking issues and registration matters.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| 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 - June 2023</p> <p>Black Knapweed - inspections and treatments along Bellevue and Aldershot Rds., and on private property as required.</p> <p>Tropical Soda Apple - As part of the Bushfire recovery grant, a control pass was done in Bryant's Plantation in the Yabbra State forest with the assistance of Contractors, State Forestry and the Lessee of the block. This was a week long event covering approximately 365 Ha. A large reduction in plants has been found since it was first discovered in 2018.</p> <p>Mother of Millions - Cullendore Rd and Mt Lindsey Highway Legume.</p> <p>Private Property Inspections - 12 inspections undertaken for June.</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. No new infestations found.</p> <p>Priority &amp; Environmental weed control grant has been completed along the Mole river and Dumaresq River that was used to target Cats Claw Creeper, African Boxthorn, Green Cestrum and Mother Of Millions. Approximately 25 Km of river frontage was treated during the duration of the grant.</p> <p>The Bushfire Recovery grant for Tropical Soda Apple has also been completed, with control work done across 13 Properties. Inspections funded by this grant discovered 3 new properties with varying levels of infestations. The grant provided assistance to Landholders with Tropical Soda Apple infestations.</p> |  |

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

| Action                                                                                                                                              | Responsibility                             | Progress Comment                                                                     | Status                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 3.1.2.3 Notices and Orders to be issued or served where necessary as per the Local Government Act, EPA Act and POEO Act and Associated Regulations. | Manager Open Space, Regulatory & Utilities | 4 complaints received for untidy/over grown blocks. Still in process. Orders issued. | <br>NEEDS WORK |


## 12. Livestock Saleyards



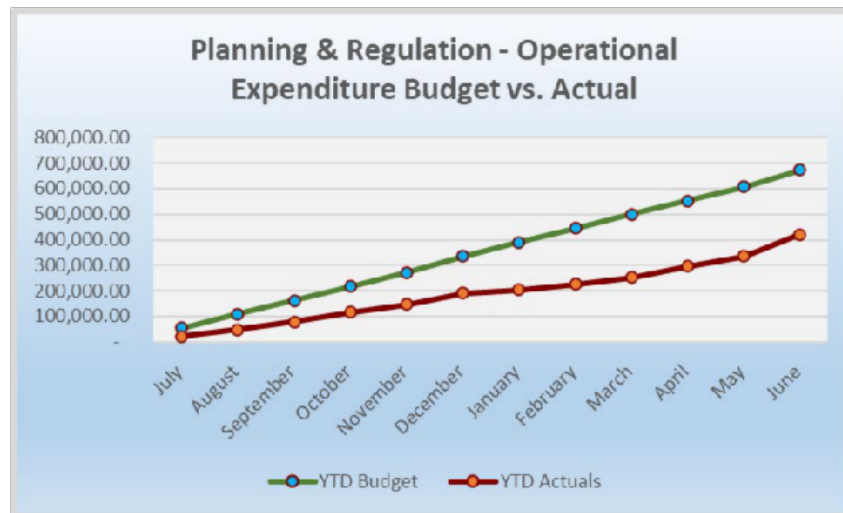
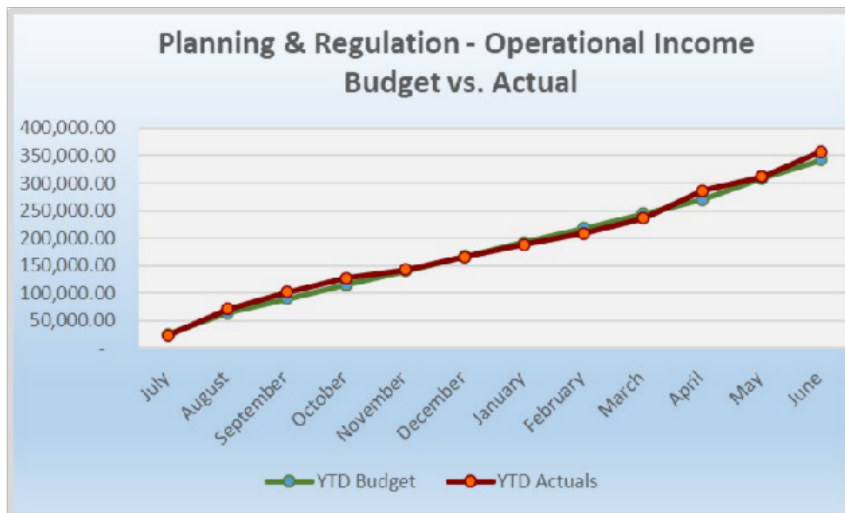
| COA                                                         | 22/23 Review 3 Adopted Budget | 22/23 YTD Actuals June | 22/23 Percentage Spent |
|-------------------------------------------------------------|-------------------------------|------------------------|------------------------|
| <b>Livestock Saleyards</b>                                  | <b>420,414</b>                | <b>358,867</b>         | <b>85.36%</b>          |
| 1. Operating Income                                         | (108,188)                     | (145,842)              | 134.80%                |
| 2. Operating Expenditure                                    | 158,314                       | 158,840                | 100.33%                |
| 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 - June 2023




| Action                                                                               | Responsibility                             | Progress Comment                                                                                | Status                                                                              |  |
|--------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--|
| 2.1.2.1 Manage and deliver commercial Saleyards Services.                            | Manager Open Space, Regulatory & Utilities | June 2023 Prime Cattle - 212 Head \$153,072.37                                                  |  |  |
|                                                                                      |                                            | Feature Sale 594 Head \$406,813.59                                                              |                                                                                     |  |
|                                                                                      |                                            | Total 806 Head \$559,885.96                                                                     |                                                                                     |  |
|                                                                                      |                                            | Financial Year 2022/2023 13,506 Head \$ 15,806,063.35                                           |                                                                                     |  |
|                                                                                      |                                            | 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                                           |                                                                                     |  |
|                                                                                      |                                            | Double Height ramp is operational. Further laneways are to be built.                            |                                                                                     |  |
|                                                                                      |                                            | Biggest risk being further reduction in numbers as to whether the saleyards will remain viable. |                                                                                     |  |
| Further increase of 2,543 head from last financial year.                             |                                            |                                                                                                 |                                                                                     |  |
| Saleyard induction on the website, with the public completing the induction process. |                                            |                                                                                                 |                                                                                     |  |

### 13. Planning and Regulation



| COA                      | 22/23 Review 3 Adopted Budget | 22/23 YTD Actuals June | 22/23 Percentage Spent |
|--------------------------|-------------------------------|------------------------|------------------------|
| Planning & Regulation    | 57,849                        | (222,803)              | -385.15%               |
| 1. Operating Income      | (342,250)                     | (357,558)              | 104.47%                |
| 2. Operating Expenditure | 672,101                       | 420,073                | 62.50%                 |
| 3. Capital Income        | (272,002)                     | (285,319)              | 104.90%                |

### 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 | June- 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. From July 1 all DA determinations to be drafted and issued via the NSW Planning Portal - NSW Government Department of Planning mandatory requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <br>ON TRACK   |
| 3.1.1.2 Manage and deliver heritage advisory services.                                                                    | Manager Planning & Development Services | June - Local Heritage Fund Applications - Mingoola Heritage Trail project (funded) sign has been installed, brochures completed - Launch event arranged for 26 August 2023. Local Heritage Fund applications for 2023/2024 to be advertised in July and presented to Heritage Committee at 17 August meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <br>ON TRACK   |
| 3.1.1.3 Manage and deliver development, building and construction regulatory services.                                    | Manager Planning & Development Services | <p>June- processing times for all functions of the department are extended - including planning certificates, property &amp; building enquiries, dwelling permissibility searches, GIPA's. processing of DA's, CC's, CDC's, On Site Sewage Management applications, Building Certificates, inspections. Note: MOR statistics only identify Development Applications lodged/approved and outstanding.</p> <p>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.</p> <p>Annual food premises inspections completed.</p> <p>One building certifier to undertake all construction related approvals, inspections and actions.</p> | <br>ON TRACK |



### Applications Lodged June 2023

| DA Number   | Applicant                          | Address                             | Description of Work                              |
|-------------|------------------------------------|-------------------------------------|--------------------------------------------------|
| 2023.066    | Currawinya Pty Ltd /Gith           | 2575c Paddys Flat Road, Tabulam     | Alterations/Extensions to existing dwelling/shed |
| 2023.067    | Tony Hill                          | 1042 Long Gully Road, Drake         | Storage Shed                                     |
| 2023.068    | Grant Townes                       | New England Highway, Tenterfield    | Truck Depot & Office                             |
| 2023.069    | Tenterfield Surveys (Townes)       | 6693 New England Hwy, Bolivia       | Subdivision-Three (3) Lot boundary adjustment    |
| 2023.070    | Tenterfield Surveys (Lederhose)    | 3501a Rocky River Road, Rocky River | Subdivision - Five (5) Lot boundary adjustment   |
| 2023.071    | Brad Holley Contracting (Bradford) | 8 Duncan Street, Tenterfield        | Shed                                             |
| CDC2023.072 | CMC Constructions (Dow)            | 27 Margaret Street, Tenterfield     | Demolition of existing deck & new deck           |
| 2023.073    | Rodney Clifford                    | 7 Banksia Drive, Tenterfield        | Industrial Shed                                  |
| 2023.074    | Debbie Hart                        | Mt Lindesay Road, Legume            | Dwelling                                         |

### Applications Determined June 2023

| DA Number | Applicant                     | Address                            | Description of Work                   |
|-----------|-------------------------------|------------------------------------|---------------------------------------|
| 2023.055  | BJS Constructions             | 88 Neagles Lane, Tabulam           | Shed                                  |
| 2023.056  | Matthew Ware                  | 59 Pelham Street, Tenterfield      | Extension to existing Dwelling & Shed |
| 2023.057  | Maree Townes                  | 26 Parkes Drive, Tenterfield       | Subdivision (2) Lots                  |
| 2023.059  | Rhombus Contracting           | 135 Duncan Street, Tenterfield     | Shed                                  |
| 2023.061  | Steven Coutinho               | 1 Parkes Drive, Tenterfield        | Shed & Carport                        |
| 2023.062  | Tenterfield Surveys (Skinner) | 9 Sunnyside Loop Road, Tenterfield | Subdivision (7) Lots                  |

|          |                                      |                                       |                                         |
|----------|--------------------------------------|---------------------------------------|-----------------------------------------|
| 2023.063 | Tenterfield Surveys (Quinn)          | 11 Urbenville Road, Urbenville        | Subdivision (2) Lot Boundary Adjustment |
| 2023.065 | Tenterfield Surveys (Cowin)          | Finnertys Road, Tenterfield           | Subdivision (10) Lots                   |
| 2023.051 | Westbulit Homes (Currawinya – Ennor) | 2575c Paddys Flat Road, Tabulam       | Dwelling                                |
| 2023.008 | Tenterfield Surveys                  | 632a New England Highway, Tenterfield | Two (2) Lot Subdivision                 |
| 2023.010 | Tenterfield Surveys                  | Tooloom Street, Legume                | Two (2) Lot Subdivision                 |
| 2023.018 | Kyogle Home Modifications            | 7 Beary Street, Urbenville            | Dwelling                                |
| 2023.045 | Rachel Scullion                      | 10 Boomi Street, Urbenville           | Shed                                    |

**Applications Outstanding –June 2023**

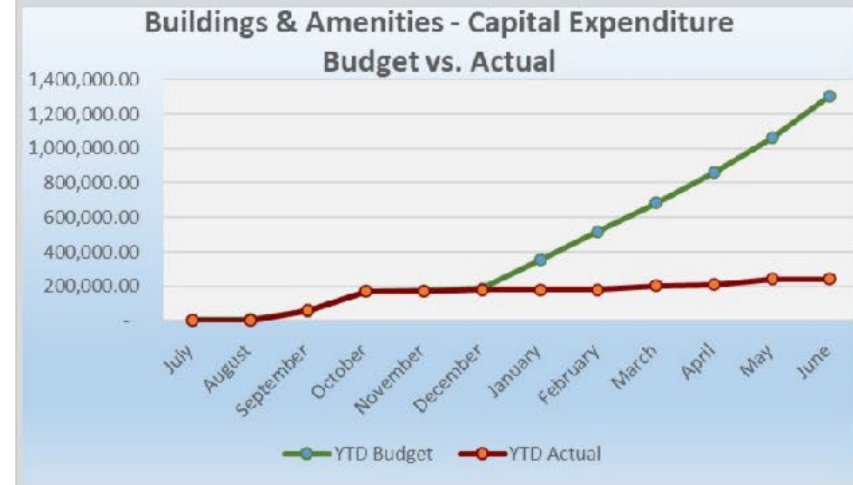
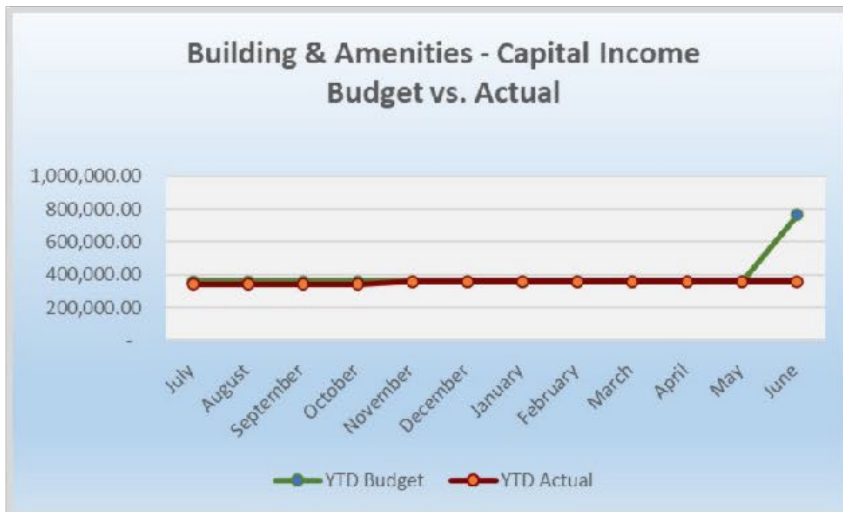
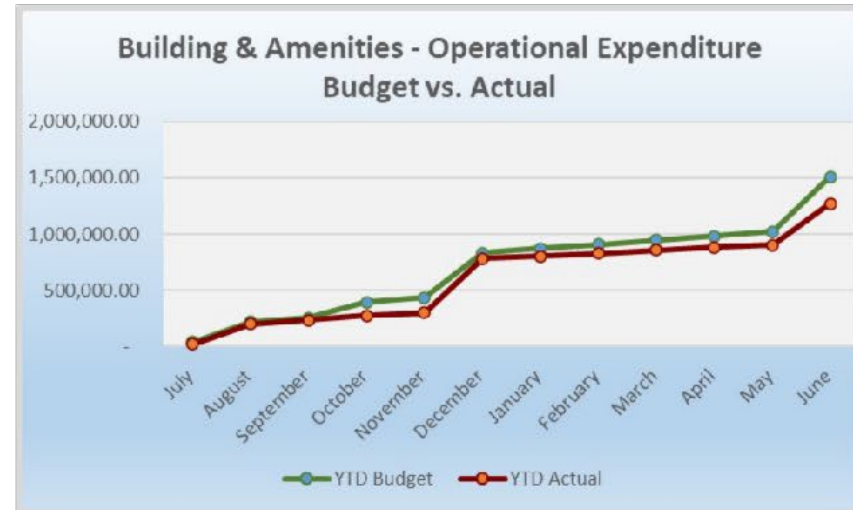
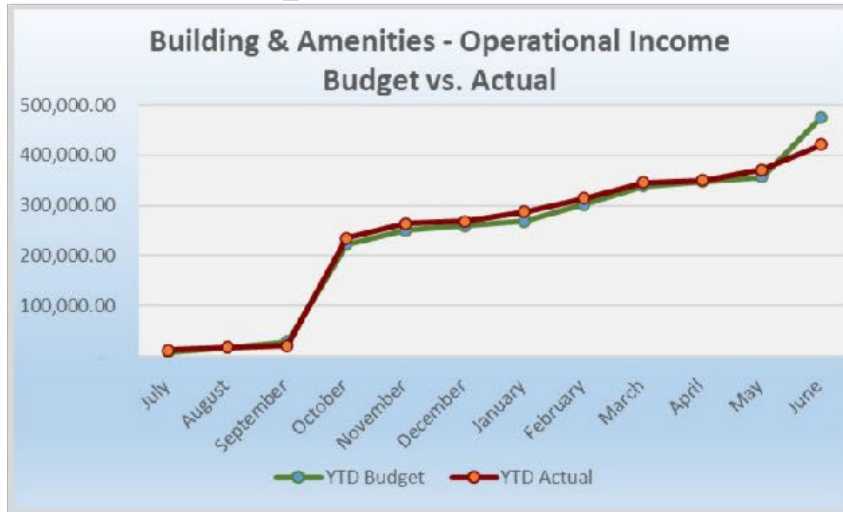
| DA Number | Applicant                                               | Property Address                   | Description of Work                                                                                                                                                                                                                                                 | Status of Application/Comment                                              |
|-----------|---------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| 2019.055  | RAWNSLEY Derek &<br>PAINE Janine                        | 632 Sugarbag Road, Drake           | Tourist & Visitor<br>Accommodation<br>(Backpackers<br>Accommodation)                                                                                                                                                                                                | Insufficient Information provided to complete<br>assessment                |
| 2019.104  | Wilshire & Co<br>Superannuation Fund<br>(Todd Wilshire) | 1-9 Manners Street,<br>Tenterfield | New Shed &<br>Extension to Existing<br>Shed (Awning)                                                                                                                                                                                                                | Insufficient Information provided to complete<br>assessment                |
| 2021.012  | CORBETT Arran                                           | Bluff River Road, Tenterfield      | Primitive Camp<br>Ground                                                                                                                                                                                                                                            | Insufficient Information provided to complete<br>assessment                |
| 2021.080  | Cracker Quarry & Ag<br>Supplies Pty Ltd                 | 98 Pyes Creek Road, Bolivia        | Storage premises,<br>distribution centre<br>and industrial<br>activity - including<br>stockpiling,<br>processing &<br>distribution of<br>quarry products,<br>weighing, dispatch,<br>maintenance &<br>repair of equipment,<br>administration<br>building & amenities | Information Required from Applicant                                        |
| 2021.153  | Stephen P McElroy &<br>Associates<br>(Burtenshaw)       | 7841 Bruxner Highway, Drake        | Tourist & Visitor<br>Accommodation                                                                                                                                                                                                                                  | Further information required from applicant to<br>address RFS requirements |
| 2022.043  | Tenterfield Surveys<br>(Taylor)                         | 60 Derby Street, Tenterfield       | Five (5) Lot Staged<br>Urban Subdivision                                                                                                                                                                                                                            | Information required from applicant                                        |

|          |                               |                                      |                                                  |                                                                             |
|----------|-------------------------------|--------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------|
| 2022.048 | Tenterfield Surveys (Uhrig)   | 17 Naas Street, Tenterfield          | Eleven (11) Lots Staged Urban Subdivision        | Information required from applicant                                         |
| 2022.068 | Tenterfield Surveys Pty Ltd   | 531A Long Gully Road, Drake          | Two (2) Lot Subdivision                          | Information required from applicant                                         |
| 2022.140 | John Dean                     | 228 Old Ballandean Road, Tenterfield | Dwelling                                         | Awaiting additional information from applicant – plans to be modified       |
| 2023.048 | Hannah Julius                 | 156 Logan Street, Tenterfield        | 4 Dwellings (on 4 lots)                          | Awaiting additional information from applicant – plans to be modified       |
| 2023.053 | Craig Leggat                  | Ogilvie Drive, Tabulam               | Subdivision (2) Lots                             | Awaiting additional information from applicant – Bushfire assessment report |
| 2023.058 | Machelle Vaughan-Carter       | 35a Haddocks Road, Tenterfield       | Dwelling                                         | Under assessment                                                            |
| 2023.060 | Evan Toon                     | 5470 Mount Lindesay Road, Liston     | Dwelling                                         | Awaiting information from energy supplier re transmission line              |
| 2023.064 | Tenterfield Surveys (Johnson) | 86 Rivertree Road, Liston            | Subdivision (2) Lot Boundary Adjustment          | Under assessment                                                            |
| 2023.066 | Currawinya Pty Ltd /Gith      | 2575c Paddys Flat Road, Tabulam      | Alterations/Extensions to existing dwelling/shed | Under assessment                                                            |
| 2023.066 | Currawinya Pty Ltd /Gith      | 2575c Paddys Flat Road, Tabulam      | Alterations/Extensions to existing dwelling/shed | Under assessment                                                            |
| 2023.067 | Tony Hill                     | 1042 Long Gully Road, Drake          | Storage Shed                                     | Under assessment                                                            |
| 2023.068 | Grant Townes                  | New England Highway, Tenterfield     | Truck Depot & Office                             | Under assessment/referral to Transport NSW & Rail                           |

|             |                                    |                                     |                                                |                                               |
|-------------|------------------------------------|-------------------------------------|------------------------------------------------|-----------------------------------------------|
| 2023.069    | Tenterfield Surveys (Townes)       | 6693 New England Hwy, Bolivia       | Subdivision-Three (3) Lot boundary adjustment  | Under assessment/Awaiting RFS recommendations |
| 2023.070    | Tenterfield Surveys (Lederhose)    | 3501a Rocky River Road, Rocky River | Subdivision - Five (5) Lot boundary adjustment | Under assessment/Awaiting RFS recommendations |
| 2023.071    | Brad Holley Contracting (Bradford) | 8 Duncan Street, Tenterfield        | Shed                                           | Under assessment                              |
| CDC2023.072 | CMC Constructions (Dow)            | 27 Margaret Street, Tenterfield     | Demolition of existing deck & new deck         | Under assessment                              |
| 2023.073    | Rodney Clifford                    | 7 Banksia Drive, Tenterfield        | Industrial Shed                                | Under assessment                              |
| 2023.074    | Debbie Hart                        | Mt Lindesay Road, Legume            | Dwelling                                       | 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.   | 2               | 2                                                  | 3                            | 1                                 | 6           | 0                      | 14                        | 18                        |
|                                     | Value | \$264,037.00    | \$274,769.00                                       | \$73,169.00                  | \$75,000.00                       | \$0.00      | \$0.00                 | \$686,975.00              | \$1,158,383.00            |
| Jun-23                              | No.   | 1               | 2                                                  | 2                            | 2                                 | 2           | 0                      | 9                         | 18                        |
|                                     | Value | \$80,000.00     | \$198,769.00                                       | \$552,763.00                 | \$650,000.00                      | \$0.00      | \$0.00                 | \$1,481,532.00            | \$1,553,750.00            |
| No. (Year to Date)                  |       | 47              | 17                                                 | 29                           | 8                                 | 33          | 5                      | 139                       |                           |
| FY 22/23 Total Value (Year to Date) |       | \$14,031,755.00 | \$1,570,238.00                                     | \$1,507,750.78               | \$1,348,467.00                    | \$0.00      | \$48,000.00            | \$18,506,210.78           |                           |
| 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 3<br>Adopted<br>Budget | 22/23<br>YTD Actuals<br>June | 22/23<br>Percentage<br>Spent |
|------------------------------------------------------------------------------------------|----------------------------------------|------------------------------|------------------------------|
| <b>Buildings &amp; Amenities</b>                                                         | <b>1,578,126</b>                       | <b>733,235</b>               | <b>46.46%</b>                |
| 1. Operating Income                                                                      | (475,674)                              | (421,889)                    | 88.69%                       |
| 2. Operating Expenditure                                                                 | 1,513,317                              | 1,273,034                    | 84.12%                       |
| 3. Capital Income                                                                        | (763,660)                              | (360,013)                    | 47.14%                       |
| 4. Capital Expenditure                                                                   | 1,304,143                              | 242,104                      | 18.56%                       |
| 4200501. Admin Building -- Refurbishment                                                 | 49,524                                 | 48,754                       | 98.45%                       |
| 4200508. Admin Building - Roof Replacement                                               | 300,000                                | 3,240                        | 1.08%                        |
| 4205504. Housing - 268 Douglas St - Replace Water-Damaged Carpet                         | 25,000                                 | 19,640                       | 78.56%                       |
| 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. | Buildings & Amenities Coordinator | <p>Property Strategy - Under review investigations into seeking copies of similar size Council's Property Strategy- This may not get drafted until 2023/2024 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 options - ongoing.</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>• Purchase order has been raised for the RSL Deck to be cleaned, secure existing nails and stained – discussions are being had with successful contractor to when this project can be completed.</li> <li>• Council owned septic systems are currently being inspected by Councils Health &amp; Building Surveyor, once completed all systems will be approved and have a current plan on file.</li> <li>• Jennings &amp; Liston Public Toilets have had a purchase order raised to repair or replace as systems are not performing as required. Once repaired the Health &amp; Building Surveyor will issue approval and a current plan of the system.</li> <li>• RSL Pavilion &amp; Memorial Hall have recently had the gutters cleaned out and comment has been made that the box guttering is rusting in the heritage part of the building and will need to be replaced. Current quote to replace roof sheeting, install a box guttering and an overflow is \$35,000.</li> </ul> | <br>ON TRACK |

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

Current Capital Works

- Purchase order has been raised to replace the air conditioning units on the administration roof. Installation should be in July 2023, have inquired about an exact date to when the installation will commence.
- Administration Roof is still with Local Government Engineering Services in design phase.
- Band Hall relocation to Leechs Gully – lodgement of Development Application by Leechs Gully Progress Association has received Crown Land signature on the application as owner of the land, Development Applications have been lodged with Council for assessment.
- Mt McKenzie Access Road to the digital site will commence in the first half of the financial year, notification letters have been sent to neighbours.

1.2.1.5 Manage and update Land and Property Register.

Building & Amenities Coordinator

- Land and Property register is currently being managed as required. Spreadsheets are being updated as needed. The operational land database was last updated in October and completed the valuation of assets in January 2023.
- Due to essential work commitments and staff shortages, staff are finding time genuinely difficult to complete a review of Council land and buildings in the shire for the consideration of Council, identifying assets to assist that through disposal may reduce ongoing maintenance and depreciation costs in a material way.
- Updated property assessment list for insurance review





1.2.1.6 Develop and deliver the Buildings and Amenities Asset Management Plan.

Building & Amenities Coordinator

Licences & Agreements on Council owned/managed Land

- Council staff have had a meeting with Tenterfield Total Care regarding items listed within the reviewed draft lease for 136-138 Manners Street, Tenterfield awaiting confirmation of the changes prior to signing.

**14. BUILDING & AMENITIES** Monthly Operational Report - June 2023

|                                                                                       |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                     |
|---------------------------------------------------------------------------------------|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <p>1.2.1.5 Manage and update Land and Property Register.</p>                          | <p>Building &amp; Amenities Coordinator</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> <li>• Updated property assessment list for insurance review</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <p>1.2.1.6 Develop and deliver the Buildings and Amenities Asset Management Plan.</p> | <p>Buildings &amp; Amenities Coordinator</p> | <p>Licences &amp; Agreements on Council owned/managed Land</p> <ul style="list-style-type: none"> <li>• Council staff have had a meeting with Tenterfield Total Care regarding items listed within the reviewed draft lease for 136-138 Manners Street, Tenterfield awaiting confirmation of the changes prior to signing.</li> </ul> <p>GRANT FUNDING</p> <p>Following Grant Projects are still outstanding:</p> <p>2021-2023 NSW Heritage Grant – Community Heritage</p> <ul style="list-style-type: none"> <li>• The Mingoola Heritage Trail – Sign delivered and to be installed early June. Brochures with printer – delivery mid June. Launch of brochures and sign date to be determined.</li> </ul> <p>Drought Communities Program Extension</p> <ul style="list-style-type: none"> <li>• Report is being prepared to send to an independent auditor and acquittal is being prepared 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 is now complete and the opening was a success.</li> <li>• Jennings Playground Project - final landscaping and drainage has been completed just waiting on plants to be sent in Spring to be installed. Acquittal report has been sent to Council to complete.</li> </ul> |  |

14. BUILDING & AMENITIES

Monthly Operational Report - June 2023

1.2.1.7 Manage Crown Lands  
and prepare designated Native  
Title Advice.

Buildings &  
Amenities  
Coordinator

Stronger Country Communities Programs

- Scope of works for the Memorial Hall floor, has been put out for quotation and successful tender will be notified by end of July 2023 and the floor needs to be completed by November 2023.
- Resurfacing of netball court – Council staff are in negotiations with a contractor to have the courts completed within budget.
- Upgrades to Drake Hall,
  - o Roofing - Scope of work will be sent to contractors to quote in Early July to have work completed by November.
  - o Floor Resurfacing – Council staff has accepted a quote and raised the purchase order, work to commence in October-November when the weather is warmer.

Black Summer Funding

- Removal of dead trees has commenced (Tenterfield Park).
- Mungoola Hall Upgrades to include a stand alone toilet – plans and quotes are being collected and will need to go to the community for consultation – Site inspections have been completed and should go out for consultation in July.
- 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 should receive in early July.

• ALC 55088, ALC 55081, ALC 55082, ALC 55083, ALC 55094, ALC 55076, ALC 55076 ALC 55077, ALC 55078, ALC 54729, ALC 54729, ALC 54729, ALC 54730, ALC 54731, ALC 54732 & ALC 54733 have been assessed by Council staff and advised that council has no interest in the land.

• ALC 9253 & 13616 – additional evidence was required to be submitted to the Aboriginal Land Claim Assessment Team at NSW Department of Industry – Crown Lands, for a particular portion of this property –awaiting outcome – ongoing.

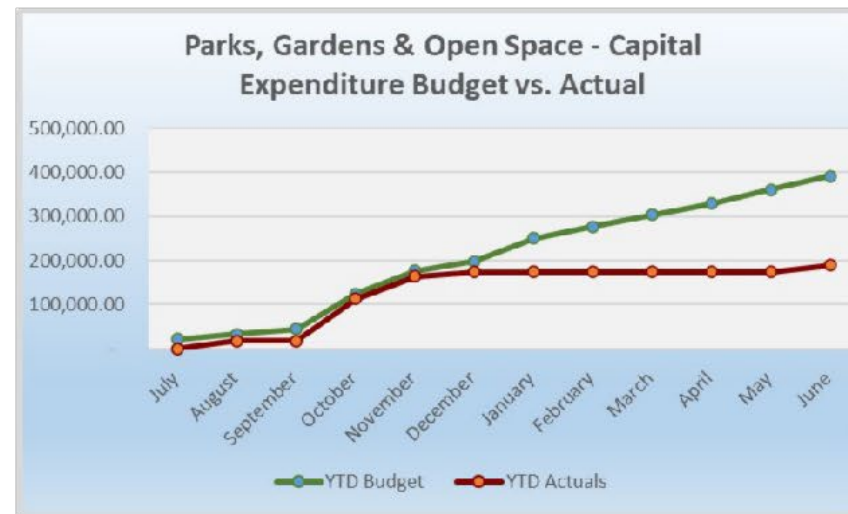
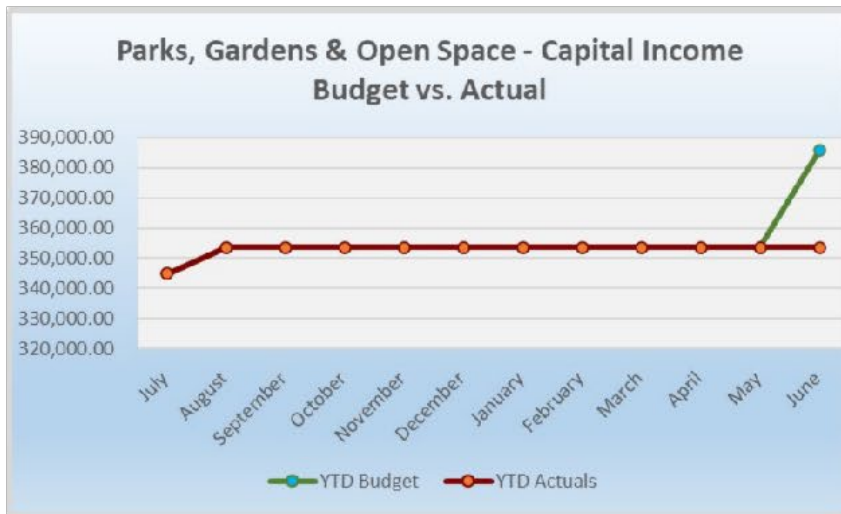
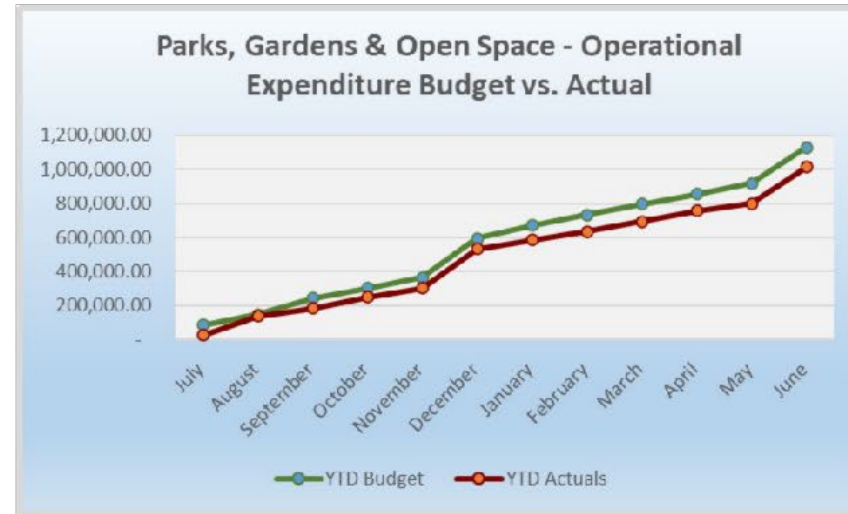
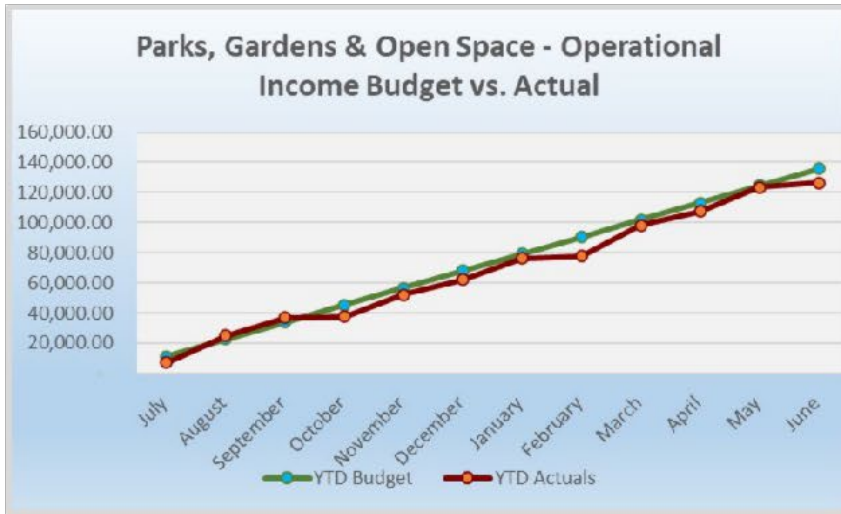
• Council staff have raised concerns for future works with Councils Solicitor and Crown land in relation to Aboriginal Land Claim 9002 – ongoing.

Property specialist position is currently vacant since December 2022, any Crown Land, Aboriginal Land Claims and Designated Native Title advice has been deferred until a person has been appointed to the position unless deemed urgent.

Due to privacy of neighbours, and leases, Council does not disclose the addresses of the Aboriginal Land Claims.



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







| COA                                                                | 22/23<br>Review 3<br>Adopted<br>Budget | 22/23<br>YTD Actuals<br>June | 22/23<br>Percentage<br>Spent |
|--------------------------------------------------------------------|----------------------------------------|------------------------------|------------------------------|
| <b>Parks, Gardens and Open Space</b>                               | 999,940                                | 723,501                      | 72.35%                       |
| <b>1. Operating Income</b>                                         | (135,737)                              | (126,441)                    | 93.15%                       |
| <b>2. Operating Expenditure</b>                                    | 1,129,007                              | 1,013,653                    | 89.78%                       |
| <b>3. Capital Income</b>                                           | (385,667)                              | (353,667)                    | 91.70%                       |
| <b>4. Capital Expenditure</b>                                      | 392,337                                | 189,956                      | 48.42%                       |
| 4215502. Cemeteries - Earthworks Preparation for Stage 1 Expansion | 15,428                                 | 0                            | 0.00%                        |
| 4605514. PSLP - Jennings Playground Precinct                       | 216,909                                | 189,956                      | 87.57%                       |
| 4605516. SCCF4-0951 Revitalisation of Tenterfield Netball Courts   | 160,000                                | 0                            | 0.00%                        |

15. PARKS, GARDENS & OPEN SPACE

Monthly Operational Report - June 2023

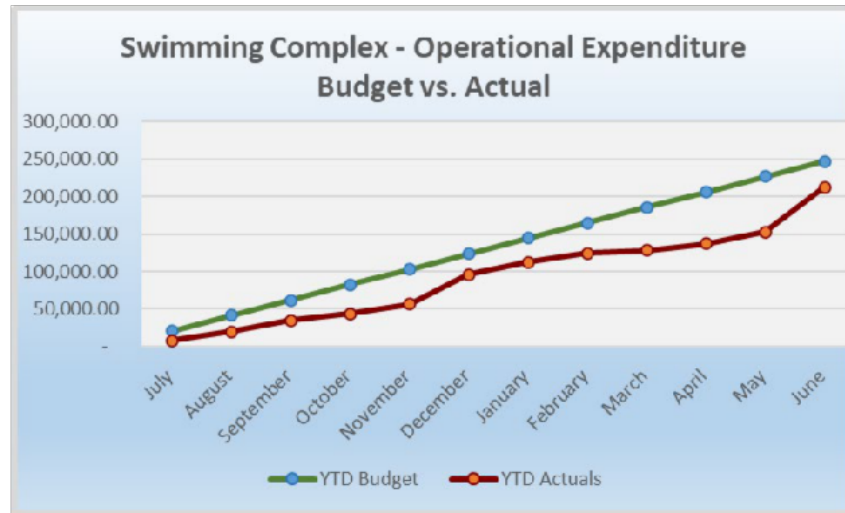
| Action                                                                                                                                                                                      | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Status                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 1.2.1.1 Implement and deliver maintenance programs for Parks, Gardens and Open Spaces.                                                                                                      | Manager Open Space, Regulatory & Utilities | <p>New staff appointed for Parks and Gardens positions.</p> <p>General cleaning and maintenance of amenities.</p> <p>Damage to the public toilets has now been reduced as Jubilee park toilet is being closed earlier.</p> <p>Playground maintenance being undertaken. Suppliers contacted in relation to the upgrade of the netball courts.</p> <p>One (1) staff member required at the Cemetery on a rotating roster.</p> <p>Two dead Pin Oaks removed on the Casino Rd. Several Pin Oaks are still to be removed along Cowper and Logan Streets.</p> <p>Organising with Origin Energy to remove a large Pin Oak tree in Logan St at Centenary Cottage due to the tree dying and becoming unsafe.</p> <p>Two (2) staff are required on a daily bases for Toro Zero turn and Toro Triple Deck mowers.</p> <p>Waste staff are now assisting with the emptying of the park and street bins.</p> <p>Leaf pick up completed.</p> <p>Several stumps removed and or ground from town streets.</p> <p>Maintenance has been done on all lights in the trees along Rouse Street.</p> |    |
| 1.2.1.2 Work with the Tenterfield Shire Village Progress Associations and the Parks, Gardens and the Parks, Gardens and Open Space Committee to support individual town and village themes. | Manager Open Space, Regulatory & Utilities | <p>Parks and Garden and Arts and Culture Committee are now combined.</p> <p>Village concept plans have been adopted and on Council website.</p> <p>Grant funded upgrade to Jennings playground, including shade structure, BBQ and bin restrictor and carpark completed. Additional bins installed at Jennings Park due to increase use of the park.</p> <p>Water availability to Jennings park now connected to main.</p> <p>Investigation into the broken handwashing tap in Tringle park at Urbenville looking at installing a timer tap and remove the push plate.</p> <p>Public toilet issues with the septic tanks in villages, currently being addressed</p>                                                                                                                                                                                                                                                                                                                                                                                                          |  |

15. PARKS, GARDENS & OPEN SPACE

Monthly Operational Report - June 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> | <br>MONITOR |

## 16. Swimming Complex

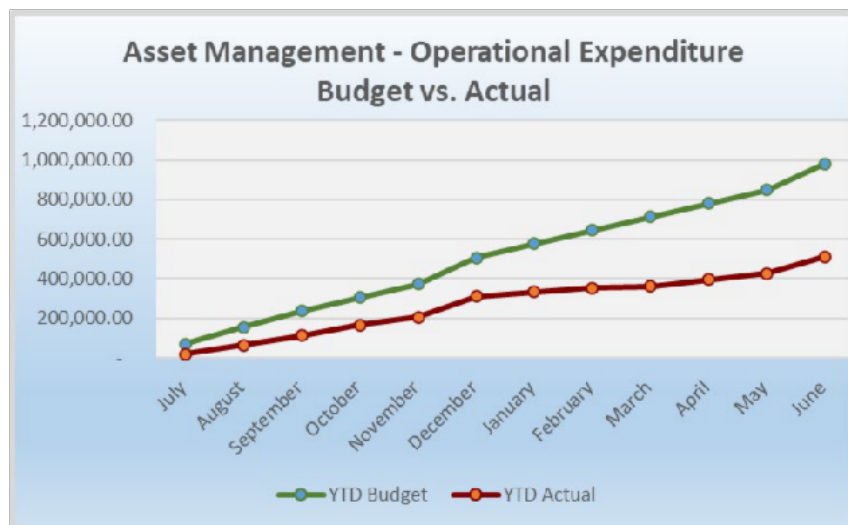


| COA                                        | 22/23 Review 3 Adopted Budget | 22/23 YTD Actuals June | 22/23 Percentage Spent |
|--------------------------------------------|-------------------------------|------------------------|------------------------|
| <b>Swimming Complex</b>                    | <b>272,112</b>                | <b>219,409</b>         | <b>80.63%</b>          |
| <b>2. Operating Expenditure</b>            | <b>247,112</b>                | <b>212,708</b>         | <b>86.08%</b>          |
| <b>4. Capital Expenditure</b>              | <b>25,000</b>                 | <b>6,701</b>           | <b>26.80%</b>          |
| 4600512. Swimming Pool - Equipment Renewal | 25,000                        | 6,701                  | 26.80%                 |

**16. SWIMMING COMPLEX**

| Business Unit: Swimming Complex                                                                               |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                 |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Service Profile: Swimming Complex                                                                             |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                 |
| Action                                                                                                        | Responsibility                    | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Status                                                                                          |
| 1.2.2.1 Manage the Tenterfield War Memorial Baths (TWMB) Management Plan, and contribute to service delivery. | Buildings & Amenities 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.</li> <li>• The pool is now closed for the season, Pool contractors to seek quotes for foot valves.</li> </ul> <p>Works identified for budget for next few years:</p> <ul style="list-style-type: none"> <li>o Purchase orders have been raised to replace the broken shade sail over the toddler pool.</li> <li>o Repairs to the showers and installation of shower curtain rods in the Ladies and male change rooms have commenced.</li> <li>o Paint has been purchased to paint the pool in September once the weather has warmed up.</li> <li>o Purchase order has been raised to replace the Doser Controller in the last week of September prior to the pool opening in October.</li> <li>o An electricity Audit is being arranged to be completed prior to the pool season in October, to ensure there is enough power to run the pool equipment and can collection unit. This has been raised as an issue because of the brown outs the pool was receiving during the last season.</li> </ul> | <br>ON TRACK |






## 17. Asset Management and Resourcing



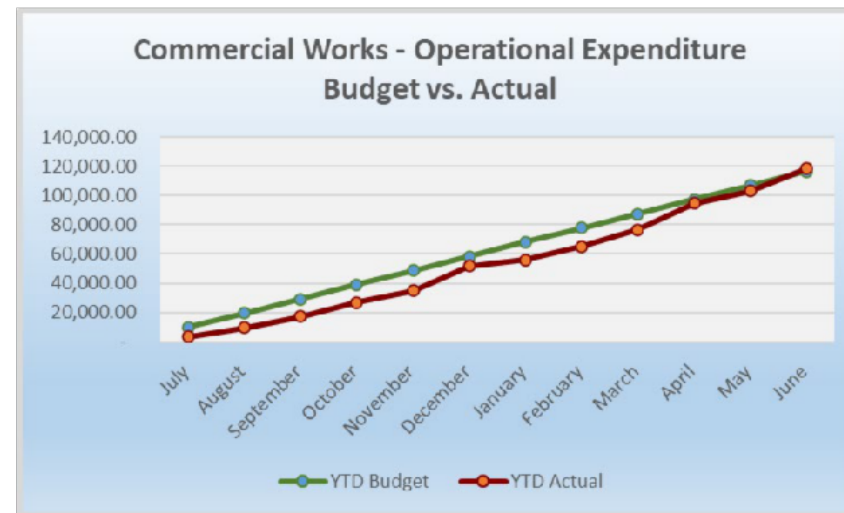
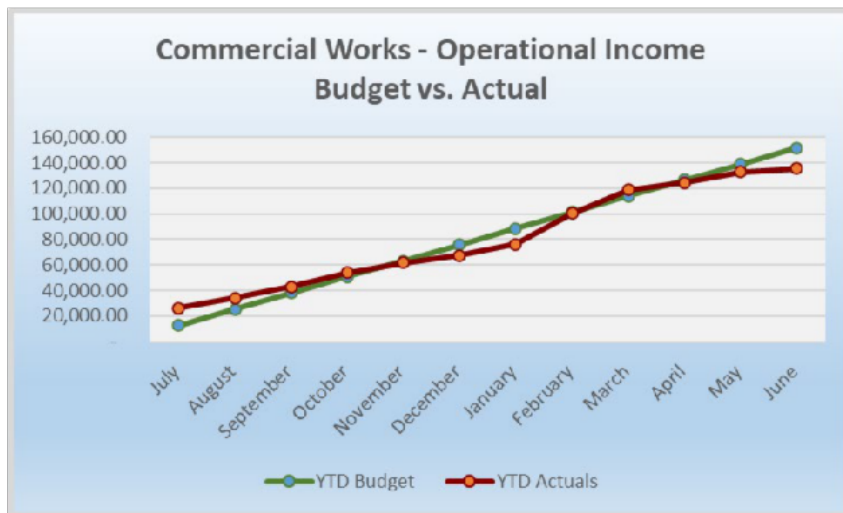
| COA                                                                      | 22/23 Review 3 Adopted Budget | 22/23 YTD Actuals June | 22/23 Percentage Spent |
|--------------------------------------------------------------------------|-------------------------------|------------------------|------------------------|
| <b>Asset Management &amp; Resourcing</b>                                 | <b>1,215,282</b>              | <b>545,271</b>         | <b>44.87%</b>          |
| 1. Operating Income                                                      | (10,000)                      | (516)                  | 5.16%                  |
| 2. Operating Expenditure                                                 | 982,524                       | 512,785                | 52.19%                 |
| 4. Capital Expenditure                                                   | 233,921                       | 24,258                 | 10.37%                 |
| 6250501. Tenterfield Depot - Refurbishment Stage 1                       | 13,921                        | 13,921                 | 100.00%                |
| 6250502. Tenterfield Depot - Wash Down & Recycle Bay                     | 20,000                        | 2,500                  | 12.50%                 |
| 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                         | 8,743                  | 98.94%                 |



**17. ASSET MANAGEMENT & RESOURCING**


| Business Unit: Asset Management & Resourcing                                                                                             |                                  |                                                                                                                                                                                                                                                                                |                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Service Profile: Asset Management & Resourcing                                                                                           |                                  |                                                                                                                                                                                                                                                                                |                                                                                                |
| Action                                                                                                                                   | Responsibility                   | Progress Comment                                                                                                                                                                                                                                                               | Status                                                                                         |
| 5.1.3.1 Develop and implement the Asset Management Strategy and associated systems.                                                      | Manager Asset & Program Planning | Asset Management Strategy was reviewed during 22/23 and is being implemented. Plans are being made to commence revaluation of some asset field including transport in 23/24. Verification of GIS road datasets has been delayed due to reduced asset staffing resources.       |  ON TRACK   |
| 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 of the PAMP is still to be presented to Council but has been delayed due to restricted assets staff resourcing.                                                                                                                                                         |  MONITOR    |
| 5.1.3.3 Infrastructure and assets inspections.                                                                                           | Manager Asset & Program Planning | Asset inspections have been continuing where feasible to include with other field work, but remain incomplete due asset staff resourcing as the Asset Officer role remains vacant since early 2021.                                                                            |  MONITOR    |
| 5.1.3.4 Review and update Council's Risk Register and intervention programs on an ongoing basis in accordance with inspection schedules. | Manager Asset & Program Planning | The Risk Register is periodically reviewed and risk considerations included in project planning where possible.                                                                                                                                                                |  ON TRACK |
| 5.1.3.6 Develop and implement the Depot Master Plan.                                                                                     | Manager Asset & Program Planning | Depot master plan is yet to be completed to adequately address legislative compliance requirements. Some consultant input has been received but further work by the assets team is required to compile practical details in the Master Plan that can be actioned during 23/24. |  MONITOR  |

### 18. Commercial Works

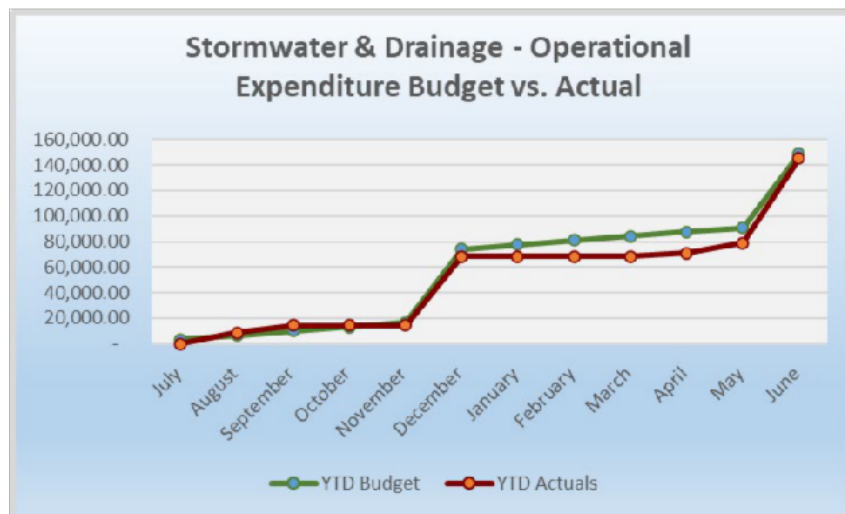


| COA                      | 22/23 Review 3 Adopted Budget | 22/23 YTD Actuals June | 22/23 Percentage Spent |
|--------------------------|-------------------------------|------------------------|------------------------|
| <b>Commercial Works</b>  | (35,159)                      | (16,690)               | 47.47%                 |
| 1. Operating Income      | (151,842)                     | (135,306)              | 89.11%                 |
| 2. Operating Expenditure | 116,683                       | 118,616                | 101.66%                |

**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  | June 2023 - Council continues to operate and deliver commercial works in a financially responsible manner as resources become available. Resources are mostly directed to Council's infrastructure maintenance and capital works program. Low staffing levels have affected Council's ability to deliver Commercial Works. |  NEEDS WORK |

## 19. Stormwater and Drainage

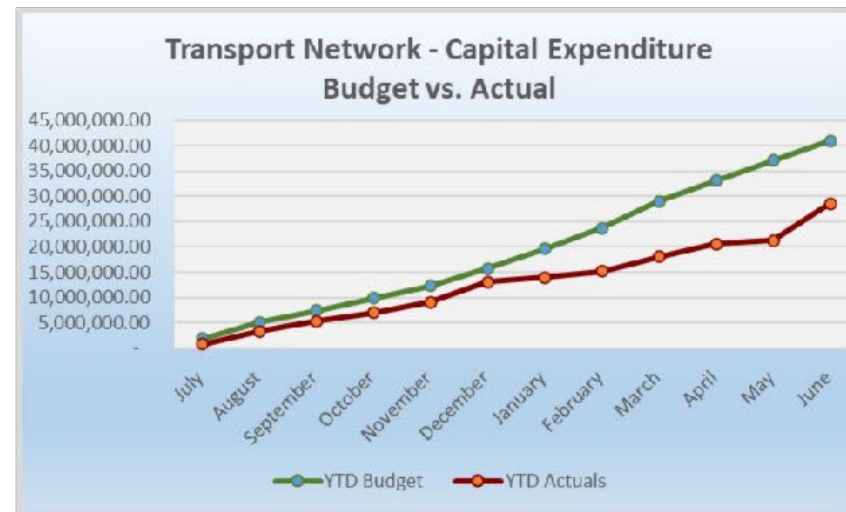
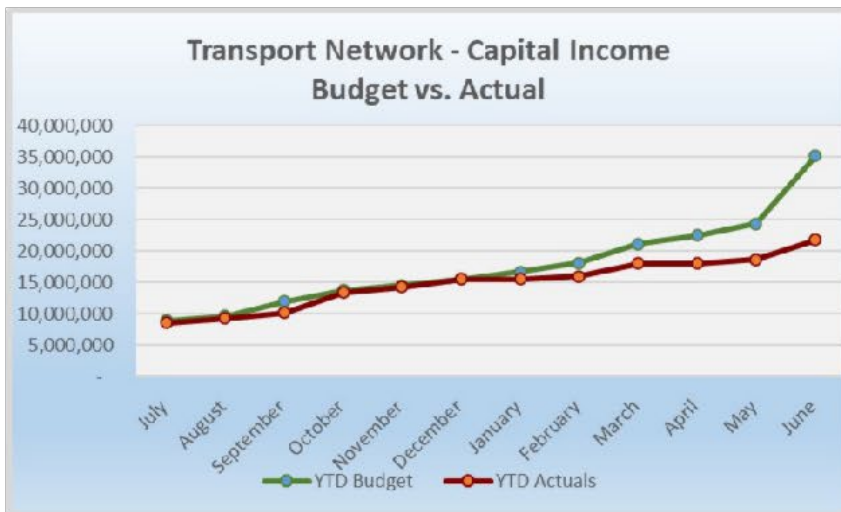
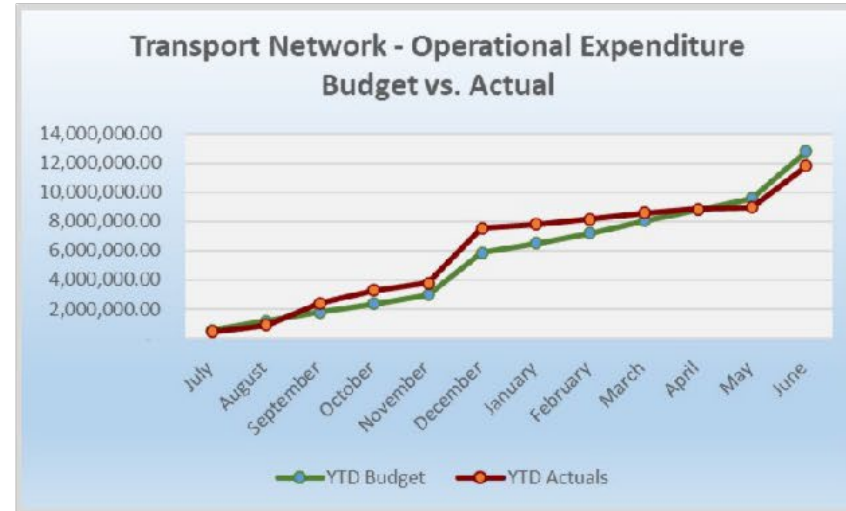
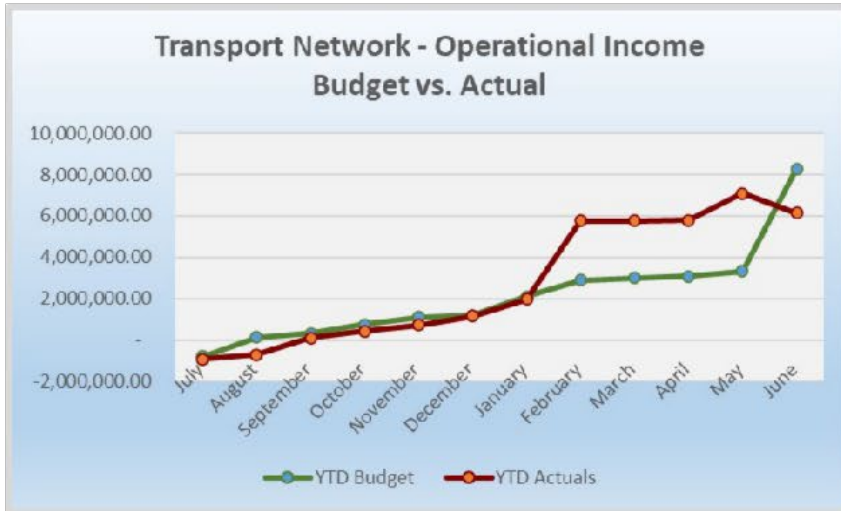


| COA                              | 22/23 Review 3 Adopted Budget | 22/23 YTD Actuals June | 22/23 Percentage Spent |
|----------------------------------|-------------------------------|------------------------|------------------------|
| <b>Stormwater &amp; Drainage</b> | <b>167,232</b>                | <b>76,824</b>          | <b>45.94%</b>          |
| 1. Operating Income              | (71,478)                      | (71,681)               | 100.28%                |
| 2. Operating Expenditure         | 148,510                       | 145,176                | 97.75%                 |
| 3. Capital Income                | 0                             | (2,668)                | 0.00%                  |
| 4. Capital Expenditure           | 90,200                        | 5,997                  | 6.65%                  |
| 8252502. Drainage Pits - Upgrade | 63,000                        | 5,566                  | 8.83%                  |
| 8252523. Urban Culverts Renewal  | 7,200                         | 71                     | 0.99%                  |
| 8252526. Stormwater Pipe Renewal | 20,000                        | 360                    | 1.80%                  |

**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 | Planning of works has been hampered by lack of technical assets staff resources and continual competing demands to address public enquiries and external agency enquiries on other Engineering matters. Stormwater will be given a higher priority for program planning in 23/24. |  MONITOR |

## 20. Transport Network







| COA                                                                                  | 22/23<br>Review 3<br>Adopted<br>Budget | 22/23<br>YTD Actuals<br>June | 22/23<br>Percentage<br>Spent |
|--------------------------------------------------------------------------------------|----------------------------------------|------------------------------|------------------------------|
| <b>Transport Network</b>                                                             | <b>10,889,910</b>                      | <b>12,814,756</b>            | <b>117.68%</b>               |
| 1. Operating Income                                                                  | (8,271,591)                            | (6,138,461)                  | 74.21%                       |
| 2. Operating Expenditure                                                             | 12,794,141                             | 11,812,307                   | 92.33%                       |
| 3. Capital Income                                                                    | (35,131,799)                           | (21,765,793)                 | 61.95%                       |
| 4. Capital Expenditure                                                               | 41,010,078                             | 28,532,990                   | 69.58%                       |
| 6215110. Regional & Local Roads Traffic Facilities                                   | 68,000                                 | 68,066                       | 100.10%                      |
| 6215510. Regional Roads Block Grant - Reseals Program.                               | 582,668                                | 457,910                      | 78.59%                       |
| 6215531. Special Grant Mt Lindesay Road (RMS/Fed)                                    | 6,823,347                              | 6,852,369                    | 100.43%                      |
| 6215544. BLERF - 0737 - Improve Mt Lindesay Road                                     | 5,297,708                              | 4,509,378                    | 85.12%                       |
| 6215550. Footpaths Capital Works                                                     | 165,000                                | 2,035                        | 1.23%                        |
| 6215552. Roads to Recovery 2019-24                                                   | 1,044,335                              | 977,316                      | 93.58%                       |
| 6215566. Developer Contribution Road Works                                           | 40,540                                 | 40,540                       | 100.00%                      |
| 6215568. FLR200241 - Kildare Road (Tenterfield Tourist Route 9)                      | 3,216,325                              | 3,238,258                    | 100.68%                      |
| 6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel | 61,108                                 | 66,422                       | 108.70%                      |
| 6215572. FLR300128 - Tooloom Road West Rehabilitation                                | 2,970,024                              | 2,542,218                    | 85.60%                       |
| 6215575. ROSI - Sunnyside Platform Road Upgrade                                      | 1,752,075                              | 1,683,188                    | 96.07%                       |
| 6215576. BSB000641 - Drake Village Revitalisation                                    | 2,900,300                              | 31,998                       | 1.10%                        |

| COA                                                                                              | 22/23<br>Review 3<br>Adopted<br>Budget | 22/23<br>YTD Actuals<br>June | 22/23<br>Percentage<br>Spent |
|--------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------|------------------------------|
| 6215579. Local Roads & Community Infrastructure Program - Round 3                                | 2,088,670                              | 2,055,627                    | 98.42%                       |
| 6215580. Repair Program 2022/23                                                                  | 565,572                                | 568,628                      | 100.54%                      |
| 6215582. DRFA EPAR - EN00010 - AGRN1012 - 22 Feb 2022 Onwards                                    | 0                                      | 373,802                      | 0.00%                        |
| 6215583. DRFA AGRN1012 EPAR Plains Station Road                                                  | 0                                      | 25,172                       | 0.00%                        |
| 6215584. FLR400104 - Paddys Flat Road South, Tabulam                                             | 2,999,116                              | 1,477                        | 0.05%                        |
| 6215586. Regional & Local Roads Repair Program                                                   | 0                                      | 288,481                      | 0.00%                        |
| 6220269. DRFA AGRN1012 Package 1 EPAR                                                            | 56,047                                 | 227,074                      | 405.15%                      |
| 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                                | 594,514                      | 82.30%                       |
| 6220276. Bridges Renewal Program - Unknown Creek Bridge (67161) Replacement, Paddy's Flat Rd Sth | 532,955                                | 537,487                      | 100.85%                      |
| 6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Rd             | 644,907                                | 587,206                      | 91.05%                       |
| 6220278. Fixing Country Bridges - Washpool Creek Bridge Replacement, Leechs Gully Rd             | 365,030                                | 350,925                      | 96.14%                       |
| 6220279. FCBP - Acacia Creek Bridge - Patersons Road, Legume                                     | 767,229                                | 0                            | 0.00%                        |
| 6220281. FCBP - Acacia Creek Bridge - Tooloom Street, Legume                                     | 713,128                                | 0                            | 0.00%                        |
| 6220282. FCBP - Koreelah Creek Bridge - White Swamp Road, Koreelah                               | 1,416,420                              | 0                            | 0.00%                        |
| 6220283. FCBP - Mole River Bridge - Springfield Road, Mole River                                 | 1,308,221                              | 0                            | 0.00%                        |
| 6220500. Urban Streets - Reseal Program                                                          | 60,000                                 | 29,211                       | 48.68%                       |
| 6220501. Road Renewal - Gravel Roads                                                             | 601,519                                | 338,232                      | 56.23%                       |

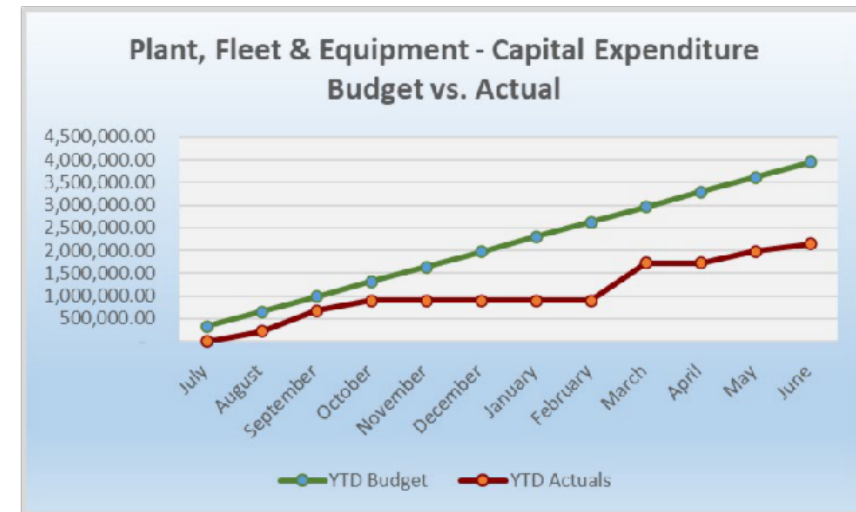
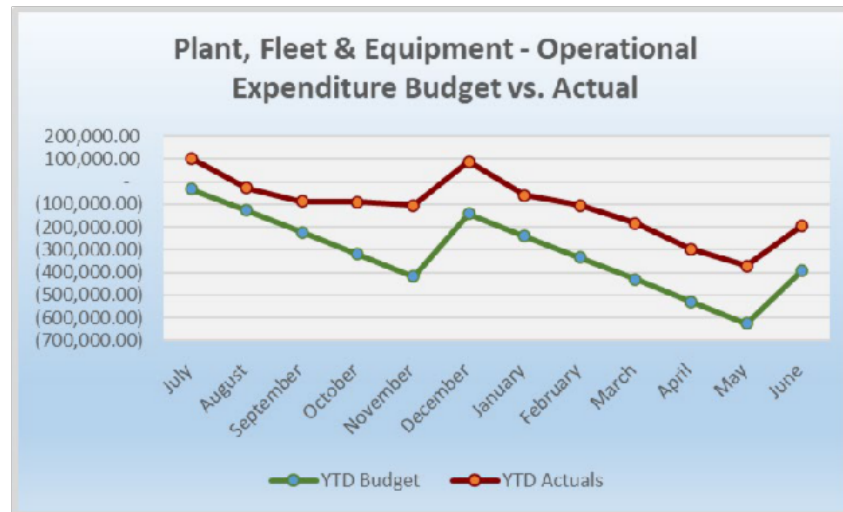
| COA                                                                    | 22/23<br>Review 3<br>Adopted<br>Budget | 22/23<br>YTD Actuals<br>June | 22/23<br>Percentage<br>Spent |
|------------------------------------------------------------------------|----------------------------------------|------------------------------|------------------------------|
| 6220503. Gravel Resheets                                               | 632,452                                | 353,312                      | 55.86%                       |
| 6220505. Kerbing & Guttering                                           | 40,000                                 | 0                            | 0.00%                        |
| 6220506. Bridges / Causeways (SRV to 2023/24)                          | 30,000                                 | 27,195                       | 90.65%                       |
| 6220507. Rural Roads - Reseal Program                                  | 653,940                                | 177,595                      | 27.16%                       |
| 6220512. Rural Culverts & Pipes                                        | 50,000                                 | 49,761                       | 99.52%                       |
| 6220513. Concrete Bridges                                              | 20,223                                 | 0                            | 0.00%                        |
| 6240101. Gravel Pit Rehabilitation                                     | 30,664                                 | 3,765                        | 12.28%                       |
| 6240509. SCCF4-0946 Extension to Urbenville Footpath                   | 159,815                                | 90,820                       | 56.83%                       |
| 6240511. Molesworth Street Footpath Replacement Grant                  | 10,000                                 | 0                            | 0.00%                        |
| 6240512. Streets as Shared Spaces - SASS00027 Linking People and Place | 500,000                                | 503,294                      | 100.66%                      |
| 6240513. Other Contributions to Works (Capital) - Expenses             | 6,752                                  | 6,752                        | 100.00%                      |
| <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 | Road and bridge construction projects have been undertaken with grant funding and are being finalised. While some have been completed prior to July, there are some works where funding continues into 2023/24. Road projects continuing include Mt Lindesay Road at Big Hill, Tooloom Road West guardrail installation, and Mt Lindesay Road at Bookookoorara guardrail installation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <br>ON TRACK   |
| 4.1.1.2 Manage and deliver maintenance services for transport infrastructure.                                                | Manager Works                    | <p>June Grading &amp; Works Report 2023<br/>Grading Schedule</p> <p>o Eastern Grader –This crew has completed a low cost pavement preparation on another short section (4km) of road on Paddy’s Flat Road, sealed in the last week in June 2023. A contract grader has attended to Red Rock Rd and Rover Park Rd. This crew is currently grading Gap Rd, Chauvel Rd, Cyril Smith Circuit, Ramsay Rd, Pateman’s Rd, Bunijah Rd and on to the Lower Rocky Rd.</p> <p>o Northern Grader –This crew constructed a low cost pavement preparation for sealing on Undercliffe Rd, ready for sealing in the 23/24 FY subject to funding availability. Barlows Gate Rd is graded, with the crew heading for Acacia Scrub Rd, Acacia Plateau Rd, Goulds Falls Rd, Holmes Rd, Graham’s Ck Rd, Mt Clunie Rd, Turner’s Flat Rd, Hills Rd and Beaury Ck Rd. A contract crew has conducted sealed pavement rehabilitation on Graham’s Ck Rd in isolated areas, with a full reseal for the full length of Graham’s Ck Rd. This contract crew has graded Wylie Ck Rd, Thulimbah Rd, The Summit Rd and Dalmoak Rd and going to Bondi Rd.</p> | <br>NEEDS WORK |

- o Western Grader – this crew is stood down due to staff vacancies – Works has 33.645 FTE with 12 vacancies.
- o Central Grader – This crew is grading The Rocky River Rd. Once completed, this crew will go to the western area.
- o Bridge Crew will complete the footpath in Urbenville under the Stronger Country Communities Fund Round 4 - Extension to Footpath Urbenville, by July 30.
- o Council's large excavator is rehabilitating Geyers Rd gravel pit.
- o Council Drainage excavator has completed minor pavement repairs at the beginning of the Bruxner Way and in Torrington. This crew will do pipe replacements on Silent Grove Rd, Binghi Rd, Mount Lindesay Rd (adjacent to Bondi Rd) and Vinegar Hill Rd.
- o The Patching Crew continues to work tirelessly repairing the sealed network, utilizing the new pothole funding. Two contract labourers have been engaged to assist with this manual labour work.
- o A contract rehabilitation crew has conducted repairs on Bruxner Way, between 6km and 48km, all of these patches are sealed.
- o A contract grader has graded Pyes Ck Rd and Skeys Rd.
- o Council awaits upper limit approvals for DRFA Essential Public Asset Restoration (EPAR) works for various submissions, including the unsealed network.
- o Plains Stn Rd at Frasers Cutting continues to allow traffic access under lights.


## 21. Plant, Fleet and Equipment



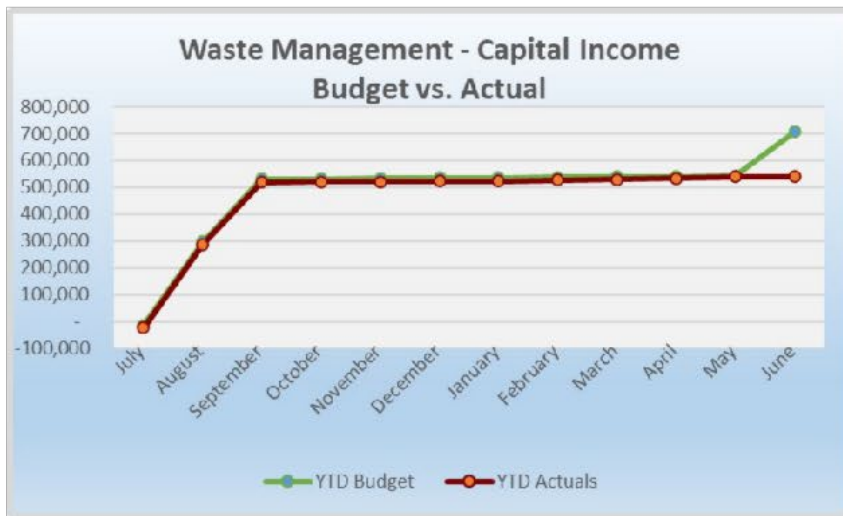
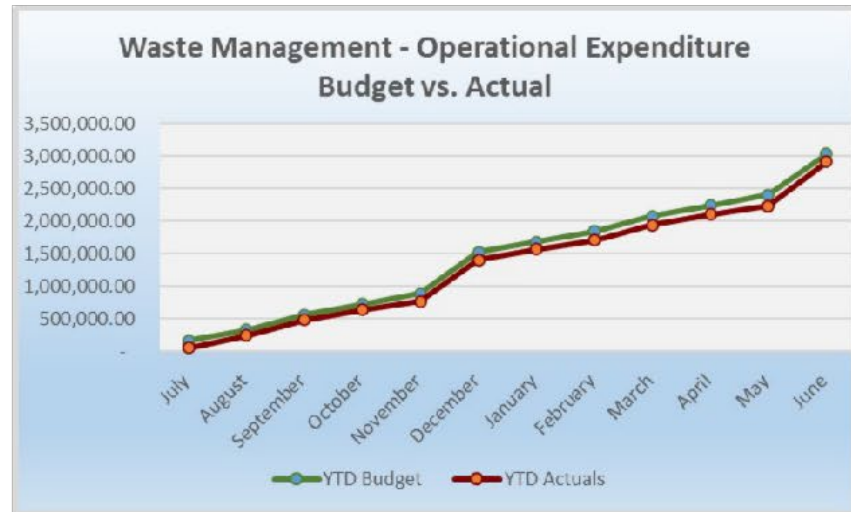
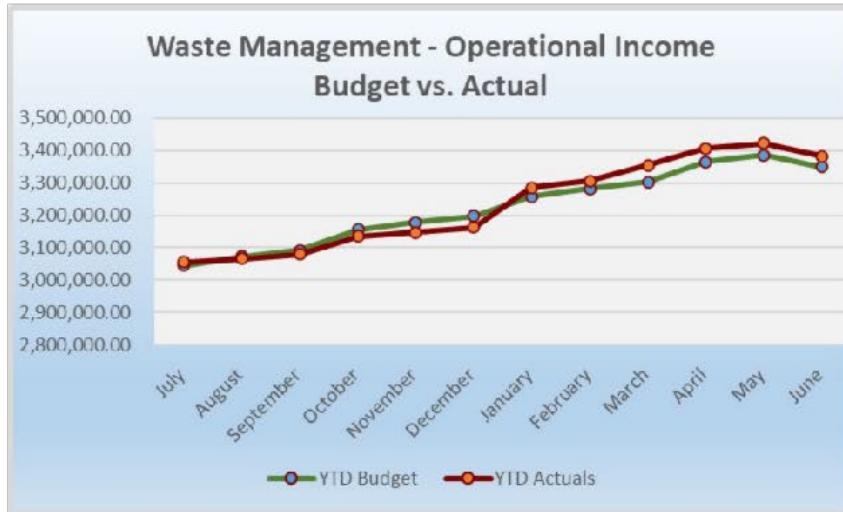
| COA                                     | 22/23 Review 3 Adopted Budget | 22/23 YTD Actuals June | 22/23 Percentage Spent |
|-----------------------------------------|-------------------------------|------------------------|------------------------|
| <b>Plant, Fleet &amp; Equipment</b>     | <b>463,887</b>                | <b>(335,873)</b>       | <b>-72.40%</b>         |
| 1. Operating Income                     | (48,190)                      | (49,712)               | 103.16%                |
| 2. Operating Expenditure                | (390,346)                     | (192,936)              | 49.43%                 |
| 4. Capital Expenditure                  | 3,944,257                     | 2,148,961              | 54.48%                 |
| 6210500. Public Works Plant - Purchases | 3,944,257                     | 2,148,961              | 54.48%                 |
| 8. WDB of Asset Disposals               | (3,041,834)                   | (2,242,186)            | 73.71%                 |



**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 | Budgeting of major replacements has been limited due to Councils forward financial position considerations. Further review of the Fleet Asset Management Plan and replacement program will be undertaken 23/24. |  MONITOR |

## 22. Waste Management



| COA                                                                    | 22/23<br>Review 3<br>Adopted<br>Budget | 22/23<br>YTD Actuals<br>June | 22/23<br>Percentage<br>Spent |
|------------------------------------------------------------------------|----------------------------------------|------------------------------|------------------------------|
| <b>Waste Management</b>                                                | <b>2,630,143</b>                       | <b>(668,525)</b>             | <b>-25.42%</b>               |
| 1. Operating Income                                                    | (3,350,259)                            | (3,382,718)                  | 100.97%                      |
| 2. Operating Expenditure                                               | 3,037,828                              | 2,910,533                    | 95.81%                       |
| 3. Capital Income                                                      | (707,358)                              | (542,670)                    | 76.72%                       |
| 4. Capital Expenditure                                                 | 3,464,265                              | 160,663                      | 4.64%                        |
| 7080500. 240L Wheelie Bins                                             | 3,101                                  | 4,294                        | 138.47%                      |
| 7080503. Industrial Bins                                               | 10,304                                 | 3,563                        | 34.58%                       |
| 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                                | 84,191                       | 12.29%                       |
| 7080561. Boonoo Boonoo Landfill - Environmental Improvements           | 12,020                                 | 12,020                       | 100.00%                      |
| 7080563. Torrington - Landfill Closure & Transfer Station Construction | 0                                      | 1,901                        | 0.00%                        |
| 7080564. Boonoo Boonoo - Develop Stage 5                               | 2,569,752                              | 51,692                       | 2.01%                        |
| 7080732. Torrington Landfill - Convert to Transfer                     | 2,000                                  | 636                          | 31.79%                       |
| 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>June 2023 - Update<br/>                     The Torrington Waste Transfer Station is awaiting final fencing installation expected after final purchase from Glenn Innes June 2023 purchase now completed in May2023, negotiations with neighbour over access.</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, and finalised in May 2023 information provided to consultants to commence a report for EPA for final approvals to commence construction on Cell 5, RFT prepared awaiting release. Additional information in a letter of request was received this month, discussions with EPA, to include an application for Posi-shell use (trial results-showing success) to provide on licence as a variation will be provided in July 2023.</p> <p>Upgrade for Mingoola new waste transfer station, has stalled Council entered into leases with Crown lands initially and now Council entering into negotiations with the Moombahlene LALC to purchase the site - on hold. Arrival of new weather stations occurred this month May 2022, deployment complete and on-line in February 2023. Investigating links to Council's website to enable online data for the community. Investigations are continuing with site visit arranged with Xylem for August 2023.</p> <p>Request by EPA for an investigation into pezio-wells commenced with initial checking of water levels and depths utilising a electrometer, further investigations have been awarded and were undertaken in June 2022, final report suggested 2 wells damaged, a CCTV of wells was scheduled in July 2022 and the wells passed, with no damage recorded.</p> <p>The application for funding from the bushfires in 2019 has continued with Council to receive \$773,692 for improvements at Boonoo Boonoo and Torrington, deeds have been signed, works have commenced onsite for office deployment, truck shelter is now erected with septic tank connection completed. 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, weighbridge April 2023, contractors engaged, May 2023. 9th June, 2023 site visit occurred with Council's contractors, planning underway for installation with Council's Works team that have been included in design concepts to provide an alternate access during construction and engineered fill to provide a level site for the weighbridge.</p> | <br>ON TRACK |

22. WASTE MANAGEMENT

Monthly Operational Report - June 2023

To try to reduce the contamination in recycling an advertising campaign was undertaken as well as staff conducted audits and continue to audit recycling bins for contamination with over 55 initial contaminated bins identified, letters were sent to residents, subsequent inspections reduced the number of contaminated bins to 10. The audits continued in July with over 95 bins identified. These continued offenders will be charged a fee to empty contaminated bins, alternatively decontaminate themselves for future pick-up the audit will continue. Notification of asbestos in recycling was again provided this month, through Councils Contractors November 2022.

A revision of recycling policy is in final version with research included from other Councils, the new policy provided in September 2022, consultation in October extended to November due to advertising, finalised policy completed Provided in February 2023 meeting for final adoption. Implementation of the policy commenced in May 2023, initial warnings have been sent, with 5 recycling bin removals to the end of June 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 centre at Drake-under investigation.

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

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

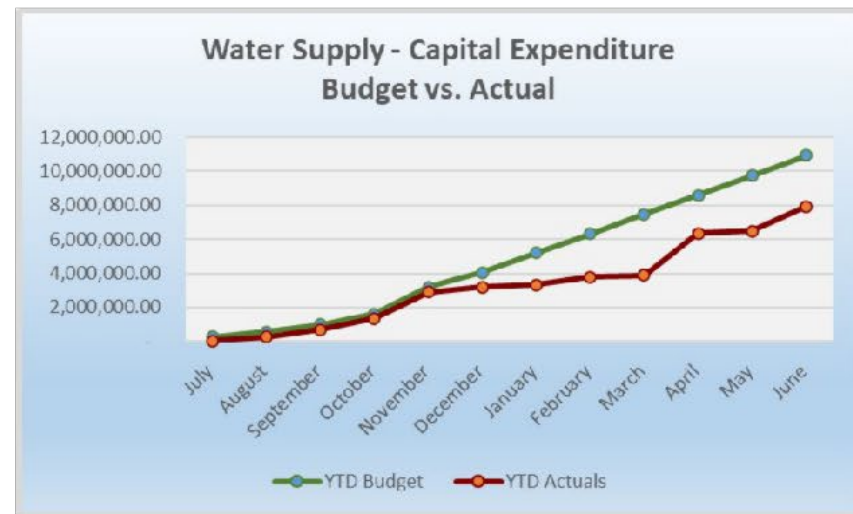
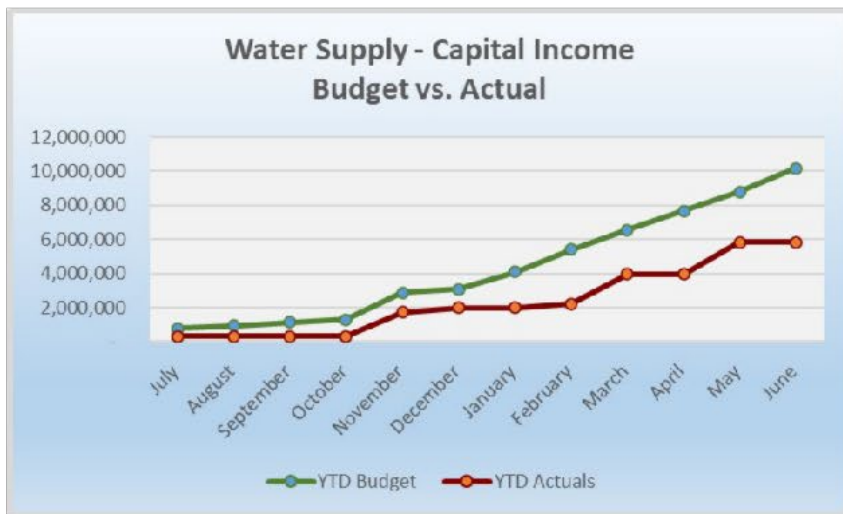
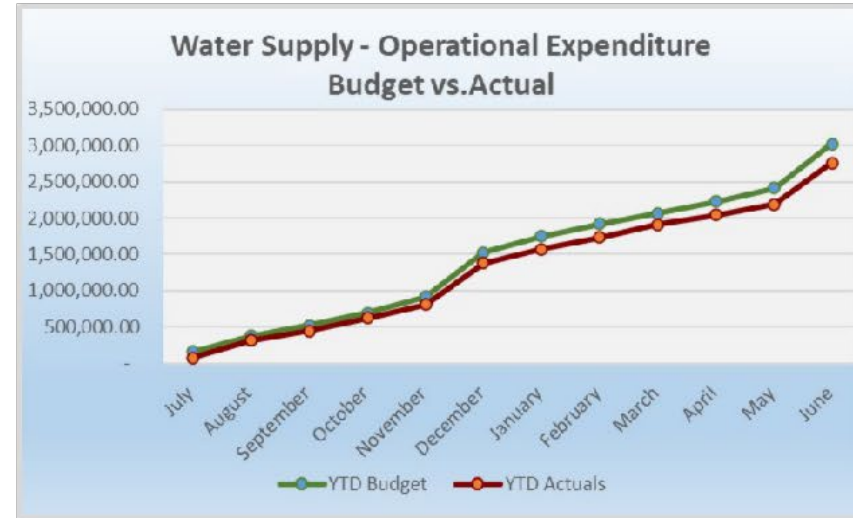
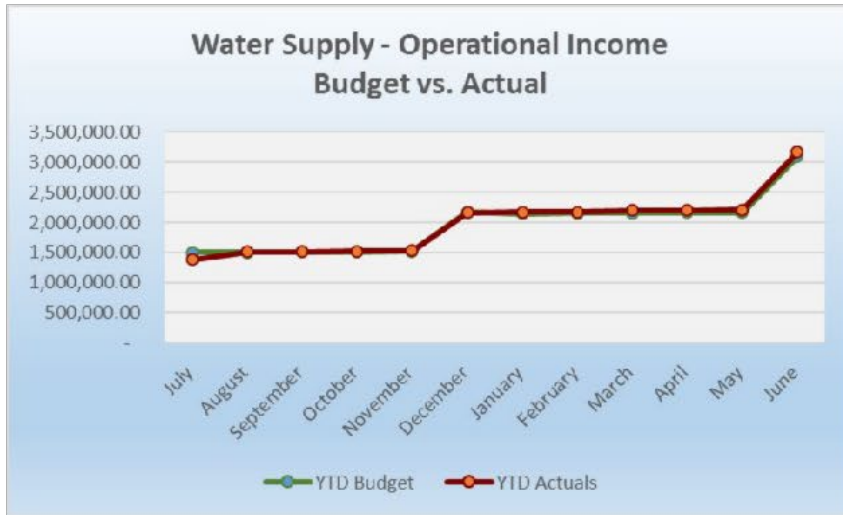
Alternative cover landfill (Posi-shell) spray unit completed and deployed to Boonoo Boonoo Landfill (Site 51), applications continuing results are favourable with control of windblown litter, draft trial report completed and submitted to EPA. Quarterly toolbox meeting occurred November 2022 and in February 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 have been evaluated a report prepared for Council's June 2023 meeting, the winning tender/s was SuperiorPak and Iveco.

The Container Deposit Scheme (CDS) from 1 December 2017 to 30 June 2023, Tenterfield residents have recycled 12,411,839 container collections or 665.67 Tons on average Tenterfield resident recycle 564,175 items per quarter (2022-23) EFC - Exchange for Change.

Staff Training Chemical Handling Course and Basic Chainsaw operation in Tenterfield, August and September 2022. NIRW, annual meeting held in Tenterfield on the 24th November 2022, the Mayor opened the event, which was a success.




### 23. Water Supply





| COA                                                                | 22/23<br>Review 3<br>Adopted<br>Budget | 22/23<br>YTD Actuals<br>June | 22/23<br>Percentage<br>Spent |
|--------------------------------------------------------------------|----------------------------------------|------------------------------|------------------------------|
| <b>Water Supply</b>                                                | 842,956                                | 1,846,455                    | 219.05%                      |
| <b>1. Operating Income</b>                                         | (3,094,717)                            | (3,169,584)                  | 102.42%                      |
| <b>2. Operating Expenditure</b>                                    | 3,018,223                              | 2,756,033                    | 91.31%                       |
| <b>3. Capital Income</b>                                           | (10,167,290)                           | (5,849,936)                  | 57.54%                       |
| <b>4. Capital Expenditure</b>                                      | 10,916,077                             | 7,939,279                    | 72.73%                       |
| 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                              | 7,024,178                    | 92.25%                       |
| 7484538. BLERF 0377 - Tenterfield Villages Emergency Water Program | 970,153                                | 327,322                      | 33.74%                       |
| 7484540. Bulk Water Metering Grant                                 | 49,125                                 | 8,885                        | 18.09%                       |
| 7484541. New Grid Urbenville Water Supply Project                  | 1,558,000                              | 198,532                      | 12.74%                       |
| 7484542. Tenterfield Apex Park Bore - Relining                     | 39,193                                 | 39,193                       | 100.00%                      |
| 7484543. Cowper St Mains Replacement - Transport NSW Works         | 200,000                                | 122,845                      | 61.42%                       |
| 7484544. Regional Leakage Reduction Program Grant                  | 92,522                                 | 0                            | 0.00%                        |
| 7484811. Urbenville Water Treatment Plant Upgrade                  | 50,000                                 | 62,309                       | 124.62%                      |
| 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             | 15,700                                 | 15,700                       | 100.00%                      |
| <b>6. Liabilities</b>                                              | <b>170,663</b>                         | <b>170,663</b>               | <b>100.00%</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>June 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.</p> <p>In November 2022 roof with solar panels have been installed with major brick work nearing completion, chemical tanks have been installed over grated bunded area, electrical conduits have commenced installation and pipes have arrived onsite. In December to January 2023 the roof was completed, and internal rooms including lining and electrical installation. February 2023, 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 saw 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, cabling. May static testing for tanks (chemical), pump supports, cabling of meters/ controllers, delivery/chemical bund, PAC and footpaths. June has witnessed the commencement of equipment testing, with the major commissioning workshop completed, and bench testing of the new Supervisory control and data acquisition (SCADA) system, which is the brains behind the plant controlling the functions and processes, and the security and lighting system.</p> <p>In October 2022, Council staff commenced the replacement of the major water main for the new filtration plant to the East Street reservoir, works slowed due to rock encountered this was 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</p> |  |

23. WATER SUPPLY

Monthly Operational Report - June 2023

Main installation has progressed along scrub road approximately 50m in March, 90m in April, 135m in May 2023. The final 60m connections crossing the road and joining the new main for reticulation and East street reservoir are completed with reticulation water available to the new water plant (this is for fire suppression systems).

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 July 2023, provided to DPE for comments/review.

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 July 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 completed in May 2023.

Delivery of the floating fishing 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, additional quotations investigated for a kayak platform as requested by Formerly Fisheries NSW, now DPI. A new opportunity to further the Dam masterplan development with application for grant under Resilience NSW, Local & Regional Risk Reduction stream - Pathway 1 application submitted unfortunately unsuccessful October 2022.

A new opportunity to further the Bore water refinement with application for grant under Resilience NSW, Local & Regional Risk Reduction stream - Pathway 2 application submitted unfortunately unsuccessful December 2022. A new opportunity to further the Dam masterplan development with application for grant under Regional Growth Fund, Regional Drought Resilience Planning Program Department of Regional NSW - application submitted February 2023.

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

A grant for water treatment improvement, increased storage capacity and secondary supply at Urbenville has been awarded to Council through New Grid & Water Infrastructure NSW, 1st milestone completed payment pending, secondary supply bore hydrologist engaged, report pending, RFQ for drilling completed and under review in August 2022, report submitted to Council September 2022 and approved. Bore location inspections occurred in September with Hydrogeologists and Drillers, NRAR applications for drilling submitted September, approval granted, scheduling drilling for next month. Pad and access for drilling completed November 2022. Engaging geo-technician for site survey undertaken in April 2023. Drillers arrived onsite in April and have commenced, Water has been found, initial bore resilience testing commenced June, final drawdown tests expected July, hydrologist engaged to supervise testing and provide a report.

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

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

Water supply, is provided to the community under Australian Drinking Water Guidelines (ADWG), current usage at Tenterfield is currently 760KL/day decreasing by 48KL/day. Current usage at Urbenville is 222.2KL/day providing a decrease in consumption of 25KL/day for the 3 communities.

Tenterfield Dam Level is 93%-new data loggers place level at 93% receiving 7.5 mm for the month of June; Urbenville Tooloom Creek Level is 100% receiving 27 mm for the month of June.  
 Meter Reading completed in April/May water meter readings completed October/November

Tenterfield 1 major main; 0 new meter; 2 new service connections; 0 water limiters installed; 0 water limiters removed; 0 disconnection, 11 broken services repaired; 5 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. Notably a concealed leak was discovered during meter reading.

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, installed as well as serviced Fluoride saturator June 2023.

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

Manager  
 Water & Waste

June 2023-Update  
 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.

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



23. WATER SUPPLY

Monthly Operational Report - June 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. Note waiting for approvals to drill from NRAR (10 months) Water Access Licences completed and registered with NSW Land registry.

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.

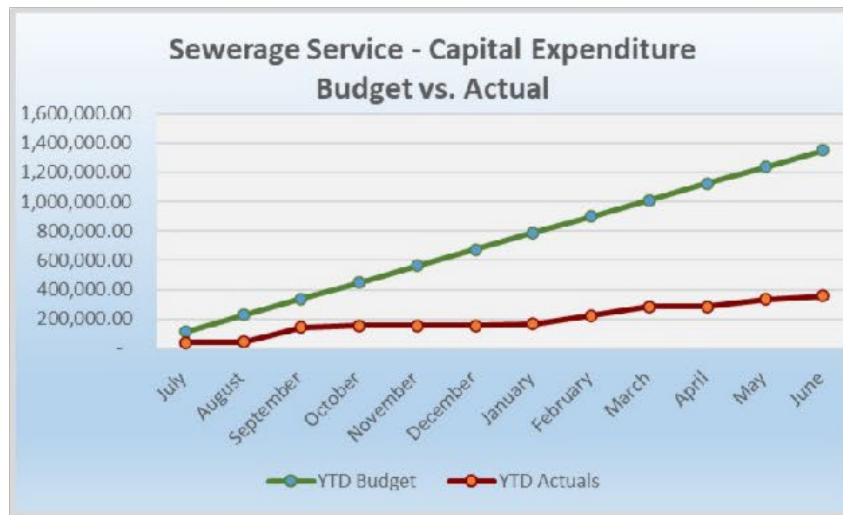
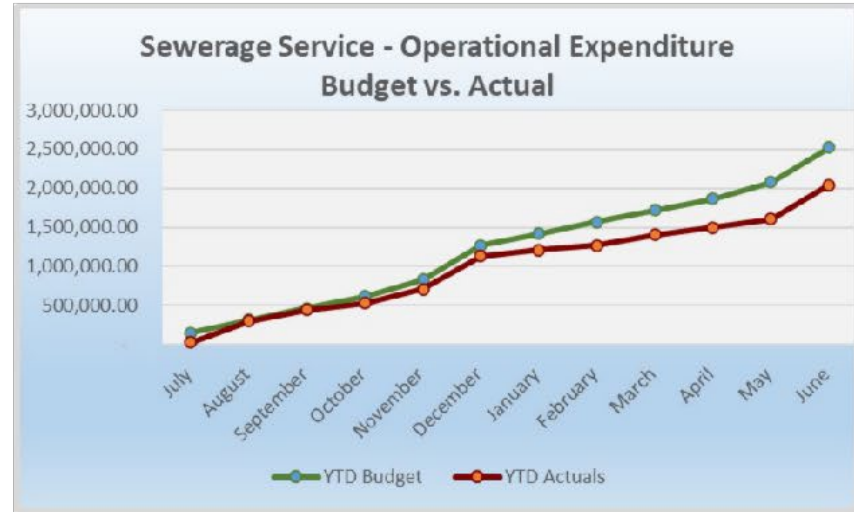
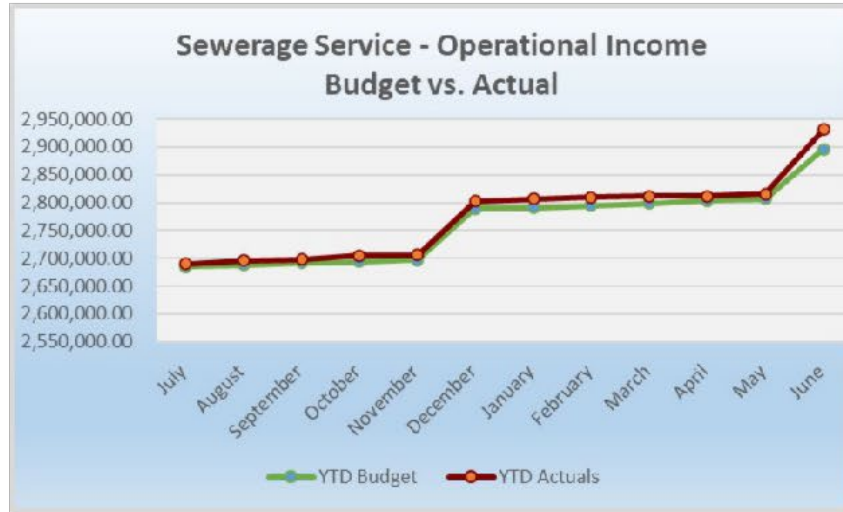
Cleaning of Sludge ponds at Urbenville Water Treatment plan is completed -July 2022, leak detected in pond, will require repair.

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 in 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 3<br>Adopted<br>Budget | 22/23<br>YTD Actuals<br>June | 22/23<br>Percentage<br>Spent |
|----------------------------------------------------------------------|----------------------------------------|------------------------------|------------------------------|
| <b>Sewerage Service</b>                                              | <b>1,064,845</b>                       | <b>(445,595)</b>             | <b>-41.85%</b>               |
| <b>1. Operating Income</b>                                           | <b>(2,895,930)</b>                     | <b>(2,931,413)</b>           | <b>101.23%</b>               |
| <b>2. Operating Expenditure</b>                                      | <b>2,520,830</b>                       | <b>2,042,208</b>             | <b>81.01%</b>                |
| <b>3. Capital Income</b>                                             | <b>(10,000)</b>                        | <b>(12,539)</b>              | <b>125.39%</b>               |
| <b>4. Capital Expenditure</b>                                        | <b>1,349,354</b>                       | <b>355,559</b>               | <b>26.35%</b>                |
| 7872502. Tenterfield Mains Relining (1km Year)                       | 500,810                                | 0                            | 0.00%                        |
| 7872503. Tenterfield Mains Augmentation                              | 69,600                                 | 77,550                       | 111.42%                      |
| 7872505. Tenterfield Man Hole Level Alterations (Water Infiltration) | 89,290                                 | 79,290                       | 88.80%                       |
| 7872515. Tenterfield Upgrade Road to Tertiary Ponds                  | 7,000                                  | 0                            | 0.00%                        |
| 7872517. Tenterfield Scada System Upgrade                            | 21,853                                 | 700                          | 3.20%                        |
| 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                                | 95,318                       | 92.99%                       |
| 7872527. Tenterfield New Pump Station - Molesworth St                | 200,000                                | 0                            | 0.00%                        |
| 7872528. Tenterfield New Pump Station - Trail Lane                   | 150,000                                | 0                            | 0.00%                        |
| 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>100,591</b>               | <b>100.00%</b>               |

**24. SEWERAGE SERVICES**

| Business Unit: Sewerage Services                                                               |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                     |
|------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Service Profile: Sewerage Services                                                             |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                     |
| Action                                                                                         | Responsibility           | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Status                                                                              |
| 3.1.5.1 Maintain and operate the sewerage network, in line with the Asset Management Strategy. | Manager<br>Water & Waste | <p>June 2023-Update<br/>                     Molesworth/Miles Street pumping station review and design amendment under development and extending the sewer system to the new water filtration plant has progressed with final designs received in September, planning has commenced for construction with ordering of manholes, pipes and fittings.</p> <p>RFQ for manhole refurbishment under development to continue to refurbish the level 4 manholes, quotations received under LGP under review. Awarded with Council contractor commence in January 2023 -completed.<br/>                     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, closed in May 2023, reassessed with report to Council’s June 2023 meeting, awarded to Council’s contractors with works commencing in July 2023.<br/>                     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.</p> <p>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. Finalising smoke testing program for Tenterfield and Urbenville scheduled to commence in July 2023.<br/>                     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.</p> <p>Repairs<br/>                     Inspection of Urbenville STP by EPA occurred on the 18th January 2023.<br/>                     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.<br/>                     A request through meetings with Landowners occurred and additional inspections were requested at Logan Street, from associated works occurring from an overflow in 2020, where a bund was created see, for spill in 2020 images in report at the time of flooding show the area before works as a low depression area. There is no visual bund remaining on the property, this was fixed in 2020. The area depicts a swampy area, with vegetation reflecting the water/swampy nature in this area the land has a natural slope towards the manhole then into the creek, estimate approx. 3m height/fall from road, for the owners to mow this area I estimate to fill would be several tons (not Council’s issue, however for fill this close to the creek, they may need to undertake a flood effect report.</p> |  |

24. SEWERAGE SERVICES

Monthly Operational Report - June 2023

There are 2 manholes through this area as well as IO connections, all looked in good condition, may change lids at future date to aid with infiltration. The creek and area is a natural collection area before entering Tenterfield creek. Inspection for mains extension at Tenterfield section 67 occurred this month September 2022. Inspection of Site 51 and Tenterfield Sewage Treatment Plant (STP) occurred in October 2022 with EPA.

Arrival of new weather stations occurred this month May 2022, deployment completed September 2022. Systems are running collecting data, new investigation for weather links to Council's website to enable online data for the community. Investigations are continuing with site visit arranged with Xylem for August 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 will commence 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 in April, May works continue at a cracking pace, with an additional 135m completed. Works in June continue with 60m completed crossing the road.

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.

Our customer base is the public, other Council departments and contractors. Tenterfield Sewer connections 1; Major pump station clearing 0; Blockages were reported and cleared at 3 locations; 2 broken main repair; with 4 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 0 at STP July 2022, Major pumpstation maintenance 0. Trade Waste inspections. burnout, new overload switch installed.

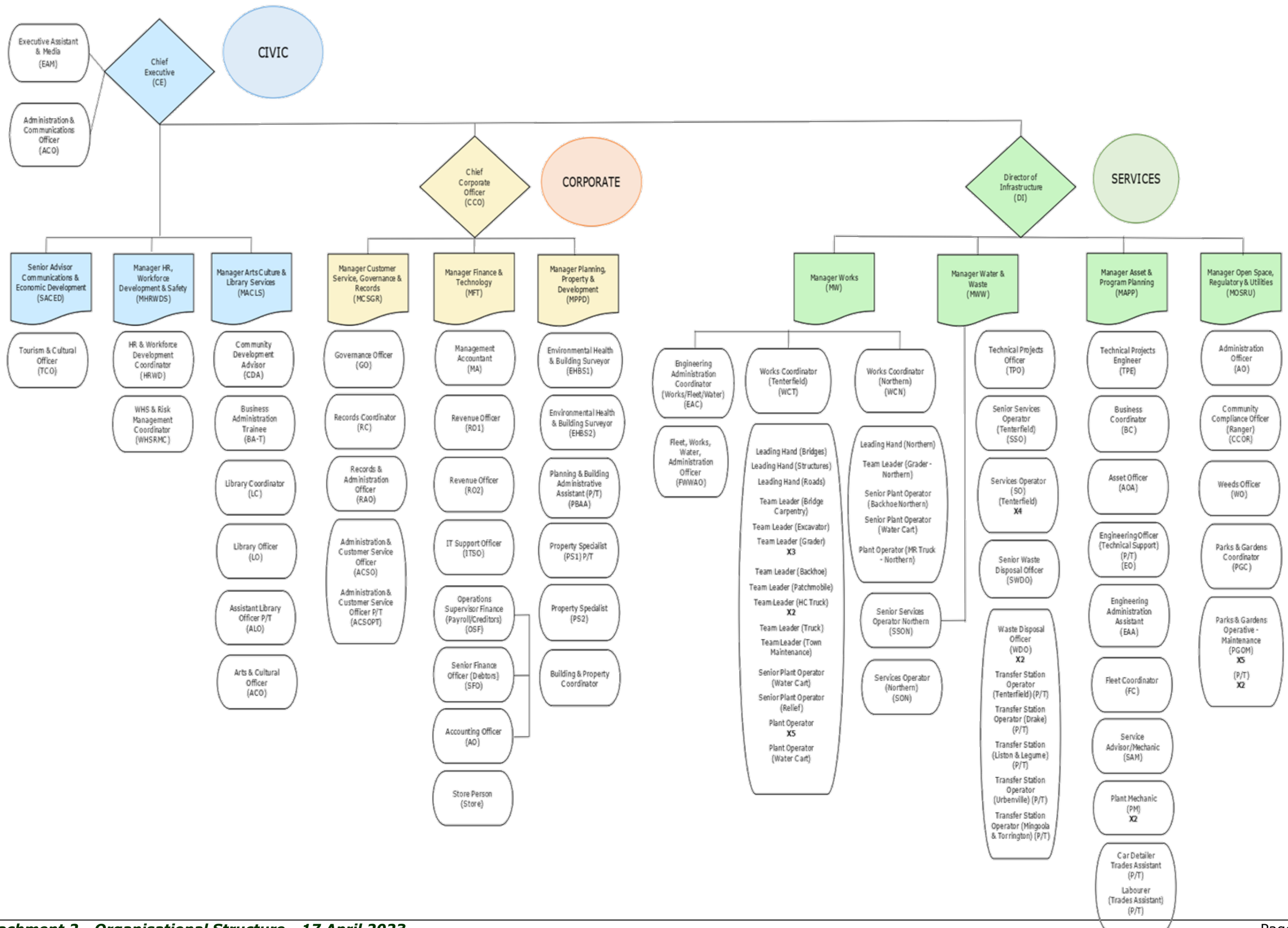
24. SEWERAGE SERVICES

Monthly Operational Report - June 2023

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, completed 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. Urbenville sewer main installed new manhole covers for new footpath. Historical park pump replacement due to burnout, new overload switch installed.

Average time for response to sewer chokes remains at 25 minutes while the median response time is at 25 minutes.









|                      |                                                           |
|----------------------|-----------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>              |
| <b>Submitted by:</b> | Roy Jones, Manager Finance & Technology                   |
| <b>Reference:</b>    | <b>ITEM GOV42/23</b>                                      |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 30 JUNE 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 June 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 June 2023.

Cash Book Balances on this date were as follows:-

|                        |                  |        |
|------------------------|------------------|--------|
| General (Consolidated) | \$ 28,506,578.00 | Credit |
| General Trust          | \$ 382,340.85    | Credit |

##### (b) Summary of Investments

Our Governance No. 42 Cont...

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

### Concealed Water Leakage Concession Policy Update

For the month of June 2023, one concession totaling \$519.75 was 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 13 applications for 603 Certificates in June 2023.

In the calendar year to date, there have been 99 applications compared to 178 applications for the same period last year.

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

| <b>RESTRICTED CASH ANALYSIS</b>                                                                              | <b>AS AT 30 JUNE 2023</b> | <b>AS AT 30 JUNE 2022</b> |
|--------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------|
|                                                                                                              |                           |                           |
| <b>TOTAL CASH &amp; INVESTMENTS</b>                                                                          | <b>\$34,891,004</b>       | <b>\$37,107,638</b>       |
|                                                                                                              |                           |                           |
| <b>EXTERNALLY RESTRICTED CASH</b>                                                                            | <b>\$28,400,617</b>       | <b>\$31,625,799</b>       |
|                                                                                                              |                           |                           |
| <b><i>INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)</i></b>                                       | <b>9,742,406</b>          | <b>\$14,401,703</b>       |
| GRANT-RELATED – GENERAL (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES)                                      | \$9,128,072               | \$13,785,826              |
| GRANT-RELATED - WATER (EXCL DEVELOPER CONTRIBUTIONS)                                                         | \$168,055                 | \$615,877                 |
| GRANT-RELATED - SEWER (EXCL DEVELOPER CONTRIBUTIONS)                                                         | -                         | -                         |
| GRANT-RELATED - WASTE (EXCL DEVELOPER CONTRIBUTIONS)                                                         | \$446,279                 | -                         |
| GRANT-RELATED - STORMWATER (EXCL DEVELOPER CONTRIBUTIONS)                                                    | -                         | -                         |
|                                                                                                              |                           |                           |
| <b><i>INCLUDED IN DEVELOPER CONTRIBUTIONS</i></b>                                                            | <b>\$870,032</b>          | <b>\$467,232</b>          |
| DEVELOPER CONTRIBUTIONS - GENERAL                                                                            | \$651,144                 | \$347,608                 |
| DEVELOPER CONTRIBUTIONS - WATER                                                                              | \$94,296                  | \$37,565                  |
| DEVELOPER CONTRIBUTIONS - SEWER                                                                              | \$53,994                  | \$41,455                  |
| DEVELOPER CONTRIBUTIONS - WASTE                                                                              | \$63,921                  | \$36,595                  |
| DEVELOPER CONTRIBUTIONS - STORMWATER                                                                         | \$6,677                   | \$4,009                   |
|                                                                                                              |                           |                           |
| <b><i>INCLUDED IN RFS RESERVES</i></b>                                                                       | <b>\$122,329</b>          | <b>\$92,098</b>           |
| RFS RESERVES                                                                                                 | \$122,329                 | \$92,098                  |
|                                                                                                              |                           |                           |
| <b><i>INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER EXCL GRANT RELATED, DC AND RFS ABOVE)</i></b> | <b>\$17,665,850</b>       | <b>\$16,664,766</b>       |

Our Governance No. 42 Cont...

|                               |                    |                    |
|-------------------------------|--------------------|--------------------|
| WATER                         | \$1,182,588        | \$2,180,603        |
| SEWER                         | \$6,658,718        | \$5,703,375        |
| WASTE                         | \$8,464,494        | \$7,372,548        |
| STORMWATER                    | \$977,709          | \$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>\$6,490,387</b> | <b>\$5,481,839</b> |
|                               |                    |                    |

On 27 June 2023 Council received 100% advance payment of the Financial Assistance Grant 2023/24. This has contributed in Council achieving a positive unrestricted funds.

### COUNCIL IMPLICATIONS:

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

Nil.

#### 2. Policy and Regulation

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

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

Nil.

#### 4. Asset Management (AMS)

Nil.

#### 5. Workforce (WMS)

Nil.

#### 6. Legal and Risk Management

Nil.

#### 7. Performance Measures

Nil.

#### 8. Project Management

Nil.

Our Governance No. 42 Cont...

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

Prepared by staff member: Roy Jones, Manager Finance & Technology  
Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer  
Department: Office of the Chief Corporate Officer  
Attachments: **1** Investment Register as at 30 June 2023

**TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 30 JUNE 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>TOTAL NAB INVESTMENTS</b>     |               |                 |               |               | <b>1,500,000.00</b> | <b>25.00%</b>       |
| Commonwealth Bank                | AA-           | 3 Months        | 19/Sep/23     | 5.07%         | 3,000,000.00        | 50.00%              |
| <b>TOTAL CBA INVESTMENTS</b>     |               |                 |               |               | <b>3,000,000.00</b> | <b>50.00%</b>       |
| Westpac                          | AA-           | 3 Months        | 27/Jul/23     | 4.21%         | 1,500,000.00        | 25.00%              |
| <b>TOTAL WESTPAC INVESTMENTS</b> |               |                 |               |               | <b>1,500,000.00</b> | <b>25.00%</b>       |
| <b>INVESTMENTS TOTAL</b>         |               |                 |               |               | <b>6,000,000.00</b> | <b>100.00%</b>      |

**Summary**

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

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

**By:**

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



|                      |                                                      |
|----------------------|------------------------------------------------------|
| <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 GOV43/23</b>                                 |
| <b>Subject:</b>      | <b>CAPITAL EXPENDITURE REPORT AS AT 30 JUNE 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 June 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 March 2023 Quarterly Budget Review at the May 2023 Council meeting. The Capital Expenditure Report has been updated to show the current list of approved capital projects.

Projects that are ongoing at the end of June 2023, in particular grant-funded works, will be carried-forward to the next financial year in the first Quarterly Budget Review for September 2023.

#### **COUNCIL IMPLICATIONS:**

- 1. Community Engagement / Communication (per engagement strategy)**  
Nil.
- 2. Policy and Regulation**
  - Local Government Act 1993

Our Governance No. 43 Cont...

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

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

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

**Tenterfield Shire Council**  
**Capital Expenditure Report as at 30 June 2023**

| Capital Projects                                                                         | Funding Source       | 22/23 Adopted Review 3 Budget \$ | 22/23 YTD Actuals \$ | 22/23 Percentage Spent % | Comments                                                                                                                                              |
|------------------------------------------------------------------------------------------|----------------------|----------------------------------|----------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office of the Chief Executive</b>                                                     |                      | <b>3,138,429</b>                 | <b>2,253,704</b>     | <b>71.81%</b>            |                                                                                                                                                       |
| <b>Economic Growth and Tourism</b>                                                       |                      |                                  |                      |                          |                                                                                                                                                       |
| 4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead                     | General Fund - Grant | 1,714,593                        | 1,722,045            | 100.43%                  |                                                                                                                                                       |
| 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                          | 319,771              | 35.34%                   |                                                                                                                                                       |
| <b>Total Economic Growth and Tourism</b>                                                 |                      | <b>2,874,137</b>                 | <b>2,046,816</b>     | <b>71.21%</b>            |                                                                                                                                                       |
| <b>Library Services</b>                                                                  |                      |                                  |                      |                          |                                                                                                                                                       |
| 5000515. Local Priority Grant 2019/20                                                    | General Fund - Grant | 3,848                            | 3,718                | 96.63%                   | 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                          | 194,256              | 98.66%                   | In-progress - due for completion June 2023                                                                                                            |
| <b>Total Library Services</b>                                                            |                      | <b>264,292</b>                   | <b>206,889</b>       | <b>78.28%</b>            |                                                                                                                                                       |
| <b>Office of the Chief Corporate Officer</b>                                             |                      | <b>2,105,108</b>                 | <b>626,482</b>       | <b>29.76%</b>            |                                                                                                                                                       |
| <b>Buildings &amp; Amenities</b>                                                         |                      |                                  |                      |                          |                                                                                                                                                       |
| 4200501. Admin Building – Refurbishment                                                  | General Fund         | 49,524                           | 48,754               | 98.45%                   | Retention payment was paid in June 2023, work completed                                                                                               |
| 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                           | 19,640               | 78.56%                   | Completed                                                                                                                                             |
| 4210500. Mt McKenzie Tower Construct Access Road (SRV)                                   | General Fund         | 70,000                           | 2,700                | 3.86%                    | Site survey completed, works to carried out                                                                                                           |
| 4230510. SCCF4-0858 Upgrades to Drake Hall                                               | General Fund - Grant | 109,277                          | 0                    | 0.00%                    | Received floor quote & raised order, Roof Scope to go out in early July                                                                               |
| 4230512. SCCF4-0948 Improvements to Sunnyside Hall                                       | General Fund - Grant | 138,116                          | 110,493              | 80.00%                   | Works being conducted by community group                                                                                                              |
| 4230513. BSBR000689 - Mingoola Hall Improvements                                         | General Fund - Grant | 120,000                          | 0                    | 0.00%                    | 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%                   | audit to be done                                                                                                                                      |
| 4235002. Restorations to Pioneer Cottage                                                 | General Fund - Grant | 14,131                           | 14,131               | 100.00%                  | Completed                                                                                                                                             |
| 4235003. BCRRF Stream 1 Memorial Hall                                                    | General Fund         | 31,292                           | 0                    | 0.00%                    |                                                                                                                                                       |
| 4235005. BSBR000682 - Installation of Ceiling Fans & Emergency Lighting at Memorial Hall | General Fund - Grant | 154,000                          | 0                    | 0.00%                    | Awaiting for quotes to be received from electrician                                                                                                   |
| 4235006. SCCF4-0949 Floor Refurbishments to Memorial Hall                                | General Fund - Grant | 131,117                          | 0                    | 0.00%                    | Awaiting quotes for flooring                                                                                                                          |
| <b>Total Buildings &amp; Amenities</b>                                                   |                      | <b>1,304,143</b>                 | <b>242,104</b>       | <b>18.56%</b>            |                                                                                                                                                       |
| <b>Environmental Management</b>                                                          |                      |                                  |                      |                          |                                                                                                                                                       |
| 4235501. Covid-19 Council Pound Grant Expenditure                                        | General Fund - Grant | 688                              | 679                  | 98.63%                   | Completed                                                                                                                                             |
| <b>Total Environmental Management</b>                                                    |                      | <b>688</b>                       | <b>679</b>           | <b>98.63%</b>            |                                                                                                                                                       |
| <b>Finance &amp; Technology</b>                                                          |                      |                                  |                      |                          |                                                                                                                                                       |
| 1810501. Computer Equipment - Finance                                                    | General Fund         | 75,000                           | 3,522                | 4.70%                    |                                                                                                                                                       |
| 1810508. Capitalised Software                                                            | General Fund         | 100,000                          | 0                    | 0.00%                    |                                                                                                                                                       |
| <b>Total Finance &amp; Technology</b>                                                    |                      | <b>175,000</b>                   | <b>3,522</b>         | <b>2.01%</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%                    | Quote awarded for 3 new slabs. Quoting on another niche                                                                                               |
| 4605514. PSLP - Jennings Playground Precinct                                             | General Fund - Grant | 216,909                          | 189,956              | 87.57%                   | 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%                    | Received quotes and evaluation process being completed                                                                                                |
| <b>Total Parks, Gardens and Open Space</b>                                               |                      | <b>392,337</b>                   | <b>189,956</b>       | <b>48.42%</b>            |                                                                                                                                                       |
| <b>Swimming Complex</b>                                                                  |                      |                                  |                      |                          |                                                                                                                                                       |
| 4600512. Swimming Pool - Equipment Renewal                                               | General Fund         | 25,000                           | 6,701                | 26.80%                   | Money spent on concrete grinding & replacing polycarbonate sheeting over the change rooms due to leaking                                              |
| <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 3 Budget \$ | 22/23 YTD Actuals \$ | 22/23 Percentage Spent % | Comments                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------|----------------------|----------------------------------|----------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office of the Chief Operating Officer</b>                                                       |                      | <b>57,966,318</b>                | <b>36,925,522</b>    | <b>63.70%</b>            |                                                                                                                                                                                                                                       |
| <b>Asset Management &amp; Resourcing</b>                                                           |                      |                                  |                      |                          |                                                                                                                                                                                                                                       |
| 6250501. Tenterfield Depot - Refurbishment Stage 1                                                 | General Fund         | 13,921                           | 13,921               | 100.00%                  |                                                                                                                                                                                                                                       |
| 6250502. Tenterfield Depot - Wash Down & Recycle Bay                                               | General Fund         | 20,000                           | 2,500                | 12.50%                   |                                                                                                                                                                                                                                       |
| 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>233,921</b>                   | <b>24,258</b>        | <b>10.37%</b>            |                                                                                                                                                                                                                                       |
| <b>Plant, Fleet &amp; Equipment</b>                                                                |                      |                                  |                      |                          |                                                                                                                                                                                                                                       |
| 6210500. Public Works Plant - Purchases                                                            | General Fund         | 3,944,257                        | 2,148,961            | 54.48%                   |                                                                                                                                                                                                                                       |
| 6210501. Public Works Plant - WDV of Asset Disposals                                               | General Fund         | (3,041,834)                      | (2,242,186)          | 73.71%                   |                                                                                                                                                                                                                                       |
| <b>Sewerage Service</b>                                                                            |                      |                                  |                      |                          |                                                                                                                                                                                                                                       |
| 7872502. Tenterfield Mains Relining (1km Year)                                                     | Sewer Fund           | 500,810                          | 0                    | 0.00%                    | RFQ evaluations completed, awarded - commencing in new financial year                                                                                                                                                                 |
| 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           | 89,290                           | 79,290               | 88.80%                   | 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%                    |                                                                                                                                                                                                                                       |
| 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                          | 95,318               | 92.99%                   | 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%                    | Will be included with Molesworth St replacement                                                                                                                                                                                       |
| 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>1,349,354</b>                 | <b>355,559</b>       | <b>26.35%</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      | 7,200                            | 71                   | 0.99%                    | No works scoped due to lack of resources                                                                                                                                                                                              |
| 8252526. Stormwater Pipe Renewal                                                                   | Stormwater Fund      | 20,000                           | 360                  | 1.80%                    | No works scoped due to lack of resources                                                                                                                                                                                              |
| <b>Total Stormwater &amp; Drainage</b>                                                             |                      | <b>90,200</b>                    | <b>5,997</b>         | <b>6.65%</b>             |                                                                                                                                                                                                                                       |
| <b>Transport Network</b>                                                                           |                      |                                  |                      |                          |                                                                                                                                                                                                                                       |
| 6215110. Regional & Local Roads Traffic Facilities                                                 | General Fund - Grant | 68,000                           | 68,066               | 100.10%                  | Completed                                                                                                                                                                                                                             |
| 6215510. Regional Roads Block Grant - Reseals Program                                              | General Fund - Grant | 582,668                          | 457,910              | 78.59%                   |                                                                                                                                                                                                                                       |
| 6215531. Special Grant Mt Lindesay Road (RMS/Fed)                                                  | General Fund - Grant | 6,823,347                        | 6,852,369            | 100.43%                  | Review of commitments and budget was undertaken with Transport NSW, additional \$1.5 million funding has been secured.                                                                                                                |
| 6215544. BLERF - 0737 - Improve Mt Lindesay Road                                                   | General Fund - Grant | 5,297,708                        | 4,509,378            | 85.12%                   |                                                                                                                                                                                                                                       |
| 6215550. Footpaths Capital Works                                                                   | General Fund         | 165,000                          | 2,035                | 1.23%                    | For Council co-contribution to Molesworth St Footpath grant works                                                                                                                                                                     |
| 6215552. Roads to Recovery 2019-24                                                                 | General Fund - Grant | 1,044,335                        | 977,316              | 93.58%                   |                                                                                                                                                                                                                                       |
| 6215566. Developer Contribution Road Works                                                         | General Fund         | 40,540                           | 40,540               | 100.00%                  | Completed                                                                                                                                                                                                                             |
| 6215568. FLR200241 - Kildare Road (Tenterfield Tourist Route 9)                                    | General Fund - Grant | 3,216,325                        | 3,238,258            | 100.68%                  |                                                                                                                                                                                                                                       |
| 6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel               | General Fund - Grant | 61,108                           | 66,422               | 108.70%                  | 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                        | 2,542,218            | 85.60%                   | Pavement widening works are continuing                                                                                                                                                                                                |
| 6215575. ROSI - Sunnyside Platform Road Upgrade                                                    | General Fund - Grant | 1,752,075                        | 1,683,188            | 96.07%                   |                                                                                                                                                                                                                                       |
| 6215576. BSR000641 - Drake Village Revitalisation                                                  | General Fund - Grant | 2,900,300                        | 31,998               | 1.10%                    |                                                                                                                                                                                                                                       |
| 6215579. Local Roads & Community Infrastructure Program - Round 3                                  | General Fund - Grant | 2,088,670                        | 2,055,627            | 98.42%                   | A further 4km sealed on Paddy's Flat Road South                                                                                                                                                                                       |
| 6215580. Repair Program 2022/23                                                                    | General Fund - Grant | 565,572                          | 568,628              | 100.54%                  |                                                                                                                                                                                                                                       |
| 6215582. DRFA EPAR - EN00010 - AGRN1012 - 22 Feb 2022 Onwards                                      | General Fund - Grant | 0                                | 373,802              | 0.00%                    |                                                                                                                                                                                                                                       |
| 6215583. DRFA AGRN1012 EPAR Plains Station Road                                                    | General Fund - Grant | 0                                | 25,172               | 0.00%                    |                                                                                                                                                                                                                                       |
| 6215584. FLR400104 - Paddys Flat Road South, Tabulam                                               | General Fund - Grant | 2,999,116                        | 1,477                | 0.05%                    |                                                                                                                                                                                                                                       |
| 6215586. Regional & Local Roads Repair Program                                                     | General Fund - Grant | 0                                | 288,481              | 0.00%                    |                                                                                                                                                                                                                                       |
| 6220269. DRFA AGRN1012 Package 1 EPAR                                                              | General Fund - Grant | 56,047                           | 227,074              | 405.15%                  |                                                                                                                                                                                                                                       |
| 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                          | 594,514              | 82.30%                   | Guardrail still to be installed                                                                                                                                                                                                       |
| 6220276. Bridges Renewal Program - Unknown Creek Bridge (67161) Replacement, Paddy's Flat Road Sth | General Fund - Grant | 532,955                          | 537,487              | 100.85%                  | Bridge open to traffic                                                                                                                                                                                                                |
| 6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Road             | General Fund - Grant | 644,907                          | 587,206              | 91.05%                   | Bridge open to traffic                                                                                                                                                                                                                |
| 6220278. Fixing Country Bridges - Washpool Creek Bridge Replacement, Leechs Gully Rd               | General Fund - Grant | 365,030                          | 350,925              | 96.14%                   | Bridge open to traffic                                                                                                                                                                                                                |
| 6220279. FCBP - Acacia Creek Bridge - Patersons Road, Legume                                       | General Fund - Grant | 767,229                          | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 6220281. FCBP - Acacia Creek Bridge - Tooloom Street, Legume                                       | General Fund - Grant | 713,128                          | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 6220282. FCBP - Koreelah Creek Bridge - White Swamp Road, Koreelah                                 | General Fund - Grant | 1,416,420                        | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 6220283. FCBP - Mole River Bridge - Springfield Road, Mole River                                   | General Fund - Grant | 1,308,221                        | 0                    | 0.00%                    |                                                                                                                                                                                                                                       |
| 6220500. Urban Streets - Reseal Program                                                            | General Fund         | 60,000                           | 29,211               | 48.68%                   | Pelham St asphalted from Molesworth to Petrie St.                                                                                                                                                                                     |
| 6220501. Road Renewal - Gravel Roads                                                               | General Fund         | 601,519                          | 338,232              | 56.23%                   |                                                                                                                                                                                                                                       |
| 6220503. Gravel Resheets                                                                           | General Fund         | 632,452                          | 353,312              | 55.86%                   | Portion has been allocated for Council contribution to LRCI Round 3 projects                                                                                                                                                          |
| 6220505. Kerbing & Guttering                                                                       | General Fund         | 40,000                           | 0                    | 0.00%                    | Design commenced for Molesworth St corner                                                                                                                                                                                             |
| 6220506. Bridges / Causeways (SRV to 2023/24)                                                      | General Fund         | 30,000                           | 27,195               | 90.65%                   |                                                                                                                                                                                                                                       |
| 6220507. Rural Roads - Reseal Program                                                              | General Fund         | 653,940                          | 177,595              | 27.16%                   |                                                                                                                                                                                                                                       |
| 6220512. Rural Culverts & Pipes                                                                    | General Fund         | 50,000                           | 49,761               | 99.52%                   |                                                                                                                                                                                                                                       |

\*Report Contains Filters



| Capital Projects                                                       | Funding Source                                                 | 22/23 Adopted Review 3 Budget \$ | 22/23 YTD Actuals \$ | 22/23 Percentage Spent % | Comments                                                                                                     |
|------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------|----------------------|--------------------------|--------------------------------------------------------------------------------------------------------------|
| 6220513. Concrete Bridges                                              | General Fund                                                   | 20,223                           | 0                    | 0.00%                    | Delayed due to lack of staff resources                                                                       |
| 6240101. Gravel Pit Rehabilitation                                     | General Fund                                                   | 30,664                           | 3,765                | 12.28%                   | Planned rehabilitation for Geyers Road pit                                                                   |
| 6240509. SCCF4-0946 Extension to Urberville Footpath                   | General Fund - Grant                                           | 159,815                          | 90,820               | 56.83%                   | Works will be completed by July 30                                                                           |
| 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                          | 503,294              | 100.66%                  |                                                                                                              |
| 6240513. Other Contributions to Works (Capital) - Expenses             | General Fund                                                   | 6,752                            | 6,752                | 100.00%                  | Completed                                                                                                    |
| <b>Total Transport Network</b>                                         |                                                                | <b>41,010,078</b>                | <b>28,532,990</b>    | <b>69.58%</b>            |                                                                                                              |
| <b>Waste Management</b>                                                |                                                                |                                  |                      |                          |                                                                                                              |
| 7080500. 240L Wheelie Bins                                             | Waste Fund                                                     | 3,101                            | 4,294                | 138.47%                  |                                                                                                              |
| 7080503. Industrial Bins                                               | Waste Fund                                                     | 10,304                           | 3,563                | 34.58%                   |                                                                                                              |
| 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                          | 84,191               | 12.29%                   | 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                                                                                                    |
| 7080563. Torrington - Landfill Closure & Transfer Station Construction | Waste Fund                                                     | 0                                | 1,901                | 0.00%                    |                                                                                                              |
| 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                            | 636                  | 31.79%                   | Fencing to be completed                                                                                      |
| 7080811. Tenterfield WTS Groundwater Bores                             | Waste Fund                                                     | 119,879                          | 2,216                | 1.85%                    | Shirley park re-line scheduled in new financial year                                                         |
| <b>Total Waste Management</b>                                          |                                                                | <b>3,464,265</b>                 | <b>160,663</b>       | <b>4.64%</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                        | 7,024,178            | 92.25%                   | Construction and fit out accelerated.                                                                        |
| 7484538. BLERF 0377 - Tenterfield Villages Emergency Water Program     | Water Fund - Grant \$960,000; Council contribution \$20,000    | 970,153                          | 327,322              | 33.74%                   | 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                           | 8,885                | 18.09%                   | Planning complete, infrastructure purchased, commenced construction                                          |
| 7484541. New Grid Urberville Water Supply Project                      | Water Fund - Grant \$1,458,000; Council contribution \$100,000 | 1,558,000                        | 198,532              | 12.74%                   | 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                                                                                                    |
| 7484543. Cowper St Mains Replacement - Transport NSW Works             | Water Fund - Grant                                             | 200,000                          | 122,845              | 61.42%                   | Waiting on infrastructure to be delivered, additional funding requested to commence works.                   |
| 7484544. Regional Leakage Reduction Program Grant                      | Water Fund - Grant \$69,391; Council contribution \$23,131     | 92,522                           | 0                    | 0.00%                    | Program has commenced sourcing for supply and installation.                                                  |
| 7484811. Urberville Water Treatment Plant Upgrade                      | Water Fund                                                     | 50,000                           | 62,309               | 124.62%                  | Continuing options received and agreed DPE                                                                   |
| 7484812. Urberville 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                                                     | 15,700                           | 15,700               | 100.00%                  | Completed                                                                                                    |
| <b>Total Water Supply</b>                                              | Water Fund                                                     | <b>10,916,077</b>                | <b>7,939,279</b>     | <b>72.73%</b>            |                                                                                                              |
| <b>Grand Total</b>                                                     |                                                                | <b>63,209,855</b>                | <b>39,805,708</b>    | <b>62.97%</b>            |                                                                                                              |

\*Report Contains Filters







|                      |                                                           |
|----------------------|-----------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>              |
| <b>Submitted by:</b> | Manager Customer Service, Governance & Records            |
| <b>Reference:</b>    | <b>ITEM GOV44/23</b>                                      |
| <b>Subject:</b>      | <b>TENTERFIELD SHIRE COUNCIL SOCIAL MEDIA POLICY 2023</b> |

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

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

#### **SUMMARY**

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

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

**That Council adopt the Tenterfield Shire Council Social Media Policy.**

#### **BACKGROUND**

##### **REPORT:**

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

The Draft Tenterfield Shire Council Social Media Policy, based on the Model Social Media Policy, was publicly exhibited for 28 days for community comment from 26 April 2023 to 23 May 2023. Council received one public submission, as included below.

| SUBMITTER                           | COMMENTS                                                                                                                                                                                                                                                                                             | RESPONSE                                                                                                                                                                                                                   |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Resident of Liston<br>IN23/1CC24CF9 | <b>NOTE:</b> Council's Utube Channel, Council's livestreamed Social Media tools & Council's ZOOM (?) tool may need to be added to the list of TSC current social media tools/sites etc for the Public Exhibition item relating to "Tenterfield Social Media Policy" (submissions close 23 May 2023). | <ul style="list-style-type: none"> <li>Statement included in Part 2 of the policy to capture any other platforms Council may use in the future, noting that Council can change the policy as and when required.</li> </ul> |

Councillors provided commentary on the suitability of one of the principles identified in Part 1, being Openness, on page 3 of the policy. It was identified that the current static

Our Governance No. 44 Cont...

status of Council's social media accounts, for example Council's Facebook page, does not allow for multi-way commentary and discussion by the community on such accounts. As such, this principle has been removed until such time as Council is able to deliver this capability.

### **COUNCIL IMPLICATIONS:**

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

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

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

As detailed in the policy

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

Nil.

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

Nil.

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

Nil.

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

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

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

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

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

Nil.

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

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



# TENTERFIELD SHIRE COUNCIL SOCIAL MEDIA POLICY

2023

**Contents**

Social Media Policy.....3  
*Part 1 – Principles.....3*  
*Part 2 – Administrative framework for Council’s social media platforms.....3*  
*Part 3 – Administrative framework for councillors’ social media platforms .....5*  
*Part 4 – Standards of conduct on social media .....7*  
*Part 5 – Moderation of social media platforms .....8*  
*Part 6 – Use of social media during emergencies..... 11*  
*Part 7 – Records management and privacy requirements ..... 11*  
*Part 8 – Private use of social media..... 12*  
*Part 9 – Concerns or complaints..... 13*  
*Part 10 - Definitions ..... 14*

## Social Media Policy

### Part 1 – Principles

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

**Relevance** We will ensure our social media platforms are kept up to date with informative content about our Council and community.

**Accuracy** The content we upload onto our social media platforms and any other social media platform will be a source of truth for our Council and community and we will prioritise the need to correct inaccuracies when they occur.

**Respect** Our social media platforms are safe spaces. We will uphold and promote the behavioural standards contained in this policy and our Council's code of conduct when using our social media platforms and any other social media platform.

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

#### Platforms

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

- Tenterfield Shire Council website
- Tenterfield Shire Council Facebook account

2.2 Council will ensure that use of other social media platforms for delivery of Council services and reporting will be in line with this policy. Council's social media platforms must specify or provide a clearly accessible link to the 'House Rules' for engaging on the platform.

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

2.3 A new council social media platform, or a social media platform proposed by a council related entity (for example, a council committee), can only be established or deleted with the written approval of the General Manager or their delegate.

2.4 Where a council social media platform is established or deleted in accordance with clause 2.3, the General Manager or their delegate may amend clause 2.1 of this policy without the need for endorsement by the Council's governing body.



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

2.5 The role of the General Manager is to:

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

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

## **Authorised users**

2.7 Authorised users are members of council staff who are authorised by the General Manager to upload content and engage on social media on the Council's behalf.

2.8 Authorised users should be members of council staff that are responsible for managing, or have expertise in, the events, initiatives, programs or policies that are the subject of the social media content.

2.9 The General Manager will appoint authorised users when required.

2.10 An authorised user must receive a copy of this policy and induction training on social media use and Council's obligations before uploading content on Council's behalf.

2.11 The role of an authorised user is to:

- a) ensure, to the best of their ability, that the content they upload onto social media platforms is accurate.

- b) correct inaccuracies in Council generated content.

- c) engage in discussions and answer questions on Council's behalf on social media platforms.

- d) keep the Council's social media platforms up to date.

- e) moderate the Council's social media platforms in accordance with Part 5 of this policy.

- f) ensure the Council complies with its record keeping obligations under the *State Records Act 1998* in relation to social media (see clauses 7.1 to 7.4 of this policy).

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

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

## **Administrative tone**

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

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

## **Register of authorised users**

2.16 The General Manager will maintain a register of authorised users. This register is to be reviewed annually to ensure it is fit-for-purpose.

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

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

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

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

### **Induction and training**

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

### **Identifying as a councillor**

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

*Councillor "First Name and Last Name".*

3.7 A councillor's social media platform must include a profile photo which is a clearly identifiable image of the councillor.

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Part 4 – Standards of conduct on social media**

4.1 This policy only applies to council officials' use of social media in an official capacity or in connection with their role as a council official. The policy does not apply to personal use of social media that is not connected with a person's role as a council official.

4.2 Council officials must comply with the Council's code of conduct when using social media in an official capacity or in connection with their role as a council official.

4.3 Council officials must not use social media to post or share comments, photos, videos, electronic recordings or other information that:

- a) is defamatory, offensive, humiliating, threatening or intimidating to other council officials or members of the public.
- b) contains profane language or is sexual in nature.
- c) constitutes harassment and/or bullying within the meaning of the *Model Code of Conduct for Local Councils in NSW*, or is unlawfully discriminatory.
- d) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety.
- e) contains content about the Council, council officials or members of the public that is misleading or deceptive.
- f) divulges confidential Council information.

g) breaches the privacy of other council officials or members of the public.

h) contains allegations of suspected breaches of the Council's code of conduct or information about the consideration of a matter under the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*.

i) could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment.

j) commits the Council to any action.

k) violates an order made by a court.

l) breaches copyright.

m) advertises, endorses or solicits commercial products or business.

n) constitutes spam.

o) is in breach of the rules of the social media platform.

4.4 Council officials must:

a) attribute work to the original author, creator or source when uploading or linking to content produced by a third party.

b) obtain written permission from a minor's parent or legal guardian before uploading content in which the minor can be identified.

4.5 Council officials must exercise caution when sharing, liking, retweeting content as this can be regarded as an endorsement and/or publication of the content.

4.6 Council officials must not incite or encourage other persons to act in a way that is contrary to the requirements of this Part.

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

## **Part 5 – Moderation of social media platforms**

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

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

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

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

### **House Rules**

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

5.4 At a minimum, the House Rules should specify:

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

- d) a statement relating to privacy and personal information (see clause 7.4 of this policy).
- e) when the platform will be monitored (for example weekdays 9am – 5pm, during the Council's business hours).
- f) that the social media platform is not to be used for making complaints about the Council or council officials.

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

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

- k) would be in breach of the rules of the social media platform.

### **Removal or 'hiding' of content**

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

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

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

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

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

### **Blocking or banning**

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

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



banning a person from a councillor's social media platform.

- 5.13 Prior to blocking or banning a person from a social media platform, the person must, where practicable, be advised of the intention to block or ban them from the platform/all platforms and be given a chance to respond. Any submission made by the person must be considered prior to a determination being made to block or ban them.
- 5.14 The duration of the block or ban is to be determined by the General Manager, or in the case of a councillor's social media platform, the councillors.
- 5.15 Where a determination is made to block or ban a person from a social media platform/all social media platforms, the person must, where practicable, be notified in writing of the decision and the reasons for it. The written notice must also advise the person which social media platforms they are blocked or banned from and the duration of the block or ban and inform them of their rights of review.
- 5.16 Despite clauses 5.11 to 5.15, where a person uploads content of a kind referred to under clause 5.5, and the moderator is reasonably satisfied that the person's further engagement on the social media platform poses a risk to health and safety or another substantive risk (such as the uploading of defamatory content), an interim block or ban from the platform/all platforms may be imposed on the person immediately for a period no longer than six months.
- 5.17 A person who is blocked or banned from the platform/all platforms under clause 5.16 must, where practicable, be given a chance to respond to the interim block or ban being imposed. Any submission made by the person must be considered when determining whether the interim block or

ban is to be removed or retained under clauses 5.11 to 5.15.

- 5.18 A person may request a review of a decision to block or ban then from a social media platform. The request must be made in writing to the General Manager and state the grounds on which the request is being made.
- 5.19 Where a review request is made under clause 5.18, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to block or ban the person. Where the decision to block or ban the person was made by the General Manager, the review must be undertaken by another senior and suitably qualified member of staff who was not involved in the decision.
- 5.20 Where a person that is the subject of a block or ban continues to engage on a social media platform(s) using an alternative social media account, profile, avatar, etc., a moderator may block or ban the person from the platform(s) immediately. In these circumstances, clauses 5.11 to 5.19 do not apply.

## **Part 6 – Use of social media during emergencies**

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

## **Part 7 – Records management and privacy requirements**

### **Records management**

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

---

<sup>1</sup> See State Records NSW 'Government Recordkeeping / Advice and Resources / Local Government' and 'Social media recordkeeping for councillors'

## Privacy considerations and requirements

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

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

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

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

---

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

## Part 8 – Private use of social media

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

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

### What constitutes 'private' use?

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

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

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

### Use of social media during work hours

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

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

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

## Part 10 - Definitions

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

**authorised user** members of council staff who are authorised by the General Manager to upload content and engage on the Council's social media platforms on the Council's behalf.

**council official** in the case of a council - councillors, members of staff and delegates of the council (including members of committees that are delegates of the council).

**minor** for the purposes of clause 4.4(b) of this policy, is a person under the age of 18 years.

**personal information** information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion.

**social media** online platforms and applications - such as but not limited to social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards - that allow people to easily publish, share and discuss content. Examples of social media platforms include, but are not limited to Facebook, Twitter, Snapchat, LinkedIn, Yammer, YouTube, Instagram, Flickr and Wikipedia.





|                      |                                                                                                   |
|----------------------|---------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                                                      |
| <b>Submitted by:</b> | Erika Bursford, Manager Customer Service, Governance & Records;<br>Lee Sisson, Governance Officer |
| <b>Reference:</b>    | <b>ITEM GOV45/23</b>                                                                              |
| <b>Subject:</b>      | <b>STATEMENT OF BUSINESS ETHICS - MODERN SLAVERY<br/>UPDATE</b>                                   |

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

## SUMMARY

The purpose of this Report is for Council to adopt the Statement of Business Ethics containing an update regarding modern slavery.

## OFFICER'S RECOMMENDATION:

**That Council adopt the updated Statement of Business Ethics 2023.**

## BACKGROUND

Council adopted the current Statement of Business Ethics in 2014 as a result of the recommendations from the Promoting Better Practice Program report (2008) by the then NSW Department of Local Government. Changes in legislation require regular updates to be made to the Statement.

## REPORT:

Council's Statement of Business Ethics sets the framework for business interactions between Council employees and suppliers of goods and services to Council. The commencement of the Modern Slavery Act 2018 (NSW), (the Act), introduced new obligations for councils under the Local Government Act 1993 relating to modern slavery. Councils are required to take reasonable steps to ensure that goods and services procured by and for the council are not the product of modern slavery within the meaning of the Act.

"Modern slavery" is defined in the Act as any conduct constituting a modern slavery offence within the meaning of the Act and any conduct involving the use of any form of slavery, servitude or forced labour to exploit children or other persons taking place in the supply chains of organisations.

Tenterfield Shire Council's Statement of Business Ethics has been updated with the following section to address this requirement:

*We expect our suppliers to provide a fair and ethical workplace free from workplace bullying, harassment, victimisation and abuse. Our suppliers are expected to make all reasonable efforts to ensure that businesses within their supply chain are not*

Our Governance No. 45 Cont...

*engaged in, or complicit with, human rights abuses, such as forced or child labour or any other form of modern slavery.*

*If our suppliers become aware of the presence of modern slavery in their operations or supply chain, they must report this to Council as soon as possible. Reporting should outline details of the human rights violation discovered and what remedial and preventive measures are occurring.*

### **COUNCIL IMPLICATIONS:**

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

Changes to Council's documents are a legislative requirement under the Modern Slavery Act 2018 (NSW).

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

Council's associated procurement documents will be updated to reflect the requirements of the Act. All policies requiring updating under the Act will be presented to Council for re adoption, when completed.

#### **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; Lee Sisson, Governance  
Officer

Approved/Reviewed by Manager:

Kylie Smith, Chief Corporate Officer

Department:

Office of the Chief Corporate Officer

Attachments:

**1** TSC Statement of Business Ethics      4  
July 2023      Pages



## **TENTERFIELD SHIRE COUNCIL**

### **STATEMENT OF BUSINESS ETHICS**

**MEETING ADOPTED: 26 July 2023**  
**RESOLUTION NO: XXX/23**

---

#### **INTRODUCTION**

This Statement of Business Ethics applies to Council's elected representatives, Council staff, contractors, volunteers and business associates dealing with Council.

Tenterfield Shire Council is committed to conducting its business in a sound commercial and ethical manner and this Statement of Business Ethics sets out the standard the Council requires of its elected representatives, Council staff, contractors volunteers and business associates. Both Tenterfield Shire Council staff and private sector employees must always be aware of the ethical standards the community demands when Tenterfield Shire Council money is used either directly or indirectly.

Tenterfield Shire Council will demonstrate and practice a professional and ethical approach to all its business activities with all staff being required to conduct their activities in accordance with Council's Code of Conduct. In doing so they will observe a high standard of probity, ethical behaviour and integrity in their business dealings.

All individuals and organisations that deal with Tenterfield Shire Council are required to comply with these standards of ethical behaviour in their dealings with Tenterfield Shire Council.

#### **WHAT YOU CAN EXPECT FROM US**

Our business dealings will be transparent and open to public scrutiny wherever possible. The way we deliver our services is driven first and foremost by the need to ensure and demonstrate our community receives the best possible value for its dollar. We are accountable for ensuring best value starts with the elected Council but extends to the Chief Executive Officer and Council staff at all levels.

In assessing the overall value for money being achieved, consideration is given to a range of factors, including environmental sustainability, not just achieving the lowest possible cost. We must also measure the true cost of our services and the value they add to the community.

Tenterfield Shire Council will ensure that all its policies, procedures and practices

related to tendering, contracting and the purchase of goods or services are consistent with best practice and of the highest standards of ethical conduct.

Staff will ensure that procurement will be conducted with honesty and fairness that all prospective contractors and suppliers are afforded equal opportunity to tender/quote for all goods and services, and that staff will comply with all aspects of Council's Procurement Policy. Our staff are bound by:-

- Council's Code of Conduct
- The Local Government Act, 1993
- Delegated Authorities
- Work, Health and Safety Act, 2011
- Council's Procurement Policy

Staff will always ensure that no opportunity exists for their interest, or those of people they have an association with, conflict with the proper performance of their public duties. All members of the community must be confident that all decisions made by Council are impartial and in the best interests of the community.

#### **Our Values**

At Tenterfield Shire Council we value our staff and recognise that they are central to the success of our organisation. Our Workforce Plan "Investing in our Employees" provides a strategic framework for developing our workforce so that it is appropriately skilled and flexible to best meet the challenges ahead.

Our corporate values express how we as Council wish to conduct ourselves as an organisation and reflect the manner in which Council desires to engage with its community. They provide a reference point for all staff. Our five corporate values are

#### **I CARE:**

**Integrity** – ensuring openness and honesty in all our activities

**Community focus** – delivering prompt courteous and helpful service

**Accountability** – accepting responsibility for providing quality services and information

**Respect** – treating people with courtesy, dignity and fairness regardless of our personal feelings about the person or issue

**Excellence** – being recognised for providing services and programs that aim for best practice.

Council's values are the underlying attitudes that consistently affect all of our actions and decision-making processes.

It is important that these values be consistent across the organisation and at all levels of the organisation. We should use the same set of values in internal processes within the organisation as we do when dealing with people external to the organisation, be they ratepayers, visitors, private companies or government departments.

### **WHAT COUNCIL EXPECTS FROM PROVIDERS**

Tenterfield Shire Council expects that its tenderers, contractors, suppliers and their employees and subcontractors will all be guided by the same policies, procedures and practices that bind Tenterfield Shire Council and its staff to act in an ethical manner.

We require all private sector providers of goods and services to observe the following principles when doing business with Tenterfield Shire Council:

- Act ethically, fairly and honestly in all dealings with the Council.
- Deliver value for money.
- Comply with Tenterfield Shire Council's procurement policy and procedures.
- Provide accurate and complete information.
- Declare actual or perceived conflicts of interest as soon as such matters arise.
- Keep council information confidential.
- Avoid collusion and unfair practices.
- Do not offer council officials any financial inducements or incentives or gifts or benefits designed to improperly influence the conduct of their duties.
- Assist Council in providing a safe and healthy working environment.
- Do not discuss Council business or information with the media.
- Help deter unethical practices and/or fraud by reporting your concerns to Council.
- Respect the environment, comply with environmental laws and have sustainable practices in the use of resources and waste management.

We expect our suppliers to provide a fair and ethical workplace free from workplace bullying, harassment, victimisation and abuse. Our suppliers are expected to make all reasonable efforts to ensure that businesses within their supply chain are not engaged in, or complicit with, human rights abuses, such as forced or child labour or any other form of modern slavery.

If our suppliers become aware of the presence of modern slavery in their operations or supply chain, they must report this to Council as soon as possible. Reporting should outline details of the human rights violation discovered and what remedial and preventive measures are occurring.

*A copy of this Statement of Business Ethics will be included in all tenders and quotation Documentation, relevant Council policies and will accompany any other relevant business documentation where Council requires work to be undertaken on its behalf.*

### **WHY SHOULD THE PRIVATE SECTOR COMPLY WITH THE ABOVE?**

By complying with our Statement of Business Ethics, you will be able to advance your business objectives and interest in a fair and ethical manner. As all Tenterfield Shire Council suppliers of goods and services are required to comply with this statement, compliance will not disadvantage you in any way.

Complying with Tenterfield Shire Council's principles will also prepare your business for dealing with the ethical requirements of other public sector agencies, should you choose to do business with them.

You should also be aware of the consequences of Tenterfield Shire Council's ethical requirements when conducting business with us. Demonstrated corrupt or unethical conduct could lead to:

- Termination of contracts/dismissal
- Council will not do business with that person or organisation in the future
- reporting of conduct to regulators, police or other government agencies
- possible legal action
- additional control activities added to the process or communications
- loss of further opportunities
- loss of approvals
- loss of reputation

### **ETHICAL BEHAVIOUR**

A Statement of Business Ethics will not be effective unless the organisation and its employees are committed to it. That will demand explicit commitment by the elected members, senior management, clear commitment by line management, allocation of resources to educating employees and adoption of internal measures for ensuring compliance.

The community rightly expects Councillors and staff to be honest, reasonable and equitable in their dealings with them and to have the public interest at heart. Council's adopted Code of Conduct is a key mechanism to assist council officials to act honestly, ethically, responsibly and with accountability.

The Code of Conduct has been developed to assist council officials to:-

- Understand the standards of conduct that are expected of them;
- Enable them to fulfill their statutory duty to act honestly and exercise a reasonable degree of care and diligence; and
- Act in a way that enhances public confidence in the integrity of local government.



|                      |                                                                                                                    |
|----------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                                                               |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media; Chris Thomas, IT Support Officer; Penny Robertson, Revenue Officer |
| <b>Reference:</b>    | <b>ITEM GOV46/23</b>                                                                                               |
| <b>Subject:</b>      | <b>PROPOSED WARD BOUNDARY ALTERATIONS - 2024 LOCAL GOVERNMENT ELECTIONS</b>                                        |

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

## SUMMARY

The purpose of this Report is to bring before Council, Ward Boundary changes as required under Section 211 of the Local Government Act 1993 to enable NSW Electoral Commission rolls to be amended prior to the next Local Government Elections due to be held, 14 September 2024.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) That the Officer's Report "Proposed Ward Boundary Alterations – 2024 Local Government Elections" be received and noted; and further**
- (2) That the Ward Boundary Plans be placed on public exhibition for a period 28 days; and**
- (3) That Council accept submissions on the Ward Boundary Plans for a period of 42 days, this period to run in conjunction with the 28 days of public exhibition; and**
- (4) Following the period of acceptance of submissions, the matter be referred to Council for adoption of the Ward Boundary amendments and the NSW Electoral Commission be notified accordingly.**

## BACKGROUND

Under Section 211 of the *Local Government Act 1993*, Councils which are divided into wards are required to keep those ward boundaries under review to ensure that a difference of greater than 10% in elector numbers does not exist between wards. If a Council determines it is necessary to alter its ward boundaries, the Council is required to, among other things, consult the Australian Statistician and the NSW Electoral Commission.

Ward naming and renaming information is required within a specific timeframe for Council election purposes. In particular, this information is integral to the production

Our Governance No. 46 Cont...

of electoral roles. Final date for changes to boundary and name changes is 5 October 2023.

**REPORT:**

As required under Section 210A of the *Local Government Act 1993*, Council has consulted with the NSW Electoral Commission who have advised that the variation between Council's lowest and highest ward number exceeds the 10% threshold and Council must review and adjust its ward boundaries. The NSW Electoral Commission has provided data to enable Council to draw the boundary changes, and they have also accepted the proposed changes as reasonable and stated that they are in compliance with the Act.

In accordance with Section 210A (2)-(5) the proposed boundary change is required to be placed on public exhibition (28 days) and including a submission period of 42 days means that Council will need to consider any submissions at the September 2023 Ordinary Council meeting in order to meet the 5 October 2023 deadline.

Number of electors for wards (June 2023) are as follows:

**A Ward**

Current 1013  
No Amendment Required

**B Ward**

Current 1095  
**Following Amendment 979**

**C Ward**

Current 970  
No Amendment Required

**D Ward**

Current 985  
No Amendment Required

**E Ward**

Current 901  
**Following Amendment 1017**

The proposed Ward Boundary Plans are attached.

**GOVERNANCE/POLICY IMPLICATIONS**

In order to ensure current elector numbers in each ward fall within the limits of the variation and taking into account projected population growth in individual areas, the NSW Electoral Commission has recommended the adjustments to ward boundaries as contained within this report.

**CONCLUSION**

In order to ensure current elector numbers in each ward fall within the limits of the variation and taking into account projected population growth in individual areas, the NSW Electoral Commission has recommended the adjustments to ward boundaries as contained within this report.

Our Governance No. 46 Cont...

### **COUNCIL IMPLICATIONS:**

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

Councils must publicly exhibit the ward boundary plan for at least 28 days and consider any submissions made during the 42-day consultation period.

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

- Section 211 of the Local Government Act 1993
- Section 277A of the Local Government (General) Regulation 2021

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

Nil.

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

Nil.

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

Nil.

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

Council is required under Section 211 of the *Local Government Act 1993* to amend the ward boundaries to ensure that a difference of greater than 10% in elector numbers does not exist between the wards.

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

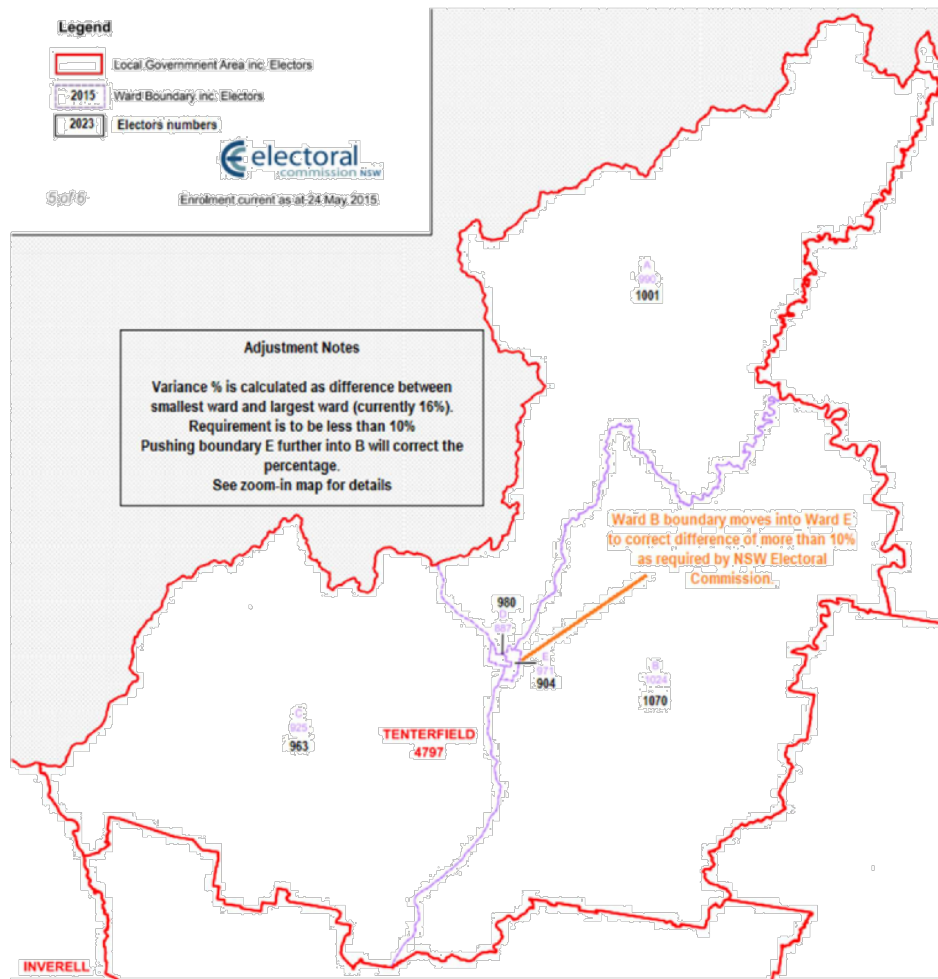
Further ward number variation calculations will need to continue into the next term of council from September 2024 onwards.

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

Nil.

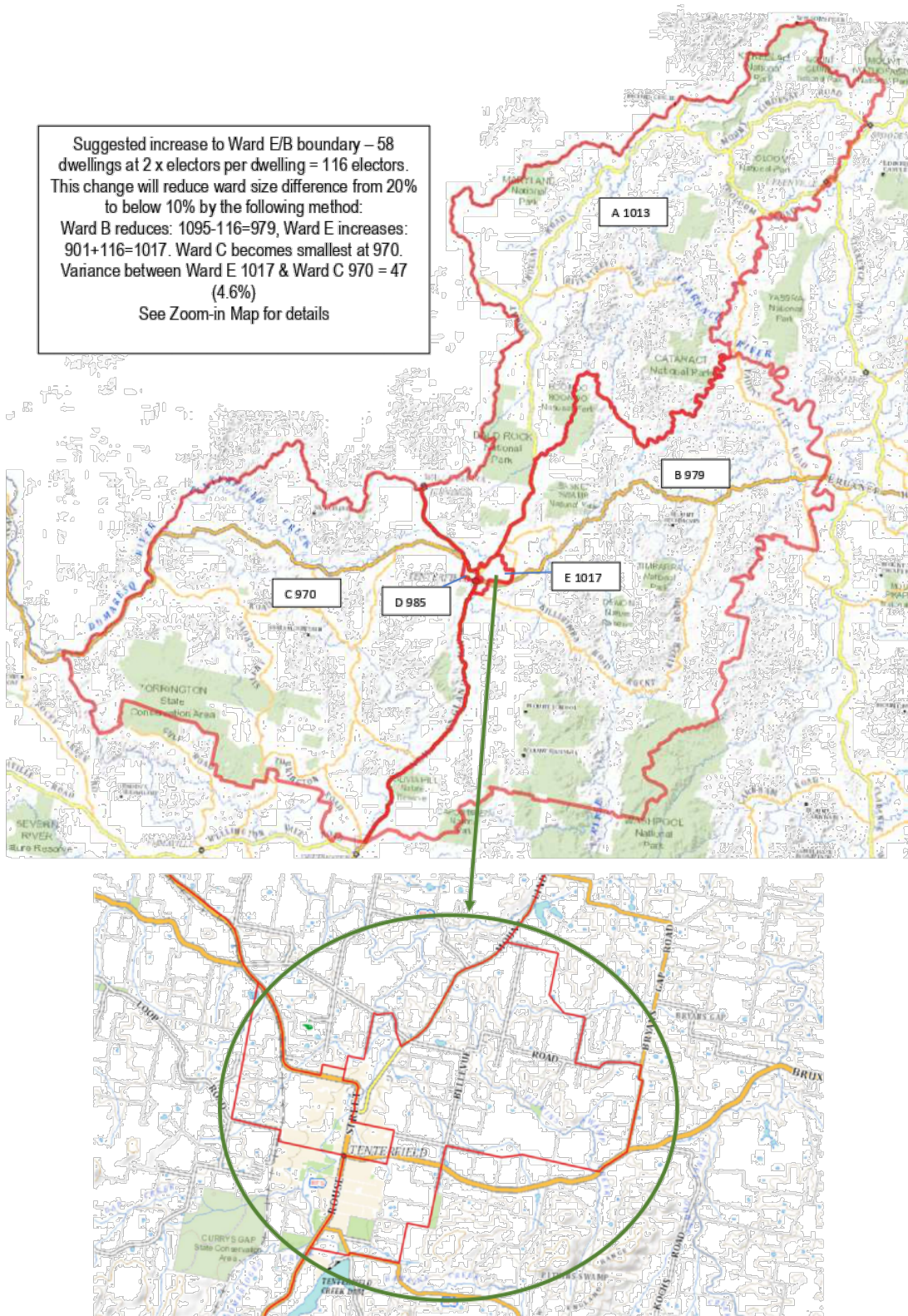
**Kylie Smith**  
**Chief Corporate Officer**

|                               |                                                                                                                          |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Elizabeth Melling, Executive Assistant & Media;<br>Chris Thomas, IT Support Officer; Penny<br>Robertson, Revenue Officer |
| Approved/Reviewed by Manager: | Daryl Buckingham, Chief Executive                                                                                        |
| Department:                   | Office of the Chief Executive                                                                                            |
| Attachments:                  | <b>1</b> Proposed Ward Boundary<br>Adjustment - June 2023                                                                |
|                               | 2<br>Pages                                                                                                               |



Existing Ward Boundaries with variance of approx. 20% based on June 2023 data.







**(ITEM RC8/23)** AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES - 6 JULY 2023

---

**REPORT BY:** Erika Bursford, Manager Customer Service, Governance & Records

Tenterfield Shire Council's Audit, Risk and Improvement Committee convened for a special meeting on 6 July 2023 for the purpose of reviewing and considering the IPART determination of 15 June 2023 on Council's Special Rate Variation application and the resultant impacts of this decision.

**RECOMMENDATION**

**That the resolution from the Audit, Risk and Improvement Committee meeting of 6 July 2023 be received and accepted by Council.**

**ATTACHMENTS**

- |                                                                                                          |            |
|----------------------------------------------------------------------------------------------------------|------------|
| <b>1</b> Special Audit, Risk & Improvement Committee Meeting Minutes - IPART Determination - 6 July 2023 | 2<br>Pages |
|----------------------------------------------------------------------------------------------------------|------------|





**MINUTES OF**  
**AUDIT, RISK AND IMPROVEMENT**  
**COMMITTEE**  
**THURSDAY 6 JULY 2023**

MINUTES OF THE **Audit, Risk and Improvement Committee** OF TENTERFIELD SHIRE held via "Zoom", Administration Building, 247 Rouse St, Tenterfield NSW 2372 on Thursday 6 July 2023 commencing at 2.00pm

**ATTENDANCE**

**Members (voting):**

Mr Peter Sheville (Chair) – Independent External Member  
Mr Tony Harb – Independent External Member  
Mr Gurbindar Singh – Manager Finance Southern Downs Regional Council

**ATTENDEES (non-voting)**

Mr Daryl Buckingham – Chief Executive Officer  
Ms Kylie Smith – Chief Corporate Officer  
Mr Roy Jones – Manager Finance & Technology  
Ms Erika Bursford – Manager Customer Service, Governance & Records

*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.*

**MINUTES OF EXTRAORDINARY MEETING OF THE AUDIT, RISK AND  
IMPROVEMENT COMMITTEE 6 JULY 2023**

**(ITEM CEO14/23) SPECIAL ARIC MEETING – IPART DETERMINATION**

**SUMMARY**

The purpose of this report is to provide the Audit, Risk and Improvement committee a brief on the impact of the Independent Pricing and Regulatory Tribunal (IPART) decision on Tenterfield Shire Council's application for a Special Rates Variation (SRV), key risks and proposed strategies to address risk.

**Resolution**

Noted the outcome of the IPART determination

Noted the matters assessed by IPART as matters not met by the SRV application were:

- Community Awareness
- Reasonable impact on ratepayers
- Productivity improvement and cost containment

Noted that the rationale, methodology and conclusions by IPART may be questionable in regard to the community consultation.

Agreed the medium-term viability is not secured, and this is noted by the IPART determination.

Supported the following strategies to address the residual risks facing Council:

- Council has very limited revenue growth options due to numbers of rate payers so support applying for a further determination.
- Focus needs to be on expenditure savings;
  - Services must be cut to those that are essential
  - Capacity must be maintained to ensure the legal obligations of Council are met
  - Asset disposal should focus on those that will remove future costs and assets that can reduce need for borrowing
- A further SRV to be undertaken with efforts to address the items noted by IPART as not being met.

Noted Council is currently not meeting some financial metrics that it must, and the high risk of breaching legal obligations around financial management that the risks associated with financial viability of Council represents.

Recommended the Chair ARIC meet with the Mayor to discuss matters associated with the above with view to providing support taking this forward to the whole Council. Noted that this may be as providing/additional to independent support and training/education for Council on reasons for change.

**(All Audit Committee members confirmed the resolution)**

**(ITEM RC9/23)** AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES - 7 JUNE 2023

---

**REPORT BY:** Erika Bursford, Manager Customer Service, Governance & Records

Tenterfield Shire Council's Audit, Risk and Improvement Committee convened for a scheduled ordinary meeting on 7 June 2023. Minutes of the meeting are attached.

**RECOMMENDATION**

**That the report and recommendations from the Audit, Risk and Improvement Committee meeting of 7 June 2023 be received and accepted.**

**ATTACHMENTS**

- 1 Audit, Risk & Improvement Committee - Minutes 7 June 2023 5 Pages



**MINUTES OF**  
**AUDIT, RISK AND IMPROVEMENT**  
**COMMITTEE**  
**WEDNESDAY 7 JUNE 2023**

MINUTES OF THE **Audit, Risk and Improvement Committee** OF TENTERFIELD SHIRE held at the "Koreelah Room", Administration Building, 247 Rouse St, Tenterfield NSW 2372 on Wednesday 7 June 2023 commencing at 10.00 am

**ATTENDANCE**

**Members (voting):**

Mr Peter Sheville (Chair) – Independent External Member  
Mr Tony Harb – Independent External Member  
Mr Gurbindar Singh – Manager Finance Southern Downs Regional Council

**ATTENDEES (non-voting)**

Ms Bronwyn Petrie - Mayor  
Mr Daryl Buckingham – Chief Executive Officer  
Ms Kylie Smith – Chief Corporate Officer  
Mr Roy Jones – Manager Finance & Technology  
Ms Janet Vassallo – Acting Manager HR, Workforce Development & Safety  
Mr Chris Thomas – IT Support Officer  
Mr John Ringland – Consultant – WHS & Risk  
Mr Igor Ivannikov – Financial Advisor (via Zoom)  
Mr Paul Cornall – Principal – Forsyths (via Zoom)

*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.*

---

This is page 1 of the Minutes of the Audit, Risk and Improvement Committee held on  
Wednesday, 7 June 2023

**MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE 7 JUNE 2023**

**DISCLOSURE OF INTERESTS**

| <b>Name</b>    | <b>Interest</b>                                                     |
|----------------|---------------------------------------------------------------------|
| Peter Sheville | Chair Audit and Risk Committee for the Public<br>Trustee Queensland |

**APOLOGIES**

Resolved that the apologies from  
Erika Bursford – Manager Customer Service, Governance & Records and  
Damian Ison – Audit Office of New South Wales  
**(Peter Sheville/Tony Harb)**

**CONFIRMATION OF MINUTES**

Resolved that the minutes of the Audit, Risk and Improvement Committee meeting held on Wednesday 8 March 2023, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.  
**(Gurbindar Singh/Tony Harb)**

**Action Items:**

- Provide Chair with the backlog of minutes to be signed
- Put on future agenda that the Committee will be in closed session 10am-10.15am
- General Business to be included in the agenda
- Under Internal Audit a report on recommendations as a standing item.

**(ITEM CEO8/23) ACTION ITEMS ARISING FROM ARIC MEETING 8 MARCH 2023**

**SUMMARY**

Action items arising from ARIC Meeting 8 March 2023 due ARIC meeting 7 June 2023.

**(Gurbindar Singh/Tony Harb)**

Action arising from (ITEM CEO3/23) ARIC 8 March 2023

- Circulate the agreed timetable for audit engagement. Presently 17 April (interim) and 11 September (final).

**Key Points:**

- ARIC expectation is the Audit Office Annual Engagement Plan be tabled at March ARIC meeting of that financial year.
- ARIC expectation is the Audit Office Interim Management Letter be tabled at the June ARIC meeting.
- ARIC Committee raised that Rural Fire Service was not in the Audit Office Annual Engagement Plan. Audit Office position remains the same and TSC remains non-compliant in this matter.



---

**MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE 7 JUNE 2023**

---

**(ITEM CEO9/23) AUDIT, RISK AND IMPROVEMENT COMMITTEE ANNUAL PLAN ACTIVITIES FOR MEETING OF 7 JUNE 2023**

**SUMMARY**

The purpose of this report is to provide the scheduled Audit, Risk and Improvement Committee Annual Plan reporting activities for the meeting of 7 June 2023, for the Committee to review, assess and provide feedback and guidance.

**RECOMMENDATION**

That the Audit, Risk and Improvement Committee note the program of the Audit, Risk and Improvement Committee Annual plan of activities for review for the Audit, Risk and Improvement Committee meeting of 7 June 2023.

**(Gurbindar Singh/Tony Harb)**

**Report Noted with adjustments.**

In future, this report should immediately precede the reports after financial reports, which will go here.

**(ITEM CEO10/23) QUARTERLY BUDGET REVIEW AS AT 31 MARCH 2023**

**SUMMARY**

The purpose of this report is to provide the Committee with a copy of the Quarterly Budget Review Statement as at 31 March 2023 for information.

**RECOMMENDATION**

That the Audit & Risk Committee receive and note the report.

**(Gurbindar Singh/Tony Harb)**

**Report noted with Action Items.**

**Key Point:**

- Manager Finance & Technology, in future, to give further explanation in QBR Report to ARIC of significant changes in the budget Surplus/Deficits.

**Action Items:**

- Advise ARIC as soon as is practicable of IPART determination.
- Within a fortnight of determination a special meeting of ARIC be arranged to give the Committee an opportunity to comment on the management response, actions and impact on Council.

**(ITEM CEO11/23) FINANCIAL MANAGEMENT - 2.5 FINANCIAL MANAGEMENT REPORT 7 JUNE 2023**

**SUMMARY**

The purpose of this report is to provide information on financial management activities scheduled for reporting to the Audit, Risk and Improvement Committee meeting of 7 June 2023, for the Committee to review, assess and provide feedback and guidance.



**MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE 7 JUNE 2023**

**RECOMMENDATION**

That the Audit, Risk and Improvement Committee review and advise on the reported Financial Management activities for 7 June 2023.

**(Tony Harb/Gurbindar Singh)**

**Report noted with Action Item.**

**Action Item:**

Re: 2.5(f) Satisfy itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations.

- Manager Finance & Technology to address this action from the context of how you monitor State Government reports and recommendations in relation to financial management [rather than what reports you submit to the state].

**(ITEM CEO12/23) RISK - 2.1 RISK MANAGEMENT REPORT 7 JUNE 2023**

**SUMMARY**

The purpose of this report is to provide information on risk activities scheduled for reporting to the Audit, Risk and Improvement Committee meeting of 7 June 2023, for the Committee to review, assess and provide feedback and guidance.

**RECOMMENDATION**

That the Audit, Risk and Improvement Committee review and advise on the reported Risk activities for 7 June 2023.

**(Tony Harb/Gurbindar Singh)**

**Report Noted with Action Item.**

**Key Point:**

Aric reviewed and advised the following:

- six (6) monthly review of the Risk Register to be undertaken

**Action Item:**

At future meetings schedule 5-10 minute presentations from each area of Council, to walk ARIC through Risk in each area. Start with more complex areas.

**(ITEM CEO13/23) GOVERNANCE - 2.6 GOVERNANCE REPORT 7 JUNE 2023**

**SUMMARY**

The purpose of this report is to provide information on governance activities scheduled for reporting to the Audit, Risk and Improvement Committee meeting of 7 June 2023, for the Committee to review, assess and provide feedback and guidance.

**MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE 7 JUNE 2023**

**RECOMMENDATION**

That the Audit, Risk and Improvement Committee review and advise on the reported Governance activities for 7 June 2023.

**(Gurbindar Singh/Tony Harb)**

**Report Noted with Action Item.**

**Key Point:**

- Address the mechanisms of due diligence around assurances of compliance with outside IT provider.

**Action Item:**

Re: **2.6(i)** Review and advise Council on information and communications technology (ICT) governance.

Manager Finance & Technology – IT Support Officer, review and advise:

- More information required to the assurance/governance mechanisms of outside IT service providers,
  - assurances, evidence and provision of certification and ongoing auditing for privacy, confidentiality and security
  - Insurance – cyber security
  - business continuity plan

|                      |                                                                                         |
|----------------------|-----------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                                    |
| <b>Submitted by:</b> | Councillor, Greg Sauer                                                                  |
| <b>Reference:</b>    | <b>ITEM NM2/23</b>                                                                      |
| <b>Subject:</b>      | <b>NOTICE OF MOTION - PROPOSED REIMBURSEMENT OF UNUSED TENTERFIELD CINEMA VOUCHERS.</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> | Promote and support community involvement in Council decision making process.                                                                        |

#### **SUMMARY**

The purpose of this Notice of Motion is to seek further time for the community to apply for reimbursement of their unused Tenterfield Cinema Vouchers up to 31 August 2023.

#### **NOTICE OF MOTION:**

**That Council reimburse all unused Cinema Vouchers that are submitted to Council before 31 August 2023.**

#### **BACKGROUND**

Councillor Greg Sauer prepared the attached Notice of Motion to extend the period of time that the Cinema Vouchers issued could be redeemed. This Notice of Motion is supported by Cr Kim Rhodes.

#### **Explanation**

*"TSC only notified the public on 5/7/23 that the Cinema would be closing and that Vouchers should be used before that closure occurred.*

*Given that the closure occurred less than 2 weeks later, I do not believe that was adequate time for those with unused Cinema Vouchers to use them. I understand that when the Vouchers were purchased, a period of 3 years was given as a "use by date".*

*The cost of these reimbursements will be minimal in the big scheme of things but will be most welcomed by those affected."*

This Notice of Motion follows on from Council's Ordinary Meeting – 30 June 2023 and subsequent *Resolution 101/23*:

**Resolved** that Council:

- (1) Cease operations of the following services on 30 July 2023:
  - (a) Cinema
  - (b) Theatre and
  - (c) Sir Henry Parkes Museum.

*(Peter Murphy/Greg Sauer)*

Notice of Motion No. 2 Cont...

**Motion Carried**

The public were officially advised of the Cinema, Museum and Theatre Closure and the need to redeem any unused cinema vouchers on 5 July 2023 by way of posts on Council's Facebook Page and an article in Council's Newsletter - Your Local News (Issue 188 distribution week 17 July 2023).

Cr Sauer's Notice of Motion seeks a further month for the community to be reimbursed financially for the outstanding/unused Cinema Vouchers.

In line with Council's Resolution the Cinema, Museum and Theatre will all be officially closed at the days end Sunday 30 July 2023.

Cr Sauer's Notice of Motion noted that this would result in a limited period of time for the community to use the Vouchers. This totaled approximately 3.5 weeks for unused vouchers to be used.

**REPORT:**

Under Council's "Tenterfield Shire Councils Model Code of Meeting Practice - 2023"

"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 Chief Executive 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."

The following comments from staff relate to the operational considerations and should be considered by Council when voting on this notice of motion.

Reimbursement will only be made available, with the following provisos:-

Reimbursement of unused Cinema Vouchers is only available via EFT payment (as Council administration has not handled cash since March 2020) into individual's bank accounts to the current value Adult \$14.00, Child (15 yrs & under) \$10.00, Concession \$10.00, Family \$40.00 (2 Adults & 2 Children) (Council's 2022/2023 Fee's & Charges) of the unused vouchers from the date of Councils resolution until 4.00 pm Thursday 31 August 2023.

To complete this process, persons with unused Vouchers will need to present to Council's Administration Building with Valid Vouchers showing a "valid until date" with proof of purchase, if available (receipt or bank statement) and complete a Tenterfield Shire Council "Creditor Form" and supporting documentation to enable an EFT Payment to their nominated account. Vouchers with no "Valid until date" will not be accepted. Reimbursement to be made at the current 2023/2024 Fees and Charges scheduled with unused Vouchers will only be accepted up until 4.00pm - 30 August 2023. No Valid Vouchers for redemption will be received by post.

**COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

## Notice of Motion No. 2 Cont...

As the Vouchers issued from the Cinema have only recently (March 2022) included a "valid to: date" typed onto them and no other Terms & Conditions printed onto them, and no register of Voucher's sold, it is difficult to extrapolate the number of vouchers that have been sold or redeemed in the last three years.

The lack of registered purchasers and ticket verification process such as numbering, creates concerns on how to identify valid tickets and ensure that accurate refunds are provided. To combat this issue, it is suggested where possible, proof of purchase is provided with refund request, and a record of refund is kept identifying the recipient.

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

No budget allocation for the 2023/2024 financial year has been identified to undertake these refunds, however with the closure of the service operational funds savings may offset this cost. The amount of refunds that could be sought is also unknown.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Customer Service Officers will need to be briefed in the management of the redeemability of said Vouchers should this proposal be adopted.

**6. Legal and Risk Management**

Cinema Vouchers in their current form leave Council open to fraudulent copies being presented. The lack of Terms & Conditions amongst other issues, have financial repercussions for Council.

**7. Performance Measures**

Nil.

**8. Project Management**

Some degree of Project Management by staff will be required to fulfill all requirements to complete the refund process. The extent of refunds requested is unknown however it is estimated that the processing costs will be higher than the value of the refund.

**Daryl Buckingham  
Chief Executive**

Prepared by staff member: Greg Sauer, Councillor  
Approved/Reviewed by Manager: Daryl Buckingham, Chief Executive  
Department: Office of the Chief Executive  
Attachments: **1** Notice of Motion - Cr G Sauer 1 Page



## Notice of Motion

I wish to lodge the following Notice of Motion at the TSC Council Meeting on 26/7/23.

That TSC reimburse all unused Cinema Vouchers that are submitted to TSC before 31/8/23.

## Explanation

TSC only notified the public on 5/7/23 that the Cinema would be closing and that Vouchers should be used before that closure occurred.

Given that the closure occurred less than 2 weeks later, I do not believe that was adequate time for those with unused Cinema Vouchers to use them. I understand that when the Vouchers were purchased, a period of 3 years was given as a "use by date".

The cost of these reimbursements will be minimal in the big scheme of things but will be most welcomed by those affected.

*Greg Sauer*  
19/7/23

Secunded  
*Leo M. duodes*



|                      |                                                |
|----------------------|------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>           |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media |
| <b>Reference:</b>    | <b>ITEM RES6/23</b>                            |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - JUNE 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 June 2023.**

**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: **1** Resolution Register - June 2023 21 Pages

|                                     |                                                                              |
|-------------------------------------|------------------------------------------------------------------------------|
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:<br><br>Printed: Thursday, 20 July 2023<br>11:32:14 AM |
|-------------------------------------|------------------------------------------------------------------------------|

| Item No. | Meeting            | Officer/Director | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Completed | Last Note               | COI/MPI |
|----------|--------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------|---------|
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                         |         |
|          |                    | Keneally, Fiona  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                         |         |
|          |                    |                  | <b>Resolution 30/19</b><br><b>Resolved</b> that Council:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                         |         |
| (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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                         |         |
| (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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                         |         |
| (3)      |                    |                  | Requests the Minister for Local Government approve a reduction in the notification period from 90 days to the minimum 60 days.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                         |         |
|          |                    |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | (Greg Sauer/Gary Verri) |         |
|          |                    |                  | <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                         |         |
|          |                    |                  | <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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                         |         |

|                                     |                                                                              |
|-------------------------------------|------------------------------------------------------------------------------|
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:<br><br>Printed: Thursday, 20 July 2023<br>11:32:14 AM |
|-------------------------------------|------------------------------------------------------------------------------|

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                   | Officer/Director                       | Subject                                                             | Completed | Last Note | COI/MPI |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------------------------------------------------|-----------|-----------|---------|
| COM17/20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Council 22/07/2020                                                                                                                                                                                                                                                                                                                                                                                                                        | Counsell, David<br><br>Keneally, Fiona | Tenterfield Common<br>Easement and Lot<br>Compulsory<br>Acquisition |           |           |         |
| <b>Resolution 133/20</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 Adviseements underway to proceed with acquisition due to second attempt with no response., 11.11.21 Several attempts made by phone and letter to the Common Trust since April 2021, however no response has been received., Works are being scheduled to proceed. |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                        |                                                                     |           |           |         |
| <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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                        |                                                                     |           |           |         |

|                                                                 |                                                                              |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|
| Division:<br>Committee:<br>Officer:<br><br>Action Sheets Report | Date From:<br>Date To:<br><br>Printed: Thursday, 20 July 2023<br>11:32:14 AM |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Meeting            | Officer/Director | Subject                                                                                   | Completed | Last Note | COI/MPI |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|-------------------------------------------------------------------------------------------|-----------|-----------|---------|
| NM6/20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Council 26/08/2020 | Counsell, David  | NOTICE OF MOTION -<br>MARYLAND<br>CULLENDORE ROAD<br>THROUGH<br>MARYLAND<br>NATIONAL PARK |           |           |         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                    | Keneally, Fiona  |                                                                                           |           |           |         |
| <p><b>Resolution 176/20</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.</p> <p style="text-align: right;">(Gary Verri/Bronwyn Petrie)</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.</p> <p><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.</p> <p><b>20 Sep 2022 8:33am Coonan, Neville</b><br/>                 No action taken to date</p> <p><b>02 Nov 2022 9:38am Coonan, Neville</b><br/>                 No action taken</p> <p><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</p> <p><b>14 Feb 2023 9:25am Melling, Elizabeth - Reallocation</b><br/>                 Action reassigned to Counsell, David by Melling, Elizabeth - Roads related.</p> <p><b>12 Mar 2023 8:34pm Counsell, David</b><br/>                 Subject to further discussions with NPWS.</p> <p><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> |                    |                  |                                                                                           |           |           |         |

|                                                                                                 |                                                                                                       |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <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: Thursday, 20 July 2023<br/> 11:32:14 AM</p> |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Meeting                                                                                                                                                                                                                                                                                                                      | Officer/Director     | Subject                                                                | Completed | Last Note | COI/MPI                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------|-----------|-----------|-------------------------------|
| COM22/20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Council 23/09/2020                                                                                                                                                                                                                                                                                                           | Marchant,<br>Gillian | Mingoola Waste<br>Transfer Station Site -<br>Compulsory<br>Acquisition |           |           |                               |
| <b>Resolution 187/20</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| <b>Resolved</b> that Council:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| (1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proceed with the compulsory acquisition of the land described as Lot 7013 in DP 1075621 for the purpose of developing the Mingoola Waste Transfer Station in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and                                                                |                      |                                                                        |           |           |                               |
| (2)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proceed with the compulsory acquisition of the land described as the western portion of subdivided Lot 7018 in DP 1075621 for the purpose of subdivision, acquisition and developing the Mingoola Waste Transfer Station in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and |                      |                                                                        |           |           |                               |
| (3)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Make an application to the Minister and the Governor for approval to acquire Lot 7013 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and                                                                                                                                              |                      |                                                                        |           |           |                               |
| (4)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Make an application to the Minister and the Governor for approval to acquire the western portion of the subdivided Lot 7018 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and                                                                                                        |                      |                                                                        |           |           |                               |
| (5)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Classify the land as operational land; and                                                                                                                                                                                                                                                                                   |                      |                                                                        |           |           |                               |
| (6)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proceed with the subdivision of the land described as Lot 7018 in DP 1075621 for the purpose of compulsory acquisition of the newly-formed Lot in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and                                                                           |                      |                                                                        |           |           |                               |
| (7)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Arrange the survey of the formed road, known as Springfield Road, that traverses through Lot 7013 in DP 1075621 and dedicate this as a Public Road; and                                                                                                                                                                      |                      |                                                                        |           |           |                               |
| (8)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Make an application to the Minister and the Governor for approval to acquire the newly-formed Road Lot that traverses through Lot 7013 in DP 1075621 by compulsory process under section 177(1) or 177(2)(a) or 177(2)(b) of the Roads Act.                                                                                  |                      |                                                                        |           |           |                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           | (Brian Murray/Michael Petrie) |
| <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| <b>02 Dec 2021 1:26pm Fitzpatrick, Christie</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| 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. |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| <b>18 Jul 2022 4:07pm Melling, Elizabeth - Reallocation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| Action reassigned to Counsell, David by Melling, Elizabeth - James Pryor no longer involved with Council. Jessica Gibbins is on 6 months leave.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| <b>14 Sep 2022 1:42pm Melling, Elizabeth - Reallocation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| Action reassigned to Marchant, Gillian by Melling, Elizabeth - Waste Management matter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| <b>14 Sep 2022 1:46pm Marchant, Gillian</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| Negotiations ongoing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| <b>17 Oct 2022 4:36pm Marchant, Gillian</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| Negotiations ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| <b>11 Nov 2022 2:14pm Marchant, Gillian</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| Negotiations Ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| <b>08 Dec 2022 10:56am Marchant, Gillian</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| Negotiations Ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| <b>14 Feb 2023 3:25pm Marchant, Gillian</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| Negotiations Ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| <b>10 Mar 2023 6:13pm Marchant, Gillian</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| Negotiations with RSM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| <b>06 Apr 2023 9:18am Marchant, Gillian</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| Negotiations with NTScorp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| <b>10 May 2023 2:01pm Marchant, Gillian</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| Negotiations continue with NTScorp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| <b>14 Jul 2023 5:32pm Marchant, Gillian</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |
| New negotiations continue                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                              |                      |                                                                        |           |           |                               |

|                             |                                                                                                                                                                           |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Action Sheets Report</p> | <p><b>Division:</b><br/> <b>Committee:</b><br/> <b>Officer:</b></p> <p><b>Date From:</b><br/> <b>Date To:</b></p> <p>Printed: Thursday, 20 July 2023<br/> 11:32:14 AM</p> |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Item No. | Meeting            | Officer/Director  | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Completed | Last Note | COI/MPI                |
|----------|--------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|------------------------|
| NM7/20   | Council 23/09/2020 | Marchant, Gillian | NOTICE OF MOTION - TENTERFIELD TOWN DAM FOR RECREATIONAL ACTIVITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |           |                        |
|          |                    | Keneally, Fiona   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |           |                        |
|          |                    |                   | <b>Resolution 202/20</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) |
|          |                    |                   | <b>Notes</b><br><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.<br><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.<br><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.<br><b>18 Jul 2022 4:19pm Melling, Elizabeth - Reallocation</b><br>Action reassigned to Marchant, Gillian by Melling, Elizabeth - Returned to GM.<br><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.<br><b>10 Aug 2022 12:35pm Marchant, Gillian</b><br>Waiting for grant decision for Masterplan<br><b>08 Sep 2022 4:55pm Marchant, Gillian</b><br>8/09/2022 New application for Master plan grant submitted<br><b>17 Oct 2022 4:37pm Marchant, Gillian</b><br>Waiting on Grant notification<br><b>11 Nov 2022 2:17pm Marchant, Gillian</b><br>Grant unsuccessful awaiting on additional application<br><b>08 Dec 2022 10:57am Marchant, Gillian</b><br>Waiting on additional grant advisement<br><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<br><b>14 Feb 2023 3:28pm Marchant, Gillian</b><br>Additional application unsuccessful from 8/9/2022<br><b>10 Mar 2023 6:19pm Marchant, Gillian</b><br>Waiting on additional advisement, additional joint application submitted with Glenn Innes<br><b>06 Apr 2023 9:20am Marchant, Gillian</b><br>Waiting on advisement<br><b>10 May 2023 2:01pm Marchant, Gillian</b><br>Waiting on advisement<br><b>14 Jul 2023 5:33pm Marchant, Gillian</b><br>Waiting on advisement |           |           |                        |



|                                                                 |                                                                              |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|
| Division:<br>Committee:<br>Officer:<br><br>Action Sheets Report | Date From:<br>Date To:<br><br>Printed: Thursday, 20 July 2023<br>11:32:14 AM |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Meeting            | Officer/Director   | Subject                                                                                  | Completed | Last Note | COI/MPI |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|------------------------------------------------------------------------------------------|-----------|-----------|---------|
| COM2/21                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Council 24/02/2021 | Davidson,<br>Tamai | Request to relocate the Band Hall to Leeches Gully Road (former Leeches Gully Hall Site) |           |           |         |
| <b>Resolution 16/21</b><br><b>Resolved that Council:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                    |                    |                                                                                          |           |           |         |
| (1) Supports the gifting of the Band Hall to the Leeches Gully Progress Association subject to the association being responsible for: <ul style="list-style-type: none"> <li>(a) Ensuring the Band Hall can fit on the property by conducting an identification survey;</li> <li>(b) Ensuring the Band Hall transfer meets heritage requirements;</li> <li>(c) Paying for all costs associated with the relocation of the Band Hall;</li> <li>(d) All upkeep and maintenance on the band hall once ownership is formally transferred to the association.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |                    |                                                                                          |           |           |         |
| (2) Allocates up to \$50,000 to the Leeches Gully Progress Association towards the costs associated with the items in (1) above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                    |                                                                                          |           |           |         |
| (3) Negotiates with the Leeches Gully Progress Association on the proposed relocation of the Band Hall.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |                    |                                                                                          |           |           |         |
| (John Macnish/Bronwyn Petrie)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                    |                                                                                          |           |           |         |
| <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                    |                                                                                          |           |           |         |
| <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 Leeches 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. |                    |                    |                                                                                          |           |           |         |
| <b>18 May 2022 5:12pm Melling, Elizabeth</b><br>Ongoing - Chief Executive Office met with Grant Johnson for an update 12 May 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                    |                    |                                                                                          |           |           |         |
| <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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |                    |                                                                                          |           |           |         |
| <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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |                    |                                                                                          |           |           |         |
| <b>16 Aug 2022 2:57pm Coonan, Neville</b><br>DA application including a heritage report has not yet been submitted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |                    |                                                                                          |           |           |         |
| <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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |                    |                                                                                          |           |           |         |
| <b>02 Nov 2022 9:40am Coonan, Neville</b><br>The DA including the heritage report is yet to be lodged                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                    |                    |                                                                                          |           |           |         |
| <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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |                    |                                                                                          |           |           |         |
| <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 with lodge their DA Application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |                    |                                                                                          |           |           |         |
| <b>15 May 2023 12:46pm Melling, Elizabeth</b><br>Awaiting approval from land owner - Crown land.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                    |                                                                                          |           |           |         |

|                                                                 |                                                                              |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|
| Division:<br>Committee:<br>Officer:<br><br>Action Sheets Report | Date From:<br>Date To:<br><br>Printed: Thursday, 20 July 2023<br>11:32:14 AM |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Meeting            | Officer/Director                   | Subject                                   | Completed | Last Note | COI/MPI |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------|-------------------------------------------|-----------|-----------|---------|
| ECO8/21                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Council 24/03/2021 | Counsell, David<br>Keneally, Fiona | Snake Creek Road -<br>Road Reserve Update |           |           |         |
| <b>Resolution 60/21</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 7301 DP 1145839 for the purpose of dedicating a road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;</li> <li>(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.</li> </ol> <p style="text-align: right;">(Greg Sauer/Bronwyn Petrie)</p> <p><b>Notes</b><br/> <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.<br/> <b>14 Feb 2022 2:58pm Gibbins, Jessica</b><br/>                     Collating documents for the new application to send to OLG<br/> <b>15 Nov 2022 4:12pm Melling, Elizabeth</b><br/>                     Staff member currently 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 on extended leave. Feb 23<br/> <b>12 Mar 2023 8:35pm Counsell, David</b><br/>                     Staff resources being allocated to this matter in April to revise the application.<br/> <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.<br/> <b>09 May 2023 10:18am Counsell, David</b><br/>                     Still awaiting search responses before further action can proceed.</p> |                    |                                    |                                           |           |           |         |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Meeting            | Officer/Director                   | Subject                                                                                                                 | Completed | Last Note | COI/MPI |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-----------|-----------|---------|
| 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 |           |           |         |
| <b>Resolution 45/22</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 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> |                    |                                    |                                                                                                                         |           |           |         |

|                                                                 |                                                                              |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|
| Division:<br>Committee:<br>Officer:<br><br>Action Sheets Report | Date From:<br>Date To:<br><br>Printed: Thursday, 20 July 2023<br>11:32:14 AM |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|

| Item No.                                                                                                                                                                                                                                                                                                     | Meeting            | Officer/Director | Subject                                                                             | Completed | Last Note | COI/MPI |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|-------------------------------------------------------------------------------------|-----------|-----------|---------|
| COM6/22                                                                                                                                                                                                                                                                                                      | Council 22/06/2022 | Counsell, David  | McCliftys Road & Bungulla Reserve Road - Public Gate & Vehicle By-pass Applications |           |           |         |
| <b>Resolution 124/22</b><br><b>Resolved</b> that Council as the Roads Authority under the Roads Act 1993:-                                                                                                                                                                                                   |                    |                  |                                                                                     |           |           |         |
| (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 |                    |                  |                                                                                     |           |           |         |
| (2) Provide applicant with Council Consent as outlined in 4.2 Council's Internal Administrative Procedures of Policy 2.162.                                                                                                                                                                                  |                    |                  |                                                                                     |           |           |         |
| (3) Advertise the approval with proposed installation 1 month after advertising as required by the Roads Regulation 2008.                                                                                                                                                                                    |                    |                  |                                                                                     |           |           |         |
| (Giana Saccon/Tom Peters)                                                                                                                                                                                                                                                                                    |                    |                  |                                                                                     |           |           |         |
| <b>Motion Carried</b>                                                                                                                                                                                                                                                                                        |                    |                  |                                                                                     |           |           |         |
| <b>Notes</b>                                                                                                                                                                                                                                                                                                 |                    |                  |                                                                                     |           |           |         |
| 15 Nov 2022 4:13pm Melling, Elizabeth                                                                                                                                                                                                                                                                        |                    |                  |                                                                                     |           |           |         |
| Staff member currently on extended leave until January 2023                                                                                                                                                                                                                                                  |                    |                  |                                                                                     |           |           |         |
| 10 Feb 2023 2:18pm Melling, Elizabeth - Reallocation                                                                                                                                                                                                                                                         |                    |                  |                                                                                     |           |           |         |
| Action reassigned to Counsell, David by Melling, Elizabeth - Jess Gibbins is on extended leave 10.2.2023                                                                                                                                                                                                     |                    |                  |                                                                                     |           |           |         |
| 12 Mar 2023 8:41pm Counsell, David                                                                                                                                                                                                                                                                           |                    |                  |                                                                                     |           |           |         |
| Consents have been issued and works have commenced on both matters. Application process is complete.                                                                                                                                                                                                         |                    |                  |                                                                                     |           |           |         |

| Item No.                                                                                                                                                                                                           | Meeting            | Officer/Director | Subject                           | Completed | Last Note | COI/MPI |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|-----------------------------------|-----------|-----------|---------|
| COM13/22                                                                                                                                                                                                           | Council 27/07/2022 | Counsell, David  | AM White Drive reserve dedication |           |           |         |
| <b>Resolution 148/22</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. |                    |                  |                                   |           |           |         |
| (Tim Bonner/Peter Petty)                                                                                                                                                                                           |                    |                  |                                   |           |           |         |
| <b>Motion Carried</b>                                                                                                                                                                                              |                    |                  |                                   |           |           |         |
| <b>Notes</b>                                                                                                                                                                                                       |                    |                  |                                   |           |           |         |
| 17 Aug 2022 12:50pm Melling, Elizabeth                                                                                                                                                                             |                    |                  |                                   |           |           |         |
| Matter to be raised with Crown Lands for discussion of process.                                                                                                                                                    |                    |                  |                                   |           |           |         |
| 14 Sep 2022 12:16pm Counsell, David                                                                                                                                                                                |                    |                  |                                   |           |           |         |
| 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.                              |                    |                  |                                   |           |           |         |
| 08 Dec 2022 1:01pm Counsell, David                                                                                                                                                                                 |                    |                  |                                   |           |           |         |
| Details being compiled for submission to TfNSW to undertake dedication.                                                                                                                                            |                    |                  |                                   |           |           |         |
| 12 Mar 2023 8:42pm Counsell, David                                                                                                                                                                                 |                    |                  |                                   |           |           |         |
| Submission to TfNSW continuing.                                                                                                                                                                                    |                    |                  |                                   |           |           |         |

|                                                                 |                                                                              |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|
| Division:<br>Committee:<br>Officer:<br><br>Action Sheets Report | Date From:<br>Date To:<br><br>Printed: Thursday, 20 July 2023<br>11:32:14 AM |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Meeting            | Officer/Director | Subject                                        | Completed | Last Note | COI/MPI |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|------------------------------------------------|-----------|-----------|---------|
| GOV63/22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Council 27/07/2022 | Counsell, David  | Policy 2.162 Public Gates and Vehicle Bypasses |           |           |         |
| <p><b>Resolution 159/22</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> <p><b>Notes</b><br/>                     12 Aug 2022 4:26pm Melling, Elizabeth<br/>                     Put on Public Display - Website. 28 days on display.<br/>                     14 Sep 2022 12:24pm Counsell, David<br/>                     Public exhibition period has been held and a report will be prepared for Council to review the Policy.<br/>                     08 Dec 2022 12:59pm Counsell, David<br/>                     Report to Council yet to be completed.<br/>                     12 Mar 2023 8:43pm Counsell, David<br/>                     Report to Council planned for April meeting.<br/>                     15 May 2023 12:48pm Melling, Elizabeth<br/>                     Councilor Workshop - 10 May 2023</p> |                    |                  |                                                |           |           |         |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Meeting            | Officer/Director | Subject                                                                       | Completed | Last Note | COI/MPI |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|-------------------------------------------------------------------------------|-----------|-----------|---------|
| GOV64/22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Council 27/07/2022 | Counsell, David  | Policy 2.130 Construction & Maintenance of Property Access from Council Roads |           |           |         |
| <p><b>Resolution 160/22</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><br/>                     12 Aug 2022 4:30pm Melling, Elizabeth<br/>                     Policy on Public Display for 28 days - TSC Website.<br/>                     14 Sep 2022 12:26pm Counsell, David<br/>                     Public exhibition period has been held and a report will be prepared for Council to review the Policy<br/>                     08 Dec 2022 12:58pm Counsell, David<br/>                     Revised drawings to be compiled and report to Council yet to be completed.<br/>                     12 Mar 2023 8:43pm Counsell, David<br/>                     Report to Council meeting planned for April meeting.<br/>                     15 May 2023 12:48pm Melling, Elizabeth<br/>                     Councilor Workshop - 10 May 2023</p> |                    |                  |                                                                               |           |           |         |

|                                                                 |                                                                              |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|
| Division:<br>Committee:<br>Officer:<br><br>Action Sheets Report | Date From:<br>Date To:<br><br>Printed: Thursday, 20 July 2023<br>11:32:14 AM |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Meeting            | Officer/Director | Subject                                                                           | Completed | Last Note | COI/MPI |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|-----------------------------------------------------------------------------------|-----------|-----------|---------|
| ECO14/22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Council 28/09/2022 | Counsell, David  | ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - SUNNYSIDE PLATFORM ROAD |           |           |         |
| <b>Resolution 200/22</b><br><b>Resolved</b> that Council: <ol style="list-style-type: none"> <li>(1) Agree to the acquisition of land adjacent to Sunnyside Platform Road for road widening purposes at the intersection of Bruxner Way; and</li> <li>(2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.</li> </ol> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> <p><b>Notes</b><br/> <b>12 Oct 2022 3:31pm Counsell, David</b><br/>                     Preliminary meeting held with registered surveyor to assist in acquisition process.<br/> <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.<br/> <b>31 Jan 2023 9:37am Counsell, David</b><br/>                     Surveyor is completing field work and acquisition plan to be prepared during February.<br/> <b>12 Mar 2023 8:44pm Counsell, David</b><br/>                     Acquisition plan completed and are with Solicitors to arrange to execute acquisition process.<br/> <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.<br/> <b>20 Jul 2023 11:24am Melling, Elizabeth</b><br/>                     Plans registered. Valuers assessing for compensation.</p> |                    |                  |                                                                                   |           |           |         |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Meeting            | Officer/Director | Subject                                                                              | Completed | Last Note | COI/MPI |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|--------------------------------------------------------------------------------------|-----------|-----------|---------|
| ECO15/22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Council 28/09/2022 | Counsell, David  | ACQUISITION OF LAND REQUIRED FOR ROAD REALIGNMENT PURPOSES ON PADDYS FLAT ROAD NORTH |           |           |         |
| <b>Resolution 201/22</b><br><b>Resolved</b> that Council: <ol style="list-style-type: none"> <li>(1) Agree to the acquisition of land adjacent to Paddys Flat Road North for road realignment and widening purposes at Kangaroo Creek Bridge; and</li> <li>(2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.</li> </ol> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> <p><b>Notes</b><br/> <b>12 Oct 2022 3:33pm Counsell, David</b><br/>                     Meeting held with registered surveyor to assist in realignment acquisition process.<br/> <b>08 Dec 2022 12:55pm Counsell, David</b><br/>                     Surveyor has been engaged for acquisition plan. Fencing has been undertaken for new boundary.<br/> <b>31 Jan 2023 9:35am Counsell, David</b><br/>                     Bridge approach works being finalised and surveyor is planning to undertake field work at the end of February.<br/> <b>12 Mar 2023 8:46pm Counsell, David</b><br/>                     Survey field work is yet to be completed.<br/> <b>13 Apr 2023 3:47pm Counsell, David</b><br/>                     Survey and acquisition plan preparation is continuing with the surveyors.<br/> <b>10 May 2023 5:01pm Counsell, David</b><br/>                     Still awaiting Tenterfield Surveys to complete field work.<br/> <b>20 Jul 2023 11:23am Melling, Elizabeth</b><br/>                     Awaiting surveyor to finalise plans.</p> |                    |                  |                                                                                      |           |           |         |

|                                                                 |                                                                              |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|
| Division:<br>Committee:<br>Officer:<br><br>Action Sheets Report | Date From:<br>Date To:<br><br>Printed: Thursday, 20 July 2023<br>11:32:14 AM |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Meeting                                                                                                                                                                                                     | Officer/Director | Subject                                                                                 | Completed | Last Note | COI/MPI                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------|-----------|-----------|--------------------------|
| ECO16/22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Council 28/09/2022                                                                                                                                                                                          | Counsell, David  | ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - MT LINDESAY ROAD BLER PROJECT |           |           |                          |
| <b>Resolution 202/22</b><br><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><br><b>12 Oct 2022 3:35pm Counsell, David</b><br>Preliminary meeting held with registered surveyor to assist in road widening acquisition with survey and plan preparation.<br><b>02 Nov 2022 9:44am Counsell, David</b><br>Field survey works have commenced for the acquisition.<br><b>08 Dec 2022 12:56pm Counsell, David</b><br>Surveyor engaged, survey work undertaken and acquisition plan being compiled.<br><b>31 Jan 2023 9:32am Counsell, David</b><br>Survey plans are completed and with Council's Solicitors for legal processing.<br><b>12 Mar 2023 8:47pm Counsell, David</b><br>Solicitors are continuing the acquisition process with the two property owners.<br><b>13 Apr 2023 4:00pm Counsell, David</b><br>Registered valuer has been engaged to assess the value of the land involved.<br><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.<br><b>20 Jul 2023 11:24am Melling, Elizabeth</b><br>Awaiting plans from surveyor. |                                                                                                                                                                                                             |                  |                                                                                         |           |           |                          |



|                                                                 |                                                                              |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|
| Division:<br>Committee:<br>Officer:<br><br>Action Sheets Report | Date From:<br>Date To:<br><br>Printed: Thursday, 20 July 2023<br>11:32:14 AM |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|

| Item No. | Meeting                                                                                                                                                                                                     | Officer/Director | Subject                                                                                                              | Completed | Last Note | COI/MPI                  |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------|-----------|-----------|--------------------------|
| ECO17/22 | Council 28/09/2022                                                                                                                                                                                          | Counsell, David  | ACQUISITION OF LAND REQUIRED FOR ROAD ALIGNING PURPOSES ALONG KILDARE ROAD                                           |           |           |                          |
|          |                                                                                                                                                                                                             | Keneally, Fiona  |                                                                                                                      |           |           |                          |
|          |                                                                                                                                                                                                             |                  | <b>Resolution 203/22</b>                                                                                             |           |           |                          |
|          |                                                                                                                                                                                                             |                  | <b>Resolved</b> that Council:                                                                                        |           |           |                          |
| (1)      | Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes on various curves being widened under the BLER Fund project; and                                                   |                  |                                                                                                                      |           |           |                          |
| (2)      | Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.                                                                 |                  |                                                                                                                      |           |           | (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 3:36pm Counsell, David</b>                                                                            |           |           |                          |
|          |                                                                                                                                                                                                             |                  | Preliminary meeting held with registered surveyor to commence road reserve alignment process.                        |           |           |                          |
|          |                                                                                                                                                                                                             |                  | <b>08 Dec 2022 12:57pm Counsell, David</b>                                                                           |           |           |                          |
|          |                                                                                                                                                                                                             |                  | Surveyor has been engaged and field survey work is partially undertaken with pegging of proposed boundary.           |           |           |                          |
|          |                                                                                                                                                                                                             |                  | <b>31 Jan 2023 9:30am Counsell, David</b>                                                                            |           |           |                          |
|          |                                                                                                                                                                                                             |                  | Surveyor has now completed field work pegging of proposed boundaries and plans are being compiled.                   |           |           |                          |
|          |                                                                                                                                                                                                             |                  | <b>12 Mar 2023 8:48pm Counsell, David</b>                                                                            |           |           |                          |
|          |                                                                                                                                                                                                             |                  | Survey plans are still being compiled and have not yet been received from the land surveyors.                        |           |           |                          |
|          |                                                                                                                                                                                                             |                  | <b>13 Apr 2023 4:01pm Counsell, David</b>                                                                            |           |           |                          |
|          |                                                                                                                                                                                                             |                  | Surveyor is still preparing acquisition plan as the matter is complex given nature and extent of the road alignment. |           |           |                          |
|          |                                                                                                                                                                                                             |                  | <b>09 May 2023 10:21am Counsell, David</b>                                                                           |           |           |                          |
|          |                                                                                                                                                                                                             |                  | Still awaiting survey plans from Tenterfield Surveys                                                                 |           |           |                          |
|          |                                                                                                                                                                                                             |                  | <b>20 Jul 2023 11:23am Melling, Elizabeth</b>                                                                        |           |           |                          |
|          |                                                                                                                                                                                                             |                  | Awaiting survey to prepare plans.                                                                                    |           |           |                          |

|                                                                 |                                                                              |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|
| Division:<br>Committee:<br>Officer:<br><br>Action Sheets Report | Date From:<br>Date To:<br><br>Printed: Thursday, 20 July 2023<br>11:32:14 AM |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Meeting            | Officer/Director   | Subject                                                     | Completed | Last Note | COI/MPI |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|-------------------------------------------------------------|-----------|-----------|---------|
| ECO19/22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Council 28/09/2022 | Davidson,<br>Tamai | OPTIONS TO<br>MANAGE 142<br>MANNERS STREET,<br>TENTERFIELD. |           |           |         |
| <b>Resolution 206/22</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> |                    |                    |                                                             |           |           |         |
| <b>Notes</b><br><b>19 Oct 2022 1:13pm Condrick, Jodie</b><br>Letter has been sent to the current lessee<br><b>02 Nov 2022 9:48am Coonan, Neville</b><br>No action required at this time.<br><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<br><b>14 Feb 2023 9:30am Melling, Elizabeth</b><br>Further Report to will be provided to the May 2023 Ordinary Council Meeting.<br><b>15 May 2023 12:50pm Melling, Elizabeth</b><br>Further Report will be provided to the June 2023 Ordinary Council Meeting                                                                                                                                                                   |                    |                    |                                                             |           |           |         |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Meeting            | Officer/Director | Subject                                                                                                               | Completed | Last Note | COI/MPI |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|-----------------------------------------------------------------------------------------------------------------------|-----------|-----------|---------|
| 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. |           |           |         |
| <b>Resolution 212/22</b><br><b>OFFICER'S RECOMMENDATION:</b><br><br><b>That Council:</b> <ol style="list-style-type: none"> <li>(1) Ratify the Letter of Support (Attachment A) to current occupier to apply for a grant to revitalise the clubhouse by extending the kiosk function area and construct amenities, noting that any additional asset cost will be on Councils Asset Register until a Lease is effected;</li> <li>(2) Prepare and have approved a Plan of Management (PoM) for the Reserve (Reserve R83670 - Lot 599 DP 704008) in consultation with the occupiers, and</li> <li>(3) Provide 'in principle' approval for the Chief Executive to commence negotiations for a long-term Lease over the Reserve. The 'in principle' approval is provided subject to the satisfactory resolution of community consultation processes, necessary Crown Land approvals, satisfactory site analysis, Lease negotiation and development approval process.</li> </ol> |                    |                  |                                                                                                                       |           |           |         |
| <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<br><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<br><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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |                  |                                                                                                                       |           |           |         |

|                                     |                                                                              |
|-------------------------------------|------------------------------------------------------------------------------|
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:<br><br>Printed: Thursday, 20 July 2023<br>11:32:14 AM |
|-------------------------------------|------------------------------------------------------------------------------|

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Meeting            | Officer/Director      | Subject                                             | Completed | Last Note | COI/MPI |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------|-----------------------------------------------------|-----------|-----------|---------|
| GOV81/22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Council 26/10/2022 | Melling,<br>Elizabeth | 2022 - REVIEW OF<br>VARIATION OF<br>WARD BOUNDARIES |           |           |         |
| <b>Resolution 227/22</b><br><b>Resolved</b> that pursuant to s.211(2) of the <i>Local Government Act 1993</i> (NSW) that Council advises:                                                                                                                                                                                                                                                                                                                                                                                                                |                    |                       |                                                     |           |           |         |
| (1) The Electoral Commission of its elector numbers being greater than 10% in variance in the month of April and September 2022; and<br>(2) That it is Council's intention to monitor the number of electors of each ward until April 2023, when Census 2021 data is fully integrated at the Electoral Commission NSW; and<br>(3) Should, in April 2023, the elector numbers still be greater than a 10% variation it is then Council's intention to change the existing Ward Boundaries for the Local Government election to be held in September 2024. |                    |                       |                                                     |           |           |         |
| (Kim Rhodes/Greg Sauer)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |                       |                                                     |           |           |         |
| <b>Motion Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                       |                                                     |           |           |         |
| <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |                       |                                                     |           |           |         |
| <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.                                                                                                                                                                                                                                                                                                                                   |                    |                       |                                                     |           |           |         |
| <b>05 Dec 2022 11:11am Melling, Elizabeth</b><br>Review variation monthly advise in MOR monthly until April 2023                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    |                       |                                                     |           |           |         |
| <b>10 Feb 2023 1:52pm Melling, Elizabeth</b><br>Review figures for January & February 23 to include in MOR                                                                                                                                                                                                                                                                                                                                                                                                                                               |                    |                       |                                                     |           |           |         |
| <b>10 Mar 2023 8:22am Melling, Elizabeth</b><br>Reviewing figures for 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                    |                       |                                                     |           |           |         |
| <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.                                                                                                                                                                                                                                                                                                                                                                                                   |                    |                       |                                                     |           |           |         |
| <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%.                                                                                                                                                                                                     |                    |                       |                                                     |           |           |         |
| <b>22 Jun 2023 4:21pm Melling, Elizabeth</b><br>Maps now updated with boundary adjustment. To go to next Councillor Workshop - July 2023                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |                       |                                                     |           |           |         |

|                      |                                                          |                                                                                            |
|----------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------|
| 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: Thursday, 20 July 2023<br>11:32:14 AM |
|----------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------|

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Meeting            | Officer/Director | Subject                                                                                                | Completed | Last Note | COI/MPI |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|--------------------------------------------------------------------------------------------------------|-----------|-----------|---------|
| 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 251/22</b><br><b>Resolved that Council:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |                  |                                                                                                        |           |           |         |
| <p>(1) <b>Receive and note the report of the Tenterfield Shire Council Local Traffic Committee meeting of 1 December 2022;</b></p> <p>(2) <b>Adopt the recommendations from the meeting as follows:-</b></p> <p>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.</p> <p>b) <b>Manners Street, Tenterfield – request for pedestrian crossing.</b><br/>Transport for NSW to assess the site in respect to the request for a pedestrian crossing given the close proximity to the New England Highway. Council to send a letter to TfNSW requesting assessment.</p> <p>c) <b>Rouse Street Telstra Driveway.</b><br/>All line marking of the parking bays be reviewed and renewed in CBD.</p> <p>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.</p> <p>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.</p> <p>f) <b>Proposed meeting dates for 2023</b><br/>Committee accept meeting dates as presented.</p> <p style="text-align: right;">(Tom Peters/Tim Bonner)</p> |                    |                  |                                                                                                        |           |           |         |
| <b>Motion Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                    |                  |                                                                                                        |           |           |         |
| <b>Notes</b><br><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.<br><b>12 Mar 2023 8:49pm Counsell, David</b><br>Actions from the meeting are being programmed as resources allow.<br><b>13 Apr 2023 4:02pm Counsell, David</b><br>Outstanding actions are to be actioned when possible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |                  |                                                                                                        |           |           |         |

|                                     |                                                                              |
|-------------------------------------|------------------------------------------------------------------------------|
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:<br><br>Printed: Thursday, 20 July 2023<br>11:32:14 AM |
|-------------------------------------|------------------------------------------------------------------------------|

| Item No.                                                                                                                                                                                                                                                                       | Meeting            | Officer/Director     | Subject                                                | Completed | Last Note | COI/MPI                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------|--------------------------------------------------------|-----------|-----------|------------------------|
| ENV2/23                                                                                                                                                                                                                                                                        | Council 22/02/2023 | Marchant,<br>Gillian | REPLACEMENT<br>PLANT 26 WASTE<br>SIDE LOADING<br>TRUCK |           |           |                        |
| <b>Resolution 6/23</b><br><b>OFFICER'S RECOMMENDATION:</b><br><b>That Council:</b>                                                                                                                                                                                             |                    |                      |                                                        |           |           |                        |
| (1) Procure "Side Loader" in accordance with Council's Procurement Policies and Process; and                                                                                                                                                                                   |                    |                      |                                                        |           |           |                        |
| (2) Approve the transfer of the funds from the Waste Fund Reserve to a value of the final purchase price (estimated at \$550,000) from the restricted Reserve to the Operational Budget to be formally resolved as part of the March 2023 Quarterly Budget Review process: and |                    |                      |                                                        |           |           |                        |
| (3) Approve the donation of plant number 26 with a written down value of \$19,500 to Inverell TAFE (heavy vehicles).                                                                                                                                                           |                    |                      |                                                        |           |           |                        |
| <b>AMENDMENT</b>                                                                                                                                                                                                                                                               |                    |                      |                                                        |           |           |                        |
| 4) That unit 26 be transferred to the Tenterfield Transport Museum after Inverell TAFE have finished with the vehicle.                                                                                                                                                         |                    |                      |                                                        |           |           | (Geoff Nye/Greg Sauer) |
| <b><u>Amendment Carried</u></b>                                                                                                                                                                                                                                                |                    |                      |                                                        |           |           |                        |
| <b>Notes</b>                                                                                                                                                                                                                                                                   |                    |                      |                                                        |           |           |                        |
| <b>10 Mar 2023 6:22pm Marchant, Gillian</b><br>Updated RFT, to be added to Vendor Panel.                                                                                                                                                                                       |                    |                      |                                                        |           |           |                        |
| <b>06 Apr 2023 9:21am Marchant, Gillian</b><br>Added to Vendor Panel                                                                                                                                                                                                           |                    |                      |                                                        |           |           |                        |
| <b>10 May 2023 2:02pm Marchant, Gillian</b><br>Tenders recieved under evaluation                                                                                                                                                                                               |                    |                      |                                                        |           |           |                        |
| <b>22 Jun 2023 4:21pm Melling, Elizabeth</b><br>Further Report to Ordinary Council MEetin g- Friday 30 June 2023                                                                                                                                                               |                    |                      |                                                        |           |           |                        |
| <b>14 Jul 2023 5:34pm Marchant, Gillian</b><br>Resolution provided Friday 30 June-actioned                                                                                                                                                                                     |                    |                      |                                                        |           |           |                        |
| <b>20 Jul 2023 11:28am Melling, Elizabeth</b><br>Negotiations currently                                                                                                                                                                                                        |                    |                      |                                                        |           |           |                        |

|                                                                 |                                                                              |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|
| Division:<br>Committee:<br>Officer:<br><br>Action Sheets Report | Date From:<br>Date To:<br><br>Printed: Thursday, 20 July 2023<br>11:32:14 AM |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Meeting            | Officer/Director | Subject                                                                                                | Completed | Last Note | COI/MPI |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|--------------------------------------------------------------------------------------------------------|-----------|-----------|---------|
| RC2/23                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Council 22/02/2023 | Counsell, David  | TENTERFIELD SHIRE<br>COUNCIL LOCAL<br>TRAFFIC<br>COMMITTEE<br>MEETING -<br>THURSDAY 2<br>FEBRUARY 2023 |           |           |         |
| <p><b>Resolution 18/23</b><br/> <b>Resolved</b> that Council:</p> <p>Receive and note the minutes of the Tenterfield Shire Local Traffic Committee meeting of 2 February 2023;</p> <p>(1) Adopt the following recommendations from General Business a) thru d):</p> <p>(a) ROUSE STREET VISITOR INFORMATION CENTRE PARKING SIGNS - That Council amend the regulatory parking signs for the Rouse Street parking spaces immediately in front of the Visitor Information Centre to 30-minute time limited parking;</p> <p>(b) TENTERFIELD HIGH SCHOOL CROSS COUNTRY EVENT - That Council approve the annual Tenterfield High School Cross Country event subject to Police approval and standard conditions;</p> <p>(c) ANZAC DAY – TENTERFIELD - That Council offer no objection to the temporary closure of roads including sections of Manners Street, Rouse Street and Molesworth Street associated with the annual ANZAC Day ceremony 25 April 2023 subject to approval by NSW Police and Transport NSW with standard conditions;</p> <p>(d) ANZAC DAY – URBENVILLE - That Council offer no objection to the temporary closure of streets including sections of Beauy Street, Tooloom Street and Clarence Way in Urbenville associated with the annual ANZAC Day ceremony 25 April 2023 subject to approval by NSW Police and Transport NSW with standard conditions.</p> <p style="text-align: right;">(Giana Saccon/Tom Peters)</p> <p><b>Motion Carried</b></p> <p><b>Notes</b><br/> <b>12 Mar 2023 8:50pm Counsell, David</b><br/>                 Actions from the Februray meeting are being programmed as staffing resources allow.<br/> <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.<br/> <b>10 May 2023 4:12pm Counsell, David</b><br/>                 VIC Parking sign amendments to be programmed.<br/> <b>20 Jul 2023 11:21am Melling, Elizabeth</b><br/>                 Signs updated. Need further inspection for accuracy.</p> |                    |                  |                                                                                                        |           |           |         |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Meeting            | Officer/Director | Subject                                                                 | Completed | Last Note | COI/MPI |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|-------------------------------------------------------------------------|-----------|-----------|---------|
| COM3/23                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Council 22/03/2023 | Gibbins, Jessica | CROWN LANDS<br>PLAN OF<br>MANAGEMENT<br>RESERVE 57957 -<br>JUBILEE PARK |           |           |         |
| <p><b>Resolution 29/23</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)<br/> <b>20 Jul 2023 11:20am Melling, Elizabeth</b><br/>                 Some feedback and adopted by Council.</p> |                    |                  |                                                                         |           |           |         |



|                                                                 |                                                                              |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|
| Division:<br>Committee:<br>Officer:<br><br>Action Sheets Report | Date From:<br>Date To:<br><br>Printed: Thursday, 20 July 2023<br>11:32:14 AM |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Meeting            | Officer/Director   | Subject                                          | Completed | Last Note | COI/MPI |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------------------------------------|-----------|-----------|---------|
| ENV3/23                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Council 22/03/2023 | Davidson,<br>Tamai | LEASING OF 136<br>MANNERS STREET,<br>TENTERFIELD |           |           |         |
| <b>Resolution 42/23</b><br><b>Resolved</b> that Council: <ol style="list-style-type: none"> <li>(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.</li> <li>(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.</li> <li>(3) Commence the lease from 1 April 2023.</li> </ol> <p style="text-align: right;">(Kim Rhodes/Peter Petty)</p> |                    |                    |                                                  |           |           |         |
| <b>Motion Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                    |                    |                                                  |           |           |         |
| <b>Notes</b><br><b>20 Apr 2023 9:30am Davidson, Tamai</b><br>Request for lease sent to solicitors for drafting<br><b>20 Jul 2023 11:18am Melling, Elizabeth</b><br>Total Care Executive are happy for solicitors to apply the changes to Lease. Meeting next Wednesday afternoon so could get it signed if Lease is ready beforehand.                                                                                                                                                                                                                                                                                                                   |                    |                    |                                                  |           |           |         |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Meeting            | Officer/Director | Subject                                                                                                   | Completed | Last Note | COI/MPI |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|-----------------------------------------------------------------------------------------------------------|-----------|-----------|---------|
| RC5/23                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Council 26/04/2023 | Counsell, David  | TENTERFIELD SHIRE<br>COUNCIL LOCAL<br>TRAFFIC<br>COMMITTEE<br>MEETING MINUTES<br>THURSDAY 6 APRIL<br>2023 |           |           |         |
| <b>Resolution 58/23</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 Killamey 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> </li> </ol> <p style="text-align: right;">(Tom Peters/John Macnish)</p> |                    |                  |                                                                                                           |           |           |         |
| <b>Motion Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                  |                                                                                                           |           |           |         |
| <b>Notes</b><br><b>10 May 2023 4:09pm Counsell, David</b><br>Actions from minutes being programmed<br><b>20 Jul 2023 11:17am Melling, Elizabeth</b><br>Contact from NSW Police to quote of repairs to pavement Sec 67                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                  |                                                                                                           |           |           |         |

|                                                                 |                                                                              |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|
| Division:<br>Committee:<br>Officer:<br><br>Action Sheets Report | Date From:<br>Date To:<br><br>Printed: Thursday, 20 July 2023<br>11:32:14 AM |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Meeting            | Officer/Director                   | Subject                                                 | Completed | Last Note | COI/MPI |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------|---------------------------------------------------------|-----------|-----------|---------|
| ECO8/23                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Council 24/05/2023 | Counsell, David<br>Keneally, Fiona | MT LINDESAY ROAD<br>BRYANS GAP ROAD<br>LAND ACQUISITION |           |           |         |
| <b>Resolution 64/23</b><br><b>Resolved</b> that Council: <ol style="list-style-type: none"> <li>(1) Agree to commence investigation of the Mt Lindesay Road public road reserve with respect to proposed rehabilitation works near Bryans Gap Road, and</li> <li>(2) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes necessary for road rehabilitation, and</li> <li>(3) Authorise 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;">(Tim Bonner/Kim Rhodes)</p> |                    |                                    |                                                         |           |           |         |
| <b>Motion Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                    |                                    |                                                         |           |           |         |
| <b>Notes</b><br>20 Jul 2023 11:16am Melling, Elizabeth<br>Sent request to surveyor to confirm five boundary points.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |                                    |                                                         |           |           |         |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Meeting            | Officer/Director                   | Subject                                                 | Completed | Last Note | COI/MPI |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------|---------------------------------------------------------|-----------|-----------|---------|
| ECO9/23                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Council 24/05/2023 | Counsell, David<br>Keneally, Fiona | MT LINDESAY ROAD<br>- BOUNDARY ROAD<br>LAND ACQUISITION |           |           |         |
| <b>Resolution 65/23</b><br><b>Resolved</b> that Council: <ol style="list-style-type: none"> <li>(1) Agree to commence investigation of Mt Lindesay Road for the purpose of detailed design of a future roundabout at Boundary Road intersection, and</li> <li>(2) Agree to the acquisition of land adjacent to Mt Lindesay Road for the purpose of future roundabout construction, and</li> <li>(3) Authorise 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;">(Kim Rhodes/Tim Bonner)</p> |                    |                                    |                                                         |           |           |         |
| <b>Motion Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |                                    |                                                         |           |           |         |
| <b>Notes</b><br>20 Jul 2023 11:15am Melling, Elizabeth<br>Updating correspondence to landowners. Preparing brief for surveyor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                                    |                                                         |           |           |         |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Meeting            | Officer/Director                   | Subject                                                      | Completed | Last Note | COI/MPI |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------|--------------------------------------------------------------|-----------|-----------|---------|
| ECO10/23                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Council 24/05/2023 | Counsell, David<br>Keneally, Fiona | SHERRATT ROAD<br>TORRINGTON -<br>ROAD RESERVE<br>ACQUISITION |           |           |         |
| <b>Resolution 66/23</b><br><b>Resolved</b> that Council: <ol style="list-style-type: none"> <li>(1) Agree to commence investigations for the formalisation of a road reserve for Sherratt Road, Tomtoy Avenue and Eschman Lane, and</li> <li>(2) Undertake necessary searches, survey and plan preparation for the compulsory acquisition of Crown Land to form public road reserves.</li> </ol> <p style="text-align: right;">(Tom Peters/Kim Rhodes)</p> |                    |                                    |                                                              |           |           |         |
| <b>Motion Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      |                    |                                    |                                                              |           |           |         |
| <b>Notes</b><br>20 Jul 2023 11:12am Melling, Elizabeth<br>Liaising with Crown Lands to determine surveyors scope.                                                                                                                                                                                                                                                                                                                                          |                    |                                    |                                                              |           |           |         |

|                                                                 |                                                                              |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|
| Division:<br>Committee:<br>Officer:<br><br>Action Sheets Report | Date From:<br>Date To:<br><br>Printed: Thursday, 20 July 2023<br>11:32:14 AM |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Meeting            | Officer/Director                   | Subject                                        | Completed | Last Note | COI/MPI |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------|------------------------------------------------|-----------|-----------|---------|
| ENV4/23                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Council 24/05/2023 | Counsell, David<br>Keneally, Fiona | MOLESWORTH<br>STREET DRAINAGE<br>PIPE EASEMENT |           |           |         |
| <b>Resolution 67/23</b><br><b>Resolved</b> that Council: <ol style="list-style-type: none"> <li>(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</li> <li>(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.</li> </ol> <p style="text-align: right;">(Peter Petty/Kim Rhodes)</p> <p><b>Motion Carried</b></p> <p><b>Notes</b><br/>                 20 Jul 2023 11:12am Melling, Elizabeth<br/>                 Surveyor to amend plans after liaising with owners of land.</p> |                    |                                    |                                                |           |           |         |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                   | Meeting            | Officer/Director                   | Subject                                   | Completed | Last Note | COI/MPI |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------|-------------------------------------------|-----------|-----------|---------|
| GOV24/23                                                                                                                                                                                                                                                                                                                                                                                   | Council 24/05/2023 | Counsell, David<br>Keneally, Fiona | DISPOSAL OF<br>DAMAGED STEEL<br>STRUCTURE |           |           |         |
| <b>Resolution 69/23</b><br><b>Resolved</b> that Council agree to the disposal of the damaged steel structure as surplus scrap material. <p style="text-align: right;">(Greg Sauer/Peter Murphy)</p> <p><b>Motion Carried</b></p> <p><b>Notes</b><br/>                 20 Jul 2023 11:11am Melling, Elizabeth<br/>                 Inspection required for full description and access.</p> |                    |                                    |                                           |           |           |         |

| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Meeting            | Officer/Director                     | Subject                                                                                                    | Completed | Last Note | COI/MPI |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------|-----------|-----------|---------|
| NM1/23                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Council 24/05/2023 | Petty, Peter<br>Buckingham,<br>Daryl | NOTICE OF MOTION -<br>INVESTIGATE THE<br>EXTENSION OF WASTE<br>SERVICES TO BILLIRIMBA<br>ROAD, TENTERFEILD |           |           |         |
| <b>Resolution 80/23</b><br><b>RECOMMENDATION:</b><br>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. <p style="text-align: right;">(Peter Petty / Kim Rhodes)</p> <p><b>AMENDMENT</b><br/>                 That Council receive a Report on the viability and interest of residents in extending waste service collection along:</p> <ol style="list-style-type: none"> <li>(1) Billirimba Road, from the intersection of Scrub Road and Billirimba Road to Steinbrook Hall.</li> <li>(2) Sunnyside Loop Road area</li> <li>(3) Scrub Road within a 10km radius</li> </ol> <p style="text-align: right;">(Peter Murphy/Greg Sauer)</p> <p><b>Amendment Carried</b></p> <p><b>Resolved</b> that Council receive a Report on the viability and interest of residents in extending waste service collection along:</p> <ol style="list-style-type: none"> <li>(1) Billirimba Road, from the intersection of Scrub Road and Billirimba Road to Steinbrook Hall, and</li> <li>(2) Sunnyside Loop Road area, and</li> <li>(3) Scrub Road within a 10km radius.</li> </ol> <p style="text-align: right;">(Peter Murphy/Greg Sauer)</p> <p><b>Motion Carried</b></p> |                    |                                      |                                                                                                            |           |           |         |

Tenterfield Shire Council

|                      |                                     |                                                                              |
|----------------------|-------------------------------------|------------------------------------------------------------------------------|
| Action Sheets Report | Division:<br>Committee:<br>Officer: | Date From:<br>Date To:<br><br>Printed: Thursday, 20 July 2023<br>11:32:14 AM |
|----------------------|-------------------------------------|------------------------------------------------------------------------------|

|                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Notes</b><br><b>29 May 2023 4:53pm Melling, Elizabeth</b><br>Further Report to Council on areas specified in the Resolution to be prepared by Manager Waste & Water. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Item No. | Meeting            | Officer/Director  | Subject                                                                                                                                                                                                                                                                                                                                      | Completed | Last Note                   | COI/MPI |
|----------|--------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------|---------|
| ECO6/23  | Council 24/05/2023 | Mills, Bruce      | SALE OF COUNCIL OWNED LAND - 'BENDALL'S' 8933 NEW ENGLAND HIGHWAY, TENTERFIELD.                                                                                                                                                                                                                                                              |           |                             |         |
|          |                    | Buckingham, Daryl |                                                                                                                                                                                                                                                                                                                                              |           |                             |         |
|          |                    |                   | <b>Resolution 85/23</b>                                                                                                                                                                                                                                                                                                                      |           |                             |         |
|          |                    |                   | <b>Resolved</b> that Council:                                                                                                                                                                                                                                                                                                                |           |                             |         |
| (1)      |                    |                   | Rescinds Resolution No. 43/2023 Part (2) from Council's Ordinary Meeting of 22 March 2023 to authorise the Chief Executive Officer to open list the property for sale, being 'Bendalls' at 8933 New England Highway, Tenterfield (Lot 2 DP 1037068) NSW 2372, and                                                                            |           |                             |         |
| (2)      |                    |                   | Authorise the Chief Executive Officer to accept the offer of \$1,001,000 (exclusive of GST) from Shun Hung Pty Ltd to purchase 'Bendall's' at 8933 New England Highway, Tenterfield (Lot 2 DP 1037068) NSW 2372, and                                                                                                                         |           |                             |         |
| (3)      |                    |                   | Should the contract of sale not be finalised by Shun Hung Pty Ltd, authorise the Chief Executive Officer to openly relist the property of 'Bendalls' at 8933 New England Highway, Tenterfield (Lot 2 DP 1037068) for a sale price of \$1,100,000 (exclusive of GST).                                                                         |           |                             |         |
|          |                    |                   |                                                                                                                                                                                                                                                                                                                                              |           | (John Macnish/Peter Murphy) |         |
|          |                    |                   | <b>Motion Carried Unanimously</b>                                                                                                                                                                                                                                                                                                            |           |                             |         |
|          |                    |                   | <b>Notes</b>                                                                                                                                                                                                                                                                                                                                 |           |                             |         |
|          |                    |                   | <b>29 May 2023 4:45pm Melling, Elizabeth</b><br>Bruce Mills advised agent (Jack Thomas of Nutrien Harcourts) of Council's decision after the meeting 24 May 2023. Under Terms of the Offer, buyer has 60 days to finalise purchase. Monday, 29 May officer spoke with the agent who advised the buyer was confident of securing a bank loan. |           |                             |         |
|          |                    |                   | <b>22 Jun 2023 4:06pm Melling, Elizabeth</b><br>Contracts signed.                                                                                                                                                                                                                                                                            |           |                             |         |
|          |                    |                   | <b>20 Jul 2023 11:01am Melling, Elizabeth</b><br>Contracts exchanged and deposit received by agent.                                                                                                                                                                                                                                          |           |                             |         |