



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

## **BUSINESS PAPER ORDINARY COUNCIL MEETING 22 NOVEMBER 2023**

Notice is hereby given in accordance with the provisions of the *Local Government Act 1993*, and pursuant to Clause 3.3 of Council's Code of Meeting Practice that an **Ordinary Council Meeting** will be held in the "Koreelah Room", Council Administration Building, 247 Rouse St, Tenterfield NSW, on **Wednesday 22 November 2023** commencing at **9.30 am**.

Glenn Wilcox  
**General Manager**

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

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

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

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

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

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

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

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

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

## CONFLICT OF INTERESTS

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

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

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

### **Remoteness**

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

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

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

### **Relatives, Partners**

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

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

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

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

### **No Interest in the Matter**

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

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

### **Disclosure and participation in meetings**

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

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

### **Participation in Meetings Despite Pecuniary Interest (S 452 Act)**

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

**Non-pecuniary Interests** - Must be disclosed in meetings.

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

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

### **Disclosures to be Recorded (s 453 Act)**

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

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## ORDER OF BUSINESS

### Community Consultation (Public Access)

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

# AGENDA

## COMMUNITY CONSULTATION (PUBLIC ACCESS)

### WEBCASTING OF MEETING

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

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

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

### 1. OPENING & WELCOME

#### 2. (A) OPENING PRAYER

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

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

#### (B) ACKNOWLEDGEMENT OF COUNTRY

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

### 3. APOLOGIES

### 4. DISCLOSURES & DECLARATIONS OF INTEREST

### 5. CONFIRMATION OF PREVIOUS MINUTES

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### 6. TABLING OF DOCUMENTS

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

## **8. MAYORAL MINUTE**

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

## **10. OPEN COUNCIL REPORTS**

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**14. CONFIDENTIAL BUSINESS**

**15. MEETING CLOSED**

**(ITEM MIN10/23) CONFIRMATION OF PREVIOUS MINUTES**

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

**RECOMMENDATION**

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

- **Ordinary Council Meeting – 25 October 2023**
- **Extraordinary Council Meeting – 15 November 2023**

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

**ATTACHMENTS**

- |          |                                                                      |             |
|----------|----------------------------------------------------------------------|-------------|
| <b>1</b> | Unadopted Minutes - Ordinary Council Meeting 25 October 2023         | 14<br>Pages |
| <b>2</b> | Unadopted Minutes - Extraordinary Council Meeting - 15 November 2023 | 3 Pages     |



# MINUTES



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

## **MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 25 OCTOBER 2023**

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the "Koreelah Room", Administration Building, 247 Rouse St, Tenterfield on Wednesday 25 October 2023 commencing at 9.30 am

**ATTENDANCE**

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

**ALSO IN ATTENDANCE**

General Manager (Glenn Wilcox)  
Acting Executive Assistant & Media (Hayley Ritchie)  
Acting Chief Corporate Officer (Roy Jones)  
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 Jukembal, Bundjalung, Kamilaroi, Githabul and Wahlubul people of our Shire, and extend our respect to all people."*

**APOLOGIES**

There were no apologies.

**DISCLOSURE & DECLARATIONS OF INTEREST**

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

| Name                   | Type                                         | Item                                             |
|------------------------|----------------------------------------------|--------------------------------------------------|
| Councillor Peter Petty | Less than Significant Non-Pecuniary Interest | GOV65/23 - Monthly Operational Report, Page 143. |
|                        |                                              |                                                  |

**(ITEM MIN9/23) CONFIRMATION OF PREVIOUS MINUTES**

**184/23**

**Resolved**

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

- **Ordinary Council Meeting – 27 September 2023**

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

(Kim Rhodes/Greg Sauer)

**Motion Carried**

**TABLING OF DOCUMENTS**

Nil.

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

Nil.

**MAYOR MINUTE**

**ITEM 1 Bipartisan Support** – Parliamentary Inquiry into Crime, Law and Order in Regional NSW and increased frontline policing numbers in Regional, Rural and Remote NSW

**MAYORAL RECOMMENDATIONS:**

That Council endorse the following recommendations listed in the Country Mayors Association of NSW report into Crime, Law and Order and call on Ms Janelle Saffin, State Member for Lismore, to support the establishment of a Parliamentary Inquiry with the suggested terms of reference in the document.

1. That Tenterfield Shire Council call on all members of the NSW Parliament to commit to bipartisan support to establish a Parliamentary Inquiry into and report on the rate of crime in all categories reported on by the Bureau of Crime Statistical and Research (BOCSAR) in Regional, Rural and Remote New South Wales, specifically focussing on the inequity between Metro and Regional Local Government areas.
2. That Tenterfield Shire Council calls on all members of the NSW Parliament to commit to bipartisan support to increase spending on the NSW police force to increase front line policing numbers in Regional, Rural and Remote regions most at need.
3. That Tenterfield Shire Council call on the NSW Government to commit to the minimum staffing agreements (known in the NSW Police Force as First Response Agreements) for non-24 hour police stations, all of which are located in Regional, Rural and Remote Local Government areas.
4. That Tenterfield Shire Council calls on the NSW Government to review the current formula used to assess staffing levels including the universally agreed outdated current model for those Local Government areas that do have a First Response Agreement in place.

**BACKGROUND**

On 19 October 2023 Country Mayors Association of NSW (CMA) supported by the Police Association of NSW launched the CMA report into Crime, Law and Order in regional communities. The recommendations within the report call for the establishment of a Parliamentary inquiry, an increase in funding to enhance front line policing in regional communities in need, establishment of first response agreements in all police stations and that the formula used to determine the first response agreements in those stations with agreements are reviewed. The report also calls for bipartisan support from all State MP's.

**COMMENTS**

The Country Mayors Association of New South Wales joined forces with the Police Association of New South Wales to call for a Parliamentary Inquiry into crime, law and order in regional New South Wales.

CMA Chairman, Mayor Jamie Chaffey said statistics showed residents of rural, regional and remote New South Wales were more likely to be sexually assaulted, more likely to have their cars stolen, more likely to have their homes broken into and more likely to be impacted by domestic violence. When these crimes did occur, the Police response was delayed due to the resources available.

"It is estimated one-third of New South Wales' population live outside metropolitan areas," Mayor Chaffey said. "But we are still second-class citizens when it comes to the safety of our communities.

"For the first time, our CMA annual survey has revealed that crime, law and order is now in the top five emerging issues for New South Wales local governments.

"We knew crime was increasing, but we looked to the NSW Bureau of Crime Statistics and Research (BOCSAR) data to clarify the situation. We were shocked to learn that as well as the alarming incident counts in regional New South Wales, the rate of incidents per 100,000 people was, in some cases, horrifying when compared to metropolitan figures. Up to 90% of crimes including vehicle theft, breaking and entering, sexual assault and domestic assault are happening here, in our regional communities", Mayor Chaffey added.

"We also have significantly fewer Police than our city cousins, and as a whole, New South Wales has less Police per head of population than Queensland, Victoria and South Australia. Our Police officers are already facing an incredible workload, with only one Police officer per 467 NSW residents.

"We have not been heard by our state leaders, and our people - particularly the elderly and the vulnerable - are scared. They need to feel safe. They deserve to feel safe."

"The Country Mayors Association of New South Wales report, endorsed by the Police Association of New South Wales, is calling for change. The report paints a very clear picture of a law and order crisis in regional communities. Our already-

stretched Police officers cannot continue to try to address this impossible challenge alone.", Mayor Chaffey concluded.

PANSW President Kevin Morton said the report showed that additional police resources were needed to manage crime rates and ensure that communities could be effectively serviced.

"Our regional police officers are expected to be the 24/7 problem solvers. Police in these regional and remote locations are required to attend emergency situations that cover huge geographical areas with limited staff and resources with little to no back up. When they do call for assistance, it can be an hour away or more."

Mr. Morton said that staffing levels and resources needed to be re-evaluated to reflect contemporary requirements for policing in regional and remote areas.

"Minimum staffing levels must be improved in regional and remote areas where police stations do not operate 24 hours a day, seven days a week.

Mr. Morton said that police officers were required to pick up the workload of other government departments, which also needed to be scrutinized.

"Police officers are spending hours transporting prisoners hundreds of kilometres across remote areas to correctional facilities, while other government departments close their doors once business hours are over and shift the workload onto our already stretched frontline workers. This is not our job and is taking police officers away from serving their communities."

### **CONCLUSION**

Following the success of the Parliamentary Inquiry into health outcomes and access to health services in regional New South Wales that was established in 2020, we know the only way forward is to seek the bipartisan support of our state Members of Parliament to commit to the establishment of a Parliamentary inquiry, an increase in funding to enhance front line policing in regional communities in need, establishment of first response agreements in all police stations and that the formula used to determine the first response agreements in those stations with agreements are reviewed.

This is what we need to make a difference in crime, law and order in our regional, rural and remote communities. We need a bold, hard look at everything from Police numbers, to the experiences of people who have suffered at the hands of this inequity. We need a clear way forward.

**Bronwyn Petrie**  
**MAYOR**

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

Nil.

**OPEN COUNCIL REPORTS**

Nil.

**OUR COMMUNITY**

*David Counsell, Manager Asset & Program Planning, entered the meeting, the time being 9:55am.*

**(ITEM COM9/23) ROAD ASSET MANAGEMENT PLAN REVIEW**

**SUMMARY**

This report presents a review of the Road Asset Management Plan 2021 with the aim to meet financial sustainability constraints for the community in the Transport operations area over the forward ten-year planning projection.

**OFFICER'S RECOMMENDATION:**

**That Council:**

- a) **Note the draft Road Asset Management Plan October 2023 review; and**
- b) **Place the Road Asset Management Plan October 2023 review on public display on Council's website for 28 days to allow for any submissions to be considered; and**
- c) **That following the 28 day period, a further report be submitted to Council to consider submissions and to adopt a revised Road Asset Management Plan that complements Council's financial constraints for the ten year projections.**

**AMENDMENT:**

**RECOMMENDATION:**

That the Road Asset Management Plan Review report be deferred to a future meeting of Council.

(John Macnish/Tim Bonner)

**Amendment Carried**

**185/23** **Resolved** that the Road Asset Management Plan Review report be deferred to a future meeting of Council.

(Bronwyn Petrie/Peter Petty)

**Motion Carried**

*David Counsell, Manager Asset & Program Planning, left the meeting, the time being 9:59am*

**OUR ECONOMY**

Nil.

**OUR ENVIRONMENT**

Nil.

**OUR GOVERNANCE**

Nil.

**(ITEM GOV65/23) MONTHLY OPERATIONAL REPORT SEPTEMBER 2023**

**186/23**

**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 2023/2024 Operational Plan.

**Resolved**

**That Council receive this report for Discussion.**

(Peter Petty/Greg Sauer)

**187/23**

**Motion Carried**

**Resolved**

**That Council:**

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

(Peter Petty/Greg Sauer)

**Motion Carried**

**SUSPENSION OF STANDING ORDERS**

**188/23 Resolved**

that Standing Orders be suspended at 11:06am for Morning Tea.

(Peter Petty/Kim Rhodes)

**Motion Carried**

**RESUMPTION OF STANDING ORDERS**

**189/23 Resolved**

that Standing Orders be resumed at 11:36am.

(Kim Rhodes/Peter Petty)

**Motion Carried**

**(ITEM GOV66/23) DISCLOSURE OF INTEREST RETURNS 2022/2023**

**SUMMARY**

The purpose of this Report is to document the tabling of the Disclosure of Interest Returns for the period 2022/2023.

**190/23**

**Resolved**

**That Council note the tabling of the Disclosure of Interest Returns for the period 2022/2023.**

(Kim Rhodes/Tom Peters)

**Motion Carried**

**(ITEM GOV56/21) LOCAL GOVERNMENT NSW ANNUAL CONFERENCE - 12 TO 14 NOVEMBER 2023**

**SUMMARY**

The purpose of this report is for Council to consider Council representation and Council's voting delegate at the Local Government NSW Annual Conference and Board Election to be held in Sydney from Sunday 12 to Tuesday 14 November 2023.

**191/23**

**Resolved**

**That Council:**

**(1) Approve the attendance of the Mayor to represent Council at the Local Government NSW Annual Conference and Board Election in Sydney, from Sunday 12 to Tuesday 14 November 2023.**



**(2) Endorse the Mayor as the voting delegate of Tenterfield Shire Council for the upcoming Annual Conference and Board Election.**

*It was noted that the Conference Dinner Ticket has been removed from this registration since the production of Business Papers, as requested by the Mayor.*

(Greg Sauer/John Macnish)

**Motion Carried**

**(ITEM GOV67/23) FINANCE & ACCOUNTS - PERIOD ENDED 30 SEPTEMBER 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.

**192/23**

**Resolved**

**That Council receive and note the Finance and Accounts Report for the period ended 30 September 2023.**

(Peter Murphy/Kim Rhodes)

**Motion Carried**

**(ITEM GOV68/23) CAPITAL EXPENDITURE REPORT AS AT 30 SEPTEMBER 2023**

**193/23**

**SUMMARY**

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

**Resolved**

**That Council receive this report for Discussion.**

(Peter Petty/Kim Rhodes)

**Motion Carried**

**194/23**

**Resolved**

**That Council receive and note the Capital Expenditure Report for the period ended 30 September 2023.**

(Peter Petty/Kim Rhodes)

**Motion Carried**

*Cr Geoff Nye left the meeting via Zoom, the time being 11:55 am.*

**(ITEM GOV69/23) REPORT ON LOAN BALANCES 30 SEPTEMBER 2023**

**195/23**

**SUMMARY**

The purpose of this Report is to inform Council of its loan balances as at 30 September 2023

**Resolved**

**That Council receive this report for Discussion**

(Peter Petty/Peter Murphy)

**Motion Carried**

**196/23**

**Resolved**

**That Council notes the loan balance as at 30 September was \$20,681,751.53 (\$21,078,245.54 as at 30 June 2023).**

(Kim Rhodes/Peter Murphy)

**Motion Carried**

**REPORTS OF DELEGATES & COMMITTEES**

*David Counsell, Manager Asset & Program Planning, entered the meeting, the time being 12:07pm.*

**(ITEM RC16/23) REPORTS OF COMMITTEES & DELEGATES -  
TENTERFIELD SHIRE COUNCIL - LOCAL TRAFFIC COMMITTEE - MEETING  
MINUTES - THURSDAY 5 OCTOBER 2023**

**197/23**

**Resolved**

**That Council receive this report for Discussion**

(Kim Rhodes/Tim Bonner)

**Motion Carried**

**RECOMMENDATION**

**That the report and recommendations from the Tenterfield Shire Local Traffic Committee meeting of 5 October 2023 be received and noted.**

**RECOMMENDATIONS ARISING FROM MINUTES:**

- **LIGHTING REQUEST IN ROUSE STREET (NEW ENGLAND HIGHWAY)**  
Noted that Transport NSW will continue to progress this matter with new consultants.
- **DRAKE REVITALISATION – BRUXNER HIGHWAY**  
Noted that Council staff will meet with Transport NSW staff in relation to the Bruxner Highway aspects of the project in Drake.
- **HIGH STREET BUS ZONE**  
The Committee recommended that the existing bus zone be removed and that the two bus zone signs be removed.
- **AMOSFIELD ROAD ACCIDENT**
- Noted the accident details and recommended that an assessment be undertaken of curve signage along the road for any required maintenance and safety enhancement, particularly along Dalmoak Road.
- **STANTHORPE STREET CLOSURE, LISTON**  
That no objection be made to a temporary closure of Stanthorpe Street in Liston for the event, subject to concurrence from Council staff and NSW police once documents are received to hold a public event, closing of road including traffic control arrangements, notification of the public by the organisers, public liability insurance and payment of any applicable fees and charges.
- **MT LINDESAY ROAD CULVERT**  
That the committee recommended that the widening of the culvert be considered with any road formation upgrading through the village if external grant funding can be obtained for design or construction.
- **MT LINDESAY ROAD TREES**  
It was noted that this would be referred to the works department to assess for any maintenance required to ensure the path of large vehicles is not obstructed.
- **MT LINDESAY ROAD SURFACE DEPRESSIONS**  
It was noted that the works department has already been assessing these locations for a program of maintenance the correct the surface travel condition.
- **B DOUBLE ROUTE ASSESSMENTS**  
The Committee recommended that if external grant funding can be obtained, assessment be undertaken of future B-Double Routes along the Regional Road Network within the Shire to identify any likely restrictions and opportunities.

**198/23**

**Resolved**

**That Council receive this report for Discussion.**

(Kim Rhodes/Tim Bonner)

**Motion Carried**

**AMENDMENT**

**That the report and recommendations from the Tenterfield Shire Local Traffic Committee meeting of 5 October 2023 be received and noted, with an amendment to HIGH STREET BUS ZONE item as outlined below.**

**RECOMMENDATIONS ARISING FROM MINUTES:**

- **LIGHTING REQUEST IN ROUSE STREET (NEW ENGLAND HIGHWAY)**  
Noted that Transport NSW will continue to progress this matter with new consultants.
- **DRAKE REVITALISATION – BRUXNER HIGHWAY**  
Noted that Council staff will meet with Transport NSW staff in relation to the Bruxner Highway aspects of the project in Drake.
- **HIGH STREET BUS ZONE**  
The Committee recommended that the existing bus zone be removed and that the two bus zone signs be removed. ***Council wishes to defer this decision to allow further consultation.***
- **AMOSFIELD ROAD ACCIDENT**
- Noted the accident details and recommended that an assessment be undertaken of curve signage along the road for any required maintenance and safety enhancement, particularly along Dalmoak Road.
- **STANTHORPE STREET CLOSURE, LISTON**  
That no objection be made to a temporary closure of Stanthorpe Street in Liston for the event, subject to concurrence from Council staff and NSW police once documents are received to hold a public event, closing of road including traffic control arrangements, notification of the public by the organisers, public liability insurance and payment of any applicable fees and charges.
- **MT LINDESAY ROAD CULVERT**  
That the committee recommended that the widening of the culvert be considered with any road formation upgrading through the village if external grant funding can be obtained for design or construction.
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It was noted that this would be referred to the works department to assess for any maintenance required to ensure the path of large vehicles is not obstructed.
- **MT LINDESAY ROAD SURFACE DEPRESSIONS**  
It was noted that the works department has already been assessing these locations for a program of maintenance the correct the surface travel condition.
- **B DOUBLE ROUTE ASSESSMENTS**  
The Committee recommended that if external grant funding can be obtained, assessment be undertaken of future B-Double Routes along the Regional Road Network within the Shire to identify any likely restrictions and opportunities.

(Bronwyn Petrie/Greg Sauer)

**Amendment Carried**

**199/23**

**Resolved** that the report and recommendations from the Tenterfield Shire Local Traffic Committee meeting of 5 October 2023 be received and noted, with an amendment to HIGH STREET BUS ZONE item as outlined below.

**RECOMMENDATIONS ARISING FROM MINUTES:**

- **LIGHTING REQUEST IN ROUSE STREET (NEW ENGLAND HIGHWAY)**  
Noted that Transport NSW will continue to progress this matter with new consultants.
- **DRAKE REVITALISATION – BRUXNER HIGHWAY**

Noted that Council staff will meet with Transport NSW staff in relation to the Bruxner Highway aspects of the project in Drake.

- **HIGH STREET BUS ZONE**

The Committee recommended that the existing bus zone be removed and that the two bus zone signs be removed. **Council wishes to defer this decision to allow further consultation.**

- **AMOSFIELD ROAD ACCIDENT**

- Noted the accident details and recommended that an assessment be undertaken of curve signage along the road for any required maintenance and safety enhancement, particularly along Dalmoak Road.

- **STANTHORPE STREET CLOSURE, LISTON**

That no objection be made to a temporary closure of Stanthorpe Street in Liston for the event, subject to concurrence from Council staff and NSW police once documents are received to hold a public event, closing of road including traffic control arrangements, notification of the public by the organisers, public liability insurance and payment of any applicable fees and charges.

- **MT LINDESAY ROAD CULVERT**

That the committee recommended that the widening of the culvert be considered with any road formation upgrading through the village if external grant funding can be obtained for design or construction.

- **MT LINDESAY ROAD TREES**

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- **MT LINDESAY ROAD SURFACE DEPRESSIONS**

It was noted that the works department has already been assessing these locations for a program of maintenance the correct the surface travel condition.

- **B DOUBLE ROUTE ASSESSMENTS**

The Committee recommended that if external grant funding can be obtained, assessment be undertaken of future B-Double Routes along the Regional Road Network within the Shire to identify any likely restrictions and opportunities.

(Bronwyn Petrie/Greg Sauer)

**Motion Carried**

*David Counsell, Manager Asset & Program Planning, left the meeting, the time being 12:14pm.*

#### **NOTICES OF MOTION**

Nil.

#### **RESOLUTION REGISTER**

**(ITEM RES9/23) COUNCIL RESOLUTION REGISTER - SEPTEMBER 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.

**200/23**

**Resolved**

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

(Peter Petty/Kim Rhodes)

**Motion Carried**

**CONFIDENTIAL BUSINESS**

Nil.

**MEETING CLOSED**

There being no further business the Mayor declared the meeting closed at 12:19pm.

.....  
Councillor Bronwyn Petrie  
Mayor/Chairperson

# MINUTES



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

## **MINUTES OF EXTRAORDINARY COUNCIL MEETING WEDNESDAY 15 NOVEMBER 2023**

MINUTES OF THE **Extraordinary Council Meeting** OF TENTERFIELD SHIRE held in the "Koreelah Room", Councils Administration Building, 247 Rouse Street, Tenterfield NSW on Wednesday 15 November 2023 commencing at 10.30am

**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**

General Manager (Glenn Wilcox)  
Acting Executive Assistant & Media (Hayley Ritchie)  
Acting Chief Corporate Officer (Roy Jones)

*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**

There were no apologies.

**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.        |             |             |
|             |             |             |

**TABLING OF DOCUMENTS**

Nil.

**MAYOR MINUTE**

Nil.



**OPEN COUNCIL REPORTS**

Nil.

**OUR GOVERNANCE**

**(ITEM GOV70/23) NOTIFICATION TO IPART OF INTENT TO APPLY FOR A SPECIAL RATE VARIATION AND COMMENCE COMMUNITY CONSULTATION.**

**SUMMARY**

This report recommends that Council notify IPART (Independent Pricing and Regulatory Tribunal) of Council's intention to apply for a Section 508 A (Permanent) Special Rate Variation (SRV) and commence community consultation process for a Special Rate Variation.

The actual per cent rate increase and duration of the special rate will be based on three scenarios presented through the community consultation process which will commence from 24 November 2023.

**201/23**

**Resolved that Council**

- 1) Advise IPART that it will not be applying for a Special Rate Variation for the 2024/25 Financial Year.**
- 2) Advise IPART that it will require a Special Rate Variation in the 2025/2026 Financial Year and shall prepare an application for submission during 2024/25 financial year.**
- 3) Advise the public through the Council newsletters that**
  - a) A Special Rate Variation will be required in the future to ensure that roads and services are maintained, and**
  - b) Council has delayed the request to seek a Special Rate Variation in the 2024/25 Financial Year, based on the continuing cost of living pressures, the impact of bushfires on the community, the low stock and commodity prices and that Council will take time to plan and develop its works programs and service levels to match a future need for the Special Rate Variation.**

(John Macnish/Peter Murphy)

**Motion Carried Unanimously**

**MEETING CLOSED**

There being no further business the Mayor declared the meeting closed at 10:39am.

.....  
Councillor Bronwyn Petrie  
Mayor/Chairperson

|                      |                                                                                                                   |
|----------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                                                                                     |
| <b>Submitted by:</b> | James Paynter, Manager Works                                                                                      |
| <b>Reference:</b>    | <b>ITEM COM10/23</b>                                                                                              |
| <b>Subject:</b>      | <b>BLACK SUMMER BUSHFIRES RECOVERY GRANTS PRORAM (BSBR) - BSBR000438 - Removal of Dead Trees on Council Roads</b> |

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

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

#### **SUMMARY**

That Council approve the clearing trees on nominated road verges as per the Black Summer Bushfire Grants Program in this report.

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

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

- (1) Clear roadside vegetation and open up the tree canopy on Brushabers Road and Timbarra Road to help reduce the immediate risks of the bushfire.**
- (2) Where funding allows, Council will attend to – Talmoi Rd, Tarban Loop Rd, Schrodgers Rd, Scrub Rd and Rivertree Rd.**

#### **BACKGROUND**

Council resolved to endorse a report from the Office of the Chief Corporate Officer at an extraordinary meeting on Wednesday, 11 August 2021 – Item COM20/21 – Removal Dead Trees in Tenterfield Shire, Roadside Vegetation, Dead Trees Tenterfield Park and the remainder of Dead Trees from Dead Tree Program – \$344,000.

The grant has three (3) milestones;

| Milestone number | Milestone name and description                                                                                      | Due date   |
|------------------|---------------------------------------------------------------------------------------------------------------------|------------|
| 001              | Milestone 1<br>Complete planning, advertise tender, select supplier and commence tree removal in Tenterfield Park.  | 27/11/2022 |
| 002              | Milestone 2<br>Complete Tree removal in Tenterfield Park & commence roadside vegetation clearing along shire roads. | 27/11/2023 |

## Our Community No. 10 Cont...

| Milestone number | Milestone name and description                                                                           | Due date   |
|------------------|----------------------------------------------------------------------------------------------------------|------------|
| 003              | Milestone 3<br>Complete roadside vegetation clearing along roads within the shire.<br>Project promotion. | 31/03/2024 |

Milestones 001 & 002 are complete.

Council investigated seven roads, Timbarra Rd, Tarban Loop Rd, Scrub Rd, Rivertree Rd, Talmoi Rd, Schroeders Rd and Brushabers Rd. The investigation is a series of photographs along the road where the tree canopy and road verges will benefit from clearing to help reduce the immediate effects of bushfire combined with an estimate of costs, to conduct a Review of Environmental Factors (REF), open up the tree canopy, remove under growth and mulch vegetation on site, where possible.

| Road           | From   | To      | Estimate |
|----------------|--------|---------|----------|
| Timbarra Rd    | .16km  | 17.47km | \$136k   |
| Tarban Loop Rd | .38km  | 3.79km  | \$30k    |
| Scrub Rd       | 8.74km | 15.32km | \$66k    |
| Rivertree Rd   | 1.53km | 15.8km  | \$200k   |
| Talmoi Rd      | .03km  | 6.3km   | \$30k    |
| Schroeders Rd  | 1.3km  | 4.63km  | \$29k    |
| Brushabers Rd  | 1.27km | 6.12km  | \$99k    |

Timbarra Rd was impacted during the last two fire events and proved to be a strategic link to assisting with controlling fires in this region in 2019.

Tarban Loop Rd was not directly impacted during the 2019 event, but it was used as access to the fire that jumped the New England Highway at Brushabers in 2019.

Scrub Rd was heavily impacted during the 2019 event and as such a lot of clearing has occurred making the road one of Council's better roads in the event of a fire.

Rivertree Rd was impacted during the 2019 event although mostly further down into the valley.

Talmoi Rd was heavily impacted during the 2019 event and will benefit from clearing to assist with controlling fires in this area.

Schroeders Rd was not impacted during the 2019 event.

Brushabers Rd was impacted during the 2019 event and has proved to be a strategic link with controlling fires in this region.

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

Extraordinary Council Meeting Wednesday, 11 August 2021;

Our Community No. 10 Cont...

**Resolved**

**179/21 That Council:**

- (1) Endorse seven (7) Projects totaling \$4,242,000 under the Black Summer Bushfire Recovery Grants Program, being for:-**
  - **Drake Village Revitalisation (Drake Hall alternative access road and associated drainage, Pathways and Open Space along Bruxner Highway to Timbarra Street & parking and road crossing to include Bus Stop Parking and Highway Crossing – \$2,900,000;**
  - **Rural Addressing all LGA area including Drake and Torrington (For current properties with no RAN) - \$220,000;**
  - **Removal Dead Trees in Tenterfield Shire (Roadside Vegetation, Dead Trees Tenterfield Park and the remainder of Dead Trees from Dead Tree Program – \$344,000;**
  - **Mingoola Hall upgrades to include a stand-alone accessibility friendly disabled toilet - \$120,000;**
  - **Northern Border Walk Signage Directional Cross Road Signs, Location Signs - \$198,000;**
  - **Installation of Industrial Ceiling Fans, Emergency Lighting and Upgrade of Switchboard at Memorial Hall - \$220,000; and**
  - **Pool Equipment Upgrades (Pool Heating, Blankets and Other Equipment) - \$240,000.**
- (2) Endorse one (1) project to upgrade Bruxner Park Stairs and Ramp Improvements under a suitable Grant Fund.**

**(Greg Sauer/Michael Petrie)**

**Motion Carried**

**2. Policy and Regulation**

Council staff will attend to some of the works whilst contractors will be hired using Councils' preferred supplier panel (RFT 05/20-21 Hire of Civil Services, Plant and Equipment).

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

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Contractor engagements will be according to Council's Procurement Policy and Section 55 of the NSW Local Government Act.

**7. Performance Measures**

Council staff will monitor staff and contractors for productive effectiveness.

Our Community No. 10 Cont...

**8. Project Management**

**Glenn Wilcox**  
**General Manager**

|                               |                                           |
|-------------------------------|-------------------------------------------|
| Prepared by staff member:     | James Paynter, Manager Works              |
| Approved/Reviewed by Manager: | Fiona Keneally, Director Infrastructure   |
| Department:                   | Engineering Department                    |
| Attachments:                  | There are no attachments for this report. |

|                      |                                                                                      |
|----------------------|--------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                                 |
| <b>Submitted by:</b> | Bruce Mills, Senior Advisor Communication & Economic Development                     |
| <b>Reference:</b>    | <b>ITEM ECO19/23</b>                                                                 |
| <b>Subject:</b>      | <b>NAAS ST / MILLBROOK PARK TENTERFIELD FLYING-FOX CAMP MANAGEMENT PLAN PROGRESS</b> |

|                                                               |                                                                                                                                                                 |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                 |
| <b>CSP Goal:</b>                                              | <b>Environment</b> - Our natural environment will be protected, enhanced and promoted for future generations.                                                   |
| <b>CSP Strategy:</b>                                          | Town and Village planning supports and enhances local place making principles to deliver sustainable land use management practices for our natural environment. |

The purpose of this report is to advise Council of progress with the DRAFT Flying-fox Camp Management Plan (FFCMP) for the Naas St/Millbrook Park camp, with recommendations for adoption and public release.

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

#### **That Council:**

- (1) Review the attached DRAFT plan;**
- (2) Note the comments in the attached letter from the senior officer with the Department of Planning Environment; and**
- (3) Resolve to agree to changes recommended by the Department; adopt the DRAFT with the changes; and publicly release the management plan.**

### **BACKGROUND**

Public concern over the Naas St/Millbrook Park flying-fox camp late last year (2022) led Council to explore options for management and funding for same.

Council has worked through the Dept of Planning & Environment's Biodiversity and Conservation section to develop the DRAFT – using a consultant ecologist (funded by the Dept, \$27.5K incl GST).

Two public meetings were held to gauge and record residents' concerns. Residents were also able to write and send feedback electronically.

At both public meetings there were requests from residents in the immediate vicinity to disperse the colony. At both meetings attendees were advised approval for any sort of dispersal actions would be highly unlikely because the species were listed as vulnerable and protected by both State and Federal laws.

Options to trim/lop/remove the Plane trees hosting the colony were suggested, but both meetings overwhelmingly rejected any trimming, let alone removal.

Residents in the immediate vicinity have planted/tended the Plane trees and wanted no such actions. Other management options included double glazing of windows, additional

Our Economy No. 19 Cont...

water provided by Council for washdown of homes and vehicles etc, creation of "buffer zones" and planting of alternate habitat areas along Tenterfield Creek to the east-northeast of Millbrook Park.

**REPORT:**

Council has worked with the Department and the consultant over many months to achieve the attached DRAFT report. The report has been reviewed twice by the Dept.

As clearly stated by the Department's senior Biodiversity and Conservation officer, dispersal actions including "nudging" have been ruled out. The Department did not agree with the DRAFT's position that "buffers" would need to be at least 50m wide to have any benefit.

The Department's summary position is listed on page 2 of the attached letter.

**COUNCIL IMPLICATIONS:**

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

The community is aware of the flying-fox camp, although so far this year the flying-foxes have not arrived in any numbers. The community is also aware Council has been in the process of preparing a Draft management plan, and there is expectation of its release.

Once Council has resolved a position on the plan, it can be publicly released.

**2. Policy and Regulation**

Management actions must comply with both State and Federal laws.

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

Apart from the cost of Council staff time, the cost of preparing the management plan has been met by the Dept.

**4. Asset Management (AMS)**

Management strategy includes continuing public signs at Millbrook Park and any other approved actions.

**5. Workforce (WMS)**

Nil, apart from any renewal of signs. Trimming/lopping/removal would be expensive and likely to provoke some backlash, and the costs would need to be covered by State grant(s).

**6. Legal and Risk Management**

State and Federal laws protect the species.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Glenn Wilcox**  
**General Manager**

Our Economy No. 19 Cont...

Prepared by staff member: Bruce Mills, Senior Advisor Communication & Economic Development

Approved/Reviewed by Manager: Glenn Wilcox, General Manager

Department: Office of the Chief Executive

Attachments:

|          |                                                                            |           |
|----------|----------------------------------------------------------------------------|-----------|
| <b>1</b> | Biodiversity and Conservation Division Letter                              | 2 Pages   |
| <b>2</b> | Naas St/Millbrook Park Tenterfield Flying Fox Camp Management Plan (Draft) | 110 Pages |





Department of Planning and Environment

Your ref: E-mail dated 20 September 2023  
Our ref: DOC23/843648-4

Chief Executive  
Tenterfield Shire Council  
PO Box 214  
TENTERFIELD NSW 2372

Attention: Mr Bruce Mills

Dear Mr Buckingham

**RE: Draft Tenterfield Flying-fox Camp Management Plan, September 2023**

Thank you for your e-mail dated 20 September 2023 about the revised draft Naas Street/Millbrook Park, Tenterfield Flying-fox Camp Management Plan (FFCMP) dated 20 September 2023 seeking comments from the Biodiversity and Conservation Division (BCD) of the Department of Planning and Environment. I appreciate the opportunity to provide input.

The BCD has reviewed the revised draft FFCMP and we provide the following comments.

The revised FFCMP more heavily emphasises camp dispersal as a management action than the previous version. As stated in our previous correspondence, the BCD does not support the inclusion of camp dispersal or 'nudging' as management actions in the FFCMP. A Biodiversity Conservation Licence to harm threatened species or their habitats would likely need to be obtained before camp dispersal or 'nudging' could be implemented. The Environment Agency Head is highly unlikely to approve a licence for camp dispersal or 'nudging'.

We acknowledge that camp dispersal is only framed in the revised FFCMP as a potential action for future consideration. Describing it in the FFCMP in this way though, may mislead the Tenterfield Shire Council and local community into regarding it as a viable management strategy, when in fact it is unlikely to ever be a realistic management option.

In our previous correspondence we also recommended the FFCMP be revised to incorporate additional management actions including vegetation trimming to create buffers and identifying the riparian corridor of Tenterfield Creek to the east and north-east of Millbrook Park as a potential location for revegetation to create alternative habitat.

The revised FFCMP reasons that buffers would need to be at least 50 m wide to have any benefit, and that this is not possible for the Millbrook Park camp. The BCD does not agree with this as any buffer width would reduce the intensity of the impacts of flying-foxes on sensitive receivers.

The *Flying-fox Camp Management Code of Practice 2018* (the Code) enables trimming or removal of whole canopy trees at the camp boundary to create a buffer between the flying-fox camp and areas of human settlement, to a maximum distance of 30 metres from any occupied building, if this action is in a Camp Management Plan endorsed by the Environment Agency Head. The purpose of this action is to prevent flying-foxes roosting within that buffer, thereby reducing impacts on sensitive receivers.

The BCD considers trimming or removal of the exotic trees along the southern boundary of Millbrook Park would still provide some improvement to amenity for residents, particularly those immediately adjacent to the camp in the south. We acknowledge the council may choose to seek resident support for the establishment of such buffers before implementing this action.

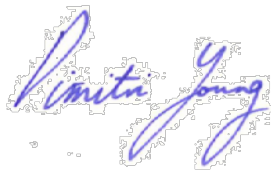
The revised FFCMP also considers revegetation to create alternative habitat along Tenterfield Creek to be impractical because the creek runs adjacent to other urban areas. However, the FFCMP only refers to the parts of the creek to the south and south-west of Millbrook Park. We suggested the sections of the creek to the east and north-east of Millbrook Park as potential locations for revegetation as they are relatively distant from residences and other developed areas compared to the camp's current location.

In summary, the BCD recommends:

1. All references to camp dispersal or 'nudging' as potential or future management actions be removed from the FFCMP.
2. The establishment of buffers between the camp and residential properties with a maximum width of 30m be further considered as a management action in the FFCMP, noting the council may choose to seek resident support for the establishment of such buffers before implementing this action.
3. Revegetation of the riparian corridor of Tenterfield Creek to the east and north-east of Millbrook Park be further considered as a management action in the FFCMP.

If you have any questions about this advice, please do not hesitate to contact Mr Gene Mason, Senior Conservation Planning Officer, at [gene.mason@environment.nsw.gov.au](mailto:gene.mason@environment.nsw.gov.au) or 8289 6315.

Yours sincerely

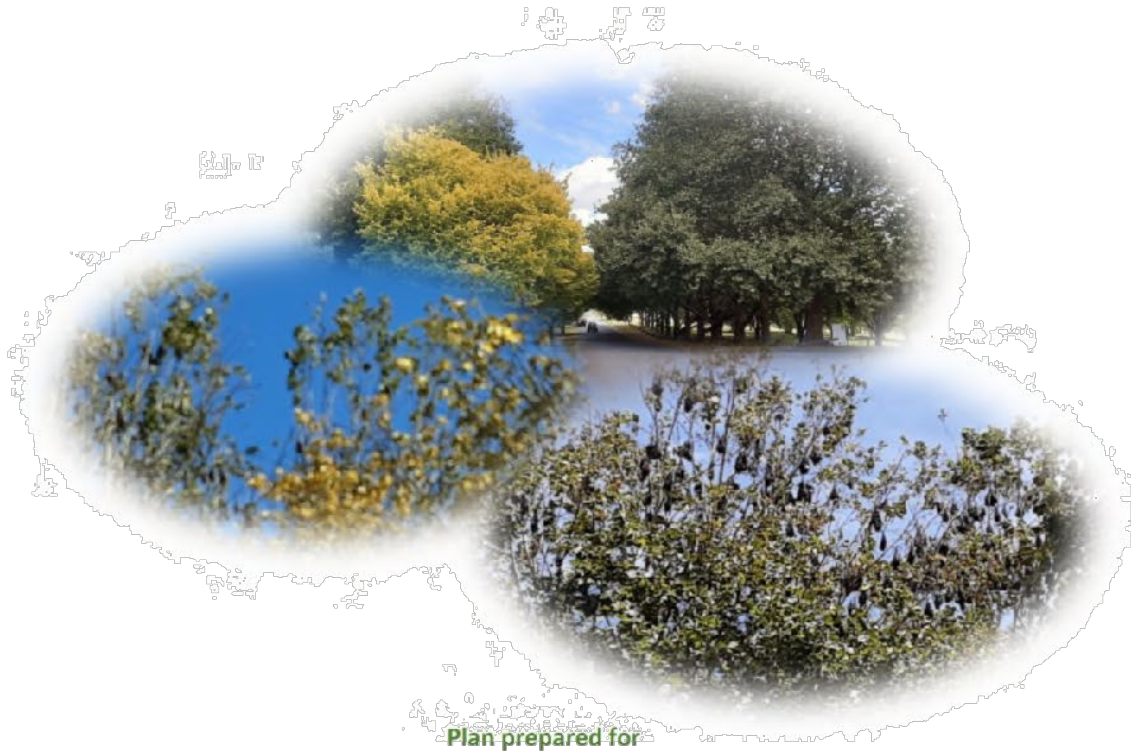


**DIMITRI YOUNG**  
**Senior Team Leader Planning, North East Branch**  
**Biodiversity and Conservation**

30/10/2023



# NAAS STREET/MILLBROOK PARK, TENTERFIELD FLYING-FOX CAMP MANAGEMENT PLAN



TENTERFIELD SHIRE COUNCIL

by

*Greenloaning Biostudies Pty Ltd.*



*Greenlearning Biostudies*


September 2023

2



Report No. 2306001

The preparation of this report has been in accordance with the brief provided by the Client and has relied upon the data and results collected at or under the times and conditions specified in the report. All findings, conclusions or recommendations contained within the report are based only on the circumstances. The report has been prepared for use by the Client and no responsibility for its use by other parties is accepted.

Approved by: Alison Martin  
Position: Project Director  
Signed:   
Date: 20<sup>th</sup> September 2023

*Greenloaning Biostudies*

#### **Acknowledgements**

Greenloaning would like to acknowledge Bruce Mills, Councillor John Macnish (Deputy Mayor), Tenterfield Council officers and the Tenterfield community for advice and input to this plan.

We also acknowledge input by the NSW Department of Planning, Industry and Environment, and consultants Ecosure, in developing the template which was used as a guide for this Flying-fox Camp Management Plan.



Document Control Sheet

|                                |                            |
|--------------------------------|----------------------------|
| <b>Original Date of Issue:</b> | 12 <sup>th</sup> June 2023 |
| <b>Archive Document No.:</b>   | 2306001                    |
| <b>Project Director:</b>       | Alison Martin              |
| <b>Project Manager</b>         | Bob Bennett                |

|                       |                                                                           |
|-----------------------|---------------------------------------------------------------------------|
| <b>Project:</b>       | Tenterfield, Flying-fox Camp Management Plan.                             |
| <b>Report Title:</b>  | Naas Street/Millbrook Park, Tenterfield, Flying-fox Camp Management Plan. |
| <b>Report Number:</b> | RP1                                                                       |
| <b>Authors:</b>       | Alison Martin/Bob Bennett                                                 |

|                        |                           |
|------------------------|---------------------------|
| <b>Client:</b>         | Tenterfield Shire Council |
| <b>Client Contact:</b> | Bruce Mills               |

**REVISION/CHECKING HISTORY**

| REVISION NUMBER | FIGURES INCLUDED |    | DATE SENT TO CLIENT/PRIMARY CONSULTANT | CHECKED BY/SENT BY        | DATE COMMENTS RECEIVED FROM CLIENT/AGENCY |
|-----------------|------------------|----|----------------------------------------|---------------------------|-------------------------------------------|
|                 | YES              | NO |                                        |                           |                                           |
| Draft           | ✓                |    | 12 June 2023                           | Alison Martin/Bob Bennett | 13 June 2023                              |
| Second Draft    | ✓                |    | 14 June 2023                           | Alison Martin             | 13 July 2023                              |
| Final Draft     | ✓                |    | 21 August 2023                         | Alison Martin             | 29 <sup>th</sup> August 2023              |
| Draft Summary   |                  | ✓  | 17 September 2023                      | Alison Martin             | 19 September 2023                         |
| Final           | ✓                |    | 20 September 2023                      | Alison Martin             |                                           |

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Glossary of Terms

|                  |                                                                                     |
|------------------|-------------------------------------------------------------------------------------|
| ABLV             | Australian bat lyssavirus                                                           |
| BC Act           | <i>Biodiversity Conservation Act 2016 (NSW)</i>                                     |
| BFF              | Black Flying-fox ( <i>Pteropus alecto</i> )                                         |
| Code of Practice | Flying-fox Camp Management Code of Practice 2018 (NSW)                              |
| DPIE             | Department of Planning, Industry and Environment (NSW)                              |
| EP&A Act         | <i>Environmental Planning and Assessment Act 1979 (NSW)</i>                         |
| EPBC Act         | <i>Environment Protection and Biodiversity Conservation Act 1999 (Commonwealth)</i> |
| FFCMP            | Flying-fox Camp Management Plan                                                     |
| GHFF             | Grey-headed Flying-fox ( <i>Pteropus poliocephalus</i> )                            |
| LGA              | Local Government Area                                                               |
| SEPPs            | State Environmental Planning Policies                                               |
| TEC              | Threatened Ecological Community                                                     |
| the Template     | Flying-fox camp management plan template 2019                                       |



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## **SUMMARY**

### **Background and Camp History**

Greenloaning Biostudies Pty Ltd has been engaged by Tenterfield Shire Council (Council) to prepare a Flying-fox Camp Management Plan for the Naas Street/Millbrook Park, Tenterfield flying-fox camp. The Management Plan considers the potential adverse impacts on nearby residents and community facilities from the flying-foxes roosting, and/or breeding at the Naas/Millbrook Park Street site, and to provide measures to minimize those impacts, whilst not threatening the survival of the local Flying-fox population. The aim of the Flying-fox Camp Management Plan is to provide a framework for flying-fox management, practical strategies, and protocols to ensure risks to flying-foxes and individuals and impacts on nearby residents and facilities are minimised.

The main camp area is in Millbrook Park, in an avenue of mature planted Plane trees along Naas Street and part of the southern sector of Polworth Street. The flying-foxes have also occupied both native and exotic trees in the northern sector of Millbrook Park, immediately adjacent to a large, residential care facility (Millrace Hostel) and the Tally Ho Motel. Significantly, this is not a historical flying-fox camp, only being occupied for approximately four years. Flying-fox numbers in the camp are reported to have risen from approximately 250-300 flying-foxes in May 2020, and about 2,000 in the warmer months in 2020, to very large numbers (estimated by one resident to be 10,000-15,000) in late 2022/early 2023. During this period, the camp was also observed to be a breeding colony for the first time, with many flying-fox pups born in November 2022.

### **Key Impacts and Concerns/Issues for Residents**

The impact of 10,000 - 15,000 flying-foxes roosting and breeding in an urban park and adjacent to residential areas, has been reported to be severe by local residents, with impacts associated with noise, odour, excrement and general effects on lifestyle. Based on the outcomes from the community engagement process, as well as earlier complaints to Council, the following issues have been identified when high numbers of flying-foxes were present:

- flying-foxes extending roosting into nearby gardens, causing emotional stress from severe levels of excrement, noise and odour in immediate proximity;
- overcrowding of flying-foxes in all available spaces, including residents' gardens, resulting at times in stressed/injured or dead flying-foxes within the gardens; creating risks for children and pets;
- overcrowding of flying-foxes within the park and public spaces, creating risks for the local community and for visitors, particularly children, coming into close contact with juvenile/stressed/injured/dead flying foxes.
- flying-fox excrement on vehicles and/or the presence of flying-foxes preventing normal park usage; and
- overcrowded, stressed flying-foxes roosting very low to the ground and inadvertently coming into contact with residents/community members/visitors

### **Key Concerns for Flying-foxes**

During spring/summer 2022-2023, when flying-fox numbers were greatest, severe overcrowding of the camp was reported, with flying-foxes roosting in all smaller trees in the park, in trees in residents' gardens, in the paddock immediately south of Naas Street and low down on tree trunks and timber

bollards in the park. In this context, the following issues and concerns have been identified in relation to flying-fox welfare:

- overcrowding of flying-foxes in all available spaces, increasing the risk of disease transfer, increased stress levels and abortion/mortality of pups;
- intrusion of flying-foxes into residents' private spaces, with potentially increased stress levels in flying-foxes from adverse reactions from highly stressed/emotional residents and/or attacks from pets;
- risk of injury to/death of flying foxes associated with unauthorised actions by residents/community members; and
- increased risk of injury to flying foxes associated with overcrowding, roosting low to the ground and low-flying movements between roost branches and at dusk fly out

### **Management Issues and Actions**

#### **Issues**

Camp management issues relate to the camp location in an established, non-bushland urban park/residential setting, and the non-historical nature of the camp, with increasing population levels, especially in the past 12 months. In this context, the key management issues identified comprise:

- recent establishment of the camp after severe fires in the region and beyond, and associated uncertainty regarding the likely future use of the camp, and value to the flying-foxes;
- lack of existing suitable adjacent habitat into which flying-foxes could be encouraged to move;
- lack of nearby areas suitable for habitat enhancement over time, which also would not encourage the extension/movement of impacts into other parklands and residential areas;
- limited options for park habitat modification, without entirely altering the established amenity of the park and local area;
- lack of available buffer area and practical constraints in establishing a buffer area without vegetation removal;
- strong desire by residents to retain existing Plane trees and park amenity (when flying-foxes are not present); and
- lack of Council funds to support property modifications/purchase and service subsidy options.

#### **Actions**

On the basis of current practical issues associated with the camp, and uncertainty as to whether the camp will continue to be populated at the levels experienced in the 2022/2023 season, the Level 1 management actions proposed at this stage comprise;

- continuing and enhancing public education and awareness, including increasing signage, particularly around the time of the expected return of the flying-foxes in October;
- offering service subsidies/ property modification to residents if funding could be sourced;
- routine park/camp maintenance activities, including;
  - regular mowing of park area and roadside verges;
  - at least weekly removal of leaf litter whilst flying-foxes are in residence, and immediately following their autumn/winter departure.
  - cleaning paths of excrement and posing a safety hazard to the community;

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- installing one or more cameras to monitor the activities of visitors and locals, to minimise the risks of anyone (particularly children) trying to handle a flying-fox which may be ill, or a pup, and on/low to the ground; and
- routine garden maintenance and weed control.

All actions will be subject to standard protocols to minimise disturbance to the flying-foxes.

- developing protocols to manage incidents that could be experienced at the Naas Street/Millbrook Park camp; and
- promoting further research into flying -fox ecology and movement patters if funding could be sourced.

No Level 2 or Level 3, actions are proposed for the Naas Street/Millbrook Park camp at this stage. However, it is recognised that key objectives of the Flying-fox Camp Management Policy ((OEH 2018) include to:

- 1) *address the potential impacts of flying-fox camps on human health and amenity;*
- 2) *minimise the impact of camps on local communities;*
- 3) *provide a balance between conservation of flying-foxes and their impacts on human settlements.*

The above objectives cannot reasonably be met via proposed Level 1 Management Actions if flying-foxes continue to occupy the Naas Street/Millbrook Park camp at the 2022-2023 season population levels. Impacts on human health and amenity will not be alleviated to an acceptable level, and there will continue to be substantial issues with flying-fox welfare associated with severe camp overcrowding and potential adverse human-flying-fox interactions.

From an adaptive management approach, dispersal options therefore must remain as a potential management action for future consideration, subject to a detailed, approved Dispersal Management Plan. If such a Plan becomes necessary, it will be based on updated camp population data and the latest research, and funding would need to be sourced. Based on current information, the best chance of dispersal success could be a form of early dispersal, with Council being alerted by residents to the first influx of flying-foxes, which would then be subject to dispersal actions.

## **1 OVERVIEW**

### **1.1 Background to the Flying-fox Camp Management Plan**

Greenloaning Biostudies Pty Ltd (Greenloaning) has been engaged by Tenterfield Shire Council (Council) to prepare a Flying-fox Camp Management Plan (FFCMP) for the Naas Street/Millbrook Park, Tenterfield flying-fox camp (latitude -29.0453 and longitude 152.0193).

The FFCMP is required to consider the potential adverse impacts on nearby residents and community facilities from the flying-fox colony roosting, and/or breeding at the Naas/Millbrook Park Street, Tenterfield site, and to provide appropriate measures to minimize those impacts, whilst not threatening the survival of the local Flying-fox population.

This FFCMP has been prepared to be consistent with:

- The NSW Flying-fox Camp Management Policy 2015 (OEH, 2018);
- The Flying-fox Camp Management Code of Practice 2018 (NSW Government 2018); and
- The National Recovery Plan for the Grey-headed Flying-fox (Commonwealth of Australia 2021).

The format of this FFCMP also has been based on the 'Flying-fox Camp Management Plan – expanded Template' (State of NSW and Department of Planning, Industry and Environment 2019), with modifications to sections as relevant to the Naas Street/Millbrook Park camp.

### **1.2 Objectives**

The identified objectives of this FFCMP are as follows:

- Developing strategies to minimise adverse impacts on the local community, whilst protecting flying-foxes from adverse impacts, particularly on breeding activity;
- Addressing community concerns and the impacts of the flying-fox camp on amenity, public health and safety;
- Defining roles and responsibilities in terms of implementation of the FFCMP and ongoing practical management measures;
- Effectively communicate with stakeholders during planning and implementation of management activities;
- Providing appropriate actions for colony habitat management;
- Ensuring flying-fox welfare is a priority during all management works, whilst recognising and taking into account concerns of, and impacts on local residents and the community;
- Improving community understanding of the flying-foxes, including their behaviours, habitat and food requirements, and their critical ecological role;
- Implementing an adaptive management approach to camp management based on evidence collected; and
- Facilitating long-term conservation of flying-foxes and their habitat in appropriate locations by encouraging the establishment and protection of food resources and roosting habitat elsewhere within Tenterfield Shire LGA.

To achieve the above objectives, it is the overall aim of the FFCMP to provide an effective framework for flying-fox management, practical strategies, and protocols to ensure risks to flying-foxes and



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individuals and impacts on nearby residents and facilities are minimised to the most practical level achievable.

## 2 CONTEXT

### 2.1 Camp Area

The main camp area is located within Millbrook Park, in an avenue of mature planted trees along Naas Street and part of the southern sector of Polworth Street. The flying-foxes have also occupied both native and exotic trees in the northern sector of Millbrook Park, immediately adjacent to a large, residential care facility (Millrace Hostel) and the Tally Ho Motel. For the purposes of this FFCMP, this northern camp area is referred to as the secondary camp. It also is understood that at the time of peak occupation of the camp in late 2022/early 2023, and prior to the commencement of the preparation of this FFCMP, flying-fox roosting habitat extended into local residents' gardens. Millbrook Park per se is bordered by the busy New England Highway (A15) in the east, Naas Street to the south, Polworth Street to the west and Millrace Hostel to the north. The planted street trees along the southern side of Naas Street, however, also form part of the main camp area.

The main flying-fox camp is mapped according to the State Vegetation Type Mapping (SVTM) as supporting the native Plant Community Types (PCTs) (refer to **Figure 1.2**):

- 3396 - Northwest Flats Box-Blakely's Red Gum Forest; and
- 4079 - Northern Hinterland Grassy River Oak Forest.

However, there is no native vegetation community still occurring in this location, the exotic tree species that dominates the main camp area comprising large mature Plane Trees (*Platanus x acerifolia/Acer pseudoplatanus*), as illustrated in the photographs provided in **Appendix A**. There are also other planted exotic tree species bordering the Plane Trees and fringing Polworth Street (refer to Appendix A)

The secondary camp areas (**Figure 1.2** - immediately south of the Millrace Hostel) are mapped according to the SVTM as predominantly supporting two PCTs, viz:

- 3361 - Tenterfield Plateau Stringybark-Apple Forest; and
- 4079 - Northern Hinterland Grassy River Oak Forest.

Although there is some evidence of remnants of the original plant communities in this location, there are also exotic tree species, as indicated in the photographs provided in **Appendix A**.

### 2.2 Camp History

The Naas Street/ Millbrook Park Flying-fox Camp is not depicted on maps associated with the National Flying-fox Monitoring Program (NFFMP), and therefore has not been subject to regular population monitoring under this program. The nearest NFFMP camps, as shown on **Figure 1.3**, are located at:

- Stanthorpe, Queensland – 46 kilometres directly north;
- Mallangane, NSW – 70 kilometres directly east;
- Copmanhurst, NSW – 90 kilometres to the south-east; and
- Inverell, NSW – 120 kilometres to the south-west.

There also are other unmapped camps in the region, such as at Ashford, approximately 90 km south-west of Tenterfield, and potentially other unknown ones.

Information from the Tenterfield Shire Council and from local residents indicates that the Naas Street/ Millbrook Park Camp has only been occupied for approximately four years, although the first flying-fox arrivals in the vicinity apparently arrived a few years earlier, comprised relatively few individuals

and were not roosting within Millbrook Park. These individuals were first observed in very large planted conifers in a residential garden to the north of the Tally Ho Motel and Millrace Hostel (pers. comm. local resident).

Council records indicate that there were approximately 250-300 flying-foxes present in Millbrook Park in May 2020, and about 2,000 in the warmer months. Numbers are reported by local residents to have been increasing since this time, with very large numbers (estimated by one resident to be 10,000-15,000) present in late 2022/early 2023. During this period, it has been reported by local residents that the flying-foxes were not only roosting in all levels of the large Plane Trees and other large trees in the park, but also were roosting in the smaller trees in the park and in various trees in residents' gardens and in the paddock immediately south of Naas Street. Flying-foxes were even observed, and videoed, hanging from the timber bollards lining the park boundary on the norther side of Naas Street (pers. comm. local residents). The camp over the 2022/2023 period was also observed to be a breeding colony for the first time, with many flying-fox pups born in November 2022.

Numbers of flying-foxes had dropped by the time the preparation of this FFCMP had commenced at the end of February 2023, with the flying-fox population estimated at that time to be 4,000-4,500. These estimates were based on two survey methods, viz; the 'ground count' method (Wescott & McKeown 2013) and direct dusk flyout counts. Full details of the procedures undertaken, and subsequent results are provided in **Appendix B** of the FFCMP. The numbers of flying-foxes continued to drop during March to May 2023, with approximately 2,250-3,300 and 1,500-1,700 estimated to be present in mid-April and early May respectively, using the same procedures referred to above. Most of the flying-foxes had left the camp and environs by the 18<sup>th</sup> of May, and all flying-foxes had left the camp by late May/early June 2023 (pers. comm. local residents, 18<sup>th</sup> May/6<sup>th</sup> June 2023).

The two species of bats which have been recorded recently using the Naas Street/Millbrook Park Camp are the Grey-headed Flying-fox (*Pteropus poliocephalus*) (GHFF) and the Black Flying-fox (*Pteropus alecto*) (BFF). Of these two species, the GHFF appears to be the predominant species, based on recent observations for the purpose of this FFCMP, and on recent wildlife carer records (pers. comm. wildlife carer 12<sup>th</sup> April 2023). The GHFF is listed as vulnerable under the New South Wales *Biodiversity Conservation Act 2016* (BC act) and the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). The Black Flying-fox (BFF) is not listed as a threatened species in NSW or in Commonwealth legislation but is a protected animal. The third species which occurs in New South Wales, the Little Red Flying-fox (*Pteropus scapulatus*), has not been shown as present in the recent studies within the Naas Street/ Millbrook Park, Tenterfield camp. The focus of this FFCMP is thus on the two species known to use the camp, and particularly on the threatened GHFF.

### **2.3 Land Tenure**

As indicated in section 2.1 of this FFCMP, the main areas of the camp are situated within Millbrook Park, or within the trees planted along the Naas Street road verge. These areas are all under the control of Tenterfield Shire Council. However, when the population numbers are very high, the use of habitat extends onto private land, including the Millrace Hostel, Tally Ho Motel and local residents' gardens and paddocks.

### **2.4 Reported Issues Related to the Camp**

Prior to the preparation of this FFCMP, there had been a number of issues raised concerning the camp. The key issues were directly associated with the combination of the location of the camp and the increasing numbers of flying-foxes using the camp. The primary concerns, as reported by Council, were:

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- Some residents close to the camp feeling extremely unhappy about the level of impact from the flying-foxes;
- Reports of flying-foxes being subject to targeted disturbances; and
- Reports of flying-foxes having to be taken into care by wildlife carers.

It was thus recognized that the presence and size of the camp was causing disruption and even hostility within the local community.

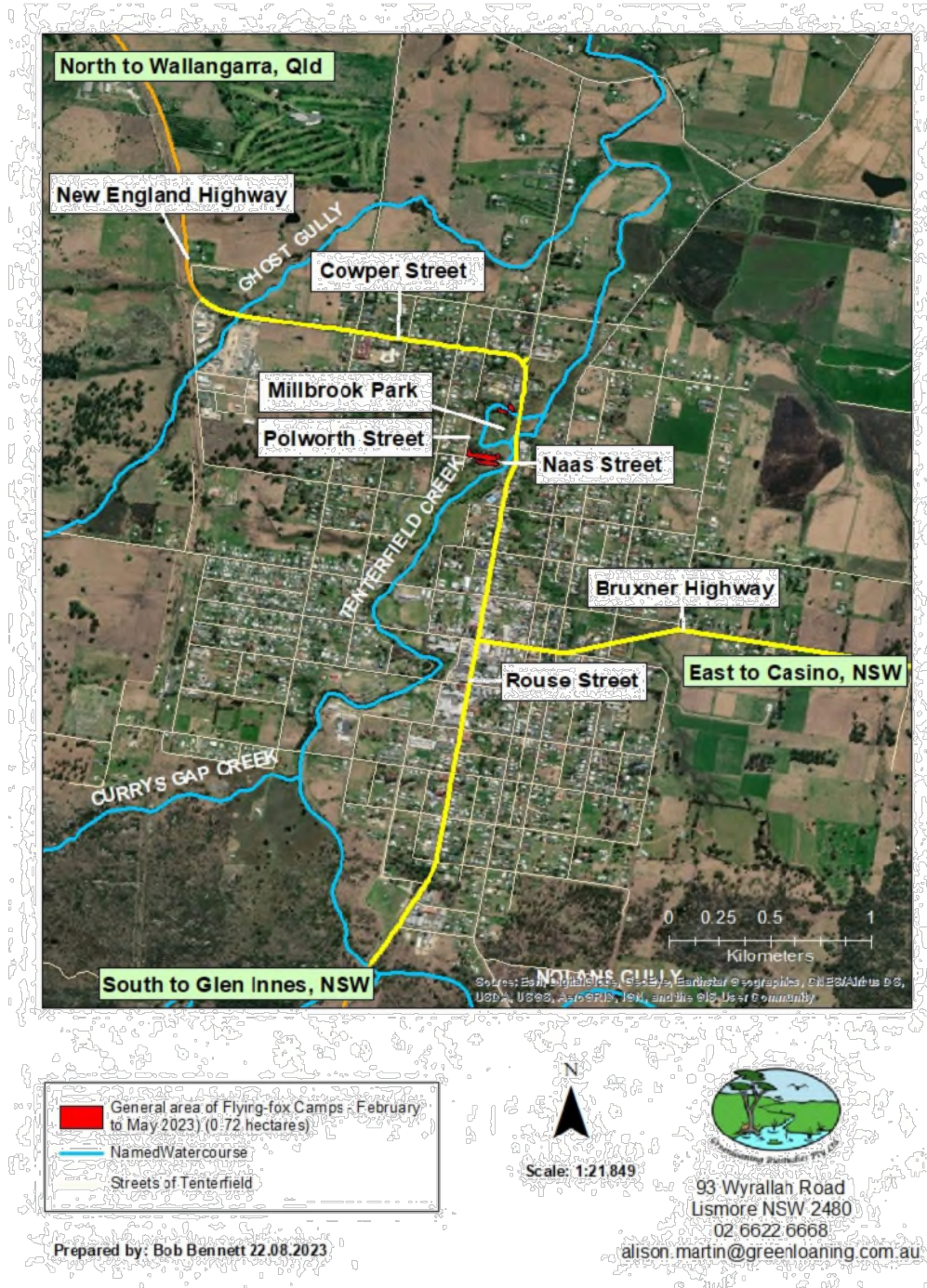
### **2.5 Management Responses to Date**

Management responses from Council to date have comprised the following:

- Liaison with DPE officers regarding the issues with the camp and resident concerns;
- Discussions with some residents regarding their concerns;
- Discussions with local wildlife carer regarding their concerns;
- Removing park seating/tables from the vicinity of the camp;
- Erecting signage in the vicinity of the camp regarding the flying-foxes;
- Considering options for trimming/removing trees closest to impacted residences; and
- Securing funding for this FFCMP.

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**Figure 1.1** Location of Naas Street/ Millbrook Park, Tenterfield Flying-fox Camp in the context of the Tenterfield Urban Area

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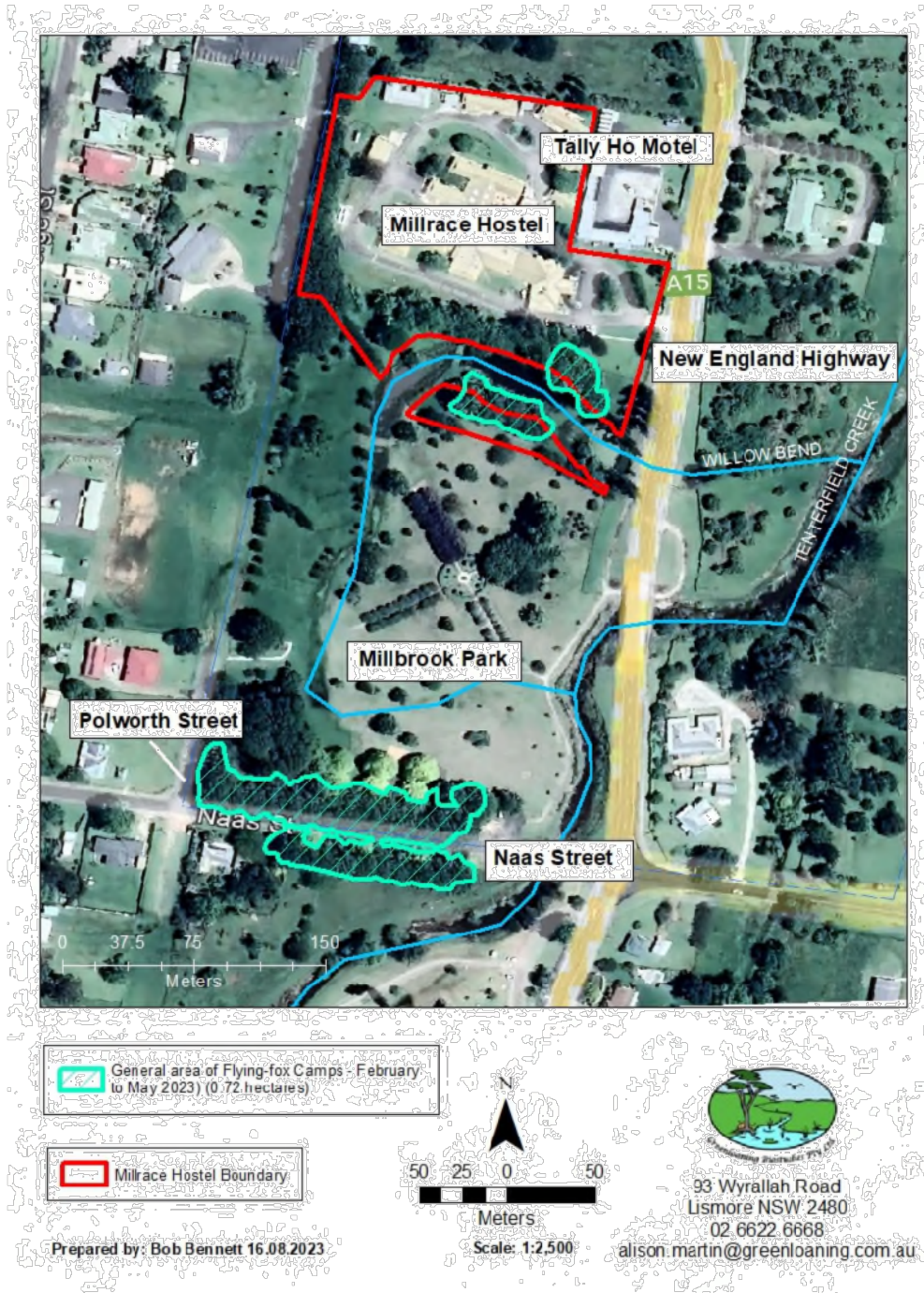
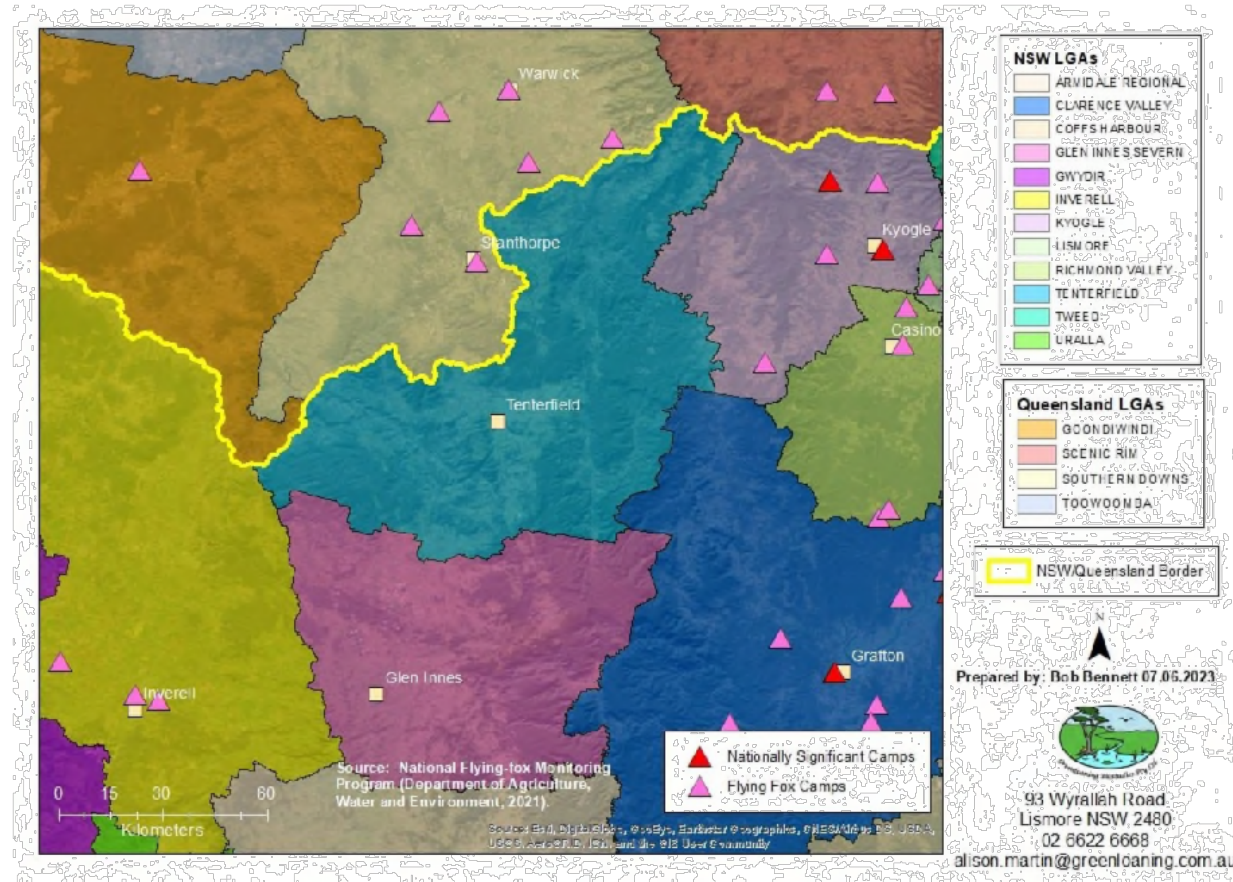


Figure 1.2 Location and Camp Areas - Naas Street/ Millbrook Park, Tenterfield Flying-fox Camp (Greenloaning Biostudies observations February to May 2023)



**Figure 1.3 Plant Community Types (Department of Planning and Environment, 2022. State Vegetation Type Map (December 2022)) and Naas Street/Millbrook Park, Tenterfield flying-fox camp areas (Greenloaning Biostudies – February to May 2023).**

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**Figure 1.4 Flying-fox Camps recorded for the National Flying-fox Monitoring Program in the wider vicinity of the Naas Street/Millbrook Park, Tenterfield Camp (Department of Agriculture, Water and Environment, 2021).**



### 3 COMMUNITY ENGAGEMENT

A primary objective of the FFCMP was to minimise impacts to the community, while conserving flying-foxes and their habitat, and to address community concerns and the impacts of the flying-fox camp on amenity, public health and safety. The first step in achieving this objective was to undertake community consultation, as described in this section, to identify and describe the reported impacts on nearby residents and park users.

#### 3.1 Stakeholders

The key stakeholders relevant to this FFCMP comprise:

- Tenterfield Shire Council;
- Local residents subject to direct severe impacts from the camp
- Local residents subject to lesser/irregular impacts from the camp
- Users of Millbrook Park; and
- Local wildlife carers.

Visiting tourists have some stakeholder association, but impacts on visitors are transitory, the main concern being protecting tourists from risks associated with coming into direct contact with the flying-foxes (refer to Section 6.2.1 for more details).

#### 3.2 Engagement Methods

The first stage of community consultation involved on-site impromptu discussions with local residents living in close proximity to the camp. Phone discussions and a meeting also were held with a local wildlife carer. Subsequently, Greenloaning and Council developed a flyer advising residents in close proximity to the camp about an initial meeting to discuss their issues relating to the resident flying-foxes refer to **Appendix C**. Council undertook a letterbox drop for such residents, and the meeting subsequently was held on the 1<sup>st</sup> May 2023. Present at that meeting were:

- Bruce Mills, Senior Advisor Communications & Economic Development, Tenterfield Shire Council;
- Alison Martin, Principal Ecologist, Greenloaning Biostudies;
- Twelve residents from the nearby area and other affected locations; and
- One Tenterfield Shire Councillor

In conjunction with the development of the meeting flyer, a Community Feedback Form was developed and was provided as printed copies to the meeting attendees. The form also was made available on-line via Council's website. Attendees at the meeting were encouraged to air their views on the presence of the flying-fox camp, describe impacts they were experiencing/had experienced and to provide any suggestions as to mitigation measures which would assist/alleviate their particular situation.

The initial meeting was followed by a public workshop and information session, with residents advised of the workshop via social media (refer to **Appendix C**). The workshop was held on the 27<sup>th</sup> of May 2023, and was conducted by Tenterfield Shire Council, in conjunction with Greenloaning Biostudies. Attendees at that workshop were:

- Bruce Mills, Senior Advisor Communications & Economic Development, Tenterfield Shire Council;
- Deputy-mayor, Cr John Macnish;

- Alison Martin, Principal Ecologist, Greenloaning Biostudies; and
- Six residents, including a representative for the Millrace Hostel.

At the workshop, residents and other stakeholders, initially were given a PowerPoint presentation on the background to the FFCMP, including educational material on health risks, the role of flying-foxes in the environment and the nature of a flying-fox camp. An outline of the contents of the presentation is provided in **Appendix C**. Attendees were then encouraged to discuss the levels of impacts they were experiencing and options available for mitigation/management. They also were encouraged to complete a Community Feedback Form, either at the workshop, or online.

A subsequent informal meeting was held with one concerned resident on the 6<sup>th</sup> of June to discuss the overall issues and ongoing status of the camp.

### **3.3 Community Feedback – Management Options**

#### **3.3.1 Adverse Impacts on Residents/the Community**

A summary of the main feedback received is as follows:

- ten valid submissions were made via the hard copy Community Feedback Form;
- one valid submission was made via the online Community Feedback Form; and
- at least 10 verbal submissions were made via direct discussions on-site or at the various meetings/workshop.

The overall feedback from the community received via the community engagement process favoured flying-fox camp management measures that would remove the camp from the current location. In the context of residents comprehending that dispersal is a last resort option, extremely expensive and with a low chance of success, and ‘nudging’ the camp into nearby habitat is not really a practical option, measures to achieve the following are considered most applicable:

- ensuring the risk of transmission of flying-fox pathogens, viruses and disease remains low
- reducing the impact of noise and odour on nearby residents and businesses
- reducing the impact of flying-fox excrement
- not impacting on the visual appeal or recreational opportunities at the site.

Of the residents providing feedback on being adversely affected by the camp, all identified an impact on lifestyle, ranging up to ‘extreme’ (refer to **Table 3.1**). The second most common impact identified was ‘odour,’ followed by concerns about health risks. The main area of direct impact, encompassing constant diurnal and nocturnal impacts from noise, odour and high levels of excrement, based on the feedback received, is indicated on **Figure 3.1**. Areas likely to be subject more to impacts from large numbers of flying-foxes flying over properties during their dusk camp exodus, are also indicated on **Figure 3.1**, with impacts from noise and odour being more variable in these areas. Verbal communications from some residents suggested odour issues were worse during damp conditions. Noise impacts for some residents were so severe as to cause sleep deprivation and associated emotional stress. When camp numbers were at their highest (October 2022 to January 2023), excrement was also identified as a major issue, with the level of excrement preventing any normal use of outside areas, including grazing by horses in the paddock immediately south of the main camp area along Naas Street.

**Table 3.1 Issues identified by residents in proximity to Naas Street/Millbrook Park, Tenterfield Flying-fox Camp.**

| Issues Identified |           |           |             |                     |                                 |              |
|-------------------|-----------|-----------|-------------|---------------------|---------------------------------|--------------|
| Resident Number   | Noise     | Odour     | Tree Damage | Impact on Lifestyle | Impact on Recreational Pursuits | Health Risks |
| 1                 | Yes       | Yes       | Yes         | Severe              | Yes                             | Yes          |
| 2                 | Yes       | Yes       |             | Severe              | Yes                             | Yes          |
| 3                 | Yes       | Yes       |             | Severe              |                                 | Yes          |
| 4                 |           | Yes       | Yes         | Severe              |                                 | Yes          |
| 5                 | Yes       | Yes       |             | Severe              |                                 |              |
| 6                 | Yes       | Yes       |             | Extreme             |                                 | Yes          |
| 7                 |           |           |             | Severe              | Yes                             | Yes          |
| 8                 |           | Yes       |             | Yes                 |                                 |              |
| 9                 | Yes       | Yes       | Yes         | Yes                 |                                 |              |
| 10                | Yes       | Yes       | Yes         | Yes                 |                                 | Yes          |
| 11                | Extreme   | Extreme   | Severe      | Extreme             | Extreme                         | Extreme      |
| <b>Number</b>     | <b>8</b>  | <b>10</b> | <b>5</b>    | <b>11</b>           | <b>4</b>                        | <b>8</b>     |
| <b>Percent</b>    | <b>73</b> | <b>91</b> | <b>45</b>   | <b>100</b>          | <b>36</b>                       | <b>73</b>    |

**3.3.2 Impacts on Flying-foxes**

Feedback from a local wildlife carer, who was a carer during the influx of the large numbers of predominantly GHFF into the camp in late 2022 and the subsequent birthing and creching period, identified the following issues in relation to flying-fox welfare:

- deliberate disturbance of the colony by seriously distressed residents causing additional stress to the breeding colony;
- a number of pups requiring being taken into care as a result of potentially a cold snap, and/or disturbance to the colony;
- mortality of flying-foxes and pups as a result of potentially a cold snap, and/or disturbance to the colony; and
- potential deliberate violence against pups by persons unknown, causing such injuries as broken jaws and pup mortality.

It was also noted from verbal discussion that the flying-foxes generally were disturbed by such additional activities as:

- loud vehicles travelling up Naas Street; and
- other loud machinery noises such as mowers, chainsaws.

The extent of adverse impacts on the colony would be expected to vary according to the timing of the disturbance. Any impacts during the breeding season particularly could cause stress to individuals if breeding females and pups are present, and potentially have serious adverse impacts on the breeding success of the colony, or at least a portion thereof. Based on the available data for the camp, including the following relevant information:

- Flying-foxes commence entering the camp in mid-late October (local resident, pers. comm.);
- Numbers decreased markedly in the camp between late February and April;

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- Pups were recorded for the first time in November 2022 (local wildlife carer, pers.com.);
- No dependent pups were observed in late February 2023; and
- Black flying-foxes do not appear to be other than occasionally represented in the camp,

The key times to avoid adverse disturbance would be October to March, coinciding with the key time when dependent young are born (as referred to above), or are likely to be present (Australian Museum, 2021).

Full details from the community feedback process are provided in **Appendix C**

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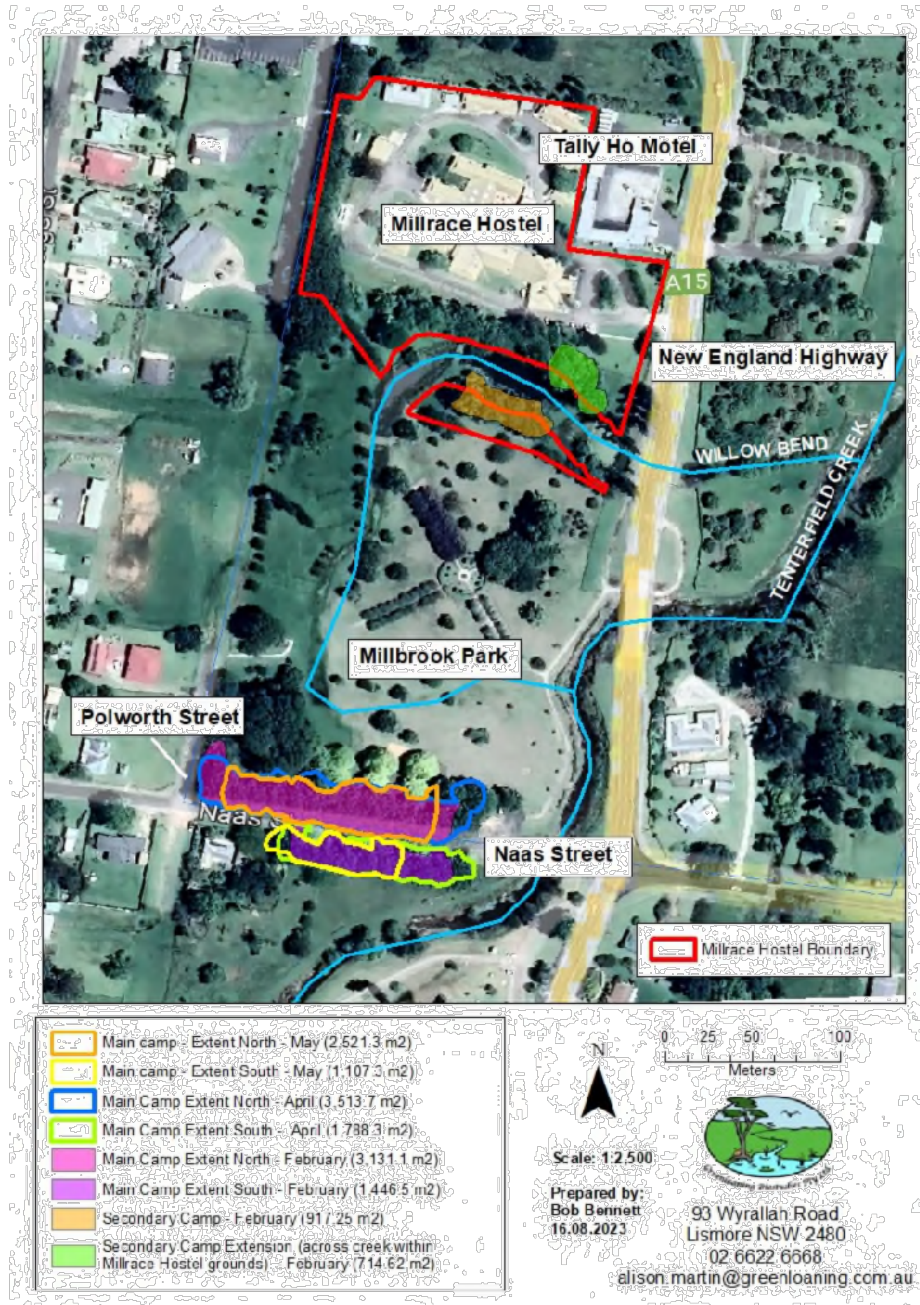
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**Figure 3.1 Known Areas of Impact on Residents and Community Facilities from Millbrook Park Flying-fox Park**

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**Figure 3.2** Roost and Habitat Survey Locations and Flying-fox Habitat (Greenloaning Biostudies – February to May 2023)

## **4 LEGISLATION AND POLICY**

### **4.1 State**

#### **4.1.1 Flying-fox Camp Management Policy**

The Flying-fox Camp Management Policy (the Policy) provides a framework for land managers, particularly local councils, to work with local communities for effective management of flying-fox camps, and for the state government to make regulatory decisions.

The key objectives of the Policy, as relevant to the Naas Street/Millbrook Park Camp are to:

- address the potential impacts of flying-fox camps on human health and amenity;
- minimise the impact of camps on local communities;
- provide a balance between conservation of flying-foxes and their impacts on human settlements;
- provide options for land managers to undertake actions in accordance with the Code of Practice, or obtain upfront licensing to manage flying-foxes;
- enable land managers and other stakeholders to use a range of suitable management responses to sustainably manage flying-foxes;
- require land managers to consider the behaviours, habitat and food requirements of flying-foxes when developing and implementing camp management plans; and
- implement an adaptive management approach to camp management based on evidence collected as a result of the policy.

The Policy provides details on a hierarchy of management options, subdivided into three types of actions, viz:

- Level 1 Actions – routine camp maintenance actions;
- Level 2 Actions – creation of buffers; and
- Level 3 Actions – camp disturbance or dispersal.

A key aspect of the Policy is to encourage the preparation of Camp Management Plan by local councils in cases where there are adverse effects on the local community from the camp. It is stated in the Policy that management actions provided in a management plan are authorised by the State Government under the Flying-fox Camp Management Code of Practice (FFCMCOP), provided all management actions carried out are in accordance with the FFCMCOP. Level 3 actions by private landholders require a licence from the State Government if disturbance or dispersal of flying-foxes is proposed.

#### **4.1.2 Biodiversity Conservation Act 2016**

The GHFF is listed as threatened under the *Biodiversity Conservation Act 2016* (BC Act) and the BFF is also a protected species under the Act. A person who harms, or attempts to harm an animal of a threatened species, an animal that is part of a threatened ecological community, or a protected animal, is guilty of an offence under Pt 2, Div. 1, cl 2.1 of the BC Act. If a proposed action at the Naas Street/Millbrook Park camp comprises any of the following actions, a biodiversity conservation licence under Pt 2, Div. 2, cl 2.10 of the BC Act may be required:

- a. harm to an animal that is a threatened species, or part of a threatened population; or

- b. damage to habitat of a threatened species, population or ecological community.

An assessment of impacts is required for the GHFF if the species may be impacted by actions proposed in the FFCMP. A biodiversity conservation licence will be granted if the state government determines that that a significant impact on the GHFF is unlikely.

#### 4.1.3 Prevention of Cruelty to Animals Act 1979

It may be an offence under this Act if there is evidence of unreasonable/unnecessary torment associated with management activities. Unauthorised activities which cause such torment also would be subject to the provisions of this act.

#### 4.1.4 Environmental Planning and Assessment Act 1979

The *Environmental Planning and Assessment Act 1979* (EP&A Act) aims to encourage 'proper management, development and conservation of resources, for the purpose of the social and economic welfare of the community and a better environment.' The Naas Street/Millbrook Park Camp is located on existing public parkland and Council owned areas (road verges etc), as well as extending onto private land when flying-fox numbers are very high. As such, the camp is not subject to any development applications and the EP&A Act is not specifically relevant to this FFCMP.

## 4.2 Commonwealth

#### 4.2.1 Environment Protection and Biodiversity Conservation Act 1999

'The Commonwealth's *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) provides protection for the environment, specifically Matters of National Environmental Significance (MNES).<sup>7</sup> As the grey-headed flying-fox (GHFF) is listed as a vulnerable species under the EPBC Act, it is automatically considered as a MNES, and the species' population is regarded as 'single national population.'<sup>7</sup> If there is likely to be a significantly impact on an MNES, a referral to the Commonwealth is required under the EPBC. The [Referral guideline for management actions in GHFF and SFFcamps](#) (DoE 2015) (the Guideline) which has been developed defines a nationally important GHFF camp as one that has either:

- contained  $\geq 10,000$  GHFF in more than one year in the last 10 years; or
- been occupied by more than 2500 GHFF permanently or seasonally every year for the last 10 years.

As the Naas street/Millbrook Park Camp is likely to have supported potentially  $\geq 10,000$  GHFF only in the past 12 months, and has no historical presence for 10 years, by definition the camp cannot, at this stage, be considered a nationally important camp. Specific mitigation standards that would apply to management actions, if the camp does become listed as a nationally important camp, comprise the following:

- The action must not occur if the camp contains females that are in the late stages of pregnancy or have dependent young that cannot fly on their own;
- The action must not occur during or immediately after climatic extremes (heat stress event, cyclone event), or during a period of significant food stress;
- Disturbance must be carried out using non-lethal means, such as acoustic, visual and/or physical disturbance or use of smoke;
- Disturbance activities must be limited to a maximum of 2.5 hours in any 12-hour period, preferably at or before sunrise or at sunset;
- Trees are not felled, lopped or have large branches removed when flying-foxes are in or near to a tree and likely to be harmed;
- The action must be supervised by a person with knowledge and experience relevant to the management of flying-foxes and their habitat, who can identify dependent young and is



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aware of climatic extremes and food stress events. This person must assess the relevant conditions and advise the proponent whether the activity can go ahead consistent with these standards and

- The action must not involve the clearing of all vegetation supporting a nationally important flying-fox camp. Sufficient vegetation must be retained to support the maximum number of flying-foxes ever recorded in the camp of interest.

## 5 FLYING-FOX ECOLOGY AND BEHAVIOUR

The following sections have been extracted directly from the 'Flying-fox Camp Management Plan – expanded Template' (the Template) (State of NSW and Department of Planning, Industry and Environment 2019) (sections within quotation marks), with some additions with relevance to the Naas Street/Millbrook park camp, including reference to recent literature. Species profiles and details on reproductive behaviour extracted from the Template are provided in Appendix D.2.

### 5.1 Ecological Role and Value

'Flying-foxes make a substantial contribution to ecosystem health through their ability to move seeds and pollen over long distances (Southerton et al. 2004). This directly assists gene movement in native plants, improving the reproduction, regeneration and viability of forest ecosystems (DEE 2019b). Some plants, particularly *Corymbia* spp., have adaptations suggesting they rely more heavily on nocturnal visitors such as bats for pollination than daytime pollinators (Southerton et al. 2004).

Grey-headed flying-foxes may travel 100 kilometres in a single night with a foraging radius of up to 50 kilometres from their camp (McConkey et al. 2012) and have been recorded travelling over 500 kilometres in two days between camps (Roberts et al. 2012). In comparison bees, another important pollinator, move much shorter foraging distances of generally less than one kilometre (Zurbuchen et al. 2010).

Long-distance seed dispersal and pollination make flying-foxes critical to the long-term persistence of many plant communities (Westcott et al. 2008; McConkey et al. 2012), including eucalypt forests, rainforests, woodlands and wetlands (Roberts et al. 2006). Seeds that are able to germinate away from their parent plant have a greater chance of growing into a mature plant (DES 2018). Long-distance dispersal also allows genetic material to be spread between forest patches that would normally be geographically isolated (Parry-Jones & Augee 1992; Eby 1991; Roberts 2006). This genetic diversity allows species to adapt to environmental change and respond to disease pathogens. Transfer of genetic material between forest patches is particularly important in the context of contemporary fragmented landscapes.'

Recent studies by Wellbergen et al (2020) provide further insight to the dispersal capabilities of flying-foxes, with individuals found to travel long distances over a year and to travel via a network of 755 roosts. Inter-roost travel for instance for GHFF tracked individuals was 2268 KM -2564 KM /year.

'Flying-foxes are considered 'keystone' species given their contribution to the health, longevity and diversity among and between vegetation communities. These ecological services ultimately protect the long-term health and biodiversity of Australia's bushland and wetlands. In turn, native forests act as carbon sinks (Roxburgh et al. 2006), provide habitat for other animals and plants, stabilise river systems and catchments, add value to production of hardwood timber, honey and fruit (e.g. bananas and mangoes; Fujita 1991), and provide recreational and tourism opportunities worth millions of dollars each year (DES 2018).'

### 5.2 Flying-foxes in Urban Areas

'Flying-foxes appear to be roosting and foraging in urban areas more frequently. There are many possible drivers for this, as summarised by Tait et al. (2014):

- loss of native habitat and urban expansion
- opportunities presented by year-round food availability from native and exotic species found in expanding urban areas
- disturbance events such as drought, fires, cyclones

- human disturbance at non-urban roosts or culling at orchards
- urban effects on local climate
- refuge from predation
- movement advantages, e.g. ease of manoeuvring in flight due to the open nature of the habitat or ease of navigation due to landmarks and lighting.'

In this context, it is noted that, based on the community feedback, the first flying-foxes in the general area of the camp were observed in January 2019 (refer to **Table C1, Appendix C**). This was during a time of increasing severe drought conditions in eastern Australia, culminating in the devastating fires during late 2019 and early 2020. The general spoken consensus amongst residents was that the main influx of flying-foxes was following these fires. The impact of these fires on flying-fox foraging habitat is illustrated by **Figure 5.1** and **Figure 5.2**, which show the extent of fires in relation to flying Fox camps in the general region of Tenterfield, and the extent of potential foraging habitat for flying-foxes (Eby et al 2019) affected by the fires in 2019/2020. This indicates that a substantial proportion of areas mapped as potential foraging habitat for flying-foxes was burnt, and such habitat is still recovering.

Additionally, it is noted that flying-fox dispersal actions were being conducted in Stanthorpe, approximately 45 km north of Tenterfield, in March 2019. The effect of drought on habitat, severe habitat damage from fire and roost dispersals in nearby areas could all be likely contributing factors to the establishment of the camp in Tenterfield. What is not known is whether the flying foxes using the roost over the spring and summer months will relocate to former roost sites as foraging habitat recovers.

### 5.3 Under Threat

'Flying-foxes roosting and foraging in urban areas more frequently can give the impression that their populations are increasing. However, the Grey-headed Flying-fox is in decline across its range and in 2001 was listed as vulnerable by the NSW Government through the *Threatened Species Conservation Act 1995* (now BC Act).

At the time of listing, the species was considered eligible for listing as vulnerable, as counts of flying-foxes over the previous decade suggested the national population had declined by up to 30%. It was also estimated the population would continue to decrease by at least 20% in the next three generations given the continuation of the current rate of habitat loss, culling and other threats.

The main threat to grey-headed flying-foxes in New South Wales is clearing or modification of native vegetation. This removes appropriate roosting and breeding sites and limits the availability of natural food resources, particularly winter–spring feeding habitat in north-eastern NSW.

Studies by Eby et al (1999) for instance, found that *during a time of general food scarcity, but when abundant floral resources were available in restricted patches of coastal vegetation* (in NSW), the GHFF population was focused on these small habitat patches.

'The urbanisation of the coastal plains of south-eastern Queensland and northern NSW has seen the removal of annually-reliable winter feeding sites, which is continuing.

There is a wide range of ongoing threats to the survival of the grey-headed flying-fox, including:

- habitat loss and degradation
- conflict with humans (including culling at orchards)
- infrastructure-related mortality (e.g. entanglement in barbed wire fencing and fruit netting, power line electrocution, etc.)
- exposure to extreme natural events such as cyclones, drought and heatwaves.

Flying-foxes have limited capacity to respond to these threats and recover from large population losses due to their slow sexual maturation, low reproductive output, long gestation and extended maternal dependence (McIlwee & Martin 2002).'

#### **5.4 Camp Characteristics**

As described in section 2.1 and 2.2 in this FFCMP, the Naas Street/Millbrook Park flying-fox camp is located fully within an urban area and in close proximity to a number of local residents, including an aged care facility (Millrace Hostel). A large proportion of the roosting habitat is also within a public park. Much of the areas surrounding Tenterfield comprise cleared grazing land, but there are substantial native forest areas in most directions within five to 50 km. Much of the potential habitat for the GHFF however, as discussed in section 5.3, was severely burnt in 2019/2020, such as the Torrington area approximately 40 km south-west of Tenterfield (refer to **Figure 5.2**).

In the context of the description of general characteristics which tend to be favoured by flying-foxes for roost sites, the nature of the Naas Street/Millbrook Park camp site supports the majority of these characteristics as follows:

- closed canopy >5 metres high – YES, the Plane Trees have a dense canopy and are approximately 20 m high;
- dense vegetation with complex structure (upper, mid- and understorey layers) - NO, in terms of complexity of tree layers, with smaller trees with a dense canopy below the Plane Trees. There is however no true understorey;
- within 500 metres of permanent water source – YES, there is a permanent creek running through the edge of the park;
- within 50 kilometres of the coastline or at an elevation <65 metres above sea level - NO, Tenterfield is located approximately 140 km west of the coast and the camp is at an elevation of approximately 840 m;
- level topography (<5° incline) – NO, Naas Street slopes gently from west to east, with much of the camp area almost flat;
- greater than one hectare to accommodate and sustain large numbers of flying-foxes – NO, if all of the trees within the park and along Naas Street are included, the area is approximately 1 ha.

Given the numbers of flying-foxes reported by local residents to be occupying the camp in 2022/early 2023, the recommendation that the size of the patch be approximately 3 times the area occupied by flying foxes at any one time, would not have been met by the Naas Street/Millbrook Park camp site.

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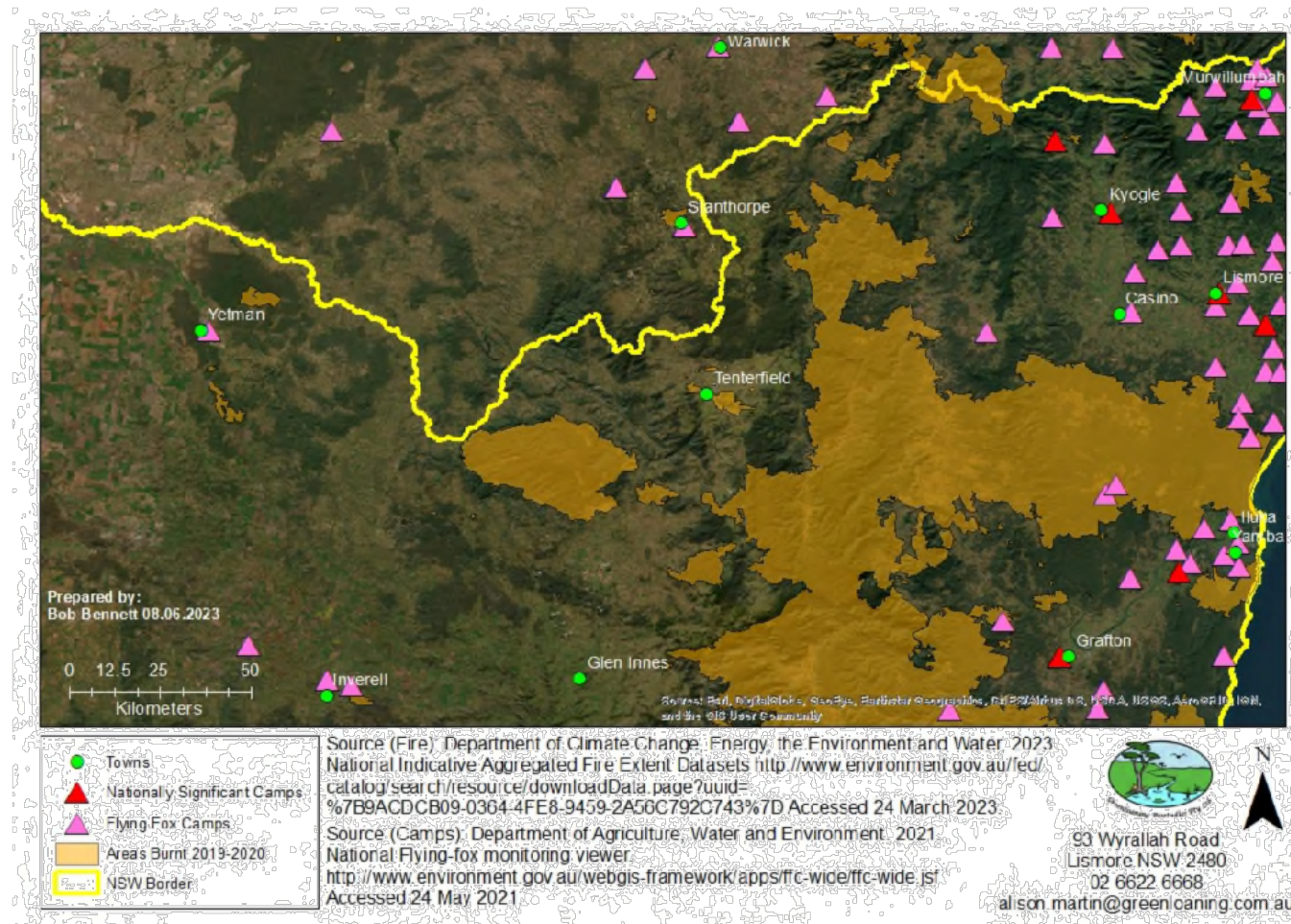


Figure 5.1 Areas in the general region around Tenterfield burnt in the 2019/2020 fires and locations of known flying-fox camps

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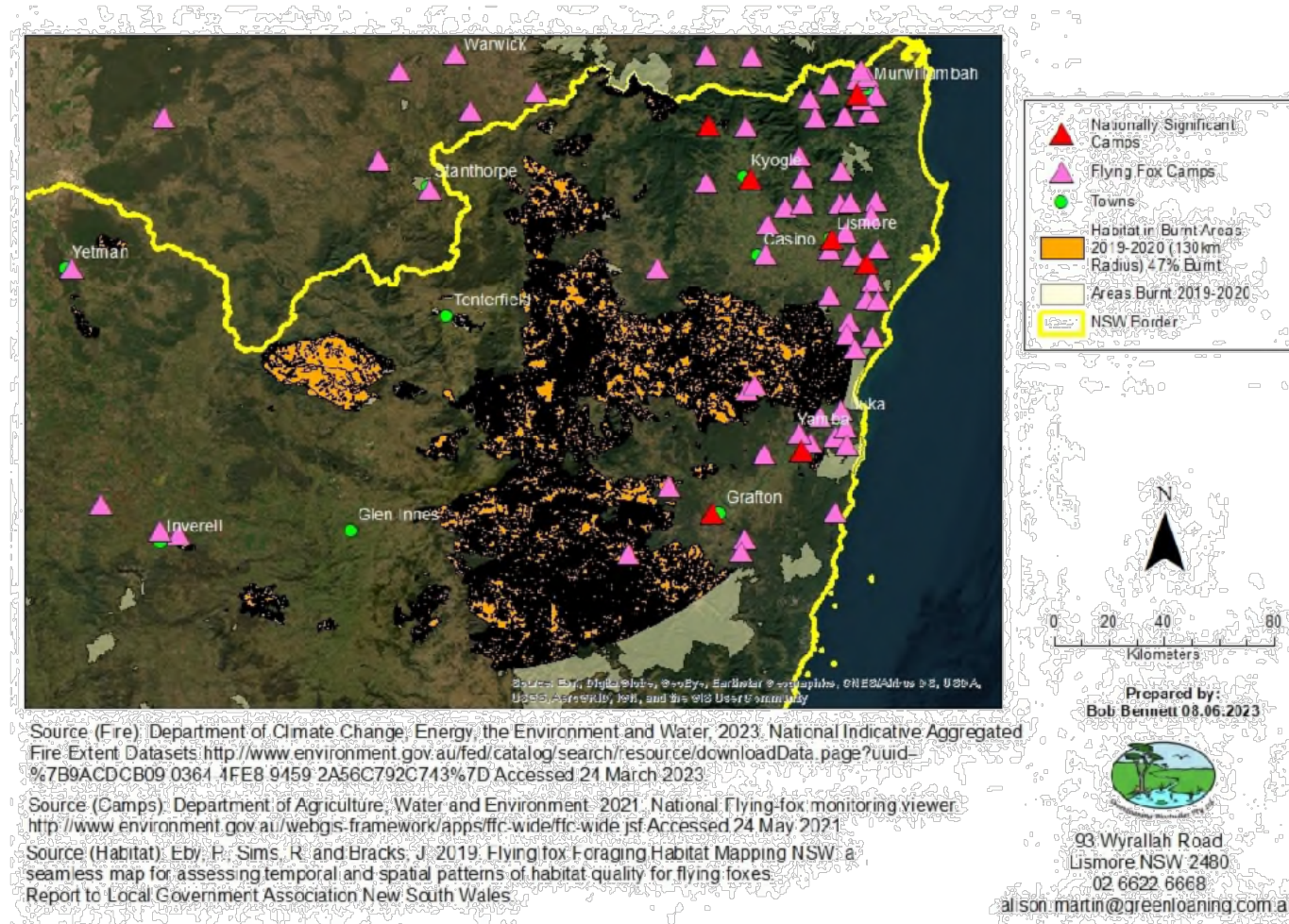


Figure 5.2 Potential flying-fox habitat in the general region around Tenterfield and burnt in the 2019/2020 fires

## **6 HUMAN AND ANIMAL HEALTH**

### **6.1 Disease and Flying-foxes and the Effects of Stress**

#### **6.1.1 Background**

Following sections as extracted directly from the 'Flying-fox Camp Management Plan – expanded Template' are indicated by quotation marks.

'A recent study at several camps before, during and after disturbance (Edson et al. 2015) showed no statistical association between Hendra virus prevalence and flying-fox disturbance; however, the consequences of chronic or ongoing disturbance and harassment and its effect on Hendra virus infection were not within the scope of the study and are therefore unknown.

The effects of stress are linked to increased susceptibility and expression of disease in both humans (AIHW 2012) and animals (Henry & Stephens-Larson 1985; Aich et al. 2009), including reduced immunity to disease. Therefore, it can be assumed that management actions that may cause stress (e.g. dispersal), particularly over a prolonged period or at times where other stressors are increased (e.g. food shortages, habitat fragmentation, etc.), are likely to increase the susceptibility and prevalence of disease within the flying-fox population, and consequently the risk of transfer to humans.

Furthermore, management actions or natural environmental changes may increase disease risk by:

- forcing flying-foxes into closer proximity to one another, increasing the probability of disease transfer between individuals and within the population resulting in abortions and/or dropped young if inappropriate methods are used during critical periods of the breeding cycle. This will increase the likelihood of direct interaction between flying-foxes and the public, and potential for disease exposure
- adoption of inhumane methods with the potential to cause injury which would increase the likelihood of the community coming into contact with injured/dying flying-foxes.'

### **6.2 Concerns Relevant to the Naas Street/Millbrook Park Flying-fox Camp**

The situation at the Naas Street/Millbrook Park camp, with increasing numbers of flying foxes and especially the very large numbers reported over the spring summer 2022/2023 period, is cause for concern for local residents, the community and the flying-fox population. The key concerns in relation to this situation have been identified in the following sections.

#### **6.2.1 Concerns for Local Residents/the Community**

The following concerns have been identified from the resident meeting and workshop feedback forms, and from discussions with residents and community members as described in Section 3.2:

- flying-foxes extending roosting into nearby gardens, causing emotional stress associated with severe levels of excrement, noise, odour in immediate proximity;
- overcrowding of flying-foxes in all available spaces, including residents' gardens, resulting at times in stressed/injured or dead flying-foxes within the gardens; creating risks if children or pets come into close contact;
- overcrowding of flying-foxes within the park area and public spaces, creating risks for the local community and for visitors to the park, particularly children, coming into close contact with stressed/injured/dead flying foxes, including juveniles. Visitors and park users also were concerned about flying-fox excrement affecting parked vehicles and/or the presence of the flying-foxes preventing their normal use of the park; and

- overcrowded, stressed flying-foxes roosting very low to the ground and inadvertently coming into contact with residents/community members/visitors (refer to photographs in **Appendix A**).

#### **6.2.2 Concerns for Flying-foxes**

The following concerns have been identified through the on-site studies, literature reviews and discussions with local wildlife carers:

- overcrowding of flying-foxes in all available spaces, increasing the risk of disease transfer, increased stress levels and abortion/mortality of pups;
- intrusion of flying-foxes into residents' private spaces, with potentially increased stress levels in the flying-foxes associated with adverse reactions from highly stressed/emotional residents and/or attacks from pets;
- risk of injury to/death of flying foxes associated with unauthorised actions by residents/community members; and
- increased risk of injury to flying foxes associated with overcrowding, roosting low to the ground and low-flying movements between roost branches and at dusk fly out.



## 7 CAMP MANAGEMENT OPTIONS

The comprehensive list of camp management options, including Level 1, Level 2 and Level 3 actions, as provided in section 8.1 of the Template, is provided in full in **Appendix E** of this FFCMP. These options have all been considered as part of the preparation of this FFCMP, and are discussed fully in section 8. Below, in Table 7.1, is an analysis of these management options, modified as required from Table 3 provided in the Template to reflect the potential management measures relevant to this FFCMP.

**Table 7.1 Analysis of Management Options**

| Management option                | Relevant impacts                                                                                | Cost (estimates only)*                                                                                                      | Advantages                                                                                                                                                                                                                                                                                                                                                            | Disadvantages                                                                                                                                                                                                                                                                                                     |
|----------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Level 1 actions</b>           |                                                                                                 |                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                   |
| Education and awareness programs | Fear of disease<br>Noise<br>Smell<br>Faecal drop<br>Risks to motorists/ flying-foxes            | \$5000 -This would include brochures and signs at the park around the flying-fox roost area.                                | Low cost, promotes conservation of flying-foxes, particularly to visitors and residents/community not directly/severely impacted, can be undertaken quickly, will not impact on ecological or amenity value of the site.<br><br>Increased signage will also potentially be useful in advising the public on both safety precautions and what are unauthorised actions | Education and advice itself will not mitigate all issues and will not be seen as at all assisting severely affected residents.                                                                                                                                                                                    |
| Property modification            | Noise<br>Smell<br>Faecal drop<br>Health/wellbeing<br>Property devaluation<br>Lost rental return | Tens of thousands of dollars for individual properties. For example, double-glazing, sound insulation and air-conditioning. | Property modification can be an effective way to reduce amenity impacts of a camp without dispersal (and associated risks), is relatively low cost, promotes conservation of flying-foxes, can be undertaken quickly, will not impact on the site, may add value to the property.                                                                                     | May be cost-prohibitive for private landholders, will not fully mitigate amenity issues in outdoor areas, lifestyle and mental health issues for severely affected residents. Unlikely to mitigate effects on property values from the presence of the camp. Likely to need financial assistance from authorities |

| Management option                                                               | Relevant impacts                                                                                | Cost (estimates only)*                                                                                                                                                                                                                           | Advantages                                                                                                                                                                                                                                                           | Disadvantages                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fully-fund/ subsidise property modification                                     | Noise<br>Smell<br>Faecal drop<br>Health/wellbeing<br>Property devaluation<br>Lost rental return | Tens of thousands of dollars for individual properties. For example, double-glazing, sound insulation and air-conditioning.                                                                                                                      | Potential advantages as per property modification, but also overcomes the issue of cost for private landholders.                                                                                                                                                     | Council will need to apply for funding. Costs to the land manager will vary depending on the criteria set for the subsidy including proximity to site, term of subsidy, level of subsidy. Potential for community conflict when developing the criteria, and may lead to expectations for similar subsidies for other issues. |
| Service subsidies including rate rebates                                        | Noise<br>Smell<br>Faecal drop<br>Health/wellbeing<br>Property devaluation<br>Lost rental return | Potentially many thousands of dollars cost to Council in foregone rates and service charges, including for water.<br><br>Not just for residents in the immediate vicinity but potentially for residents further afield who claim to be impacted. | May encourage tolerance of living near a camp for those not as severely affected, promotes conservation of flying-foxes, can be undertaken quickly, will not impact on the site, would reduce the need for property modification for those not as severely affected, | Highly unlikely to be considered as sufficiently beneficial to those severely affected. May be costly across multiple properties and would incur ongoing costs, may set unrealistic community expectations for other community issues, effort required to determine who would receive subsidies.                              |
| Routine camp management including management of leaf and faecal dropping debris | Health/wellbeing                                                                                | \$10,000 + /year additional costs to Council for leaf and faecal dropping collections.                                                                                                                                                           | Will allow property maintenance, could improve public perception of the site, will assist in minimising safety risks to the public.                                                                                                                                  | Will not mitigate amenity impacts for nearby landholders.                                                                                                                                                                                                                                                                     |

| Management option                        | Relevant impacts  | Cost (estimates only)*                                                                                                                           | Advantages                                                                                                                                                                   | Disadvantages                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Alternative habitat creation enhancement | All               | Very high cost to establish new habitat which could include land purchase, fencing, planting and on-going maintenance for weed and pest control. | Only an advantage if areas are available for habitat creation/enhancement nearby.                                                                                            | Not a practical alternative as no suitable habitat adjacent or nearby. Regeneration of the nearby creek area will not provide alternative habitat in the short term, with long lead time for trees to grow/mature and no guarantee of eventual and on-going use by flying-fox colony. Such habitat creation will only serve to encourage flying-foxes to continue to roost within unsuitable residential areas, and potentially encourage greater numbers |
| Provision of artificial roosting habitat | All               | N/A                                                                                                                                              | Only advantageous if there are suitable low conflict and vegetated areas adjacent or nearby,                                                                                 | Not a practical alternative as no suitable and vegetated low conflict areas adjacent or nearby.                                                                                                                                                                                                                                                                                                                                                           |
| Protocols to manage incidents            | Health/well being | Unknown cost as with much of the management /actions                                                                                             | Low cost, will reduce actual risk of negative human/pet–flying-fox interactions, promotes conservation of flying-foxes, can be undertaken quickly, will not impact the site. | Will not generally mitigate amenity impacts. Largely dependent on the goodwill and time of wildlife volunteers to collect and care for injured flying-foxes / abandoned pups in the nearby parks/roads – where the animals may be seen to pose a health risk, albeit small, to humans and horses.                                                                                                                                                         |

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| Management option             | Relevant impacts                                              | Cost (estimates only)*                                                                                                | Advantages                                                                                                                                                                                                                                                                                                                                                   | Disadvantages                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Research                      | All                                                           | Unknown high cost.                                                                                                    | Supporting research to improve understanding may contribute to more effectively mitigating all impacts, promotes flying-fox conservation. Knowing where flying-foxes are moving to and from in relation to the camp could be highly useful information.                                                                                                      | Cannot be undertaken quickly, management trials may require further cost input. Needs to be undertaken by qualified scientists / research organisation(s) with established links to government departments/officers who understand /endorse studies with view to act on findings. Council would need to seek funding for such research. Not considered practical by Council |
| Appropriate land use planning | All                                                           | High cost to identify, acquire and rehabilitate degraded sites                                                        | Potential option for the future if flying-foxes continue to frequent Tenterfield urban areas in order to reduce future conflict, promotes flying-fox conservation. Identification of degraded sites that may be suitable for long-term rehabilitation for flying-foxes could facilitate offset strategies should clearing be required under Level 2 actions. | Not immediately applicable to this camp, given its location within an existing and long established urban landscape.<br><br>Long term rehabilitation of degraded sites is likely to be problematic in terms of providing preferred flying-fox habitat that would be used, and also would require funding source for Council.                                                |
| Property acquisition          | All for specific property owners<br>Nil for broader community | Potentially >\$4,000,000 to acquire residential properties in the immediate vicinity, if owners are prepared to sell. | Will reduce future conflict with the owners of the acquired property.                                                                                                                                                                                                                                                                                        | Owners may not want to move, only improves amenity for those who fit criteria for acquisition and wish to move, very expensive.                                                                                                                                                                                                                                             |
| Do nothing                    | Nil                                                           | Nil                                                                                                                   | No resource expenditure.                                                                                                                                                                                                                                                                                                                                     | Will not mitigate impacts and will not be considered acceptable by the affected community.                                                                                                                                                                                                                                                                                  |

| Management option                  | Relevant impacts                                                                  | Cost (estimates only)*    | Advantages                                                                                                     | Disadvantages                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------|-----------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Level 2 actions</b>             |                                                                                   |                           |                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Buffers through vegetation removal | Noise<br>Smell<br>Health/well being<br>Property devaluation<br>Lost rental return | >\$3,000/tree for removal | Will reduce impacts to closest residents to some extent, can be undertaken quickly, limited maintenance costs. | Will severely impact the amenity of the park, will not generally eliminate impacts, vegetation removal/trimming strongly opposed by some residents.<br>Likely to encourage further overcrowding of flying-foxes<br>Expensive for such large, tall trees                                                                                                                                                                                                                            |
| Buffers without vegetation removal | Noise<br>Smell<br>Health/well being                                               | \$20,000 +                | May discourage flying-foxes immediately adjacent to residences                                                 | All types of visual and noise deterrents would require regular moving/varying to be effective, as reported in the Template, p 32.<br>Only localised effects would be expected. A moderately effective buffer of 100 m would require most of the park to be subject to installation of deterrents.<br>Tree climbers would be required to move deterrents.<br>Mounting of canopy water sprinklers at this stage has been assessed as logistically very difficult and very expensive. |
| Noise attenuation fencing          | Noise<br>Smell<br>Health/well being<br>Property devaluation<br>Lost rental return | N/A                       |                                                                                                                | Will not eliminate impacts, impractical for the site where flying-foxes are roosting high above the level of residences and fencing                                                                                                                                                                                                                                                                                                                                                |
| <b>Level 3 actions</b>             |                                                                                   |                           |                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Nudging                            | All                                                                               | N/A                       | Not practical for the site – no suitable 'nudging' habitat available                                           | Not practical for the site – no suitable 'nudging' habitat available.                                                                                                                                                                                                                                                                                                                                                                                                              |

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| Management option                                                               | Relevant impacts                                                                        | Cost (estimates only)* | Advantages                                                                                                                                                                                                               | Disadvantages                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Passive dispersal through vegetation management                                 | All at that site but not generally appropriate for amenity impacts only (see Section 8) | >\$3,000/tree          | If successful could mitigate impacts to some extent at that site, compared with active dispersal: less stress on flying-foxes, less ongoing cost, less restrictive in timing with ability for winter vegetation removal. | Strongly opposed by some residents and not favoured as a solution by most. Costly, and will severely impact amenity of the site as a public park, risk of removing habitat before outcome known, potential to splinter the camp creating problems at other locations (although less than active dispersal), potential welfare impacts, disturbance to community, negative public perception, unknown conservation impacts, unpredictability makes budgeting and risk assessment difficult, may increase disease risk. |
| Passive dispersal through water management (restricting access to nearby water) | N/A                                                                                     | N/A                    | Not practical for this site.                                                                                                                                                                                             | Not practical for this site. Not practical to cover adjacent creek habitat.                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Management option | Relevant impacts  | Cost (estimates only)*                                                                                                                        | Advantages                                                                                                                                                                                                                                                                                                  | Disadvantages                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Active dispersal  | All if successful | Not estimated at this stage. Costs would be determined as part of a Dispersal Management Plan if dispersal is a proposed action in the future | If successful, would mitigate all impacts at the site.<br>Often stated as the preferred method for impacted community members. Most community members favoured 'removal' of the camp, but understood the difficulties and legislative constraints for Council in planning and achieving effective dispersal | Long term use of the site not as yet established, and it is possible the influx of large numbers of flying-foxes (5,000 10,000 plus) is a temporary phenomenon. Dispersal would be expected to be very costly, is often unsuccessful, with ongoing dispersal generally required unless combined with habitat modification/<br>Potential to splinter the camp, creating problems in other locations.<br>Potential for significant animal welfare impacts and disturbance to community.<br>Negative public perception and unknown conservation impacts.<br>Unpredictability makes budgeting and risk assessment difficult, may increase disease risk, potential to impact on aircraft safety for aircraft using Tenterfield airport. |

| Management option                                              | Relevant impacts | Cost (estimates only)*                                                                                                                                                                 | Advantages                                                                                                                                               | Disadvantages                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Early dispersal before a camp is established at a new location | All at that site | Not estimated at this stage. Costs would be determined as part of a Dispersal Management Plan if early dispersal (as per Section 8.3 of this FFCMP) is a proposed action in the future | Potential advantages as per other dispersal methods, but more likely to be successful with early alert of initial influx of flying-foxes from residents. | Ecological ramifications unknown. Not desirable to be attempting to disperse heavily pregnant females, given the flying-foxes have tended to return in October over the past 4 years, unless immediate deterrent of first arrivals is effective in discouraging return of large numbers. Potential disadvantages as per other dispersal methods, but possibly less costly and lower risk than dispersing camp when fully occupied. Potential to increase pressure on flying-foxes that may have relocated from another dispersed camp, which may exacerbate impacts on these individuals. |

- Estimates provided in conjunction with Council



## 8 PLANNED MANAGEMENT APPROACH

An overview of the planned management approach is provided in **Table 8.1**, as adapted and amended from Table 4 provided in the Template. Further details on the proposed management actions are provided in Section 8.1.

**Table 8.1 Overview of Planned Management Approach for Naas Street/Millbrook Park Camp**

| Issue                                                    | Management aim                                                    | Success measures                                                                                                              | Management actions                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                          |                                                                   |                                                                                                                               | Level 1 actions                                                                                                                                                                                                                                                                             | Level 2 actions                                                                                                                                                                                                                           | Level 3 actions                                                                                                                                                                                                                                                                                                                                     |
| <b>Issues and Management for Impacts on Residents</b>    |                                                                   |                                                                                                                               |                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                     |
| Noise from flying-foxes                                  | Mitigate noise impacts                                            | Reasonable level of amenity achieved based on independent assessment                                                          | <ul style="list-style-type: none"> <li>Encourage residents to undertake property modification (including providing subsidies if possible)</li> </ul>                                                                                                                                        | <ul style="list-style-type: none"> <li>Nil applicable at this stage as residents not in favour of tree trimming or removal to create a buffer. Practical issues with establishing an effective buffer (refer to section 8.2.1)</li> </ul> | <ul style="list-style-type: none"> <li>Level 3 actions are not proposed at this stage to mitigate this issue, but may need to be considered as adaptive management if flying-foxes return in large numbers (<math>\geq 5,000-10,000</math>) (after monitoring population October -March 2023-2024 -refer to Section 8.3.for more detail)</li> </ul> |
| Flying-foxes overhanging pathways/residential properties | Reduce potential for flying-foxes overhanging pathways/properties | Minimising roosting flying-foxes overhanging areas frequented by residents/the public (such as road verges along Naas Street) | <ul style="list-style-type: none"> <li>Divert/temporarily close off areas beneath roosting flying-foxes</li> <li>Encourage residents to keep their pathway garden vegetation well maintained</li> <li>Encourage Millrace Hostel management to consider options for tree trimming</li> </ul> | <ul style="list-style-type: none"> <li>Nil - Trimming overhanging vegetation in park not desired/practical in park area (refer to section 8.2.1)</li> </ul>                                                                               | <ul style="list-style-type: none"> <li>Level 3 actions are not proposed at this stage to mitigate this issue, but may need to be considered as adaptive management if flying-foxes return in large numbers (<math>\geq 5,000-10,000</math>) (after monitoring population October -March 2023-2024 -refer to Section 8.3.for more detail)</li> </ul> |

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| Issue           | Management aim                                    | Success measures                                                                                   | Management actions                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                         |                                                                                                                                                                                                                                                                                                                                                     |
|-----------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 |                                                   |                                                                                                    | Level 1 actions                                                                                                                                                                                                                                                                                                                                                                      | Level 2 actions                                                                                         | Level 3 actions                                                                                                                                                                                                                                                                                                                                     |
| Faecal drop     | Mitigate impacts of faecal drop                   | Reduce impacts of faecal drop by 80% (e.g. minimal financial impact of cleaning through subsidies) | <ul style="list-style-type: none"> <li>Education and awareness - increased signage in roost area</li> <li>Property modification (including providing subsidies if possible)</li> <li>Subsidise services to reduce impacts</li> <li>Provide removable cover for public swimming pool</li> <li>Regular removal of leaf litter under roost when flying-foxes are in the camp</li> </ul> | <ul style="list-style-type: none"> <li>Nil - Buffers not applicable (refer to section 8.2.1)</li> </ul> | <ul style="list-style-type: none"> <li>Level 3 actions are not proposed at this stage to mitigate this issue, but may need to be considered as adaptive management if flying-foxes return in large numbers (<math>\geq 5,000-10,000</math>) (after monitoring population October -March 2023-2024 -refer to Section 8.3.for more detail)</li> </ul> |
| Smell           | Mitigate impacts of smell                         | Reasonable level of amenity achieved based on independent assessment                               | <ul style="list-style-type: none"> <li>Education and awareness programs</li> <li>Property modification (including providing subsidies if possible)</li> </ul>                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Nil – not applicable (refer to section 8.2.1)</li> </ul>         | <ul style="list-style-type: none"> <li>Level 3 actions are not proposed at this stage to mitigate this issue, but may need to be considered as adaptive management if flying-foxes return in large numbers (<math>\geq 5,000-10,000</math>) (after monitoring population October -March 2023-2024 -refer to Section 8.3.for more detail)</li> </ul> |
| Fear of disease | Promote awareness that actual disease risk is low | All concerned community members have received and have access to factual information on disease    | <ul style="list-style-type: none"> <li>Education and awareness programs</li> <li>Protocols to prevent incidents</li> <li>Encourage Millrace Hostel management to consider options for tree trimming</li> </ul>                                                                                                                                                                       | <ul style="list-style-type: none"> <li>Nil – not applicable (refer to section 8.2.1)</li> </ul>         | <ul style="list-style-type: none"> <li>Level 3 actions are not proposed at this stage to mitigate this issue, but may need to be considered as adaptive management if flying-foxes return in large numbers (<math>\geq 5,000-10,000</math>) (after monitoring population October -March 2023-2024 -refer to Section 8.3.for more detail)</li> </ul> |

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| Issue                    | Management aim                                                      | Success measures                                                                                                                             | Management actions                                                                                                                                                                                                                                                                                                                                                           |                                                                                                 |                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          |                                                                     |                                                                                                                                              | Level 1 actions                                                                                                                                                                                                                                                                                                                                                              | Level 2 actions                                                                                 | Level 3 actions                                                                                                                                                                                                                                                                                                                                     |
| Health/wellbeing impacts | Mitigate health and wellbeing impacts                               | Reduce complaints by 50%                                                                                                                     | <ul style="list-style-type: none"> <li>Education and awareness programs</li> <li>Property modification (including subsidies) to prevent wellbeing impacts associated with noise</li> <li>Protocols to prevent incidents</li> <li>Routine management actions to improve the site</li> </ul>                                                                                   | <ul style="list-style-type: none"> <li>Nil – not applicable (refer to section 8.2.1)</li> </ul> | <ul style="list-style-type: none"> <li>Level 3 actions are not proposed at this stage to mitigate this issue, but may need to be considered as adaptive management if flying-foxes return in large numbers (<math>\geq 5,000-10,000</math>) (after monitoring population October -March 2023-2024 -refer to Section 8.3.for more detail)</li> </ul> |
| Property devaluation     | Reduce economic loss associated with potential property devaluation | Property value not being impacted for owners that purchased property prior to camp formation, as assessed through independent valuation      | <ul style="list-style-type: none"> <li>Property modification (including subsidies)</li> <li>Subsidise services to reduce impacts</li> <li>Offset through funding or incentives (e.g. rate reduction)</li> </ul>                                                                                                                                                              | <ul style="list-style-type: none"> <li>Nil – not applicable (refer to section 8.2.1)</li> </ul> | <ul style="list-style-type: none"> <li>Level 3 actions are not proposed at this stage to mitigate this issue, but may need to be considered as adaptive management if flying-foxes return in large numbers (<math>\geq 5,000-10,000</math>) (after monitoring population October -March 2023-2024 -refer to Section 8.3.for more detail)</li> </ul> |
| Lost rental return       | Reduce economic loss associated with lost rental return             | Rental return is not being impacted for owners that purchased property prior to camp formation, as assessed through an independent valuation | <ul style="list-style-type: none"> <li>Property modification (including subsidies)</li> <li>Subsidise services to reduce impacts</li> <li>Offset through funding or incentives (e.g. rate reduction)</li> <li>Appropriate land use planning</li> <li>Dense planting to create screens at residential boundaries</li> <li>Revegetate to create alternative habitat</li> </ul> | <ul style="list-style-type: none"> <li>Nil – not applicable (refer to section 8.2.1)</li> </ul> | <ul style="list-style-type: none"> <li>Level 3 actions are not proposed at this stage to mitigate this issue, but may need to be considered as adaptive management if flying-foxes return in large numbers (<math>\geq 5,000-10,000</math>) (after monitoring population October -March 2023-2024 -refer to Section 8.3.for more detail)</li> </ul> |

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| Issue                                                                              | Management aim                                                                                                                                             | Success measures                                                                                 | Management actions                                                                                                                                                                                                                                                                                                                            |                                                                                               |                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                    |                                                                                                                                                            |                                                                                                  | Level 1 actions                                                                                                                                                                                                                                                                                                                               | Level 2 actions                                                                               | Level 3 actions                                                                                                                                                                                                                                                                                                                                     |
| Issues and Management for Impacts on Flying-foxes                                  |                                                                                                                                                            |                                                                                                  |                                                                                                                                                                                                                                                                                                                                               |                                                                                               |                                                                                                                                                                                                                                                                                                                                                     |
| Risk of increased stress/ /injury from roosting intrusions into residents' gardens | Minimise risk of injured/ dead flying-foxes on residents' properties                                                                                       | No reports of injured/ dead flying-foxes on residents' properties from local residents or carers | <ul style="list-style-type: none"> <li>Encourage and support local residents/businesses to undertake garden maintenance procedures as may be appropriate for individual properties, e.g. netting fruit trees/potential forage attractant shrubs/small trees/ vegetation trimming/removal as may be appropriate on their properties</li> </ul> | <ul style="list-style-type: none"> <li>Nil – not applicable (refer to section 8.2)</li> </ul> | <ul style="list-style-type: none"> <li>Level 3 actions are not proposed at this stage to mitigate this issue, but may need to be considered as adaptive management if flying-foxes return in large numbers (<math>\geq</math> 5,000-10,000) (after monitoring population October -March 2023-2024 -refer to Section 8.3.for more detail)</li> </ul> |
| Risk of increased stress/ /injury from unauthorised actions by local residents     | To provide appropriate support to local residents and information on consequences of illegal actions such that the likelihood of such actions is minimised | No reports of adverse incidents with flying-foxes attributable to deliberate human actions       | <ul style="list-style-type: none"> <li>Run an information campaign to ensure all residents and business owners/managers are aware of what actions would be deemed illegal, and the potential consequences of such actions, both to flying-foxes and humans</li> </ul>                                                                         | <ul style="list-style-type: none"> <li>Nil – not applicable (refer to section 8.2)</li> </ul> | <ul style="list-style-type: none"> <li>Level 3 actions are not proposed at this stage to mitigate this issue, but may need to be considered as adaptive management if flying-foxes return in large numbers (<math>\geq</math> 5,000-10,000) (after monitoring population October -March 2023-2024 -refer to Section 8.3.for more detail)</li> </ul> |

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| Issue                                                                                                                 | Management aim                                 | Success measures                                                                                                                                                                          | Management actions                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                       |                                                |                                                                                                                                                                                           | Level 1 actions                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Level 2 actions                                                                                                                                                                                                                                                                                          | Level 3 actions                                                                                                                                                                                                                                                                                                                                      |
| Risk of increased injury from vehicle strikes associated with over-crowding leading to low level roosting and flying. | Minimise the risk of vehicle strikes           | No reports of vehicle strikes from local residents or carers                                                                                                                              | <ul style="list-style-type: none"> <li>Inclusion of warning signs for motorists before risk area on NAAS Street</li> </ul>                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>N/A, as if flying-foxes return in very large numbers, it can be expected they will extend roosting locations to lower portions of tree trunks, small trees etc., as was reported to be the case in late spring/summer 2022/2023 (refer to section 8.2)</li> </ul> | <ul style="list-style-type: none"> <li>Level 3 actions are not proposed at this stage to mitigate this issue, but may need to be considered as adaptive management if flying-foxes return in large numbers (<math>\geq 5,000-10,000</math>) (after monitoring population October -March 2023-2024 - refer to Section 8.3.for more detail)</li> </ul> |
| Disturbance to flying-foxes increasing stress levels from noisy park and road verge maintenance activities            | Minimise levels of disturbance to flying-foxes | Maintenance activities don't disturb flying-fox camp to observable levels, such that the majority of flying-foxes remain roosting as they were prior to the commencement of the activity. | <ul style="list-style-type: none"> <li>As per standard measures provided in the Template and reproduced in Section 9.1, viz; commence noisy activity at furthest distance for the camp to facilitate flying-foxes getting used to the disturbance; use least noisy equipment where possible</li> <li>Whilst camp is occupied, reduce mowing frequency to minimum level while maintaining public safety frequency will depend on seasonal conditions)</li> </ul> | <ul style="list-style-type: none"> <li>Nil – not applicable (refer to section 8.2)</li> </ul>                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Level 3 actions are not proposed at this stage to mitigate this issue, but may need to be considered as adaptive management if flying-foxes return in large numbers (<math>\geq 5,000-10,000</math>) (after monitoring population October -March 2023-2024 -refer to Section 8.3.for more detail)</li> </ul>  |

## **8.1 Proposed Level 1 Actions**

### **8.1.1 Education and Awareness**

Council will continue with public education and awareness programs, via additional signage, particularly in the area of the camp, and via Council website/newsletter and social media. Particular attention to appropriate communication would need to be given around the time of the expected return of the flying-foxes in October. Residents and the public will also be encouraged to keep Council informed as to the return and movements of the flying-foxes.

### **8.1.2 Property Modifications without Subsidies**

Council will continue to encourage residents, via the education and awareness programs to adopt actions on their properties to mitigate impacts. Relevant actions would include;

- netting fruit trees/blossom-bearing trees/tall shrubs/specific trees to minimise the potential for flying-foxes to be attracted into gardens for feeding;
- planting fragrant flowering garden plants (but non-forage species) to mask odour; and
- maintaining garden plants as much as practical around pathways and use areas.

However, the level of impacts from the flying-foxes, to close residents, if flying-foxes are present in the number experienced in the 2022-2023 season would require more substantial mitigation measures via subsidies (refer to section 8.1.3).

Property modifications to Council facilities (for which Council would seek funding), would potentially include:

- installing removable covers for the swimming pool, which is in immediate proximity to the camp;
- Installing additional covered picnic/barbeque facilities in open areas at appropriate distances from the main roosting locations, where the flying-foxes can be viewed safely;
- Installing (removable) covers over existing pathways subject to unacceptable levels of flying-fox excrement; and
- Constructing a covered pathway on one side of Naas Street to enable local residents still to walk without fear of urine/excrement falling on them.

### **8.1.3 Property Modifications with Subsidies**

Property modification for local residents and businesses (particularly the Millrace Hostel and Tally Ho Motel) entailing more substantial modifications would be unlikely to be an option for most unless via subsidies (for which Council would need to seek funding). Such subsidies, to be taken up at the discretion of individual residents/businesses, would include:

- Covering pathways, outdoor eating/seating/children's play areas, driveways/parking areas, clothes lines (as may be appropriate);
- Double-glazing of windows to reduce noise impacts;
- Installation of air conditioning to avoid the need for open windows etc for air flow and thus reduce the impacts from noise and odour;
- Covering rainwater tanks and installing water filtration systems; and

### **8.1.4 Service subsidies**

Service subsidies for local residents, as an alternative to property subsidies (on a case by case basis) (for which Council would need to seek funding), could include:

- Washing clothes;
- Cleaning outside areas/cars;

- Assistance with power bills;
- Rate and water rate reductions.

#### **8.1.5 Routine camp maintenance.**

Routine maintenance actions relevant to the Millbrook Camp comprise:

- Regular mowing of park area and roadside verges;
- For reasons of basic hygiene, at least weekly removal of leaf litter whilst flying-foxes are in residence, and immediately following their Autumn/Winter departure. Consideration could be given to the construction of a large, sealable compost facility on-site for the deposition of the litter;
- Cleaning of any paths subject to unacceptable levels of excrement and posing a safety hazard (slips and falls);
- Installation of one or more remote monitoring cameras to monitor the activities of visitors and locals to minimise the risks of anyone (particularly children) trying to handle a flying-fox which may be ill, or a pup, and on/low to the ground; and
- Routine garden maintenance and weed control within the park (such gardens are in areas removed from the roost locations).

As indicated in both **Table 8.1** and Section 9.1, any routine maintenance activities, or other activities generating noise levels with potential to disturb the bats, will be subject to the following procedures as may be appropriate to the requirements of Council, the community and/or the flying-foxes:

- Avoidance of the activity during the critical breeding and creching period for the flying-foxes if possible;
- Reduction in frequency of routine activities as may be practical;
- Commencement of the activity furthest from the camp, with gradual approach towards camp ; and
- Cessation of activity if flying-foxes are unduly disturbed (>30% of camp in flight and in flight for > 5 minutes – refer to Table 8.2).

#### **8.1.6 Revegetation and Land Management to Create Alternative Habitat/ Artificial Habitat**

Although revegetation, habitat enhancement/creation can be desirable and practical options in relation to some camps, such measures, or the creation of artificial habitat management actions, are not appropriate for the Naas Street/Millbrook Park site, based on the following factors:

- The camp is located in exotic vegetation in an urban landscape and manicured park setting and there is no potential for habitat enhancement measures within this vegetation. Nor is it desirable to encourage the flying-foxes into the area;
- The camp already adjoins local residential areas, an aged care facility and motel, and flying-foxes have also extended roosting into these areas in the previous 12 months. There is therefore no option for habitat enhancement in such locations;
- There is no suitable adjacent or nearby habitat for creating/enhancing habitat. The option of regenerating/revegetating the nearby Tenterfield Creek, as suggested by government personnel, is not a desirable or practical option for the following reasons:
  - i) As shown on **Figure 1.1** and **Figure 1.2**, the creek runs through other sectors of Tenterfield urban area and to the south/south-west of Millbrook Park, runs adjacent to, inter alia, other residences, playing fields, a bowling club, caravan park and showground. Encouraging the flying-foxes to move into the riparian area would be

expected to extend, or move the issues already associated with the camp into other sectors of the urban environment; and

- ii) Regeneration of habitat would be long-term and in no way has the potential to mitigate impacts for many years.
- As stated in the Template, '[t]his management option involves constructing artificial structures to augment roosting habitat in current camp sites or to provide new roosting habitat. It is thought that the structure of the vegetation below and around the ropes is important.' Given the recent level of impacts on both residents and flying-foxes, it is not desirable to encourage further roosting of flying-foxes within the current campsite, nor encourage roosting in adjacent creek habitat within the urban area, it is not proposed to include this management option as part of the management measures for the Naas Street/Millbrook Park camp.

#### **8.1.7 Protocols to Manage Incidents**

Protocols to manage incidents will be developed, based on the potential scenarios that could be experienced relevant to the Naas Street/Millbrook Park camp. The protocols will cover such scenarios as:

- A member of the public or park worker inadvertently being scratched or bitten by a flying-fox;
- Severe weather conditions that cause flying-fox deaths/injuries/pups to be dropped; or
- An incident reported regarding human/flying-fox interaction with adverse impacts on the flying-fox/foxes.

#### **8.1.8 Participation in Further Research**

Council is keen to promote further research into flying-fox ecology, particularly at a local and regional level, but would need to seek funding to foster such research. Of particular interest, as expressed by residents, is where flying-foxes travel to when they leave Tenterfield, and conversely what camps they come from when they return in October.

#### **8.1.9 Property Acquisition**

Property acquisition may become a desirable option for some residents if the camp continues to be occupied, particularly at the levels experienced in Spring/Summer 2022/2023. Although this option would be effective in removing impacts for those residents prepared to have their properties purchased, and more certain than attempting camp dispersal, there are substantial issues associated with pursuing this measure, viz;

- Costs would be very high, with 23 property owners/managers to date identifying multiple impacts and 8 noting severe to extreme impacts. Assuming only 8 residents wish to be bought out, with a conservative median estimate of \$500,000/property, the cost to Council would be \$4,000,000. It is noted Council has no funds to acquire any properties impacted by flying-foxes;
- No residents to date have expressed any desire to have their properties purchased;
- Purchasing private properties in the area would not alleviate impacts on the park area, other residents and the general community; and
- Council would incur further costs in needing to maintain purchased properties.

#### **8.9.10 Do Nothing**

The management options open to Council are currently very limited, owing to both limitations to practical measures appropriate for the location and financial restrictions. Council, however, is not adopting a 'do nothing' approach and is fully aware of the extent of impacts associated with the camp,



both on the Tenterfield community and on the flying-foxes. In the short term, Council is proposing to undertake some Level 1 measures, as outlined above, and once additional data is obtained from the 2023-2024 season, reassess what other options may be appropriate.

## **8.2 Level 2 Options**

At this stage, no Level 2 management actions are proposed for the Naas Street/Millbrook Park site, as explained in the following sections.

### **8.2.1 Buffers with Vegetation Trimming or Removal**

Based on the following factors, the establishment of buffers is not considered a practical option for the Naas Street/Millbrook Park Camp:

- The camp already adjoins local residential areas, an aged care facility and motel, and flying-foxes have also extended roosting into these areas in the previous 12 months. Trimming or lopping of trees in the park is strongly opposed by some residents and also is considered by the author of this report and Council as unlikely to be effective, as when large numbers of flying foxes were present they were using all levels of large and small trees, tree trunks and timber bollards adjacent to Naas Street (refer to photographs in **Appendix A**).
- As well as being strongly opposed by local residents, removal of trees in the park to create a buffer also is not a practical option. As stated in the Template, '[b]uffers greater than 300 metres are likely to be required to fully mitigate amenity impacts (SEQ Catchments 2012). The usefulness of a buffer to mitigate odour and noise impacts generally declines if the camp is within 50 metres of human habitation (SEQ Catchments 2012).'

Given the population level of the camp during the 2022-2023 season, removing all trees within a 50 m buffer area, as well as removing much of the park vegetation, would be expected to create further overcrowding of the flying-foxes and also encourage them to extend further into residents' gardens. If a larger buffer of 100 m was created by tree removal, which is still 200 m less than the recommended 300 m buffer, the majority of trees within the park would be removed (refer to **Figure 8.1**). This is recognized as an unacceptable impact on the park's and area's amenity, as well as representing a Level 3 passive dispersal action (refer to Section 8.3).

### **8.2.2 Buffers without Vegetation Removal**

The use of deterrents to create buffers, including visual, noise, smell and water sprinklers, has been considered, but has been discounted as likely to be appropriate for the following reasons;

- Practical constraints – qualified arborists would be needed to install deterrent items, and then move such items, as the roost trees in the park are very tall;
- Financial constraints – engaging arborists regularly, as well as installing a canopy sprinkler system would be very expensive; and
- Impacts on flying-foxes during the breeding season – regular intrusion of arborists into the height space of the flying-foxes would be likely to increase stress levels and disturbance of the colony and increase the risks of abortion or dropped pups. It also is noted that, as per the Template, '[n]ote that any deterrent with a high risk of causing inadvertent dispersal may be considered a Level 3 action.'

### **8.2.3 Noise Attenuation Fencing**

As the height of roosting flying-foxes is concentrated well above the height of residents' houses, as well as being in close proximity to the residences/hostel/motel accommodation, the installation of

noise attenuation fencing is not considered likely to be an effective measure in relation to mitigating the Naas Street/ Millbrook Park camp impacts. No such measure therefore is proposed.

### **8.3 Level 3 Options: Disturbance or Dispersal**

As for level 2 actions, no Level 3 actions are proposed for the Naas Street/Millbrook Park camp at this stage. There is no suitable and unoccupied adjacent habitat, and nudging the camp therefore is not a practical option. Similarly, passive dispersal, involving gradual removal of vegetation, is not proposed, given the unacceptable impacts on the park amenity (refer to Section 8.3.1 and Figure 8.1). Active dispersal actions, including early dispersal, are not proposed at this stage for the following reasons:

- 1) Dispersal is recognized as a 'last resort' action, and should only be undertaken when all other management measures have proven to be ineffective;
- 2) The Naas Street/ Millbrook Park camp is not a historical camp and has only been established since the severe bushfires in 2019-2020. Moreover, very large numbers of flying-foxes (c.  $\geq 10,000 - 15,000$ ) were only recorded in the previous 12 months. It therefore is premature to consider expensive, higher risk dispersal actions, when it is uncertain that the flying-foxes will continue to use the Naas Street/ Millbrook Park area;
- 3) Dispersal could potentially have substantial animal welfare issues, given that the camp was used as a breeding camp in 2023, with females arriving in October and presumably in their last trimester. In this context, as per the Flying-fox Camp Management Policy 2015 ((OEH, 2018), dispersal is not recommended 'from the time when the resident female flying-foxes are heavily pregnant until the young can fly independently (generally between August and May). This period covers the time when the flying foxes have tended to occupy the Naas Street/Millbrook Park camp; and
- 4) Expanding on the concept of 'early disturbance,' which focuses on dispersal on flying-foxes before they establish a camp at a new location, the potential for early dispersal of flying-foxes returning to the Naas Street/ Millbrook Park, also could potentially have substantial animal welfare issues (refer to point 3 above).

Notwithstanding the above, key objectives of the Flying-fox Camp Management Policy ((OEH 2018) include to:

- 4) *address the potential impacts of flying-fox camps on human health and amenity;*
- 5) *minimise the impact of camps on local communities;*
- 6) *provide a balance between conservation of flying-foxes and their impacts on human settlements.*

It is recognised that the above objectives cannot be met to a reasonable extent via the proposed Level 1 Management Actions if flying-foxes continue to occupy the Naas Street/Millbrook Park camp at the population levels which occurred in the 2022-2023 season. Impacts on human health and amenity will not be alleviated to an acceptable level, and there will continue to be substantial issues with flying-fox welfare associated with severe camp overcrowding and potential adverse human-flying-fox interactions.

From an adaptive management approach, dispersal options therefore must remain as a potential future management measure to be considered. Any dispersal actions will need to be the subject of a detailed, approved Dispersal Management Plan. If such a Plan becomes necessary, it will need to be based on the latest data on the camp population and the latest research/information on flying-fox camp dispersals and flying-fox welfare. Based on current information, the best chance of success could be a form of early dispersal, with Council being alerted by residents to the first influx of flying-

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foxes, which would then be subject to dispersal actions. Funding also would need to be sourced to support both a Dispersal Management Plan and dispersal actions..

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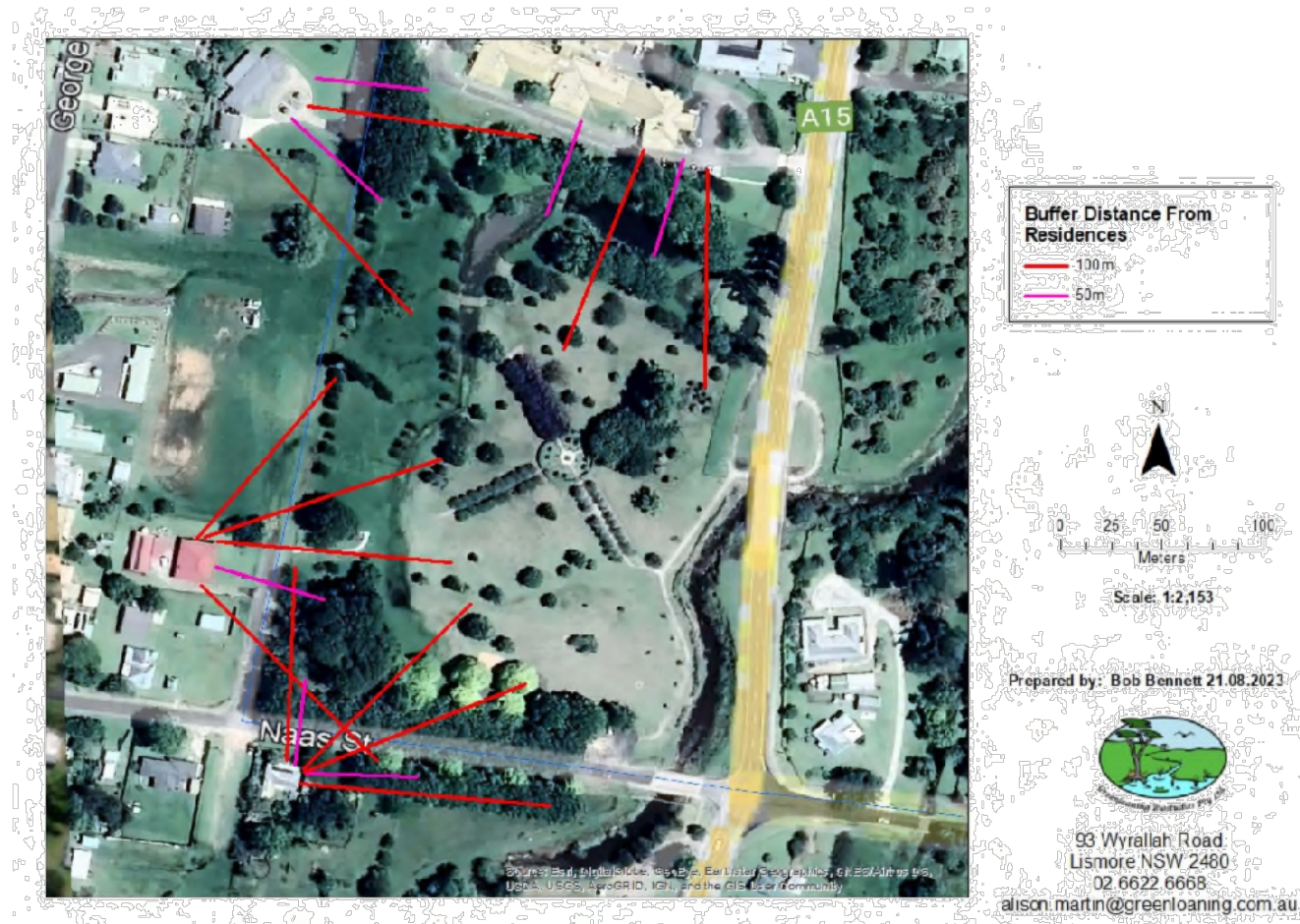


Figure 8.1 Indication of Extent of Clearing if Vegetation Removal Employed to Create Buffers

#### **8.4 Stop Work Triggers**

The following measures are drawn from the Template and adapted as appropriate for the site.

The management program will cease and will not recommence or progress to subsequent levels without consulting the Department if:

- any of the animal welfare triggers occur on more than two days during the program, such as unacceptable levels of stress (refer to **Table 8.2** below, reproduced from **Table 5** in the Template)
- there is a flying-fox injury or death
- a new camp/camps appear to be establishing
- impacts are created or exacerbated at other locations
- there appears to be potential for conservation impacts (e.g. reduction in breeding success identified through independent monitoring)
- standard measures to avoid impacts (detailed in Section 8 of this FFCMP) cannot be met.

Management may also be terminated at any time if:

- unintended impacts are created for the community around the camp
- allocated resources are exhausted.

**Table 8.2 Planned Action for Potential Impacts on Flying-fox Welfare During Any Proposed Management Works\***

| Welfare trigger               | Signs                                                                                                                                                                                                                                                                                                             | Action                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Unacceptable levels of stress | If any individual is observed: <ul style="list-style-type: none"> <li>• panting</li> <li>• saliva spreading</li> <li>• located on or within two metres of the ground</li> </ul>                                                                                                                                   | <ul style="list-style-type: none"> <li>• Works to cease for the day</li> </ul>                                                                                                                                                                                                                                                                                                          |
| Fatigue                       | In situ management <ul style="list-style-type: none"> <li>• more than 30% of the camp takes flight</li> <li>• individuals are in flight for more than five minutes</li> <li>• flying-foxes appear to be leaving the camp</li> </ul>                                                                               | <ul style="list-style-type: none"> <li>• In situ management</li> <li>• Works to cease and recommence only when flying-foxes have settled* / move to alternative locations at least 50 metres from roosting animals</li> </ul>                                                                                                                                                           |
| Injury/death                  | <ul style="list-style-type: none"> <li>• a flying-fox appears to have been injured/killed on-site (including aborted foetuses)</li> <li>• any flying-fox death is reported within one kilometre of the dispersal site that appears to be related to the dispersal</li> <li>• loss of condition evident</li> </ul> | <ul style="list-style-type: none"> <li>• Works to cease immediately and the Department notified</li> <li>• Rescheduled</li> <li>• Adapted sufficiently so that significant impacts (e.g. death/injury) are highly unlikely to occur, as confirmed by an independent expert (see Appendix 1)</li> <li>• Stopped indefinitely and alternative management options investigated.</li> </ul> |
| Reproductive condition        | <ul style="list-style-type: none"> <li>• females in final trimester</li> <li>• dependent/crèching young present</li> </ul>                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Works to cease immediately and the Department notified</li> <li>• Rescheduled</li> <li>• Stopped indefinitely and alternative management options investigated.</li> </ul>                                                                                                                                                                      |

\* A person with experience in flying-fox behaviour will monitor for welfare triggers and direct works in accordance with the criteria above.

## 9 ASSESSMENT OF IMPACT TO FLYING-FOXES

At this stage, it is expected that all management measures proposed will comply with the standard measures to avoid impacts as presented in section 10.3 of the Template and provided, with minor amendments, in section 9.1 below. No habitat is to be cleared, no Level 2 or Level 3 actions are proposed at this stage, and if dispersal options need to be considered in the future, then relevant actions would need to take into account the potential impacts on the flying-foxes and a comprehensive impact assessment undertaken as per the Template Sections 10.1 and 10.2.

### 9.1 Standard Measures for all Management Actions to be Undertaken at/in the Vicinity of the Camp

The standard measures provided in this section have been drawn directly from the Template, as suggested in Section 10.3 of the Template. Specific additional text relevant to the Naas Street/Millbrook Park camp has been added in **bold**.

- 1 All personnel will be appropriately experienced, trained and inducted. Induction will include each person's responsibilities under this Plan. **This applies to managers, park maintenance crew, including gardeners and any contractors.**
- 2 All personnel will be briefed prior to the action commencing each day and debriefed at the end of the day. **This applies particularly to park maintenance crews, including gardeners and any contractors.**
- 3 Works will cease and the Department consulted in accordance with the 'stop work triggers' section of the Plan.
- 4 Large crews will be avoided where possible. **This applies particularly to park maintenance crews, including gardeners and any contractors**
- 5 The use of loud machinery and equipment that produces sudden impacts/noise will be limited. Where loud equipment (e.g. chainsaws, leaf blowers, mowers) is required they will be started away from the camp and allowed to run for a short time to allow flying-foxes to adjust. **This applies particularly to park/road verge maintenance crews, including gardeners and any contractors**
- 6 Any activity likely to disturb flying-foxes so that they take flight will be avoided **as much as possible** during the day during the sensitive GHFF/BFF birthing period (i.e. when females are in their final trimester or the majority are carrying pups, generally **October, when the flying-foxes return to the camp** – December) and avoided altogether **if possible** during crèching (generally November/December to February) (**refer to points 4 and 5 above, and point 7 below**).
- 7 Where works cannot be done at night after fly-out during these periods, it is preferable they are undertaken in the late afternoon close to or at fly-out. If this is also not possible, a person experienced in flying-fox behaviour will monitor the camp for at least the first two scheduled actions (or as otherwise deemed to be required by that person) to ensure impacts are not excessive and advise on the most appropriate methods (e.g. required buffer distances, approach, etc.). **Currently there are no proposed night works for the park area, but this measure is included in case an unforeseen incident requires such works.**
- 8 The Department will be contacted immediately if LRFF are present between March and October or are identified as being in their final trimester/with dependent young.
- 9 Non-critical maintenance activities will ideally be scheduled when the camp is naturally empty, **viz: May -mid-October, based in information to date**).
- 10 **Any park maintenance works, or installation of signage/educational material** will not take place in periods of adverse weather including strong winds, sustained heavy rains, extreme

heat, cold temperatures or during periods of likely population stress (e.g. food shortages). Wildlife carers will be consulted to determine whether the population appears to be under stress.

- 11 **Any park maintenance works, or installation of signage/educational material** will be postponed on days predicted to exceed 35°C (or ideally 30°C), and for one day following a day that reached  $\geq 35^\circ\text{C}$ . If an actual heat stress event has been recorded at the camp or at nearby camps, a rest period of several weeks will be scheduled to allow affected flying-foxes to fully recover.
- 12 If impacts at other sites are considered, in the Department's opinion, to be a result of management actions under this Plan, assistance will be provided by the proponent to the relevant land manager to ameliorate impacts. Details of this assistance are to be developed in consultation with the Department. **At this stage, such a scenario seems unlikely, but the measure has been retained form a precautionary approach;**
- 13 Any proposed variations to works detailed in the Plan must be approved, in writing, by the Department before any new works occur.
- 14 The Department may require changes to methods or cessation of management activities at any time.
- 15 Ensure management actions and results are recorded to inform future planning.'

## 9.2 Human Safety Measures

Specific protocols will be developed to handle any incidents with flying-foxes and minimizing disturbance/risks to flying-foxes, as referred to in Section 1.2, **Table 7.1** and Section 8.1.7. However, with regard to human safety, such protocols also would incorporate the following standard safety measures as provided in Section 10.3.1 of the Template:

- 1 All personnel to wear protective clothing including long sleeves and pants; additional items such as eye protection and a hat are also recommended. People working under the camp should wash their clothes daily. Appropriate hygiene practices will be adopted such as washing hands with soap and water before eating/smoking.
- 2 All personnel who may come into contact with flying-foxes will be vaccinated against ABLV with current titre.
- 3 A wash station will be available on-site during works along with an anti-viral antiseptic (e.g. Betadine) should someone be bitten or scratched.
- 4 Details of the nearest hospital or doctor who can provide post-exposure prophylaxis will be kept on-site.



## **10 PLAN ADMINISTRATION**

### **10.1 Monitoring of the Camp**

It is important that the camp population be monitored in the first year during the time that the flying-foxes are returning to the camp and over the birthing and creching period for both the GHFF and BFF to determine the following:

- 1) confirming which species are present and population numbers of each species;
- 2) checking whether the females are in their third trimester and subsequently that birthing has occurred, thus confirming it is a breeding colony for the second year in a row;
- 3) assessing overall population numbers;
- 4) assessing the condition of the colony and camp roosting habitat and determining whether there are flying-fox welfare concerns; and
- 5) Reassessing the level of impact on local residents and the community.

Initial monitoring surveys therefore are proposed for late October, November and December 2023, although the specific times will be dependent on the behaviour of the flying foxes, the actual time of their return to the camp and whether young are born. Subsequent monitoring schedules will be confirmed on the basis of the results from the initial surveys, but are proposed to comprise at least two monitoring sessions per year during the main birthing and creching period. If flying foxes however do not return to the camp, monitoring would be reduced to a simple check each year during the critical period.

### **10.2 Reporting**

A summary monitoring report will be prepared on a yearly basis following the monitoring sessions for the relevant period. The report will provide updated data and mapping for the extent of the camp, flying-fox population levels, species present and use of the camp (roosting/breeding etc.). Updated information on the level of impact on local residents and the community from the camp, as well as data on the welfare of flying foxes using the camp will be included in the monitoring report. The practicality of the camp continuing in the long term will also be assessed and recommendations made as to any appropriate changes to management actions and the FFCMP.

### **10.3 Management Structure and Responsibilities**

The overall management framework and responsible personnel are provided as per Table 6 in the Template in **Table 10.1** below.

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**Table 10.1 FFCMP Management Roles and Responsibilities**

| Role                | Name                       | Required experience/approvals                                                                                                                                                                   | Responsibilities/authority                                                                                                                                                                                                                                                                                    | Communication lines                                                            |
|---------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Program Coordinator | Bruce Mills                | Project management<br>Human resource management<br>Community engagement<br>Reporting                                                                                                            | Inform and consult with stakeholders and interested parties<br>Community engagement<br>Evaluate program<br>Submit reports to DPIE/DEE<br>Ensure all landowners have provided consent prior to works                                                                                                           | Reports to: [insert]<br>Direct reports: Project Manager                        |
| Project Manager     | Bruce Mills/Alison Martin  | Project management<br>Team leadership and coordination<br>Data management                                                                                                                       | Coordinate field teams and ensure all personnel are appropriately experienced and trained for their roles<br>Induct all personnel to the program<br>Collect and collate data<br>Liaise with DPIE and DEE<br>Liaise with wildlife carers/veterinarians (for orphaned/injured wildlife only)                    | Reports to: Program Coordinator<br>Direct reports: Supervisor, Contractor      |
| Supervisor          | Personnel to be determined | Knowledgeable in flying-fox biology, behaviour and camp management (see Appendix 1 for detail)<br>ABLV-vaccinated and trained in flying-fox rescue<br>Team training, leadership and supervision | Pre- and post-management monitoring<br>Surrounding camp monitoring<br>Coordinate daily site briefings<br>Coordinate daily activities<br>Monitor flying-fox behaviour<br>Rescue flying-foxes if required (and no carer/vet on-site)<br>Determine daily works end point<br>Participate in management activities | Reports to: Project Manager<br>Direct reports: Team members, Observers/support |
| Team member         | Personnel to be determined | Recommended ABLV-vaccinated (employer to assess risk)                                                                                                                                           | Attend site briefings as may be required<br>Participate in relevant management activities                                                                                                                                                                                                                     | Reports to: Supervisor<br>Direct reports: Nil                                  |

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| Role                | Name                         | Required experience/approvals                                                                               | Responsibilities/authority                                                                        | Communication lines                                |
|---------------------|------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------------------------------------------|
|                     |                              | Ideally, all team knowledgeable in flying-fox biology, behaviour and camp management; however, not required |                                                                                                   |                                                    |
| Contractor Arborist | To be determined if required | Relevant licences and experience in field                                                                   | Conduct specified activities (e.g. tree trimming)<br>Adhere to all directions given by Supervisor | Reports to: Project Manager<br>Direct reports: Nil |
| Observer/support    | Local carer as available     | Approval to access site                                                                                     | Provide care of injured/orphaned wildlife (under licence) if required                             | Reports to: Supervisor<br>Direct reports: Nil      |
| Flying-fox expert   | Alison Martin                | See Appendix 1                                                                                              | On-site population assessment, monitor flying-fox behaviour and ensure compliance with the Plan   | Reports to: Supervisor<br>Direct reports: Nil      |

#### **10.4 Adaptive Management**

Given that the Naas Street/Millbrook Park camp is not a historical camp and only became established during a time of great stress for biodiversity in general, it is important to incorporate an adaptive management approach into the FFCMO. Thus, the results from the proposed 2023-2024 monitoring sessions will inform the subsequent decisions regarding whether the camp is considered as a viable long-term entity, or whether different management actions will be required, including early dispersal. Ongoing liaison with the local residents will form a very important part of the effective management of the camp. It is recognized that the closest residents are the first to know when the flying-foxes return and to observe their roosting and other behaviour on a daily basis. Changes in behaviour can thus be identified at an early stage and management actions adapted to suit these changes accordingly.

#### **10.5 Funding Commitment**

Council will need to seek funding for any measures other than routine park maintenance actions and education programmes.

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## **APPENDIX A: SITE PHOTOGRAPHS**





**Photograph A1** View of main camp from eastern edge, showing avenue of large Plane Trees and other exotic trees and Millbrook Park on the right. An educational sign about the flying-foxes is visible beneath the trees in the bottom right.



**Photograph A2** View of main camp area from the south, showing the Plane Trees lining the southern side of Naas Street and flying-foxes visible in the upper branches



**Photograph A3** Secondary camp in the north of Millbrook Park late February 2023. The grounds and trees in Millrace Hostel are visible across the creek in the central right of the photograph



**Photograph A4** Flying-foxes roosting in upper branches of Plane Trees on northern side of Naas Street (February 2023). Some damage to Plane Tree branches is evident



**Photograph A5** Flying-foxes roosting in upper branches of Plane Trees on southern side of Naas Street (February 2023, showing moderate density of individuals at this time).



**Photograph A6** South-western sector of Millbrook Park in February 2023, with flying-foxes roosting in trees in immediate proximity to local residence



**Photograph A7** Flying-fox roosting low on tree trunk within Millbrook Park (photo supplied by local resident)



**Photograph A8** Flying-fox roosting low on tree trunk within Millbrook Park (photo supplied by local resident)



**Photograph A9** Adult female flying-fox with pup roosting on bollard along Naas Street adjacent to Millbrook Park (photo supplied by local resident)



**Photograph A10** Juvenile flying-fox roosting on bollard along Naas Street adjacent to Millbrook Park (photo supplied by local resident)

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## **APPENDIX B – FLYING-FOX CAMP SURVEY AND POPULATION ESTIMATE PROCEDURES**

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## POPULATION ESTIMATE METHODS

### B.1 Baseline Survey Procedures

#### B.1.1 General Approach

The monitoring of flying-foxes at the Naas Street/Millbrook Park, Tenterfield Flying-fox Camp was undertaken by a qualified ecologists on a number of occasions from February to May 2023 (a three-month period). Specific procedures undertaken are detailed below, but in general the methods for monitoring numbers were according to the guidelines provided in 'A monitoring method for the Grey-headed Flying-fox, *Pteropus poliocephalus*' (Westcott et al, 2011). As part of the preparation of the FFCMP, all available information on the subject flying-fox camp was collated. The baseline surveys were designed to help inform the management actions that are needed to ensure minimal impact on nearby residents and park users, and flying-foxes.

#### B.1.2 Site Inspection and Baseline Surveys

An initial site inspection and meeting with Council officers was held on the 26<sup>th</sup> of February 2023. Details of the characteristics of the Camp and an initial understanding of the impacts on residents were the key focus of the on-site discussions at this time. The two-fold purpose of the planned subsequent baseline surveys was:

- To establish a baseline of species present and counts of flying-foxes using the camp; and
- To determine the activity levels of flying-foxes.

Initially, it was proposed that at least three baseline surveys would be undertaken. The number of surveys was chosen as the minimum to allow for any detection of variations in general flying-fox activity levels or responses to disturbance.

The proposed baseline surveys were planned to incorporate, as far as possible, the following:

- identification of the species of flying-fox present;
- estimation of the number of each species using the diurnal 'ground count' procedure, as described in Westcott *et al*, 2011. this method allows counts to be undertaken concurrently with observations on the flying-fox behaviour, and repeated during a survey to increase the level of accuracy;
- identification of sections of camp used by each species (if more than one species is present);
- documentation of 'normal' bat activity, when most bats would be roosting in trees, rather than flying around and/or above the camp, in relation to time of day (refer to **Table B.1**);
- documentation of level and types of external disturbance factors;
- documentation of any 'disturbance' activity, when more than just a few bats are flying. the level of disturbance activity was categorised according to a set of pre-determined criteria (refer to **Table B.2**), and overall risks to the camp population assessed using a risk assessment type matrix (**Table B.2**); and
- identification, if possible, of the source of such disturbance activity, including natural sources, e.g. as observed previously in other camps, a goanna entering the camp perimeter, or a raptor flying overhead.<sup>1</sup>

<sup>1</sup> A. Martin, pers. obs. Woodford, Nov. 2016.

A preliminary baseline survey subsequently was undertaken from approximately 11am to 1:15pm by Alison Martin, Principal Ecologists on the 26<sup>th</sup> of February 2023, the main procedures conducted comprising:

- identification of species present;
- use of a rangefinder to document the distance to numbers of individual flying-foxes in an observable tree (as per Westcott *et al*, 2011) (refer to section 2.1.3 for further details);
- preliminary investigation into the practicality of undertaking transects through the camp (as per Westcott *et al*, 2011);
- preliminary assessments of the extent of the camp and appropriate observation points; and
- initial dusk flyout counts from two observation points, (refer to **figure 2.1**).

Follow-up baseline surveys were undertaken on the following dates, with observation points varying according to roost locations and to maximise the effectiveness of counts as much as possible.

- 11<sup>th</sup>/12<sup>th</sup> of April 2023; and
- 30<sup>th</sup> April/1<sup>st</sup> of May 2023.

All observation locations are indicated on **Figure 2.1**.

### B.1.3 Population Estimates

Two procedures were used to estimate the number of flying-foxes, one being direct counts from observing the flyout movements, as referred to in Section B.1.2. The flyout counts were conducted over approximately one hour on the 26<sup>th</sup> of February, 11<sup>th</sup> of March and 30<sup>th</sup> of April 2023, with observations commenced well before dusk and emergence of flying-foxes, and discontinued after no further flying-foxes emerged.<sup>2</sup> Counts were undertaken by two ecologists located at the observation points shown on **Figure 2.1**. These locations were selected to provide the best view of emerging flying foxes and to enable counts from as many flyout streams as possible.

The second population estimate procedure used was the ground count method, adapted from Westcott *et al* (2011) to fit with the site conditions. Given the narrow, linear nature of the camps at the time of surveys, it was unnecessary to undertake transects and observations could be made from several points along Naas Street and from within Millbrook Park. Transect sampling thus was discarded as an unnecessary procedure for baseline surveys and subsequent monitoring.

The ground counts thus entailed the following procedures :

1. a number of distance sightings to trees in which flying-foxes were roosting were taken from the edges of the camp site. the locations of these sighting points are shown on **figure 2.1**. the distance was calculating using a rangefinder (Sureshot PinLoc 5000);
2. the number of each species of flying-fox roosting in each tree for which a sighting could be obtained was recorded;
3. the sighting area was then calculated by taking the distance measurements obtained from the range finder to develop an area polygon and the area of the polygon calculated;

<sup>2</sup> Note than for the flyout count on the 26<sup>th</sup> of February, a small number of flying-foxes were heard still remaining after the general flyout, but could not be observed. It was thought that these could have been a small group of juveniles. Similarly, some flying-foxes were heard on the 30<sup>th</sup> of April after there was insufficient light to observe any further flyouts. The numbers involved in each case however, would not be expected to affect the population estimates substantially.

4. the number of sightings within that area was used to calculate flying-fox density within the sighting area;
5. the density for the sighting area was then applied to the total area of the camp, as noted each survey time, to provide an overall population estimate for the camp.

During all surveys, binoculars were used to check the species which could be observed and determined.

The overall ground count estimate was compared with the estimates obtained from the flyout counts.

### **B.2 Results from Baseline Surveys**

Only GHFF were observed to be present at the camp on the survey occasions in 2023, although the records for a local wildlife carer indicate there also were small numbers of breeding BFF over the 2022/2023 breeding period.

The 'ground count' method (Wescott & McKeown 2013), as described in Section B.1.3, in conjunction with the flyout counts, yielded the following results (refer to **Figure 2.1** for areas):

1. The population estimate for the main camp area on 26<sup>th</sup> February 2023 was 4,541 GHFF, whilst flyout counts yielded 4,000 (with some flying-foxes heard remaining in the camp);
2. On 12<sup>th</sup> April the ground count estimate was 2,250 animals, whilst flyout counts yielded 3319 flying-foxes; and
3. The total population estimated from ground counts for 1<sup>st</sup> May 2023, was 1,504 bats, whilst flyout counts yielded 1700 (with some flying-foxes heard remaining in the camp).

The results from the ground counts were generally comparable with the numbers obtained from the flyout counts, albeit with flyout counts yielding slightly higher numbers on two occasions and the ground count method higher numbers on one occasion.

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**Table B.1 Activity and Disturbance Criteria and Scores for Flying-fox Surveys**

| Non-disturbance Activity Level | Score | Disturbance Level and Score | Extent of Disturbance                    | Score | Types of Disturbance Potentially Causing Stress/Threats to Camp                                                                                                                                                                                                             | Associated Level of Threat* (non-breeding) |
|--------------------------------|-------|-----------------------------|------------------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Most individuals inactive      | 1     | Low                         | Localised sudden activity e.g. in 1 tree | 1     | Increased proximity of non-aggressive human to roost trees on edge of camp<br>Unexpected, loud short-term noise                                                                                                                                                             | 1                                          |
| <10% active over camp          | 2     | Low-Moderate                | Individual in >1 tree suddenly active    | 2     | Passive human entry into camp edges<br>Unexpected, loud short-term noise<br>Additional short term bright lighting briefly impeding/confusing normal flyout/fly-in behaviour                                                                                                 | 2                                          |
| >10% but <30% active over camp | 3     | Moderate-High               | <30% of bats suddenly active             | 3     | Predator below e.g. goanna<br>Repeated active human entry into camp<br>Unexpected, loud and extended noise<br>Machinery intruding into normal 'air space' of colony<br>Additional bright lighting over an extended period impeding/confusing normal flyout/fly-in behaviour | 3                                          |
| ≥30% active over camp          | 4     | High                        | ≥ 30% of bats suddenly active            | 4     | Predator/perceived predator above<br>Heat wave conditions                                                                                                                                                                                                                   | 4                                          |

\*Threat may be in the form of a physical threat to survival, or a perceived such threat causing adverse levels of stress

## **APPENDIX C – COMMUNITY FEEDBACK PROCEDURES AND OUTCOMES**

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**C.1 Flier for Local Residents' Meeting**



## **MILLBROOK FLYING-FOX CAMP**

- **LOCAL RESIDENTS' MEETING**
- **MONDAY, 1 MAY 10:30am**
- **RSL PAVILION, 94 MOLESWORTH STREET**

Local residents directly affected by the flying-fox camp at Millbrook Park are invited to attend a meeting next Monday at the RSL Pavilion at 10:30am.

Alison Martin, from Greenloaning Biostudies, who is preparing a Flying-fox Camp Management Plan for Council will be at the meeting to discuss and document issues of concern to residents and suggestions for solutions.

A follow-up public workshop for interested residents to help develop the management plan will be held Thursday, 18 May at the same venue at 6:30pm.

Residents unable to attend the meeting can contact Alison Martin directly to put forward their views, by phone or e-mail:

0412 049 393 / [Alison.Martin@greenloaning.com.au](mailto:Alison.Martin@greenloaning.com.au)

RSVP for meetings: [b.mills@tenterfield.nsw.gov.au](mailto:b.mills@tenterfield.nsw.gov.au)

**C.2 – Residents’ Feedback Form**



**MILLBROOK FLYING-FOX  
CAMP  
LOCAL RESIDENTS’ FEEDBACK FORM**

Please fill in the fields below as may be applicable to your situation. There will be a similar form provided on-line if you prefer to use a digital platform. The information you provide will be used to inform the Flying-fox Camp Management Plan (FFCMP) in a general context, but specific information will be kept confidential.

Name: (optional) -----

Address: -----

Have you experienced adverse impacts from the camp? (Y/N) -----

If yes, what impacts have you experienced and to what extent (minimal/minor/moderate/severe/extreme) (add details as may be relevant):

Noise: -----

-----



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**Smell:** -----  
-----

**Excrement on vehicles/garden furniture etc:** -----  
-----

**Damage to fruit trees/ornamental trees:** -----  
-----

**Other:** -----  
-----

**When did you first notice any impacts, and have these increased/decreased?**  
-----  
-----

**Other than the flying-foxes vacating the camp completely, what actions would you see as alleviating impacts experienced at your residence, and to what extent would such actions assist (rate from 1 – a little, to 5-greatly)?** -----

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Thank you for your assistance with this community engagement process. Any feedback is appreciated.

Please contact Alison Martin from Greenloaning Biostudies directly if you need to discuss further any matters relating to the FFCMP:

Mobile: 0412049393

e-mail: [Alison.Martin@greenloaning.com.au](mailto:Alison.Martin@greenloaning.com.au)



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### **C.3 Workshop Notice**

MILLBROOK FLYING-FOX CAMP – PUBLIC MEETING THUR, 18 MAY

A meeting to help develop the Millbrook Flying-Fox camp management plan will be held at the RSL PAVILION, 94 MOLESWORTH STREET at 6:30pm on Thursday, 18 May.

The meeting will hear from Alison Martin, of Greenloaning Biostudies, who is preparing the management plan for Council, and residents will be able discuss issues of concern and possible solutions.

Residents unable to attend the meeting can contact Alison Martin directly to put forward their views - by phone or email:

0412 049 393 [Alison.Martin@greenloaning.com.au](mailto:Alison.Martin@greenloaning.com.au)

RSVP for the 18 May meeting: [b.mills@tenterfield.nsw.gov.au](mailto:b.mills@tenterfield.nsw.gov.au)

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**C.4 – Resident Feedback Outcomes**

| Resident/<br>Community<br>Member | Issues Identified |       |                |                           |                                       |                 |                                                                                                                                                                                        | Suggested/Desired Solutions |               |       |
|----------------------------------|-------------------|-------|----------------|---------------------------|---------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------|-------|
|                                  | Noise             | Odour | Tree<br>Damage | Impact<br>on<br>Lifestyle | Impact on<br>Recreational<br>Pursuits | Health<br>Risks | Other                                                                                                                                                                                  | Move*<br>Camp               | Trim<br>Trees | Other |
| 1                                | Yes               | Yes   | Yes            | Severe                    | Yes                                   | Yes             | Cars cannot be parked on road due to bat excrement<br>Cannot use outside decks and radios left on day and night due to noise                                                           | Yes                         | No            |       |
| 2                                | Yes               | Yes   |                | Severe                    | Yes                                   | Yes             | Excrement in town swimming pools, cannot park cars on road outside house<br>Cannot leave washing on line overnight<br>Footpaths and gardens covered in excrement                       |                             |               |       |
| 3                                | Yes               | Yes   |                | Severe                    | Yes                                   | Yes             | Excrement on roofs, affecting water catchment for drinking and washing<br>Impacts have been increasing<br>FF getting tangled in fences<br>FF utilising eucalypts No 9-11 George Street | Yes                         |               |       |

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| Resident/<br>Community<br>Member | Issues Identified |       |                |                           |                                       |                 | Suggested/Desired Solutions                                                                                                                                                                                                                 |               |               |       |
|----------------------------------|-------------------|-------|----------------|---------------------------|---------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|-------|
|                                  | Noise             | Odour | Tree<br>Damage | Impact<br>on<br>Lifestyle | Impact on<br>Recreational<br>Pursuits | Health<br>Risks | Other                                                                                                                                                                                                                                       | Move*<br>Camp | Trim<br>Trees | Other |
| 4                                |                   | Yes   | Yes            | Severe                    |                                       | Yes             | Impacting water quality on the property<br>Impacts from FF activity has increased<br>Value of property has decreased significantly<br>Aged care residents affected by noise and smell<br>Excrement on vehicles, garden furniture and people | Yes           | Yes           |       |
| 5                                | Yes               | Yes   |                | Severe                    |                                       |                 | Unable to drink tank water                                                                                                                                                                                                                  | Yes?          |               |       |
| 6                                | Yes               | Yes   |                | Extreme                   |                                       | Yes             | Excrement on concrete around house always, and very hard to remove that renders outside areas unusable due to excrement<br>This has been an increasing problem over last 3 years                                                            |               |               |       |

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| Resident/<br>Community<br>Member | Issues Identified |         |                |                           |                                       |                 |                                                                                                                                                      | Suggested/Desired Solutions |               |                                                                            |
|----------------------------------|-------------------|---------|----------------|---------------------------|---------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------|----------------------------------------------------------------------------|
|                                  | Noise             | Odour   | Tree<br>Damage | Impact<br>on<br>Lifestyle | Impact on<br>Recreational<br>Pursuits | Health<br>Risks | Other                                                                                                                                                | Move*<br>Camp               | Trim<br>Trees | Other                                                                      |
| 8                                |                   | Yes     |                | Yes                       |                                       |                 | Concerned about children playing in yard with FF present and excrement everywhere                                                                    |                             |               |                                                                            |
| 9                                | Yes               | Yes     | Yes            | Yes                       |                                       |                 | Excrement on roof, footpaths, washing<br>Increasing over last few years                                                                              |                             | Yes           |                                                                            |
| 10                               | Yes               | Yes     | Yes            | Yes                       |                                       | Yes             | Excrement on outdoor furniture, vehicles and pathways                                                                                                | Yes                         | Yes           |                                                                            |
|                                  |                   |         |                |                           |                                       |                 | Damage to iconic Tenterfield trees being denuded from the tops. FF impacts have been increasing over last 5 years and is affecting our mental health |                             |               |                                                                            |
| 11                               | Extreme           | Extreme | Severe         | Extreme                   | Extreme                               | Extreme         | Public safety impacted by low flying FF<br>Trip hazards from branches on ground, children touching low hanging FF.                                   | Yes                         | No            | Double glazing windows for noise<br><br>Airconditioning to help with odour |

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| Resident/<br>Community<br>Member | Issues Identified |       |                |                           |                                       |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Suggested/Desired Solutions |               |                               |
|----------------------------------|-------------------|-------|----------------|---------------------------|---------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------|-------------------------------|
|                                  | Noise             | Odour | Tree<br>Damage | Impact<br>on<br>Lifestyle | Impact on<br>Recreational<br>Pursuits | Health<br>Risks | Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Move*<br>Camp               | Trim<br>Trees | Other                         |
| 12                               | Yes               | Yes   |                |                           |                                       |                 | Rescue helicopter compromised.<br>Social impacts because friends and family avoid visiting<br>Lifestyle compromised day and night for months<br>Financial impacts due to property devaluation, electricity usage increase for fans and music playing to mitigate odour and noise<br>Horses agisted rather than keep on our property<br>Health concern for dogs and horses<br>Mental health impacted due to sleep deprivation<br>Cannot enjoy outside spaces<br>Extra costs for cleaning and buying water<br>Excrement on vehicles and garden furniture | Yes                         | Yes           | Make areas unattractive to FF |

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| Resident/<br>Community<br>Member | Issues Identified |        |                |                           |                                       |                 |                                                                                                                                                                     | Suggested/Desired Solutions |               |                                                                                              |
|----------------------------------|-------------------|--------|----------------|---------------------------|---------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------|----------------------------------------------------------------------------------------------|
|                                  | Noise             | Odour  | Tree<br>Damage | Impact<br>on<br>Lifestyle | Impact on<br>Recreational<br>Pursuits | Health<br>Risks | Other                                                                                                                                                               | Move*<br>Camp               | Trim<br>Trees | Other                                                                                        |
| 13                               | Severe            | Severe | Yes            |                           |                                       |                 | Exclude FF from Millrace environment<br>First noticed in early Spring, currently none there<br>Excrement on garden furniture and cars<br>First noticed January 2019 | Yes                         |               | Regenerate area, Plane Trees respond well to lopping<br>Light up trees when FF come to roost |



## **APPENDIX D – SPECIES PROFILES**

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### D.1 Species profiles

#### D.1.1 Black flying-fox (*Pteropus alecto*)



Figure 1 Black flying-fox indicative species distribution (adapted from DPIE 2019a) (photo by, and inserted by A. Martin)

The black flying-fox (BFF) (Figure 1) has traditionally occurred throughout coastal areas from Shark Bay in Western Australia, across northern Australia, down through Queensland and into New South Wales (Churchill 2008; DPIE 2019a). Since it was first described there has been a substantial southerly shift by the BFF (Webb & Tidemann 1995).

They forage on the fruit and blossoms of native and introduced plants (Churchill 2008; DPIE 2019a), including orchard species at times.

BFF are largely nomadic animals with movement and local distribution influenced by climatic variability and the flowering and fruiting patterns of their preferred food plants. Feeding commonly occurs within 20 kilometres of the camp site (Markus & Hall 2004).

BFF usually roost beside a creek or river in a wide range of warm and moist habitats, including lowland rainforest gullies, coastal stringybark forests and mangroves. During the breeding season, camp sizes can change significantly in response to the availability of food and the arrival of animals from other areas.

**D.1.2 Grey-headed flying-fox (*Pteropus poliocephalus*)**



**Figure 2 Grey-headed flying-fox indicative species distribution (adapted from DPIE 2019a) (photo by, and inserted by A. Martin)**

The grey-headed flying-fox (GHFF) (Figure 2) is found throughout eastern Australia, generally within 200 kilometres of the coast, from Finch Hatton in Queensland to Melbourne, Victoria (DPIE 2019c). This species now ranges into South Australia and individual flying-foxes have been reported on the Bass Islands and mainland Tasmania (Driessen et al. 2011). It requires foraging resources and camp sites within rainforests, open forests, closed and open woodlands (including melaleuca swamps and banksia woodlands). This species is also found throughout urban and agricultural areas where food trees exist and will feed in orchards at times, especially when other food is scarce (DPIE 2019a).

All the GHFF in Australia are regarded as one population that moves around freely within its entire national range (Webb and Tidemann 1996; DoE 2015). GHFF may travel up to 100 kilometres in a single night with a foraging radius of up to 50 kilometres from their camp (McConkey et al. 2012). They have been recorded travelling over 500 kilometres over 48 hours when moving from one camp to another (Roberts et al. 2012). GHFF generally show a high level of fidelity to camp sites, returning year after year to the same site, and have been recorded returning to the same branch of a particular tree (SEQ Catchments 2012). This may be one of the reasons flying-foxes continue to return to small urban bushland blocks that may be remnants of historically used larger tracts of vegetation.

The GHFF population has a generally annual southerly movement in spring and summer, with their return to the coastal forests of north-east NSW and south-east Queensland in winter (Ratcliffe 1932; Eby 1991; Parry-Jones & Augee 1992; Roberts et al. 2012). This results in large fluctuations in the number of GHFF in New South Wales, ranging from as few as 20% of the total population in winter up to around 75% of the total population in summer (Eby 2000). They are widespread throughout their range during summer, but in spring and winter are uncommon in the south. In autumn they occupy primarily coastal lowland camps and are uncommon inland and on the south coast of New South Wales (DECCW 2009).

There is evidence the GHFF population declined by up to 30% between 1989 and 2000 (Birt 2000; Richards 2000 cited in DPIE 2019a). There is a wide range of ongoing threats to the survival of the GHFF, including habitat loss and degradation, culling in orchards, conflict with humans, infrastructure-related mortality (e.g. entanglement in barbed wire fencing and fruit netting, and power line

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electrocution) and competition and hybridisation with the BFF (DECCW 2009). For these reasons it is listed as vulnerable to extinction under NSW and federal legislation (see Section 4).

## **D.2 Reproduction**

### **D.2.1 Black and Grey-headed Flying-foxes**

This section has been extracted directly from the Template.

‘Males initiate contact with females in January with peak conception occurring around March to April/May; this mating season represents the period of peak camp occupancy (Markus 2002). Young (usually a single pup) are born six months later from September to November (Churchill 2008). The birth season becomes progressively earlier, albeit by a few weeks, in more northerly populations (McGuckin & Blackshaw 1991); however, out of season breeding is common, with births occurring later in the year.

Young are highly dependent on their mother for food and thermoregulation. They are suckled and carried by the mother until approximately four weeks of age (Markus & Blackshaw 2002). At this time, they are left at the camp during the night in a crèche until they begin foraging with their mother in January and February (Churchill 2008) and are usually weaned by six months of age around March. Sexual maturity is reached at two years of age with a life expectancy up to 20 years in the wild (Pierson & Rainey 1992).

As such, the critical reproductive period for GHFF and BFF is generally from August (when females are in their final trimester) to the end of peak conception around April. Dependent pups are usually present from September to March.’

## **APPENDIX E – CAMP MANAGEMENT OPTIONS – FULL VERSION FROM TEMPLATE**

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## E Camp management options (as provided in the Template)

Below is an overview of commonly used management options to consider in the development of [a] Plan. These are categorised as Level 1, 2 or 3 in accordance with the Policy.

### E.1 Level 1 actions: routine camp management

#### E.1.1 Education and awareness programs

This management option involves undertaking a comprehensive and targeted flying-fox education and awareness program to provide accurate information to the local community about flying-foxes.

Such a program would include managing risk and alleviating concern about health and safety issues associated with flying-foxes, options available to reduce impacts from roosting and foraging flying-foxes, an up-to-date program of works being undertaken at the camp, and information about flying-fox numbers and flying-fox behaviour at the camp.

Residents should also be made aware that faecal drop and noise at night is mainly associated with plants that provide food, independent of camp location. Staged removal of foraging species such as fruit trees and palms from residential yards, or management of fruit (e.g. bagging, pruning) will greatly assist in mitigating this issue. Approval from the local council may be required for the removal of some trees.

Collecting and providing information should always be the first response to community concerns in an attempt to alleviate issues without the need to actively manage flying-foxes or their habitat. Where it is determined that management is required, education should similarly be a key component of any approach. See also Section 3 and incorporate an education and awareness program into any community engagement plan.

An education program may include components shown in Figure 5.

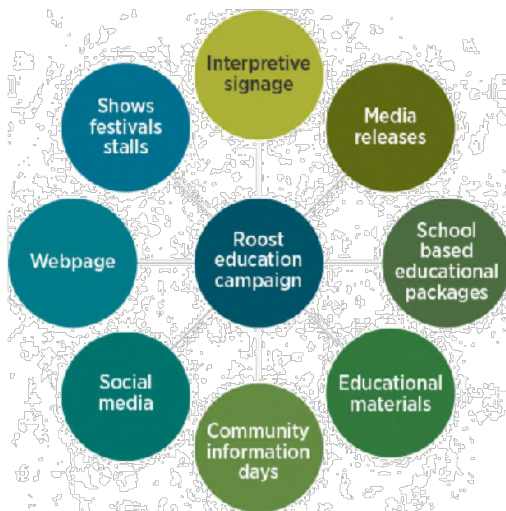


Figure 3 Possible components of an education program

By adopting these strategies, the likelihood of improving community understanding of flying-fox issues is high; however, the extent to which that understanding will help alleviate conflict issues is probably less so. Extensive education for decision-makers, the media and the broader community may be required to overcome negative attitudes towards flying-foxes.

It should be stressed that a long-term solution to the issue resides with a better understanding of flying-fox ecology and applying that understanding to careful urban planning and development.

### E.1.2 Property modification without subsidies

The managers of land on which a flying-fox camp is located would promote or encourage the adoption of certain actions on properties adjacent or near to the camp to minimise impacts from roosting and foraging flying-foxes (note that approval may be required for some activities, refer to Section 4 for further information):

- Create visual/sound/smell barriers with fencing or hedges. To avoid attracting flying-foxes, species selected for hedging should not produce edible fruit or nectar-exuding flowers, should grow in dense formation between two and five metres (Roberts 2006) (or be maintained at less than five metres). Vegetation that produces fragrant flowers can assist in masking camp odour where this is of concern.
- Manage foraging trees (i.e. plants that produce fruit/nectar-exuding flowers) within properties through pruning/covering with bags or wildlife friendly netting, early removal of fruit, or tree replacement.
- Cover vehicles, structures and clothes lines where faecal contamination is an issue, or remove washing from the line before dawn/dusk.
- Move or cover eating areas (e.g. barbecues and tables) that are close to a camp or foraging tree to avoid droppings by flying-foxes.
- Install double-glazed windows, insulation and use air-conditioners when needed to reduce noise disturbance and smell associated with a nearby camp.
- Follow horse husbandry and property management guidelines provided at the Hendra virus webpage (DPIE 2019d).
- Include suitable buffers and other provisions (e.g. covered car parks) in planning of new developments.
- Consider removable covers for swimming pools and ensure working filters and regular chlorine treatment.
- Appropriately manage rainwater tanks, including installing first-flush systems.
- Avoid disturbing flying-foxes during the day as this will increase camp noise.

**The cost would be borne by the person or organisation who modifies the property; however, opportunities for funding assistance (e.g. environment grants) may be available for management activities that reduce the need to actively manage a camp.**

### E.1.3 Property modification subsidies

**Fully funding or providing subsidies to property owners for property modifications may be considered to manage the impacts of the flying-foxes. Providing subsidies to install infrastructure may improve the value of the property, which may also offset concerns regarding perceived or actual property value or rental return losses.**

**The level and type of subsidy would need to be agreed to by the entity responsible for managing the flying-fox camp.**

### E.1.4 Service subsidies

This management option involves providing property owners with a subsidy to help manage impacts on their property and the lifestyle of residents. The types of services that could be subsidised include clothes washing, cleaning outside areas and property, car washing or power bills. Rate reductions could also be considered.

Critical thresholds of flying-fox numbers at a camp and distance to a camp may be used to determine when subsidies would apply.

### E.1.5 Routine camp maintenance and operational activities

Examples of routine camp management actions are provided in the Policy. These include:

- removal of tree limbs or whole trees that pose a genuine health and safety risk, as determined by a qualified arborist
- weed removal, including removal of terrestrial and aquatic weeds under the Commonwealth Biosecurity Act 2015, or species listed as undesirable by a council
- trimming of understorey vegetation or the planting of vegetation
- minor habitat augmentation for the benefit of the roosting animals
- mowing of grass and similar grounds-keeping actions that will not create a major disturbance to roosting flying-foxes
- application of mulch or removal of leaf litter or other material on the ground.

Protocols should be developed for carrying out operations that may disturb flying-foxes, which can result in excess camp noise. Such protocols could include limiting the use of disturbing activities to certain days or certain times of day in the areas adjacent to the camp and advising adjacent residents of activity days. Such activities could include lawn-mowing, using chainsaws, whipper-snippers, using generators and testing alarms or sirens.

### E.1.7 Revegetation and land management to create alternative habitat

This management option involves revegetating and managing land to create alternative flying-fox roosting habitat through improving and extending existing low conflict camps or developing new roosting habitat in areas away from human settlement.

Selecting new sites and attempting to attract flying-foxes to them has had limited success in the past, and ideally, habitat at known camp sites would be dedicated as a flying-fox reserve. However, if a staged and long-term approach is used to make unsuitable current camps less attractive, while concurrently improving appropriate sites, it is a viable option (particularly for the transient and less selective LRFF). Supporting further research into flying-fox camp preferences may improve the potential to create new flying-fox habitat.

When improving a site for a designated flying-fox camp, preferred habitat characteristics detailed in Section 6.4 should be considered.

Foraging trees planted amongst and surrounding roost trees (excluding in/near horse paddocks) may help to attract flying-foxes to the desired site. They will also assist with reducing foraging impacts in residential areas. Consideration should be given to tree species that will provide year-round food, increasing the attractiveness of the designated site. Depending on the site, the potential negative impacts to a natural area will need to be considered if introducing non-indigenous plant species.

The presence of a water source is likely to increase the attractiveness of an alternative camp location. Supply of an artificial water source should be considered if unavailable naturally; however, this may be cost-prohibitive.

Potential habitat mapping using camp preferences (see Section 6.4) and suitable land tenure can assist in initial alternative site selection. A feasibility study would then be required prior to site designation to assess the likelihood of success and determine the warranted level of resource allocated to habitat improvement.

### **E.1.8 Provision of artificial roosting habitat**

This management option involves constructing artificial structures to augment roosting habitat in current camp sites or to provide new roosting habitat. Trials using suspended ropes have been of limited success as flying-foxes only used the structures that were very close to the available natural roosting habitat. It is thought that the structure of the vegetation below and around the ropes is important.

### **E.1.9 Protocols to manage incidents**

This management option involves implementing protocols for managing incidents or situations specific to particular camps. Such protocols may include 'bat watch' patrols at sites that host vulnerable people, management of pets at sites popular for walking dogs, or preparation for heat stress incidents (when the camp is subjected to extremely high temperatures leading to flying-foxes changing their behaviour and/or dying).

### **E.1.10 Participation in research**

This management option involves participating in research to improve knowledge of flying-fox ecology to address the large gaps in our knowledge about flying-fox habits and behaviours and why they choose certain sites for roosting. Further research and knowledge sharing at local, regional and national levels will enhance our understanding and management of flying-fox camps.

### **E.1.11 Appropriate land use planning**

Land use planning instruments may be able to be used to ensure adequate distances are maintained between future residential developments and existing or historical flying-fox camps. While this management option will not assist in the resolution of existing land use conflict, it may prevent issues for future residents.

### **E.1.12 Property acquisition**

Property acquisition may be considered if negative impacts cannot be sufficiently mitigated using other measures. This option will clearly be extremely expensive; however, is likely to be more effective than dispersal and in the long-term may be less costly.

### **E.1.13 Do nothing**

The management option to 'do nothing' involves not undertaking any management actions in relation to the flying-fox camp and leaving the situation and site in its current state.

## E.2 Level 2 actions: in situ management

### E.2.1 Buffers

Buffers can be created through vegetation removal and/or the installation of permanent/semi-permanent deterrents.

**Creating buffers may involve planting low-growing or spiky plants between residents or other conflict areas and the flying-fox camp. Such plantings can create a visual buffer between the camp and residences or make areas of the camp inaccessible to humans.**

**Buffers greater than 300 metres are likely to be required to fully mitigate amenity impacts (SEQ Catchments 2012). The usefulness of a buffer to mitigate odour and noise impacts generally declines if the camp is within 50 metres of human habitation (SEQ Catchments 2012); however, any buffer will assist and should be as wide as the site allows.**

#### *Buffers through vegetation removal*

Vegetation removal aims to alter the area of the buffer habitat sufficiently so that it is no longer suitable as a camp. The amount required to be removed varies between sites and camps, ranging from some weed removal to removal of most of the canopy vegetation.

Any vegetation removal must be done using a staged approach, with the aim of removing as little native vegetation as possible. This is of particular importance at sites with other values (e.g. ecological or amenity), and in some instances, the removal of any native vegetation will not be appropriate. Thorough site assessment (further to desktop searches, see Appendix 4) will inform whether vegetation management is suitable (e.g. can impacts to other wildlife and/or the community be avoided?).

Removing vegetation can also increase visibility into the camp and noise issues for neighbouring residents, which may create further conflict.

Suitable experts (Appendix 1) should be consulted to assist selective vegetation trimming/removal to minimise vegetation loss and associated impacts.

The importance of under- and mid-storey vegetation in the buffer area also requires consideration. Under- and mid-storey vegetation should be retained in the buffer area of camps that are known or likely to be affected by heat stress events.

#### *Buffers without vegetation removal*

Permanent or semi-permanent deterrents can be used to make buffer areas unattractive to flying-foxes for roosting, without the need for vegetation removal. This is often an attractive option where vegetation has high ecological or amenity value.

While many deterrents have been trialled in the past with limited success, there are some options worthy of further investigation:

- Visual deterrents – Visual deterrents such as plastic bags, fluoro vests (GeoLINK 2012) and balloons (Ecosure 2016, pers. comm.) in roost trees have shown to have localised effects, with flying-foxes deterred from roosting within 1–10 metres of the deterrents. The type and placement of visual deterrents would need to be varied regularly to avoid habituation.
- Noise emitters on timers – Noise needs to be random, varied and unexpected to avoid flying-foxes habituating. As such these emitters would need to be portable, on varying timers and a diverse array of noises would be required. It is likely to require some level of additional disturbance to maintain its effectiveness, and ways to avoid disturbing flying-

foxes from desirable areas would need to be identified. This is also likely to be disruptive to nearby residents.

- Smell deterrents – Bagged python excrement has been hung in trees at some sites; however, its effectiveness as a deterrent remains unproven. The smell of certain deterrents may also impact nearby residents, while flying-foxes may become used to it.
- Canopy-mounted water sprinklers – This method has been effective in deterring flying-foxes during dispersals (Ecosure personal experience), and current trials in Queensland and New South Wales are showing promise for keeping flying-foxes out of designated buffer zones. This option can be logistically difficult (installation and water sourcing) and may be cost-prohibitive. Design and use of sprinklers needs to be considerate of animal welfare and features of the site; for example, misting may increase humidity and exacerbate heat stress events, and overuse may impact other environmental values of the site and/or lead to flying-foxes becoming habituated.

Note that any deterrent with a high risk of causing inadvertent dispersal may be considered a Level 3 action.

The use of visual deterrents, in the absence of effective maintenance, could potentially lead to an increase in rubbish in the natural environment.

The type, location and timing of deterrents need to be clearly described in your Plan so the Department can assess whether there is a considerable risk of inadvertently dispersing some or all of the camp.

Measures to prevent inadvertent dispersal should also be detailed to allow this assessment. For example, active deterrents such as canopy-mounted sprinklers should not be turned on during fly-in or fly-out, but rather used in short intervals during the day to encourage flying-foxes away from the area.

## **E.2.2 Noise attenuation fencing**

Noise attenuation fencing could be installed in areas where the camp is particularly close to residents. This may also assist with odour reduction, and perspex fencing could be investigated to assist fence amenity. Although expensive to install, this option could negate the need for habitat modification, maintaining the ecological values of the site, and may be more cost-effective than ongoing management.

## **E.3 Level 3 actions: disturbance or dispersal**

### **E.3.1 Nudging**

Noise and other low-intensity active disturbance restricted to certain areas of the camp can be used to encourage flying-foxes away from high conflict areas. This technique aims to actively 'nudge' flying-foxes from one area to another, while allowing them to remain at the camp site.

Unless the area of the camp is very large, nudging should not be done early in the morning as this may lead to inadvertent dispersal of flying-foxes from the entire camp site. Disturbance during the day should be limited in frequency and duration (e.g. up to four times per day for up to 10 minutes each) to avoid welfare impacts. As with dispersal, it is also critical to avoid periods when dependent young are present (as identified by a flying-fox expert).

### E.3.2 Dispersal

Dispersal aims to encourage a camp to move to another location, through either disturbance or habitat modification.

There is a range of potential risks, costs and legal implications that are greatly increased with dispersal (compared with in situ management as above). See Appendix 6 for more details. These include:

- impact on animal welfare and flying-fox conservation
- splintering the camp into other locations that are equally or more problematic
- shifting the issue to another area
- impact on habitat value
- effects on the flying-fox population, including potential increase in disease susceptibility and associated public health risk
- impacts to nearby residents associated with ongoing dispersal attempts
- excessive initial and/or ongoing effort and financial investment required
- negative public perception and backlash
- unsuccessful management requiring multiple attempts, which may exacerbate all of the above.

Despite these risks, there are some situations where camp dispersal may be considered. Dispersal can broadly be categorised as 'passive' or 'active' as detailed below.

#### *Passive dispersal*

Removing vegetation in a staged manner can be used to passively disperse a camp. This gradually makes the habitat unattractive to flying-foxes so they will disperse of their own accord over time with relatively little stress compared to active dispersal. This greatly reduces the risk of splinter colonies forming in other locations. Flying-foxes are more likely to move to other known sites within their camp network when not being forced to move immediately, as in active dispersal.

Generally, a significant proportion of vegetation needs to be removed in order to achieve dispersal of flying-foxes from a camp or to prevent camp re-establishment. For example, flying-foxes abandoned a camp in Bundall, Queensland once 70% of the canopy/mid-storey and 90% of the understorey had been removed (Ecosure 2011). Ongoing maintenance of the site is required to prevent vegetation structure returning to levels favourable for colonisation by flying-foxes. Importantly, at nationally important camps (defined in Section 4.2.1) sufficient vegetation must be retained to accommodate the maximum number of flying-foxes recorded at the site.

Vegetation removal may be preferable in situations where the vegetation is of relatively low ecological and amenity value, and alternative known permanent camps are located nearby with capacity to absorb the additional flying-foxes. While the likelihood of splinter colonies forming is lower than with active dispersal, if they do form following vegetation modification there will no longer be an option to encourage flying-foxes back to the original site. This must be carefully considered before modifying habitat.

**There is also potential to make a camp site unattractive by removing access to water sources; however, at the time of writing this method had not been trialled so the likelihood of this causing a camp to be abandoned is unknown. It would also likely only be effective where there are no alternative water sources in the vicinity of the camp.**

#### *Active dispersal through disturbance*

Dispersal is more effective in the short term when a wide range of tools are used on a randomised schedule, with animals less likely to habituate (Ecosure pers. obs. 1997–2015). Each dispersal team member should have at least one visual and one aural tool that can be used at different locations on different days (and preferably swapped regularly for alternate tools). The exact location of these and positioning of personnel will need to be determined on a daily basis in response to flying-fox movement and behaviour, as well as prevailing weather conditions (e.g. wind direction for smoke drums).

Active dispersal will be disruptive for nearby residents given the timing and nature of activities, and this needs to be considered during planning and community consultation.

This method does not explicitly use habitat modification as a means to disperse the camp; however, if dispersal is successful, some level of habitat modification should be considered. This will reduce the likelihood of flying-foxes attempting to re-establish the camp and the need for follow-up dispersal as a result. Ecological and aesthetic values will need to be considered for the site, with options for modifying habitat the same as those detailed for buffers above.

It should be noted that active dispersal generally requires ongoing dispersal attempts to prevent flying-foxes re-establishing the camp. The cost of ongoing dispersal attempts is likely to be prohibitive for most land managers.

#### *Early dispersal before a camp is established at a new location*

**This management option involves monitoring local vegetation for signs of flying-foxes roosting in the daylight hours and then undertaking active or passive dispersal options to discourage the animals from establishing a new camp. Even though there may only be a few animals initially using the site, this option is still treated as a dispersal activity; however, it may be easier to achieve dispersal at these new sites than it would in an established camp. It may also avoid the considerable issues and management effort required should the camp be allowed to establish in an inappropriate location.**

**It is important that flying-foxes feeding overnight in vegetation are not mistaken for animals establishing a camp.**

#### *Maintenance dispersal*

Maintenance dispersal refers to active disturbance following a successful dispersal to prevent the camp from re-establishing. It differs from initial dispersal by aiming to discourage occasional over-flying individuals from returning, rather than attempting to actively disperse animals that have been recently roosting at the site. As such, maintenance dispersal may have fewer timing restrictions than initial dispersal, provided that appropriate mitigation measures are in place (see Section 10).

### **E.4 Unlawful activities**

#### **E.4.1 Culling**

**Culling is addressed here as it is often raised by community members as a preferred management method; however, culling is contrary to the objects of the BC Act and will not be permitted as a method to manage flying-fox camps.**



|                      |                                                                                 |
|----------------------|---------------------------------------------------------------------------------|
| <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 ECO20/23</b>                                                            |
| <b>Subject:</b>      | <b>SALE OF COUNCIL-OWNED LANDS AT 142 MANNERS ST - CURRENTLY USED BY TEN FM</b> |

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

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

#### **SUMMARY**

The purpose of this report is to seek Council resolution to again defer the sale of Council-owned land at 142 Manners St – currently used by Ten FM – to allow Council to discuss and determine a sales agreement which may include a lease to buy option to allow Ten FM to continue using the site while removing the cost burden of ownership from Council and its ratepayers.

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

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

- (1) That Council extend the lease agreement for Ten FM for a period up to 30th June 2024 to allow Council and Ten FM to discuss and determine a sales agreement which may include a lease to buy option.**
- (2) Council continue with the proposed lot boundary readjustment of 142 Manners St (Lot 2/12/DP 576164) so Council retains the storage shed at the rear of the lot should the sale proceed. Noting the boundary realignment for this lot is part of a larger proposal to adjust other boundaries of Council-owned land in the vicinity, including the main Council office.**

#### **BACKGROUND**

At its September Ordinary Meeting, Council reviewed a report (ECO15/23) which recommended selling the property by listing with all local agents at an asking price of \$450,000 to \$500,000 and authorise the Chief Executive to sign all necessary documents, negotiate with agents to execute the sale, and work with the community group running Ten FM to find a suitable alternative site to continue its operations.

At the September meeting:-  
*Council resolved (155/23) to:*

- (1) Defer the sale of the property at 142 Manners St, Tenterfield on the open market until the October 2023 Ordinary Council meeting;*

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- (2) *Authorise the Chief Executive or Interim Chief Executive to enter into negotiations with Ten FM Executive for the purchase of the building and small footprint.*

*(John Macnish/Tim Bonner)*

**Motion Carried**

**REPORT:**

**UPDATE FOR THE 22 NOVEMBER MEETING**

Due to the change in Council management, it was decided to defer the matter to the November Ordinary Meeting to give the new General Manager time to review.

A review of this resolution (155/23) has been undertaken.

It is believed Council and Ten FM may be willing to discuss sales options including a lease to buy, with Council providing a low interest loan arrangement, or returning to the original resolution of Council to sell the property after the completion of a subdivision.

**The original report is attached.**

A review of the original report has been undertaken and the reasoning behind the proposed sale of this property.

Council staff are presently reviewing the 2023/24 budget and will begin to prepare the 2024/25 budget in January 2024. This will allow Council time to determine the sale of the premises and on what basis.

A further report will be provided to council as part of the budget consideration and method of loan considerations permitted under the Local Government Act 1993.

**COUNCIL IMPLICATIONS:**

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

General Manager and a Council officer have met with Ten FM managers/volunteers advising the process to negotiate an equitable outcome would take some time. A new lease should be arranged to allow the community radio to continue without undue pressure on either the volunteer group or Council.

**2. Policy and Regulation**

Nil.

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

Minimal impact on Budget.

**4. Asset Management (AMS)**

Minimal impact on AMS.

**5. Workforce (WMS)**

Minimal impact.

**6. Legal and Risk Management**

Nil.

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### **7. Performance Measures**

Nil.

### **8. Project Management**

Should Council resolve to adopt the recommendation, Council staff would proceed with the realignment of the boundary, along with other Council-owned properties in the vicinity and continue negotiating with Ten FM management to achieve a sale of the property.

### **Glenn Wilcox General Manager**

|                               |                                                                                                                                                                            |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Bruce Mills, Senior Advisor Communication & Economic Development                                                                                                           |
| Approved/Reviewed by Manager: | Glenn Wilcox, General Manager                                                                                                                                              |
| Department:                   | Office of the Chief Executive                                                                                                                                              |
| Attachments:                  | <b>1</b> Council Report to 27 September Ordinary Council Meeting - Sale of Council-owned property at 142 Manners St, Tenterfield - currently used by Ten FM <b>3</b> Pages |

**ORDINARY COUNCIL MEETING**

**27 SEPTEMBER 2023**

|                      |                                                                                                |
|----------------------|------------------------------------------------------------------------------------------------|
| <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 ECO15/23</b>                                                                           |
| <b>Subject:</b>      | <b>SALE OF COUNCIL-OWNED PROPERTY AT 142 MANNERS ST, TENTERFIELD - CURRENTLY USED BY TENFM</b> |

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

**SUMMARY**

The purpose of this report is to advise Council of progress being made in preparing surplus assets for sale, in line with Council's Fiscal Repair Strategy, and seek a decision to sell the Council-owned property at 142 Manners St, currently used by community radio station TEN FM. The property is Lot 2/12/DP576164, but likely to change after survey and realignment of boundaries around Council's Administration Building, Records House (134 Manners St) and Tenterfield Child Care Centre (132 Manners St).

**OFFICER'S RECOMMENDATION:**

**That Council:**

- (1) Sell the property at 142 Manners St, Tenterfield by listing with all interested local real estate agents at an asking price of \$450,000-\$500,000; and**
- (2) Authorise the Chief Executive to sign all necessary documents to list the property, negotiate with agents and sign any contract to execute the sale; and**
- (3) Work with the community group running TEN FM to find a suitable alternative site to continue its operations as a community radio station.**

**BACKGROUND**

Council is undertaking all steps possible to trim operating costs, sell surplus assets and remove underperforming assets to meet the Independent Pricing and Regulatory Tribunal directions.

Council has already sold surplus land at Drake, "Bendall's" on the southern side of Tenterfield, listed the land opposite the TAFE College, and the Visitors' Information Centre (VIC) for sale, and leased Tenterfield airstrip.

The next property identified for sale is 142 Manners St.

**REPORT:**

**ORDINARY COUNCIL MEETING**

**27 SEPTEMBER 2023**

Our Economy No. 15 Cont..

Staff have discussed the property with local agents who advise the potential sale price could be \$450,000 to \$500,000.

As part of readying the property for sale, staff found boundary realignments were needed to retain Council's storage shed at the rear of 142 Manners St, and to remove a narrow/redundant lot running the length of the carpark on the western boundary of the property.

Surveyors have been engaged to redraw the boundaries and also remove the public toilets from the rear of 132 Manners St and add the toilet block to the Bruxner Park lot.

The "tidy up of boundaries" will also result in the houses at 134 and 132 Manners St having separate titles and the main Council office being entirely on its own title.

**COUNCIL IMPLICATIONS:**

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

The community is well aware of Council's financial position and the need for on-going restraint, cost-cutting, sale of under-performing assets and for Council to focus on core service delivery.

As with the transfer of Visitor Information Services to the Tenterfield Chamber of Tourism, Industry and Business and the closure of the School of Arts museum and cinema, some community backlash can be expected. However, the broad community is aware of Council's position and the need for action to avoid further borrowings.

**2. Policy and Regulation**

Nil.

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

Proceeds from the sale of the property will be used to reduce borrowings. The sale will increase Council's cash position within the General Fund.

**4. Asset Management (AMS)**

Sale of the property will reduce depreciation costs and the need for on-going maintenance and repairs.

**5. Workforce (WMS)**

Savings in workforce costs would also be achieved if the property was sold.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

**ORDINARY COUNCIL MEETING**

**27 SEPTEMBER 2023**

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Our Economy No. 15 Cont...

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: There are no attachments for this report.

|                      |                                                                  |
|----------------------|------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                             |
| <b>Submitted by:</b> | Bruce Mills, Senior Advisor Communication & Economic Development |
| <b>Reference:</b>    | <b>ITEM ECO21/23</b>                                             |
| <b>Subject:</b>      | <b>WITHDRAWAL OF VISITOR'S INFORMATION CENTRE FROM SALE.</b>     |

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

## SUMMARY

The purpose of this report is to advise Council of a proposal from Tenterfield Ratepayers' Association to review the sale of the Visitors' Information Centre at 157 Rouse St.

## OFFICER'S RECOMMENDATION:

### That Council:

**Review the sale of the Visitors' Information Centre as requested by the Tenterfield Rate Payers Association.**

## 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 were identified as an area for cost-savings, and following:

### Resolution # 119/23 below:

#### Resolved

*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) *Conditional on Council receiving from the Chamber an acceptable action plan and acceptable commitments thereto Council allocates \$100,000 (One hundred thousand dollars) to the Tenterfield Chamber of Tourism, Industry and Business*

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*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, 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) *Require the Chamber to report quarterly on expenditure against funds received and achievements in promoting and growing the whole of Shire visitor economy.*
- (5) *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 a contract for sale should the price of \$700,000 be achieved.*
- (6) *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).*

*(Peter Murphy/Tom Peters)*

### **Motion Carried**

#### **Specifically, the Tenterfield Chamber of Tourism, Industry and Business asked 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 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 Tenterfield 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.



Our Economy No. 21 Cont...

- 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.

**NB** This arrangement was to be formalised through a Funding Agreement drafted by Bartier Perry Lawyers to include the items outlined above. At the time of writing this report (14/11/2023) the Funding Agreement had yet to be signed / executed by the Chamber.

**REPORT:**

The letter from the Ratepayers' Association outlines reasons for the retention of the Visitors' Information Centre (VIC) and recommends withdrawing the property from sale and retaining ownership pending more information being made available. It also recommends TCTIB (or other appropriate group) engage in meaning dialogue with the past VIC volunteers with a view to re-establishing a face-to-face Visitor Information presence.

**COUNCIL IMPLICATIONS:**

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

The community is aware of Council's financial position and moves undertaken to cut costs through staff and service reductions, and importantly reductions in capital expenditure.

Closure of formal visitor information services and sale of the VIC have been widely discussed / debated in the community.

**2. Policy and Regulation**

- Nil

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

Withdrawing the former VIC Centre at 157 Rouse St from sale would mean potential of up \$700K, less selling costs, would not be realised to assist with Council's fiscal repair strategy.

**4. Asset Management (AMS)**

Retaining the property would result in on-going asset maintenance/depreciation costs.

**5. Workforce (WMS)**

Retaining the property would add some staff costs and management time.

**6. Legal and Risk Management**

See above.

**7. Performance Measures**

**Project Management**

Nil.

Our Economy No. 21 Cont...

**Glenn Wilcox**  
**General Manager**

|                               |                                                                                                                          |         |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------|---------|
| Prepared by staff member:     | Bruce Mills, Senior Advisor Communication & Economic Development                                                         |         |
| Approved/Reviewed by Manager: | Glenn Wilcox, General Manager                                                                                            |         |
| Department:                   | Office of the Chief Executive                                                                                            |         |
| Attachments:                  | <b>1</b> Correspondence received from Tenterfield Ratepayers Association - Proposing the Withdrawal of the VIC from Sale | 2 Pages |

**RATEPAYERS' ASSOCIATION OF TENTERFIELD SHIRE INC. [RATEs Inc.]**

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10 November 2023

To General Manager, Mr Glenn Wilcox

BY EMAIL:


Dear Mr Wilcox,

The Ratepayers' Association of Tenterfield Shire Inc. request the General Manager, by way of Council Resolution, to propose the immediate withdrawal from sale of the property at **157 Rouse Street, Tenterfield (Lot 11/DP 1241545) (aka Visitor Information Centre)** allowing it to remain in Council ownership.

Background:

- At the 26<sup>th</sup> July 2023 Ordinary Council Meeting, Councillors passed a motion (part of Item ECO14/23, 119/23) to
  2. Cease all Council-run Visitor Information Services ..... and transition all such services to the Tenterfield Chamber of Tourism, Industry and Business (TCTIB) no later than the 1<sup>st</sup> September 2023 ensuring no interruption of Visitor Services.
  5. Authorise the Chief Executive Officer to list the above property for sale at an asking price of \$700,000.
- Visitor Information Services did not cease on the specified date because the TCTIB had not put any plans in place so the CEO authorised the continuation of the existing arrangement for one month facilitated by the goodwill of the existing volunteers.
- The decision to close and sell the VIC was made the month before Council received a report from Councillors Tim Bonner and Kim Rhodes who attended the 2023 Manly/Northern Beaches – Destination and Visitors Economy Conference. This report contained some important takeaways relevant to this issue, among them being:
  - Most visitors to rural communities still wanted the personal touch preferring to speak with centre staff or volunteers and local business operators.
  - There are 152 Visitors Centres in NSW, 61% of these operated by Local Councils.
  - Welcoming experience; Knowledgeable, professional staff, skilled in customer service; Unbiased, authoritative and tailored information; Local stories and insights. Delivering on these needs is the core objective of all accredited VICs across Australia.
  - The availability of EV charging facilities is becoming more important, with users of these facilities having social networks sharing where they are available.

Also very important are:

- ❖ Appropriate parking for long/large vehicles such as caravans/motor-homes is essential.
- ❖ The Tourism Group, the appointed consultancy company contracted as the Program Manager for Destination NSW's Accredited Visitor Information Centres network has very specific requirements that must be met before the  symbol may be used.

***The current VIC operational model and location meets ALL these criteria.***

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President: Richard Hicks

Secretary: Jan Evans – 0428 577 741

Email: jan.evans10@gmail.com

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**RATEPAYERS' ASSOCIATION OF TENTERFIELD SHIRE INC. [RATeS Inc.]**

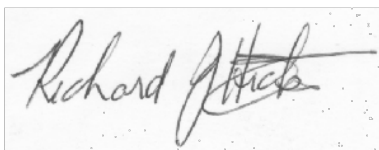
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- The existing volunteers have all indicated that they are unwilling to work with the TCTIB in its present format.
- There is strong objection within the community and from RATeS members to the sale of assets, especially those that facilitate a community service, with most citing the old adage "you can only sell it once"; indeed this exact same opinion was expressed by the GM at a meeting I recently attended with him. The VIC, together with other assets that were being considered for sale have strong community ties, either through direct involvement in their establishment, (labour, funding, lobbying) or by ongoing support by dedicated volunteers. Any monies realised, assuming a \$700,000 sale less commissions, will not have a significant impact on the Council's financial position, and probably represents only a small proportion of the replacement value of such a building. (This doesn't take into consideration the location of this building and its undoubted suitability to a Visitor Information service.)
- There is a strong possibility that some information given to Councillors regarding the costs of maintaining and operating the VIC was incorrect or inflated and therefore could have improperly influenced their decision to close and list the centre for sale.
- During the recent Referendum some two hundred Declaration Votes were cast at pre-polling in Tenterfield. This represented just some of people from outside the New England Region, (other regions in NSW, QLD, VIC, TAS, & SA) who travelled through Tenterfield in the 5 day period.
- In the period the VIC has been closed, a number of past VIC volunteers and residents have noticed travellers stopped at and peering into the building wondering why such a facility should be closed. These past volunteers have given their time and knowledge to unofficially help these visitors with information; it is a real shame that we don't have numbers to demonstrate how many travellers have stopped only to find the facility closed. (One traveller simply stated, "Oh well, we might as well just keep going", NOT a great result for the Tenterfield community and its businesses.)
- At a public meeting, members of the TCTIB openly stated they did not have the time or desire to casually interact with tourists to promote the shire as "they have their own businesses to run".
- It is not at all assured the TCTIB will be successful with their proposed model utilising brochure stands and on-line services; it is certainly not supported by the report from the Destination and Visitors Economy Conference or by comments from visitors finding the VIC closed.

Recommendation:

- Immediately withdraw the VIC property from sale and retain in council ownership pending more information being available regarding the future of Visitor Information Services in Tenterfield.
- Encourage the TCTIB (or other appropriate group) to engage in meaningful dialogue with the past VIC volunteers with a view to re-establishing a face-to-face Visitor Information presence.

Yours sincerely,



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President: Richard Hicks

Secretary: Jan Evans – 0428 577 741

Email: jan.evans108@gmail.com

|                      |                                                                                                                                                   |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                                                                                                                     |
| <b>Submitted by:</b> | James Paynter, Manager Works                                                                                                                      |
| <b>Reference:</b>    | <b>ITEM ENV13/23</b>                                                                                                                              |
| <b>Subject:</b>      | <b>TENDER EVALUATION FOR COUNCIL'S ANNUAL RESEALS AND INITIAL SEALS VIA 23-24 TENTERFIELD SHIRE COUNCIL REQUEST FOR QUOTATION UNDER LGP213-2.</b> |

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

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

#### **SUMMARY**

The purpose of this report is to provide Council with a report and recommendation on the Council's Reseal Tender via Local Government Procurement (LGP) 213-2.

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

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

- (1) Engage COLAS for Council reseals and initial seals due to competitive pricing and fit for purpose reseal bitumen types and seal designs.**
- (2) That Council note the inclusion of Commercial Pricing in the Confidential section of this report.**

#### **BACKGROUND**

Council conducts reseals each year as per Council's allocated budgets and recommendations according to Council's Assets Team.

#### **REPORT:**

Council requested five suppliers for pricing, COLAS, APS, SPA, NSWSS/RPQ and BORAL, via Local Government Procurement (LGP). BORAL did not price the work and returned an email stating "at this stage Boral wouldn't have the resources to complete these works". Nil response was received from APS.

COLAS, SPA and NSWSS/RPQ all responded with compliant workings.

#### **COLAS:**

Overall, COLAS designs are applicable and price competitive. These rates are the same for each job requested except the initial seals. COLAS was emailed for confirmation of site inspections with a response received of "No site inspections were conducted; seal designs were calculated from aggregate test reports from our best priced quarry and following Austroads guide for the provided traffic data. Sites were visibly inspected with near maps, but sand texture depths have not been taken". Pricing and design is good and spot checks and interrogation of data shows pricings to be competitive with spray rate changes to match Council calculated spray rates. An email was sent to COLAS to confirm outcomes 'if spray rate changes occur what is the financial impact to Council?'. COLAS returned an email 'If spray rates vary within 10% of the tendered seal design

Our Environment No. 13 Cont...

Binder Application Rates (BAR) i.e., 1.4L/m<sup>2</sup> (@15°C) as high as 1.54 L/m<sup>2</sup> or as low as 1.26 L/m<sup>2</sup> then Colas will hold the rates submitted with this tender, variance beyond this tolerance will be subject to a reprice for the material and associated logistical costs'. COLAS represents the best value for money. COLAS submission is a very good proposed bitumen type of S45R for the reseals.

#### **SPA:**

Each site was inspected, and the necessary inspections undertaken to calculate accurate spray rates and bitumen needs for that road/street. The seal designs and bitumen types are 7.5% PMB with a mixture of 10mm and 7 mm aggregate. One reseal on the Bruxner Way has an S45R 10mm. Pricing is on the limits of Council budgetary constraints which would not allow for any over runs or variations i.e.; areas larger than we have estimated.

#### **NSWSS/ RPQ**

Each site was inspected, and the necessary inspections undertaken to calculate accurate spray rates and bitumen needs for that road/street. The seal designs and bitumen types are mostly C 170 with 7mm aggregate. One reseal on the Bruxner Way is a S35E with 10mm aggregate. Pricing is good and within Council's budgets, each design has a focus towards 7mm, which does not give Council the best outcome for the asset in the longer term, particularly for the Regional Roads.

#### **COUNCIL IMPLICATIONS:**

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

Community engagement is via Council's adoption of the Road Asset Management Plan.

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

The legislative requirements applying to tendering for NSW Local Government is prescribed by Section 55 of the NSW Local Government Act and by the Regulation. Where costs are expected to exceed \$250,000, tenders must be called.

The Local Government (General) Regulation 2005, Clause 178 - Acceptance of Tenders, states that:

- (1) After considering the tenders submitted for a proposed contract, the Council must either:
- (a) Accept the tender that, having regard to all the circumstances, appears to it to be the most advantageous, or
  - (b) Decline to accept any of the tenders.

Councils Procurement Policy also applies.

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

Council's current budgets for financing reseals and initial seals –

|                                       |                    |
|---------------------------------------|--------------------|
| Urban Reseals                         | \$122,000          |
| Rural Local Roads Reseals             | \$280,165          |
| Regional Roads Reseals                | \$537,892          |
| LRCI Phase 4 Funding – Undercliffe Rd | \$374,000          |
| <b>Total Funding</b>                  | <b>\$1,314,057</b> |

Our Environment No. 13 Cont...

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

As per page 22 of Council's Road Asset Management Plan, "Bitumen resealing is undertaken to prevent further surface deterioration, to seal fine cracks, to prevent the infiltration of water into the pavement, to inhibit oxidation and hardening of the existing surface and to restore skid resistance".

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

Nil.

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

Council's RAMP refers to 3.1 Road Safety which demonstrates Risk Evaluation and Risk Control in 3.1.2 and 3.1.3. Section 3.2 refers to Maintenance and Renewal, specifically mentioning "road resealing". The Asset Manager using these tools assesses and allocates roads to be resealed.

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

Roads that are resealed or sealed under this tender will be monitored for imperfections or failures that are seal related as per section 7 of Schedule D – Standard Term & Conditions of Standing Offer Deed for Bitumen, Emulsions and Asphalt Materials and Services (LGP213-2).

Suppliers have a defect liability period of 12 months for the seal component.

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

Council has called tenders via LGP to collect tenders for Council's annual reseal program. Prep work by Council staff has commenced for all those roads identified by the Assets Team for resealing. Council anticipates commencing resealing mid-December to mid-January, depending on suppliers' availability.

**Glenn Wilcox**  
**General Manager**

|                               |                                                            |            |
|-------------------------------|------------------------------------------------------------|------------|
| Prepared by staff member:     | James Paynter, Manager Works                               |            |
| Approved/Reviewed by Manager: | Fiona Keneally, Director Infrastructure                    |            |
| Department:                   | Engineering Department                                     |            |
| Attachments:                  | <b>1</b> CONFIDENTIAL - 23/24 RESEALS<br>TENDER EVALUATION | 3<br>Pages |

|                      |                                                                                                                              |
|----------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                                                                                 |
| <b>Submitted by:</b> | Tamai Davidson, Manager Planning Property & Development                                                                      |
| <b>Reference:</b>    | <b>ITEM ENV14/23</b>                                                                                                         |
| <b>Subject:</b>      | <b>DEVELOPMENT APPLICATION 2023.092 FOUR (4) LOT SUBDIVISION - BOUNDARY ADJUSTMENT - 132-142 MANNERS STREET, TENTERFIELD</b> |

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

|                      |                                                                                                                                                                 |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>     | <b>Environment</b> - Our natural environment will be protected, enhanced and promoted for future generations.                                                   |
| <b>CSP Strategy:</b> | Town and Village planning supports and enhances local place making principles to deliver sustainable land use management practices for our natural environment. |

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#### **SUMMARY**

The purpose of this report is to present to Council a Development Application (DA) for a proposed four (4) subdivision/boundary adjustment to Council owned land located at 132-142 Manners Street, Tenterfield. In accordance with Council's Policy, the application has been prepared and assessed by external parties. A copy of the external DA assessment report is attached, recommending the DA be approved subject to conditions.

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

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

**Approve Development Application 2023.098 for a Four (4) Lot Subdivision – Boundary adjustment of 132-142 Manners Street, Tenterfield, subject to the conditions contained in the external consultant's assessment report.**

#### **BACKGROUND**

The proposed subdivision has arisen as a result of recent discussions by Council in relation to rationalising Council's assets and land at the location. Existing lot boundaries do not currently reflect existing development located on the lots involved.

#### **REPORT:**

Refer to attachment for assessment report under the provisions of Clause 4.15 of the *Environmental Planning & Assessment Act, 1979*.

#### **COUNCIL IMPLICATIONS:**

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

Tenterfield Development Control Plan 2014 does not require Development Applications for subdivisions to be notified or advertised.

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

- Council Policy – "Limit of Delegated Authority when Dealing with DA's and CDC's" – Section 3.1 Applications where Council may have a perceived conflict of interest applies. The application has been prepared external to Council (Tenterfield Surveys Pty Ltd) and the application has been



Our Environment No. 14 Cont...

assessed under the relevant provisions of the *Environmental Planning & Assessment Act, 1979* by an external consultant.

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

No implications to existing budget.

**4. Asset Management (AMS)**

No implications.

**5. Workforce (WMS)**

No implications.

**6. Legal and Risk Management**

No implications.

**7. Performance Measures**

No implications.

**8. Project Management**

No implications.

**Roy Jones**

**Acting Chief Corporate Officer**

|                               |                                                         |
|-------------------------------|---------------------------------------------------------|
| Prepared by staff member:     | Tamai Davidson, Manager Planning Property & Development |
| Approved/Reviewed by Manager: | Roy Jones, Acting Chief Corporate Officer               |
| Department:                   | Office of the Chief Corporate Officer                   |
| Attachments:                  | There are no attachments for this report.               |

|                      |                                                |
|----------------------|------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>   |
| <b>Submitted by:</b> | Lee Sisson, Governance Officer                 |
| <b>Reference:</b>    | <b>ITEM GOV71/23</b>                           |
| <b>Subject:</b>      | <b>MONTHLY OPERATIONAL REPORT OCTOBER 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 2023/2024 Operational Plan.

**OFFICER'S RECOMMENDATION:**

**That Council:**

**Notes the status of the Monthly Operational Report for October 2023.**

**Glenn Wilcox**  
**General Manager**

|                               |                                                   |
|-------------------------------|---------------------------------------------------|
| Prepared by staff member:     | Lee Sisson, Governance Officer                    |
| Approved/Reviewed by Manager: | Glenn Wilcox, General Manager                     |
| Department:                   | Office of the Chief Corporate Officer             |
| Attachments:                  | <b>1</b> October 2023 Operational Report 42 Pages |

# Monthly Operational Report





Tenterfield Shire Council October 2023

Council Meeting 22 November 2023






**TENTERFIELD**

## 1. CIVIC OFFICE

| Business Unit: Civic Office                                                                              |                 |                                                                                                                                                                                                                                                                                                                                             |                                                                                                |
|----------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Service Profile: Civic Office                                                                            |                 |                                                                                                                                                                                                                                                                                                                                             |                                                                                                |
| Action                                                                                                   | Responsibility  | Progress Comment                                                                                                                                                                                                                                                                                                                            | Status                                                                                         |
| 1.1.1.1 Improve and maintain communication methods in accordance with the Community Engagement Strategy. | General Manager | Preparation for an updated Community Engagement Strategy will commence in March 2024.                                                                                                                                                                                                                                                       |  ON TRACK   |
| 1.1.1.2 Provide opportunities for the community to participate in decision making.                       | General Manager | No community engagement presentations before Council meeting 25 October 2023.                                                                                                                                                                                                                                                               |  NO TARGET  |
| 1.1.2.1 Support and contribute to NAIDOC week.                                                           | General Manager | Council provided in kind support to the Reconstruction NSW officer with promotional materials of the NAIDOC Ball 2023. Completed.                                                                                                                                                                                                           |  ON TRACK   |
| 1.2.4.1 Promote and recognise the work of volunteers in the community.                                   | General Manager | For October Council would like to recognise and thank the volunteers who opened the Sir Henry Parkes School of Arts museum to a group of school children who had been stranded in Tenterfield. The volunteers gave the children an informative tour of the museum and the Oration by Sir Henry Parkes which the children found fascinating. |  NO TARGET |




1. CIVIC OFFICE

Monthly Operational Report - October 2023




| Action                                                                                                                                 | Responsibility  | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Status                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 2.1.3.1 Investigate, advocate for, and source funding to improve transport infrastructure across the shire.                            | General Manager | <p>In October Council was granted a Regional Emergency Road Repair Fund funding allocation of an additional \$4,306,702.00. This funding was allocated as the road network has been significantly impacted by severe flooding, storm damage and natural disasters over the past few years.</p> <p>All eligible regional councils have been granted funding allocations based on kilometres of road network (Local and Regional roads) managed in a council's Local Government Area (\$/km), based on the previous submissions made by regional councils under the Regional and Local Road Repair Program.</p> <p>Local Road Network (kms) - 1449<br/>                     Regional Road Network (kms) - 236<br/>                     Total Road Network (kms) - 1685<br/>                     Funding \$4,306,702.00<br/>                     All works and reporting must be completed by 31 October 2027.</p> |   |
| 5.1.1.9 Influence and advocate support from Federal and State government in relation to promotion of Tenterfield community objectives. | General Manager | Council has an ongoing commitment to advocate for the Tenterfield Shire and community in its dealings with all levels of governments across all forums.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |
| 5.1.1.10 Advocate to hand back Bruxner Way and Mt Lindesay Road to State Government.                                                   | General Manager | Lobbying of State Government regarding the handing back of the Bruxner Way and Mt Lindesay Road is ongoing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |

1. CIVIC OFFICE


Monthly Operational Report - October 2023

| Action                                                                                                                                                                                          | Responsibility                                                | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Status                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 5.1.1.11 Develop and maintain communications, media and information channels and ensure that all channels are fit for purpose with as broad reach as is sustainably possible.                   | Senior Advisor<br>Communications &<br>Economic<br>Development | TSC FACEBOOK PAGE<br>Total reach for FB for October as 11,709– up 25% on September 2023<br><br>Top posts:<br>31/10 Fire Updates with road closure information 5352<br>31/10 Urgent Evacuation for Jennings / Wallangarra 2808<br>31/10 Woodside Road Closure 1912<br>16/10 Appointment of Interim Chief Executive 1420<br><br>FLYING-FOX CAMP MANAGEMENT PLAN Officer has continued working with State Department of Planning and Environment and ecology consultant, Alison Martin of Greenloaning Biostudies, on the DRAFT Flying-fox Camp Management Plan.<br>The DRAFT, with comments/instructions from the Department, is presented to the November 2023 Council Meeting for consideration and action. | <br>NEEDS WORK  |
| 5.1.1.12 Deliver councillor services and provide support to all councillors in a transparent and non-discriminatory manner including training, research, legislative and evidence based advice. | General<br>Manager                                            | Standard Operation Procedure, Executive Assistant and Administration & Communication Officers provide ongoing councillor services and support in administrative activities. Senior staff provide subject matter expertise and evidence based reporting and advice.                                                                                                                                                                                                                                                                                                                                                                                                                                          | <br>No TARGET   |
| 5.2.2.1 Advocate for health services throughout the Region and ensure future government planning aligns with community needs.                                                                   | General<br>Manager                                            | Advocacy of health services for our region is an ongoing commitment by Council and is lobbied to the other tiers of government which has responsibility for this area in the appropriate forums.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <br>No TARGET |

## 2. ORGANISATION LEADERSHIP


| Business Unit: Organisation Leadership                                                                                                                                                            |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Service Profile: Organisation Leadership                                                                                                                                                          |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                |
| Action                                                                                                                                                                                            | Responsibility  | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Status                                                                                         |
| 1.2.3.1 Deliver and report to the OLG on the Council's Disability Inclusion Action Plan.                                                                                                          | General Manager | Currently under review 2023/2024.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  NEEDS WORK |
| 5.1.2.4 Implement the long-term financial strategy, aligning the Long-Term Financial Plan with the Asset Management Plan and importantly councils sustainable, financial and resource capability. | General Manager | <p>The alignment of the Long Term Financial Plan with the Asset Management Plan is currently in process, moving forward over the remainder of the 2023/2024 financial year, the Long-Term Financial Plan, Asset Management Plan and Workforce Management Strategy will become further aligned with each other and with the Delivery Program and Operational Plan for 2024/2025.</p> <p>This is a complex body of work which will inform the next 4 years of Council's Delivery Program and ongoing financial and resource capability.</p>                                                                                                                                                                                                                                    |  NEEDS WORK |
| 5.1.2.5 Ensure the continued review of council's operations to ensure financial sustainability.                                                                                                   | General Manager | <p>As part of the ongoing work of bringing the Integrated Planning &amp; Reporting plans and strategies into alignment with Council's Delivery Program, continual review of service areas and analysis of each business unit is integral to producing a sustainable yet flexible organisation.</p> <p>Currently the focus is on a data driven Road Asset Management Plan (RAMP), and analysis of the sustainability of the RAMP given the current financial position of council. As the Transport Network is the largest budgetary area of council (approx 80%), this analysis will inform any decisions Council make moving forward toward opportunities to create a sustainable nexus between Road Asset Management Plan and overall council financial sustainability.</p> |  No TARGET  |

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



| Action                                                         | Responsibility                                       | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | % Complete | Target | Status                                                                              |
|----------------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------|-------------------------------------------------------------------------------------|
| 5.1.2.6 Council will divest itself of under-performing assets. | Senior Advisor Communications & Economic Development | <p><b>SALE OF FORMER VISITORS' INFORMATION CENTRE (VIC)</b></p> <p>Two inspections of the VIC were undertaken by (separate) real estate agents. At the time of writing (3/11) no further interest had been received.</p> <p><b>TENTERFIELD CHILD CARE CENTRE</b> Tenterfield Child Care Centre meeting – Thu, 26 Oct 2023</p> <p>General Manager and officer met with Tenterfield Child Care Centre managers to discuss options including lease-to-buy for Council-owned properties at 132 and 134 Manners St. TCCC managers expressed strong desire to remain at the site and to work with Council on lease-to-buy arrangement. GM outlined process to be fair, open, and transparent to the community and show fair/realistic value for community-owned asset. TCCC to develop proposal with aim to have it to Council prior to Christmas.</p> <p><b>POTENTIAL SALE OF 142 MANNERS ST - ten fm BUILDING</b></p> <p>General Manager and officer have met with ten fm staff to discuss future of operations at 142 Manners St. Ten fm staff were advised by GM there was no immediate need to find the money to buy the site, or failing that, find and move to other premises. Ten fm understands realignment of existing lot boundaries will occur so the storage shed at the rear of the block will remain with Council. Ten fm has previously expressed interest in purchasing the building with a minimal amount of land at the rear – subject to local planning compliance etc.</p> |            |        |  |






### 3. ECONOMIC GROWTH

| Business Unit: Economic Growth                                                                |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                  |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Service Profile: Economic Growth                                                              |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                  |
| Action                                                                                        | Responsibility                                       | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Status                                                                                                           |
| 2.1.1.1 Seek opportunities that align with the Regional Economic Development Strategy (REDS). | Senior Advisor Communications & Economic Development | <p>SONS OF BAVARIA INVESTMENT (SBI) AG - MEETING - Fri, 27 Oct 2023</p> <p>Mayor and officer met with SBI representatives, CEO Hans-Werner Kummerow and Armidale-based consultant Brian Roche to discuss opportunity for the mining investment company to establish a small-batch plant at Tenterfield to process critical minerals ... gold/silver/tin/copper ... from the Drake Volcanics, east of Tenterfield.</p> <p>Munich—based SBI is exploring for battery metals and copper in Australia and Canada, aiming to capitalise on the worldwide move to electric vehicles and the policy shift in Germany/EU/US to be far less reliant on Russia and China for critical minerals/rare earths.</p> <p>SBI was advised by SRK Consulting (mining advisers) to look at the Drake Volcanics. The company holds an exploration licence for Group 1 Metals in the Drake Volcanics near Ewingar – Bulldog Range, between Casino and Tenterfield. The site has “worked country” with approx. 3500 tonnes of rich ore that was to go to Port Kembla for processing.</p> <p>Hans-Werner Kummerow says, given approvals, he look to truck the 3500 tonnes of ore to site around Tenterfield for small-batch (10-15t) processing under cover. No dust, no run-off, no risk to environment.</p> <p>Footprint would be less than half a hectare for stockpile and processing plant.</p> <p>Looking at Tenterfield because of community opposition to any minerals processing in the Clarence River catchment.</p> <p>SBI has been working on alternative processing technologies to acid leaching. New process of heating and using calcium carbonate precipitate – with potential for chalk by-product to be used in building materials. Process is energy-intensive. Might need subsidy to set-up and run test batching. SBI sees potential for investment with processing jobs being created in Tenterfield.</p> <p>SBI will aim to make presentation to a Council workshop.</p> | <br><small>NEEDS WORK</small> |



Tenterfield Shire Council Monthly Operational Report - October 2023

| Action                                                                                        | Responsibility                                       | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Status                                                                                |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 2.1.1.2 Deliver and manage Destination Marketing Plan and marketing campaigns and activities. | Senior Advisor Communications & Economic Development | <p>FUNDING AGREEMENT WITH TENTERFIELD CHAMBER OF TOURISM, INDUSTRY &amp; BUSINESS</p> <p>Funding Agreement for Tourism promotion/marketing with the Tenterfield Chamber of Tourism, Industry &amp; Business sent to the Chamber for signing – it was to be signed at the Chamber’s meeting on Monday 9 October. Minor requests for changes to the agreement have been reviewed and the agreement has been accepted by the Chamber.</p> <p>SCHOOL OF ARTS OPENED FOR PARKES ORATION 21 OCT</p> <p>School of Arts Museum and Banquet Hall was opened for the Sir Henry Parkes Oration - Sat, 21 Oct. Officer worked with Friends of the School of Arts to have the SoA Museum and Banquet Hall ready/available for the 2023 Sir Henry Parkes Oration – “Valuing Regional Education” delivered by professor the Hon. Adrian Piccoli.</p> |    |
| 5.2.3.1 Support future proposals for improved telecommunications infrastructure.              | Senior Advisor Communications & Economic Development | Nil to report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |




#### 4. ARTS, CULTURE & LIBRARY SERVICES

| Business Unit: Arts, Culture & Library Services                                                                                                                                                                                                             |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Service Profile: Arts, Culture & Library Services                                                                                                                                                                                                           |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                     |
| Action                                                                                                                                                                                                                                                      | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Status                                                                                              |
| 1.1.3.1 Provide and support access to arts and culture activities and opportunities that are inclusive and for all age groups such as National Youth Week activities, Arts North West opportunities and the Museums & Galleries NSW Museum Advisor Program. | Manager Arts, Culture and Library Services | <p>The Museum Advisor was on leave during October, and no visit was scheduled during this reporting period.</p> <p>During the October reporting period Arts North West provided access to a range of arts and cultural development opportunities for local artists including Quick Response Micro Grants providing financial assistance of up to \$1,000 to independent professional artists, community groups, and arts organisations based in the New England and North West of NSW, an EOI callout for Mural Artists for an upcoming project called 'Something to Talk About', and a new state wide project opportunity for regional youth called 'Horizons' – a creative industry mentoring and career development program. ANW are also liaising with local business owners and arts groups to develop an arts CBD activation project scoped for the new year.</p> | <br>No TARGET    |
| 1.1.3.2 Provide inclusive library services and programs that reflect contemporary needs for all age groups.                                                                                                                                                 | Manager Arts, Culture and Library Services | <p>During the October reporting period the library recorded the second highest number of visitors through the door since pre-covid visitation welcoming 1,513 visitors. During this period the library services provided included 1,471 physical and 624 digital items borrowed with 205 individuals spending 240 hours using the public computers. The home Library service delivered 97 items to 23 home Library members. Storytime was attended by 15 children and 11 parents across 3 sessions and continues to be presented in partnership with Make-It Tenterfield who develop exciting new creative activities for each session.</p>                                                                                                                                                                                                                             | <br>No TARGET    |
| 1.1.3.4 Undertake a service review of arts, culture and library services in alignment with Councils Workforce Management Strategy and Long-Term Financial Plan.                                                                                             | Manager Arts, Culture and Library Services | Not commenced.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <br>NEEDS WORK |


## 5. 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<br>HR & Workforce Development | <p>The moratorium on recruitment continues in October. Discussions have been held with service unit Managers that require critical technical skilled positions to be filled, such as the Community Compliance Officer (Ranger) and Services Operator (Northern). Recruitment to commence for these positions in November. Implementation of some specific Workforce Management Strategies are being impeded by current financial constraints.</p> <p>The current Full Time Equivalent (FTE) is 103 (Note: this count has not been finalised due to the continued workforce review, organisational change and the required Award instrument processes).<br/>                     Current head count - 83 (Note: this count has not been finalised due to the continued workforce review, organisational change and the required Award instrument processes). Current Casual count - 7 (Note: casuals are not included in the FTE or head count and work is varied).</p> <p>Structural and workforce considerations moving forward with the fiscal repair strategy aligning with our Operational and Delivery Plan are focus areas, to promote stable and sustainable opportunities for the future in which we are working towards.</p> | <br>No TARGET   |
| 5.1.1.5 Facilitate worker health and wellbeing, consultation, communication, and participation processes. | Acting Manager<br>HR & Workforce Development | <p>Management and supervisors are providing regular onsite workplace health and safety discussions/meetings with staff/crews. Council's employee assistance program continues with ongoing onsite counselling sessions being provided monthly. The additional outreach program will continue for all employees. Councillors have been included into our health and wellbeing programs moving forward, and can now access Council's employee assistance program (EAP).</p> <p>Renewal of Council's Employee Assistance Program occurred in late September/early October, with an emphasis on further health and wellbeing objectives around mental health and wellbeing training.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <br>NEEDS WORK |



**5. WORKFORCE DEVELOPMENT** Monthly Operational Report - October 2023

| Action                                                                                         | Responsibility                                  | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Status                                                                                            |
|------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 5.1.1.6 Develop, manage and deliver the skills targeted training plans.                        | Acting Manager<br>HR & Workforce<br>Development | Certificate III in Civil Construction Plant Operations ongoing.<br>Diploma in Facilities Management ongoing. Fleet Management Certificate.<br>Traineeship - Certificate III in Business Administration ongoing.<br>Graduate Certificate of Leadership ongoing. Bushfire Awareness Training to be held in November.<br>Working Near Overhead Powerlines Course is being discussed for March 2024.<br>Code of Conduct & Dignity & Respect Training is being organised for all employees for 2024.<br>Government incentives and initiatives are being investigated for future learning and development programs and is ongoing.                                                                                                                                       | <br>No TARGET  |
| 5.1.1.7 Develop, manage and deliver employer of choice recruitment and retention services.     | Acting Manager<br>HR & Workforce<br>Development | Moratorium on recruitment has continued in October. The repositioning of staff resourcing where possible to ensure the retention of valuable staff assets remains a priority during this period and is ongoing. Discussions to recruit for essential technical skilled positions has occurred, where advertisement for these roles will commence in November.<br><br>Structural and workforce considerations moving forward with the fiscal repair strategy aligning with our Operational and Delivery Plan are focus areas, to promote stable and sustainable opportunities for the future in which we are working towards. Implementation of some specific Workforce Management Strategies are being impeded by the organisations current financial constraints. | <br>No TARGET  |
| 5.1.1.8 Manage and report on Council's Enterprise Risk Management Framework and Risk Register. | Acting Manager<br>HR & Workforce<br>Development | Council's risk register continues to be monitored, reviewed and updated.<br>Audit and Risk Committee meeting is scheduled to be held in December. Continuous Improvement Pathway (CIP) self assessments have been completed and were submitted in early October.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <br>NEEDS WORK |



## 6. EMERGENCY SERVICES

| Business Unit: Emergency Services                                                  |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                     |
|------------------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Service Profile: Emergency Services                                                |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                     |
| Action                                                                             | Responsibility                                  | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Status                                                                              |
| 3.1.6.1 Develop, manage and deliver Emergency Management functions and facilities. | Acting Manager<br>HR & Workforce<br>Development | <p>Local Emergency Management Committee (LEMC) meeting is scheduled to be held in December. The Emergency Management Plan (EMPLAN) is being reviewed by local emergency organisations and is scheduled to be adopted at this meeting.</p> <p>Various bushfire events occurred in the month of October within the Tenterfield LGA. A section 44 was declared. Council provided initial response action to combat agencies, with a Council LEMO (Local Emergency Management Officer) attending Glenn Innes at the Emergency Operations Centre (EOC). We have been working closely with the community, various combat agencies and NSW Reconstruction Authority to provide needed support and advice regarding recovery. A Recovery Centre will be in action at the Memorial Hall in November.</p> <p>Council's Community Recovery Officer (CRO) has been actively working with NSW Reconstruction Authority and the Tenterfield community, providing emergency recovery information and programs.</p> |  |

## 7. 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.</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.</p> <p>Council continues to work on the recommendations set out by IPART as part of its determination of Council application.</p> <p>Auditors are currently assessing Council's Annual Financial Statements.</p> <p>On 13 October a meeting was held between NSW Audit Office representative, Agent Auditors - Forsyths and Council's CEO, Finance Manager and Senior Engineering Staff to discuss effects of Impairment on assets on natural disasters events on Council's Financial Statements. The auditors raised issues which may lead to council seeking an extension on financial reports.</p> <p>Council has also activated its Corporate Market Loan facility to assist in its working capital. During the month of October, the Corporate Market Loan was not drawn down.</p> <p>Council was positive unrestricted cash as at end of October 2023.</p> | <br><small>NEEDS WORK</small>   |
| 5.1.2.2 Manage and report on Council's Long-Term Financial Plan, and facilitate and support internal and external audits. | Manager Finance and Technology | <p>Council Long Term Financial Plan has been updated and presented to Council as part of the Integrated Planning and Reporting documents. The recommendation of IPART has resulted in Council executive presenting a new service level framework to Council with specific reduction in service level across Council.</p> <p>As part of this new service framework an amended operational plan has been advertised for community consultation and feedback. Council has accepted the amended operational plan and the LTFP has been updated with information so far.</p> <p>As Council continuously works toward a Fiscal Repair Strategy and an updated Roads Asset Management Plan the decisions Council makes will be reflected in the LTFP.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <br><small>NEEDS WORK</small> |

**7. FINANCE & TECHNOLOGY** Monthly Operational Report - October 2023




| Action                                                                               | Responsibility                 | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Status                                                                                                           |
|--------------------------------------------------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| 5.1.2.3 Manage investments - Plan develop and manage Council's investment portfolio. | Manager Finance and Technology | <p>Investments are managed within Council's Investment Policy guidelines. Investments are reported to Council every month as part of the Finance and Accounts report, with the latest update being provided for October 2023.</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> <p>In October 2023 Council re-invested the \$1 Million (General Fund monies) for a 30 day term deposit in accordance with Council's Investment Policy resulting in total investment for October at \$7 Million. This investment will mature on 15 November 2023.</p> | <br><small>NEEDS WORK</small> |
| 5.1.4.1 Develop, manage and deliver Council's Technology Strategic Plan.             | Manager Finance and Technology | <p>Council's Technology Strategic Plan is a work in progress, documents are being updated on a regular basis in conjunction with requirements associated with hardware and 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 issues or breach were reported in October 2023.</p>                                                                                        | <br><small>NEEDS WORK</small> |





## 8. CORPORATE & GOVERNANCE

| Business Unit: Corporate & Governance                                                                      |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                   |
|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Service Profile: Customer Service, Governance & Records                                                    |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                   |
| Action                                                                                                     | Responsibility                                          | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Status                                                                                            |
| 1.1.3.3 Manage all corporate art, artefacts, honour boards and memorabilia (including audit and security). | Manager<br>Customer Service,<br>Governance &<br>Records | Civic artefacts being stored in Council's main administration building and Records House in Manners Street Tenterfield. Further investigation into suitable short term display, and medium to long term storage is required, to ensure all items are accessible to the public without placing items at risk of degradation or destruction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <br>NEEDS WORK |
| 5.1.1.1 Develop, manage and deliver Customer Services, in accordance with the Customer Service Charter.    | Manager<br>Customer Service,<br>Governance &<br>Records | <p>Compliments for October 2023 - 0<br/>                     Complaints for October 2023 - 0<br/>                     Abusive customers for October 2023 - 0<br/>                     Customer Service General Enquiries for October 2023 - 100<br/>                     Total inbound calls for October 2023 - 4,477<br/>                     Inbound calls for Customer Service for October 2023 - 640<br/>                     Inbound calls for Planning, Property &amp; Development Services for October 2023 - 591<br/>                     Inbound calls for Infrastructure &amp; Engineering Services for October 2023 - 419<br/>                     Inbound calls for Rates for October 2023 - 190</p> <p>Customer service staff receipted and registered the following applications in October 2023:<br/>                     Mobile (wheelie) bin applications – 15<br/>                     Pension Rebate applications - 4<br/>                     Section 10.7 Planning Certificates - 37<br/>                     Section 603 Certificates - 23<br/>                     Dwelling Permissibility Search - 6<br/>                     Section 121ZP Certificates - 2<br/>                     Section 735A - 8<br/>                     Sewer Diagrams - 16<br/>                     Drainage Diagrams – 11</p> | <br>NEEDS WORK |

**8. CORPORATE & GOVERNANCE** Monthly Operational Report - October 2023

| Action                                                                                                                                                                                                                          | Responsibility                                          | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Status                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 5.1.1.2 Develop, manage and deliver Governance Services, in accordance with the OLG compliance Guide, IP&R Framework and Reporting including the Monthly Operational Report, GIPA and PIDS and facilitate and support the ARIC. | Manager<br>Customer Service,<br>Governance &<br>Records | Public Interest Disclosures for January 2023 to June 2023 reported on 31 July 2023 to the NSW Ombudsman's Office via the online PID Reporting Tool. Council reported 0 (zero) PIDs for the period.<br><br>Preparation of Annual Report 2023 commenced in October 2023.                                                                                                                                                                                                                                                                                                                                                                            | <br>NEEDS WORK |
| 5.1.1.3 Develop, manage and deliver Records Management Services, in accordance with legislation.                                                                                                                                | Manager<br>Customer Service,<br>Governance &<br>Records | Records staff have continued to rationalise hard copy records that are no longer required to be held, during October 2023, as instructed by NSW State Records. Staff estimate that over 50% of hardcopy records have now been scanned. Further work is required to categorise older digital records that were originally scanned into the records management system in bulk, but were not followed up with sorting into appropriate electronic folders. Likewise, a holding of approximately 200 boxes of historic records has been identified as requiring review, assessment and eventual digitisation and transfer to a State Records archive. | <br>NEEDS WORK |
| 5.2.1.1 Deliver independent bi-annual Customer Satisfaction survey.                                                                                                                                                             | Manager<br>Customer Service,<br>Governance &<br>Records | Customer Satisfaction Survey is undertaken every two years as required by the NSW Office of Local Government Integrated Planning and Reporting Guidelines (page 15) and Tenterfield Shire Council's Community Engagement Strategy (page 14) to undertake surveys. The survey will be carried out in Financial Year 2024/2025, in line with Council's reduction of services to achieve financial sustainability.                                                                                                                                                                                                                                   | <br>NEEDS WORK |

## 9. 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 | 2 Dog pick ups, one returned to owner, other rehomed<br>1 illegal dumping, now removed. Unregistered dog letters followed up<br><br>The Ranger has now resigned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  NEEDS WORK |
| 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 | Weed Report October 2023<br><br>Groundsel Bush - Treated on the Mt Lindsey Highway from Legume to Woodenbong, Leslie Creek Rd, Patemans Rd, Tooloom Rd and Bruxner Rd.<br><br>Black Knapweed - Treated on Aldershot and Bellevue roads and on private property as required.<br><br>Tropical Soda Apple - Urbenville areas<br><br>Privet - Tooloom Rd<br><br>Green Cestrum - Tooloom Rd and Clarence Way.<br><br>Blackberry - Bruxner Rd, Long Gully Rd, Ramsey Rd, Cheviot Hills Rd and the Drake Transfer Station.<br><br>Lantana - Rover Park Rd. (complaint).<br><br>St John's Wort - Bruxner Highway and Rifle Range Rd.<br><br>Council Lands - Drake transfer Station for blackberry's in the surrounding paddock which is Council land.<br><br>Property inspections - 15 property inspections.<br><br>High Risk pathways inspections - New England Hwy - Deepwater to Jennings, Bruxner Way - Tenterfield to the Beardy river, Bruxner Hwy - Tenterfield to Tabulam, Mt Lindsey Hwy - Tenterfield to Woodenbong and Tooloom Road. No new incursions found. |  NEEDS WORK |

9. ENVIRONMENTAL MANAGEMENT

Monthly Operational Report - October 2023

Other Business - All treatments and inspections for Black Knapweed are fully funded through grants received from the Department of Primary Industries (DPI) and through the annual funding received through the Northern Tablelands Weeds Action Plan 2020-2025 (WAP), where money is specifically allocated for inspections and its control. The reason being is that Black Knapweed is classed as Prohibited Matter in NSW and the sites in Tenterfield are the only known infestations in NSW.

All the works performed by the Council's biosecurity officer are governed by a set of goals and key objectives layed out within the Northern Tablelands Weeds Action Plan 2020 -2025 where money is allocated for each goal or objective. These include to name a few, a certain number of property inspections each year, High Risk Pathway and High Risk Waterway inspections which are done monthly to pick up any new incursions, inspections and control for Tropical Soda Apple and Black Knapweed, Control of High Priority Weeds on roadsides and council controlled lands, to attended Biosecurity Officers meetings, Regional Weeds Committee meetings, Taskforce meetings and Rapid Response team responses for new incursions. These are just to name a few of the key goals and objectives within the Northern Tablelands Weeds Action Plan 2020 -2025.


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




Notices and orders issued in relation to 5 Overgrown / Untidy blocks issued for October 3 have started to action other 2 ongoing.



## 10. LIVESTOCK SALEYARD

| Business Unit: Livestock Saleyards                                                                                                                                                              |                                                          |                                               |             |                 |                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------|-------------|-----------------|-------------------------------------------------------------------------------------|
| Service Profile: Livestock Saleyards                                                                                                                                                            |                                                          |                                               |             |                 |                                                                                     |
| Action                                                                                                                                                                                          | Responsibility                                           | Progress Comment                              |             |                 | Status                                                                              |
| 2.1.2.1 Manage and deliver commercial Saleyards Services, including improving hard standing surface at double height ramp.                                                                      | Mark Cooper - Manager Open Space, Regulatory & Utilities | Prime Cattle Sale October 2023 - Prime Cattle | 163 Head    | \$ 96,280.49    |  |
|                                                                                                                                                                                                 |                                                          | Private Weigh                                 | 112 Head    | \$ 56,232.00    |                                                                                     |
|                                                                                                                                                                                                 |                                                          | Financial Year 2023/2024                      | 745 Head    | \$ 537,000.35   |                                                                                     |
|                                                                                                                                                                                                 |                                                          | 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 |                                                                                     |
| <p>Hard standing concrete surfaces have been completed in front of the new double height loading ramp, with another to be done.</p> <p>Limited cattle numbers, sales maybe every 4-6 weeks.</p> |                                                          |                                               |             |                 |                                                                                     |

## 11. PLANNING & REGULATIONS

| Business Unit: Planning & Regulation                                                                                      |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Service Profile: Planning & Regulation                                                                                    |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                |
| Action                                                                                                                    | Responsibility                          | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Status                                                                                         |
| 3.1.1.1 Monitor and deliver the Tenterfield Local Environmental Plan 2013 and Development Control Plan 2014 (as amended). | Manager Planning & Development Services | All applications assessed in accordance with Tenterfield LEP 2013 and Tenterfield DCP 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  No TARGET  |
| 3.1.1.2 Manage and deliver heritage advisory services.                                                                    | Manager Planning & Development Services | Applications endorsed at September Ordinary Council meeting, successful applicants notified and agreement forms returned to Council.                                                                                                                                                                                                                                                                                                                                                                                                                   |  NEEDS WORK |
| 3.1.1.3 Manage and deliver development, building and construction regulatory services.                                    | Manager Planning & Development Services | Limited staffing numbers (1 Building Surveyor, 1 Planner) mean that focus is placed on processing of statutory applications, 10.7 Planning Certificates, Property & Building inquiries. Complaints being dealt with on basis of potential impact - priority given to any public health or environmental matters.<br><br>Significant constraints being presented by new requirements from the NSW Planning Portal program, requiring all Development Consents to be processed via the Portal -issues with launch of program and generation of consents. |  NEEDS WORK |

**Applications Lodged October 2023**

| <b>DA Number</b> | <b>Applicant</b>            | <b>Address</b>                   | <b>Description of Work</b>          |
|------------------|-----------------------------|----------------------------------|-------------------------------------|
| 2023.107         | Tenterfield Surveys (Smith) | 177 Killarney Road               | Three (3) Lot Subdivision           |
| 2023.108         | John Dean                   | 226 Old Ballandean Road          | Dwelling                            |
| 2023.109         | Tenterfield Surveys (Fokes) | 90 Catarrh Creek Road Torrington | Two (2) Lot Subdivision             |
| 2023.110         | Karen Mulherin              | 68 Riley Street                  | Demolition/Erection of new Dwelling |
| 2023.111         | Kevin Eggins                | 5 Parkes Drive                   | Dwelling                            |
| 2023.112         | Eric Harmer                 | Smiths Lane                      | Dwelling                            |
| 2023.113         | Matt Bradley                | 70 Petre Street                  | Relocatable Dwelling                |

### Applications Determined October 2023

| DA Number  | Applicant                       | Address                        | Description of Work                                              |
|------------|---------------------------------|--------------------------------|------------------------------------------------------------------|
| 2019.078/1 | Kim Thomson                     | 141 Miles Street, Tenterfield  | Modification - Bed and Breakfast Accommodation & Function Centre |
| 2022.027/1 | Tenterfield Surveys (Pritchard) | 4-12 Logan Street, Tenterfield | Modification - Two (2) Lot Subdivision                           |
| 2022.152/1 | Eugene Hart                     | 267 Paddys Flat Road, Tabulam  | Modification - Dwelling                                          |
| 2022.031   | Tenterfield Surveys (King)      | 214 Geyers Road, Tenterfield   | Three (3) Lot Subdivision                                        |
| 2023.003/1 | Westbuilt (Kennedy)             | Geyers Road, Tenterfield       | Manufactured Dwelling – Amendment                                |
| 2023.082   | Westbuilt (Henderson)           | Chauvel Road, Tabulam          | Manufactured Dwelling                                            |
| 2023.098   | Stephen Wilkin                  | 263 Rouse Street, Tenterfield  | Change of use – Skin Penetration Business                        |
| 2023.099   | Tenterfield Surveys (Fagg)      | Cullendore Road, Cullendore    | Two (2) Lot Subdivision – Boundary Adjustment                    |
| 2023.102   | David Carey                     | Goulds Falls Road, Legume      | Demolition of Existing house                                     |

### Applications Outstanding –October 2023

| DA Number | Applicant                                         | Property Address                | Description of Work                                         | Status of Application/Comment                                                                                               |
|-----------|---------------------------------------------------|---------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| 2019.055  | RAWNSLEY Derek & PAINE Janine                     | 632 Sugarbag Road, Drake        | Tourist & Visitor Accommodation (Backpackers Accommodation) | Insufficient Information provided to complete assessment                                                                    |
| 2019.104  | Wilshire & Co Superannuation Fund (Todd Wilshire) | 1-9 Manners Street, Tenterfield | New Shed & Extension to Existing Shed (Awning)              | Insufficient Information provided to complete assessment<br><br>Applicant has indicated they wish to pursue the application |




|          |                                             |                                      |                                                                                                                                                                                                                                 |                                                                                                                                       |
|----------|---------------------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| 2021.012 | CORBETT Arran                               | Bluff River Road, Tenterfield        | Primitive Camp Ground                                                                                                                                                                                                           | Insufficient Information provided to complete assessment<br><br>Awaiting response from applicant to determine if they wish to proceed |
| 2021.080 | Cracker Quarry & Ag Supplies Pty Ltd        | 98 Pyes Creek Road, Bolivia          | Storage premises, distribution centre and industrial activity - including stockpiling, processing & distribution of quarry products, weighing, dispatch, maintenance & repair of equipment, administration building & amenities | Neighbour notification until 23 October 2023                                                                                          |
| 2021.153 | Stephen P McElroy & Associates (Burtenshaw) | 7841 Bruxner Highway, Drake          | Tourist & Visitor Accommodation                                                                                                                                                                                                 | Additional information received – awaiting RFS referral                                                                               |
| 2022.043 | Tenterfield Surveys (Taylor)                | 60 Derby Street, Tenterfield         | Five (5) Lot Staged Urban Subdivision                                                                                                                                                                                           | Information required from applicant<br><br>Application negotiating with adjoining owner for easement                                  |
| 2022.048 | Tenterfield Surveys (Uhrig)                 | 17 Naas Street, Tenterfield          | Eleven (11) Lots Staged Urban Subdivision                                                                                                                                                                                       | Further information required from applicant – engineering details pending                                                             |
| 2022.068 | Tenterfield Surveys Pty Ltd                 | 531A Long Gully Road, Drake          | Two (2) Lot Subdivision                                                                                                                                                                                                         | Information required from applicant<br><br>Applicant addressing RFS requirements for compliance                                       |
| 2022.140 | John Dean                                   | 228 Old Ballandean Road, Tenterfield | Dwelling                                                                                                                                                                                                                        | Awaiting additional information from applicant- plans to be modified                                                                  |

|          |                                                    |                                     |                                                                        |                                                                           |
|----------|----------------------------------------------------|-------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 2023.053 | Craig Leggat                                       | Ogilvie Drive, Tabulam              | Subdivision (2) Lots                                                   | Under assessment                                                          |
| 2023.068 | Grant Townes                                       | New England Highway,<br>Tenterfield | Truck Depot & Office                                                   | Under assessment                                                          |
| 2023.075 | Leechs Gully Progress<br>Association               | 12 Crown Street, Tenterfield        | Band Hall - Building<br>Relocation & Part<br>Demolition<br>(amenities) | External Consultant engaged by Department of<br>Planning Under Assessment |
| 2023.076 | Leechs Gully Progress<br>Association               | Leechs Gully Road                   | Hall Installation -<br>Entertainment Facility                          | External Consultant engaged by Department of<br>Planning Under Assessment |
| 2023.092 | Tenterfield Surveys<br>(Tenterfield Shire Council) | 140 Manners Street, Tenterfield     | Boundary Adjustment                                                    | Under Assessment (external consultant)                                    |
| 2023.101 | Roger Turner                                       | 7574 Fairfield Street, Drake        | Shed                                                                   | Under assessment                                                          |
| 2023.104 | Grant Townes                                       | 615 Bryans Gap Road,<br>Tenterfield | Dwelling                                                               | Under assessment                                                          |
| 2023.107 | Tenterfield Surveys<br>(Smith)                     | 177 Killarney Road                  | Three (3) Lot<br>Subdivision                                           | Under assessment                                                          |
| 2023.108 | John Dean                                          | 226 Old Ballandean Road             | Dwelling                                                               | Under assessment                                                          |
| 2023.109 | Tenterfield Surveys<br>(Fokes)                     | 90 Catarrh Creek Road<br>Torrington | Two (2) Lot<br>Subdivision                                             | Under assessment                                                          |
| 2023.110 | Karen Mulherin                                     | 68 Riley Street                     | Demolition/Erection<br>of new Dwelling                                 | Under assessment                                                          |
| 2023.111 | Kevin Eggins                                       | 5 Parkes Drive                      | Dwelling                                                               | Under assessment                                                          |
| 2023.112 | Eric Harmer                                        | Smiths Lane                         | Dwelling                                                               | Under assessment                                                          |
| 2023.113 | Matt Bradley                                       | 70 Petre Street                     | Relocatable Dwelling                                                   | Under assessment                                                          |



| FY 23/24 Development Statistics        |       |                 |                                                    |                              |                                   |             |                        |                           |                           |
|----------------------------------------|-------|-----------------|----------------------------------------------------|------------------------------|-----------------------------------|-------------|------------------------|---------------------------|---------------------------|
|                                        |       | Dwellings       | Additions/<br>Renovations to<br>Existing Dwellings | Garages, Carports &<br>Sheds | Commercial or<br>Industrial Works | Subdivision | Recreation/<br>Tourism | FY 23/24 Monthly<br>Total | FY 22/23 Monthly<br>Total |
| Jul-23                                 | No.   | 1               | 0                                                  | 1                            | 0                                 | 3           | 2                      | 7                         | 8                         |
|                                        | Value | \$370,000.00    | \$0.00                                             | \$63,000.00                  | \$0.00                            | \$0.00      | \$49,000.00            | \$482,000.00              | \$1,398,600.00            |
| Aug-23                                 | No.   | 4               | 1                                                  | 2                            | 0                                 | 2           | 2                      | 11                        | 16                        |
|                                        | Value | \$914,150.00    | \$77,000.00                                        | \$124,000.00                 | \$0.00                            | \$0.00      | \$482,680.00           | \$1,597,830.00            | \$2,736,200.00            |
| Sep-23                                 | No.   | 5               | 2                                                  | 2                            | 1                                 | 1           | 0                      | 11                        | 14                        |
|                                        | Value | \$1,769,447.00  | \$44,800.00                                        | \$307,134.37                 | \$10,000.00                       | \$0.00      | \$0.00                 | \$2,131,381.37            | \$1,417,096.00            |
| Oct-23                                 | No.   | 5               | 0                                                  | 0                            | 0                                 | 2           | 0                      | 7                         | 10                        |
|                                        | Value | \$1,394,000.00  | \$0.00                                             | \$0.00                       | \$0.00                            | \$0.00      | \$0.00                 | \$1,394,000.00            | \$971,065.00              |
| Nov-23                                 | No.   |                 |                                                    |                              |                                   |             |                        |                           | 5                         |
|                                        | Value |                 |                                                    |                              |                                   |             |                        |                           | \$938,467.00              |
| Dec-23                                 | No.   |                 |                                                    |                              |                                   |             |                        |                           | 10                        |
|                                        | Value |                 |                                                    |                              |                                   |             |                        |                           | \$1,775,000.00            |
| Jan-24                                 | No.   |                 |                                                    |                              |                                   |             |                        |                           | 7                         |
|                                        | Value |                 |                                                    |                              |                                   |             |                        |                           | \$1,722,961.89            |
| Feb-24                                 | No.   |                 |                                                    |                              |                                   |             |                        |                           | 13                        |
|                                        | Value |                 |                                                    |                              |                                   |             |                        |                           | \$547,346.89              |
| Mar-24                                 | No.   |                 |                                                    |                              |                                   |             |                        |                           | 16                        |
|                                        | Value |                 |                                                    |                              |                                   |             |                        |                           | \$1,963,598.00            |
| Apr-24                                 | No.   |                 |                                                    |                              |                                   |             |                        |                           | 17                        |
|                                        | Value |                 |                                                    |                              |                                   |             |                        |                           | \$2,867,369.00            |
| May-24                                 | No.   |                 |                                                    |                              |                                   |             |                        |                           | 14                        |
|                                        | Value |                 |                                                    |                              |                                   |             |                        |                           | \$686,975.00              |
| Jun-24                                 | No.   |                 |                                                    |                              |                                   |             |                        |                           | 9                         |
|                                        | Value |                 |                                                    |                              |                                   |             |                        |                           | \$1,481,532.00            |
| No. (Year to Date)                     |       | 15              | 3                                                  | 5                            | 1                                 | 8           | 4                      | 36                        |                           |
| FY 23/24 Total Value<br>(Year to Date) |       | \$4,447,597.00  | \$121,800.00                                       | \$494,134.37                 | \$10,000.00                       | \$0.00      | \$531,680.00           | \$5,605,211.37            |                           |
| FY 22/23 Total Value                   |       | \$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           |

## 12. 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><b>Council Buildings</b></p> <ul style="list-style-type: none"> <li>• Cleaning Contract for all Council buildings and RFS Control Centre has now closed and discussions with Managers will need to be arranged. Council has a temporary cleaner completing all the work.</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>• Security Audit is still to be completed</li> <li>• RSL Deck to be cleaned, secure existing nails and stained – Project to be completed mid-October 23.</li> <li>• Jennings, Legume Drake &amp; Liston Public Toilets are now all working and no complaints received.</li> <li>• Memorial hall - Box guttering is rusting in the front 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. – will look at the budgets in January 2024.</li> <li>• Urbenville Medical Centre has had repairs to the hot water system and awaiting a quote for a replacement and fire alarms have been replaced in the unit.</li> </ul> <p><b>Current Capital Works</b></p> <ul style="list-style-type: none"> <li>• Air conditioning unit (approx. 20 years old) in the Server Room at Administration building has failed. A purchase order has been raised to replace the unit, this has been programmed in to be completed by November.</li> <li>• Administration Roof needs to be replaced; with the current workload staff have this will need to be looked at towards the end of this financial year.</li> <li>• Band Hall relocation to Leechs Gully – Development Application being assessed by external planning consultant engaged by NSW Department of Planning and Environment, Planning Delivery Unit.</li> <li>• Mt McKenzie Access Road to the digital site has commenced and the earthworks and patching work has now been completed in August and will be resealed in the summer months around November – December once completed will look at budget to see if fencing is viable.</li> </ul> |  |

12. BUILDINGS & AMENITIES

Monthly Operational Report - October 2023

| Action                                                                         | Responsibility                    | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Status                                                                              |
|--------------------------------------------------------------------------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1.2.1.5 Manage and update Land and Property Register.                          | Buildings & Amenities Coordinator | <p>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 2023 and completed the valuation of assets in January 2023.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 1.2.1.6 Develop and deliver the Buildings and Amenities Asset Management Plan. | Buildings & Amenities Coordinator | <p><b>Licences &amp; Agreements on Council owned/managed Land</b></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 – this draft lease is currently with Tenterfield Total Care</li> </ul> <p><b>Grant Funding</b></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 – Project completed – acquittal now completed.</li> </ul> <p><b>Drought Communities Programme Extension</b></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, staff are looking to apply for an extension to spend the remaining funds on the approved projects. Audit has found that administration and staff time is unable to be charged, Council staff has been in communication with Tenterfield National Monumental Assoc to see if funds would be enough to complete the Tenterfield Star Building. Purchase order will be raised in November.</li> </ul> <p><b>National Bushfire Funding</b></p> <ul style="list-style-type: none"> <li>• Local Drought Stimulus Package - acquittal to be completed.</li> <li>• Advertising Campaign Expansion &amp; Brochure Production -ordering maps and working with Urbenville Progress Association re Brochure on area.</li> </ul> <p><b>Public Spaces Legacy Program</b></p> <ul style="list-style-type: none"> <li>• Tenterfield Youth Precinct &amp; Mountain Bike Trail Head – Acquittal being completed - plaque yet to be installed.</li> </ul> |  |

12. BUILDINGS & AMENITIES

Monthly Operational Report - October 2023

- Jennings Playground Project – Trees have been ordered and waiting on plants to be sent in Spring to be planted, plaque yet to be installed.

**Stronger Country Communities Programs**

- Memorial Hall floor, - completed, with new stage and cleaning materials for the floor.
- Resurfacing of netball court – Council staff need to complete a variation in November to remove the team seating and fencing from the original deed. Funding body has uploaded the form on SmartyGrants.
- Upgrades to Drake Hall,
  - o Roofing – has been completed in October, stormwater is yet to be installed and discussions are being had with progress association about painting.
  - o Floor Resurfacing – work to commence in October-November when the weather is warmer.

**Black Summer Funding**

- Removal of dead trees has been completed (Tenterfield Park) with a couple of tree piles needing to be burnt when conditions are safe.
- Mingoola Hall Upgrades to include a toilet – Discussions are currently being had with Mingoola Hall Management Committee Inc. to manage this project –Agreement between Council and Mingoola Hall Management Committee Inc. has been signed and they are in negotiations with a contractor regarding work.
- Memorial Hall installation of Emergency lighting and ceiling fans - scope of work has been finalised and provided to Contractor. Discussions have been had in relation to the emergency lighting and fans being installed, awaiting quotes from new fan company.




1.2.1.7 Manage Crown Lands and prepare designated Native Title Advice.

Buildings & Amenities Coordinator


30 Aboriginal Land Claims dated 25 September 2023 - claims cover the Southwest side of the Shire. Council staff are currently assessing the claims for submission to Crown Lands in accordance with evidence requirements for historic use.



### 13. PARKS, GARDENS & OPEN SPACE





| Business Unit: Parks, Gardens & Open Space                                                                                                                                                  |                                            |                                                                                                                                                                                                                                                                                                                                               |                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Service Profile: Parks, Gardens & Open Space                                                                                                                                                |                                            |                                                                                                                                                                                                                                                                                                                                               |                                                                                                  |
| Action                                                                                                                                                                                      | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                              | Status                                                                                           |
| 1.2.1.1 Implement and deliver maintenance programs for Parks, Gardens and Open Spaces.                                                                                                      | Manager Open Space, Regulatory & Utilities | Daily toilet cleaning / bins/ BBQ cleaning Mowing<br>Brush cutting parks and town drains Garden maintenance<br>Tree pruning and removal<br>New niche wall at cemetery near completion.<br>Three new slabs have been installed at the cemetery.<br>Weed spraying<br>Tree removal and pruning in Logan and Cowper Streets<br>Toilet maintenance |  NEEDS WORK   |
| 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 | All grant projects have been completed. At present the committee has one village representative, all others have resigned. Maintenance work is continually happening in all villages, within budget.                                                                                                                                          |  NEEDS WORK   |
| 1.2.1.3 Implement the tree management plan.                                                                                                                                                 | Manager Open Space, Regulatory & Utilities | Tree Management on going.<br><br>Awaiting a tree species to replace the pinoaks in Logan street.                                                                                                                                                                                                                                              |  NEEDS WORK |

## 14. 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 - ongoing.</li> <li>• Pool painting is now complete for the new 2023-2024 season, Council saved approx \$80,000 by having Parks and Gardens staff and contractor paint both of the pools.</li> <li>• Pailentest machine has been cleaned and collaborated and retuned for the season.</li> <li>• Pool deck grinding has been completed in time for the pool season to commence.</li> </ul> <p>An electricity Audit will be completed once the pool is up and running in October. This has been raised as an issue because of the brown outs the pool was receiving during the last season. Potential cause may be the "return and earn" causing the issues and may need to have a separate meter installed for this machine.</p> |  |




## 15. 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 | Transport asset revaluation will be undertaken during 2023/24 and information collection has commenced for this process.                                                                                 |  NEEDS WORK  |
| 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 | The PAMP is being updated for generic information within the document and review of action list priorities such as pram ramps.                                                                           |  NEEDS WORK  |
| 5.1.3.3 Infrastructure and assets inspections.                                                                                           | Manager Asset & Program Planning | Routine asset inspection are impacted with vacancy of the Asset Officer position since early 2021. DRFA claim inspections are supported through general fund works staff which are also under resourced. |  NEEDS WORK  |
| 5.1.3.4 Review and update Council's Risk Register and intervention programs on an ongoing basis in accordance with inspection schedules. | Manager Asset & Program Planning | Risk Register is updated noting that a key risk remains resourcing of technical support for projects and supervision of major construction works.                                                        |  NEEDS WORK |



**16. 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  | October 2023 - Council continues to undertake commercial works in a financially responsible manner, within the limitations of Council's resource pool. Most private works include sealing of driveways, adhering to Council's adopted fees and charges rates. Council resources have assisted RFS under a hire agreement, similar to private works during the week of fires. |  NEEDS WORK |



## 17. 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 stormwater projects are being detailed with scheduling of pipe and pit materials in stock. |  |


## 18. 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 | Major transport construction project planning is in progress with scoping for materials quotations and ordering.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  NEEDS WORK |
| 4.1.1.2 Manage and deliver maintenance services for transport infrastructure.                                                | Manager Works                    | <p>October Grading &amp; Works Report 2023 Grading Schedule</p> <ul style="list-style-type: none"> <li>o Eastern Grader –This crew have graded Harrigan’s Lane, will grade Scrub Rd, followed by Silent Grove Rd in the west.</li> <li>o Northern Grader –This crew have completed two pavement repairs on Tooloom Rd, installed a pad for the Urbenville Water Treatment Plant tank, they will go to Cullendore Road to cut pavement repairs for sealing and will come back down to the Liston area, to attend to the Rivretree roads and tributaries and finish preparation works for Undercliffe Road to have an initial seal.</li> <li>o Western Grader – this crew is stood down due to staff vacancies – Works has 33.645 FTE with 12 vacancies. Central and Eastern Crews will commence works in these two districts.</li> <li>o Central Grader –This crew has graded Catarrh Ck Road, Torrington Town Streets and assisted RFS with fire control (as well as the water truck). Currently working in Drake constructing town streets. This grader will return to Tenterfield, grading Roos Rd and conduct one pavement repair on Bryan’s Gap Rd followed by finishing Torrington town streets, grading Calthorpes, Heatherdean and Red Hill roads.</li> <li>o Bridge Crew have completed causeway repairs on Pyes Ck and Rocky River roads along with a number of other small drainage and repair works. This crew assisted with fire works controls and now with an arborist, inspected each fire damaged road, felling trees that are deemed dangerous and stacking in the road reserve. This crew will commence footpath replacement on Miles St Footpath (delayed due to fire response) between the Rouse St and Scott St. There is heritage kerb and gutter in place which will be preserved and is quite deep in places. Wylie Ck bridge maintenance repairs will occur as resources become available.</li> <li>o The Boonoo Boonoo Landfill Weighbridge, is completed, a works crew is conducting earthworks to tidy up the site and completing the approaches to the bridge.</li> <li>o Council’s mini excavator is conducting pavement repairs ahead of reseals on Mt Lindesay, Cullendore and Homestead roads. This crew will conduct pavement repairs to Jubilee St, Kiely St, Miles St (between Logan and Rouse) and Saddlers Estate, ahead of reseals, in December, January &amp; February.</li> <li>o Council anticipates to commence drainage works on Kochs road in the next month.</li> <li>o The Patching Crew continues to work tirelessly repairing the sealed network. Two contract labourers will remain engaged to assist with this manual labour work for pavement repairs and reseal preparations.</li> <li>o Council awaits upper limit approvals for DRFA Essential Public Asset Restoration (EPAR) works for various submissions, including the unsealed network.</li> <li>o Plains Stn Rd at Frasers Cutting continues to allow traffic access under lights.</li> </ul> |  NEEDS WORK |

## 19. 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 | Review of surplus light vehicles is underway and further review of major plant items will be considered in third quarter under the Fleet Asset Management Plan long term budgetary restraints review. |  NEEDS WORK |
| 5.1.3.6 Develop and implement the Depot Master Plan.                                                      | Manager Asset & Program Planning | Depot Master Plan design is continuing with limited technical staffing resourcing. Completion of the draft Plan is a priority for the New Year in order that compliance works can be completed.       |  NEEDS WORK |

## 20. 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>October 2023</p> <p>The Torrington Waste Transfer Station is awaiting final fencing installation expected after final purchase from Glenn Innes June 2023 negotiations with neighbour over access continue.</p> <p>Boonoo Boonoo 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 six month trial variation provided in July 2023. Cell 5 additional information provided final report by Council's Consultants to EPA August, response from EPA provided September licencing the construction of Cell 5. Requests for quotation and tender were undertaken for quality assurance/testing, earthworks and geotextile installation. The RFQ and RFT where released in October with closing date expected as 29/11/2023.</p> <p>Upgrade for Mingoola new waste transfer station, has stalled Council entered into leases with Crown lands initially and now Council entering into negotiations with the Moombahlene LALC to purchase the site- on hold.</p> <p>New weather stations, 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 by Xylem in September 2023, issues rectified, and Weather stations are now online, October 2023 xylem.eagle.io.</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, Weighbridge site ground truthing completed, planning completed with quotations evaluated and report completed, contractors engaged, Council's Works team that have been included in design concepts to provide an alternate access, works commenced in September 2023, final site finishing for installation of weighbridge expected to occur in October with completion in November 2023. July 2023 installation of remote security camera system for Boonoo Boonoo.</p> <p>A recycling policy commenced in May 2023, initial warnings have been sent, with 10 recycling bin removals to the end of October 2023.</p> <p>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.</p> | <br>NEEDS WORK |

20. WASTE MANAGEMENT

Monthly Operational Report - October 2023

Geyer's Pit Clean-up order commenced in July 2023 involved the Water and Waste team; for Boonoo Boonoo to receive waste a site investigation (Geyer's and Site 51) followed by an environmental assessment, planning and construction and rough site plans prepared, collaboration with Works to assist with sampling/monitoring plan and removal and stockpiling burnt trees (from fires in 2019), to enable this a pad and leachate pond is nearing completion for construction with approval as a requirement from EPA to allow transport and stockpiling to be completed by the end of August 2023. The stockpiling at Boonoo Boonoo was completed by the 24th August with Geyer's topsoil remaining, a requested extension to allow for testing of this topsoil as ENM (excavated Natural Material) was granted by EPA for the 10th October. A final report was completed by the 31st and sent to EPA. Reporting was undertaken for the ENM, however additional samples were requested these were sent for analysis in September with results expected in October 2023. Routine monthly monitoring monthly as upstream and downstream of the site is continuing with the second round of quarterly sampling due in October 2023.

Upgrade to the security cameras for Tenterfield WTS and Drake, 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). Six month trial granted by EPA this September 2023 and underway.

Quarterly toolbox meeting occurred August 2023 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. Requested revised quotations with closing expected in November 2023.

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

## 21. 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>October 2023<br/>Works have continued for the New Water Filtration Plant on Scrub Road, the project was awarded to contractors LC Water.</p> <p>July 2023 saw the start of the pre-commissioning process, the Geo bags have been placed in position, chemical deliveries, hydraulic testing of valves and pipework to ensure there are no leaks or faults, ground works continues in preparation for AC Hot Mix. Hotmix and fencing was completed August, with installation of automatic front gate, proofing equipment continuing, PAC (powdered activated carbon) room nearing completion with electrical and testing underway. September began with the Opening of the New Water Filtration Plant, the final commissioning testing is expected to be completed by November 2023.</p> <p>The replacement of the major water main for the new filtration plant to the East Street reservoir, The new main continues along scrub road, 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) Final cut into the reservoir is complete with hyperchlorination to disinfect the major main in August 2023.</p> <p>Water supply, is provided to the community under Australian Drinking Water Guidelines (ADWG), current usage at Tenterfield is currently 897.8 KL/day increasing by 46.3 KL/day. Current usage at Urbenville is 320.4 KL/day providing an increase in consumption of 54.7 KL/day for the 3 communities.<br/>Tenterfield Dam Level is 86%-new data loggers place level at 80% receiving 11.5 mm for the month of October; Urbenville Tooloom Creek Level is 89% receiving 12 mm for the month of October.</p> <p>Meter Reading completed in April/May water meter readings completed October/November.</p> | <br>NEEDS WORK |



21. WATER SUPPLY

Monthly Operational Report - October 2023

- Tenterfield 3 major main; 0 new meter; 1 new service connections; 0 water limiters installed; 0 water limiters removed; 0 disconnection, 3 broken services repaired; 5 services leaks repaired; 0 valve replacements; mains flushing occurred in 9 location and 0 hydrant replacements. Note. 0 section 67 private works jobs completed. 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. 150mm new reservoir water meter installed-leak detection program. Operator training continuing at New WTP, Apex park on-line, Fire services hose connections at Dam.
- Jennings 0 including meter; 0 meter replacements; 2 broken services repaired; 1 Major main break. New main installed 120m Carpenter Lane.
- Urbenville had 1 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 SCADA Requires upgrade. Hydrants marked and painted. Replacement Caustic chemical tank, installed as well as serviced Fluoride saturator June 2023. Non return valves replaced July 2023 Major inlet main at WTP repaired. New submersible extraction pumps, scheduled for replacement at Urbenville November 2023.

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

Manager  
 Water & Waste

October 2023

Bore sampling program is complete awaiting finalisation of analysis results. Some quotations have now been received for re-casing both Shirley and East street bores, works commenced in October for Shirley Park.

NSW Dam Safety regulation with compulsory risk assessment provided to NSW Dam Safety, additional form completed. Additional information required, potential for 'live' disaster field trial with NSW Dam Safety. Risk report required, quotations received August engaged in September 2023.

The disabled fishing platform October 2020, additional quotations investigated fInvestigations are continuing with site visit by Xylem in September 2023, issues rectified, and Weather stations are now online October 2023 xylem.eagle.io.or a kayak platform as requested by Formerly Fisheries NSW, now DPI. Provided quotation requested release of funds, awaiting reply.

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, awaiting reply.

Arrival of new weather stations investigation for weather links to Council's website to enable online data for the community. Investigations are continuing with site visit by Xylem in September 2023, issues rectified, and Weather stations are now online October 2023 xylem.eagle.io.



**21. WATER SUPPLY**


Monthly Operational Report - October 2023

A grant for water treatment improvement, increased storage capacity and secondary supply at Urbenville. Production bore casing commenced July 2023 completed in September. Sample analysis completed with favorable characteristics, discussed findings with DPE and NSW Health. Section 60 applications underway, August with works pending after approvals expected November 2023.

The Integrated water catchment management grant (IWCM). Under SSWP-DPE funded, second stage of ICWM has been provided to DPE for review, initial quotations supplied. Awaiting decision expected November 2023.

The Tenterfield Sustainable and Disaster Resilient Communities program, for the villages of Drake, Liston, Legume, and Torrington. Water Access Licenses completed and registered with NSW Land registry. Note waiting for approvals to drill from NRAR (over 12 months), Crown licenses required, negotiations with LAC in October.

## 22. 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>October 2023<br/>Molesworth re-design required Miles Street designs received in September, completed.</p> <p>RFQ for sewer relining released in December 2022, Tenders received and under review in January 2023 awarded in March 2023. Note the relining contract for 2022/23 has increased (doubled) in cost due to inflationary pressures, reassessed with report to Council's June 2023 meeting, awarded to Council's contractors with works commenced in July 2023 completed in August 2023.</p> <p>The smoke testing program finalised smoke testing program for Urbenville completed in July, Tenterfield completed in August 2023.</p> <p>New weather station deployment completed investigation for weather links to Council's website to enable online data for the community. Investigations are continuing with site visit by Xylem in September 2023, issues rectified, and Weather stations are now online, October 2023 xylem.eagle.io.</p> <p>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.</p> <p>Equipment services completed for Urbenville and Tenterfield.</p> <p>New sewer main for the WTP, Works in June continue with 60m completed crossing the road. Finalisation of the major main, to the east street reservoir has delayed final 101m remaining of sewer installation, which recommenced in August 2023. Large floating rock and rock shelf have been typically encountered slowing the work. 50m completed this month of August. Final manhole and connections completed in September 2023.</p> <p>Urbenville STP, bearings on rotor replaced, decanter repaired, PLC reset due to synchronisation issues from power outages, limit switches repaired June 2023. Petrie Street Major pump station has been scheduled for pump replacement, expected to occur next month, Pumps ordered expected installation February 2023.</p> <p>Council has undertaken additional works as section 67 with 2 new extensions and a third underway June 2023 Completed in September 2023.</p> <p>Construction of the new Youth precinct hit a snag when the operator dug through a live main temporary repair was undertaken while waiting for parts June 2023.</p> |  |

Tenterfield

Sewer connections 0; Major pump station clearing 0; Blockages were reported and cleared at 4 locations; 2 broken main repair; with 0 mains visually checked with new CCTV. Large tree roots in Tenterfield and 0 major manhole repair, 0 broken main repairs 0 manholes raised, and 0 section 67 private works jobs completed in this reporting period. Pump refurbishment/repair 0 at STP July 2022, Major pumpstation maintenance 2. Trade Waste inspections. Surcharge event 0.

Urbenville

Sewer connections 0; Major pump station clearing 0; Blockages were reported and cleared at 0 locations; 0 broken main repair; with 0 mains visually and 0 major manhole repair, 0 broken main repairs and 0 effluent line repair. Major pump station refurbishment June technical and failure issues July 2022, competed and functional August 2022 (PS1) adjustment on counters undertaken, and 0 section 67 private works jobs completed, in this reporting period. STP switch repairs to decant process boards, new PLC's under investigation October 2022. Trade Waste inspections. Urbenville sewer main installed new manhole covers for new footpath. Historical park pump replacement due to burnout, new overload switch installed. Note PS2 new pump for replacement. Average time for response to sewer chokes decreased to 20 minutes while the median response time is at 20 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 GOV72/23</b>                                      |
| <b>Subject:</b>      | <b>QUARTERLY BUDGET REVIEW STATEMENT - SEPTEMBER 2023</b> |

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                             |                                                                                                                                                      |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community. |
| <b>CSP Strategy:</b>        | Ensure 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.                                    |

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**SUMMARY**

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

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

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

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

**BACKGROUND**

Regulation 203 of the Regulation states that:

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

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

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

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

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

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

#### **REPORT:**

The original budget adopted by Council indicated that the Net Operating Deficit at the end of the 2023/24 financial year was expected to be **(\$679,004)**. The Operating Deficit was **(\$323,972)** when capital grants and contributions were included. This was based on budgeted total revenue of \$26,488,672 and budgeted total operating expenditure of \$26,812,644.

**In the September 2023 Quarterly Budget Review, the net effect of changes made has resulted in a decline of **(\$3,299,719)** from the projected deficit of the original budget, to result in a projected Net Operating Deficit of **(\$3,978,723)** excluding capital grants and contributions.**

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

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

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

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Total Continuing Operating Revenue

For the 2023/24 year, Council originally budgeted for a negative Operating Ratio (deficit) both including and excluding Capital income of **(1.22%)** and **(2.60%)** respectively.

This has changed in the September 2023 Quarterly Budget Review to 42.50% and (12.59%) respectively. This is due to grant funding capital works carried forwards from previous year of approximately \$17 million. Further, grants carried forward for operational purposes totaled approximately \$4.3 million.

**Comment by the Responsible Accounting Officer:**

The report clearly indicates that the projected financial position as at 30 June 2024 is unsatisfactory. Further action needs to be taken to address this issue urgently to reduce operating deficit in this financial year and into the future years. Noting, this is primarily due to funding and timing of grants despite administrations ongoing operational deferrals.

A key challenge facing council is its ability to generate own sourced operating revenue. Council as part of its draft financial statements had a ratio of 24.08% which is well below the benchmark of greater than 60%.

Council's cash position has been positive unrestricted as of 30 September 2023 primarily due to advance payment of the Financial Assistance Grant in June 2023.

As required under the Regulation, some remedial actions continue to be proposed as part of the September 2023 review, including that:

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

While the above will not return the operating position to surplus by 30 June 2024, the aim is to continue to ensure the financial sustainability of Council in the longer term.

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

**Outcome of Special Rate Variation Application:**

As part of March 2022 Quarterly Budget Review council resolved:

- e) That a plan be developed to increase operational income and further reduce operational expenditure as per previous discussions and comments in Council Reports, may include a Special Rates Variation request with a view to returning Council's operating position to surplus." (resolution 103/22).*

In the Financial Year 2023 Council applied to IPART to increase its general income by a cumulative 104.49% through a permanent special rate variation of 43% (including rate peg for financial year 2023/2024) and a further 43% (including rate peg for financial year 2024/2025).

IPART approved a one – year special rate variation of 43% (including rate peg) for financial year 2023/2024. For the financial year 2024/2025 Council was prescribed the rate peg amount.

The rate peg for FY 2023/2024 is 4.2%.

This equates to an approved rate variation of 38.8% excluding rate peg.

In monetary terms this 38.8% equals \$1.88 Million additional income.

Council had sought the funds be spent in accordance with the following categories:

75% of additional income – Roads, Transport, Stormwater and Drainage.

15% of additional income – Buildings Renewal and Maintenance

10% of additional income – Other assets (e.g. swimming pool, parks and open spaces)

| Categories                                                      | Distribution       |
|-----------------------------------------------------------------|--------------------|
| <b>Roads, Transport, Stormwater and Drainage</b>                | \$1,408,493        |
| <b>Buildings Renewal and Maintenance</b>                        | \$281,699          |
| <b>Other assets (e.g. swimming pool, parks and open spaces)</b> | \$187,799          |
| <b>Total</b>                                                    | <b>\$1,877,991</b> |

### Operational Budget Review:

Council once again reduced budgets significantly and deferred operational expenditure as part of the 2023/24 budget process. This included a review of the operational expenditure by the Executive Management Team and a further review of capital income and expenditure with a view to align the budget with the Original adopted budget. This was presented as part of the amended operational plan which council adopted for 2023/24. As shown in the September Quarterly Budget Review, the unsatisfactory financial position continues to be a risk to Council’s financial sustainability.

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

As of September 2023, it is estimated that \$3.4Million is owed to Council in reimbursement for Flood Events AGRN 1012 which took place in February 2022.

The September 2023 budget review has increased the Operational Expenditure budget by \$8.7 million. The majority of the increase is due to ongoing operational grant projects carried-forward from the 2022/23 financial year, as well as a number of new operational grants as shown below:

| Service Area      | Expenditure Allocations                                                                                                                   | Budget       |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Transport Network | Regional Emergency Road Repair Fund                                                                                                       | \$ 4,306,702 |
| Transport Network | Regional & Local Roads Repair Program                                                                                                     | \$ 2,783,183 |
| Transport Network | Disaster Recovery Funding Agreement (DRFA) Category D program - AGRN1012 Jubullum/Gungyah Ngallingnee Aboriginal Community Internal Roads | \$ 400,000   |



### Capital Budget Review:

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

The September 2023 budget review has increased the Capital works expenditure budget by \$35.4 million, mainly due to the many ongoing capital grant projects carried-forward from the 2022/23 financial year.

The total value of new capital expenditure grants added to the budget is \$13,562,801 as shown below:

| Service Area      | Capital Grant Project                                                                                           | Total Project Budget |
|-------------------|-----------------------------------------------------------------------------------------------------------------|----------------------|
| Transport Network | Disaster Recovery Funding Agreement (DRFA) Category D program - AGRN1012 Integrated Smart Infrastructure System | \$ 600,000           |
| Transport Network | Local Roads & Community Infrastructure Program Round 4                                                          | \$ 1,646,730         |
| Transport Network | DRFA AGRN960 March 2021 Essential Public Asset Restoration - Dumaresq River Bridge, Bruxner Way                 | \$ 11,316,071        |

### Cash and Investment Review:

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

As at 30 September 2023 Council reported a **positive unrestricted cash balance of \$5,003,792. Of which \$4.5 Million has been allocated for payments associated with projects which require initial payment and subsequent reimbursements. Therefore, resulting in \$503,792.00 as available cash.** This was a positive result and is predominately due to receipt of Financial Assistance Grant in advance. However, cash remains a major concern given that this is a very small amount and there is no ability to re-establish internally restricted funds e.g. for Employee Leave Entitlements, or Plant & Vehicle Replacement. By not having sufficient funds within internal restrictions Council is at a higher risk to use externally restricted cash for general purpose. This would result in a breach of the Local Government Act.

The Quarterly Budget Review also includes a reconciliation of Council's cash and investments on hand as at 30 September 2023.

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

Further, a declaration as to the preparation of bank reconciliations is also required. Bank reconciliations occur on a daily basis with a full reconciliation performed on a monthly

basis. The full reconciliation for the September 2023 quarter occurred on 05 October 2023.

### **Contracts:**

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

### **Consultancy and Legal Expenses:**

The current expenditure as at 30 September 2023 on qualifying consultancies and legal fees are identified in the QBRs and this expenditure is budgeted for and, given the size and nature of Council's operations, is considered reasonable.

## **COUNCIL IMPLICATIONS:**

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

Nil.

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

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

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

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

In the September 2023 Quarterly Budget Review, the forecast Operating Position has been revised to a surplus of \$26,297,503 (including capital grants) and an **Operating Deficit of (\$3,978,723) (excluding capital grants)**.

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

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

Nil.

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

Nil.

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

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

### **7. Performance Measures**

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

### **8. Project Management**

Nil.

**Glenn Wilcox**  
**General Manager**

|                               |                                                      |             |
|-------------------------------|------------------------------------------------------|-------------|
| Prepared by staff member:     | Roy Jones, Manager Finance & Technology              |             |
| Approved/Reviewed by Manager: | Glenn Wilcox, General Manager                        |             |
| Department:                   | Office of the Chief Corporate Officer                |             |
| Attachments:                  | <b>1</b> Quarterly Budget Review -<br>September 2023 | 13<br>Pages |

**Tenterfield Shire Council**

**Budget review for the quarter ended - 30 September 2023**

Report by Responsible Accounting Officer

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

*It is my opinion that the Quarterly Budget Review Statement for the Tenterfield Shire Council for the quarter ended 30 September 2023 indicates that Council's projected financial position at 30 June 2024 will be unsatisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure. Noting, this is primarily due to funding and timing of grants despite administration's ongoing operational deferrals. Council's cash position has been positive predominately by the receipt of 100% advance payment of Financial Assistance Grants in the previous financial year.*

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

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

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

Signed: .....  .....

Date: 14/11/2023

Responsible Accounting Officer

| <b>Tenterfield Shire Council</b>                                       |                 |                   |                 |                    |
|------------------------------------------------------------------------|-----------------|-------------------|-----------------|--------------------|
| <b>Budget Statement for the year ended - 30 September 2023</b>         |                 |                   |                 |                    |
| Income and Expenditure Review by Function                              |                 |                   |                 |                    |
|                                                                        | Original Budget | Recommend Changes | PROJECTED       | ACTUAL             |
|                                                                        | 2023/24         | September Review  | year end Result | YTD as at 30/09/23 |
|                                                                        | \$'000          | \$'000            | \$'000          | \$'000             |
| <b>Income</b>                                                          |                 |                   |                 |                    |
| - Civic Office                                                         | -               | -                 | -               | -                  |
| - Organisation Leadership                                              | -               | -                 | -               | -                  |
| - Economic Growth and Tourism                                          | 35              | 669               | 704             | 356                |
| - Arts, Culture and Library Services                                   | 224             | (30)              | 194             | 17                 |
| - Workforce Development                                                | 169             | 85                | 254             | (82)               |
| - Emergency Services                                                   | 141             | 200               | 341             | -                  |
| - Finance and Technology                                               | 10,496          | 519               | 11,015          | 7,240              |
| - Corporate and Governance                                             | 2               | -                 | 2               | 1                  |
| - Environmental Management                                             | 89              | (44)              | 45              | (45)               |
| - Livestock Saleyards                                                  | 80              | -                 | 80              | 18                 |
| - Parks, Gardens and Open Spaces                                       | 128             | 192               | 320             | 212                |
| - Planning and Regulation                                              | 311             | 109               | 420             | 153                |
| - Buildings and Amenities                                              | 134             | 667               | 801             | 272                |
| - Swimming Complex                                                     | -               | -                 | -               | -                  |
| - Asset Management and Resourcing                                      | 10              | -                 | 10              | -                  |
| - Commercial Works                                                     | 156             | -                 | 156             | 89                 |
| - Plant, Fleet and Equipment                                           | 192             | (143)             | 49              | 6                  |
| - Transport Network                                                    | 4,850           | 29,832            | 34,682          | (2,594)            |
| - Waste Management                                                     | 3,386           | 601               | 3,987           | 3,628              |
| - Water Supply                                                         | 2,952           | 2,725             | 5,677           | 1,187              |
| - Sewerage Service                                                     | 3,064           | -                 | 3,064           | 2,855              |
| - Stormwater and Drainage                                              | 72              | -                 | 72              | 72                 |
| <b>Total Income including Capital Grants &amp; Contributions</b>       | <b>26,491</b>   | <b>35,382</b>     | <b>61,873</b>   | <b>13,385</b>      |
| <b>Expenses</b>                                                        |                 |                   |                 |                    |
| - Civic Office                                                         | 357             | (49)              | 308             | 48                 |
| - Organisation Leadership                                              | 965             | 80                | 1,045           | 159                |
| - Economic Growth and Tourism                                          | 510             | (80)              | 430             | 58                 |
| - Arts, Culture and Library Services                                   | 1,079           | (105)             | 974             | 176                |
| - Workforce Development                                                | 1,352           | 174               | 1,526           | 115                |
| - Emergency Services                                                   | 708             | 195               | 903             | 185                |
| - Finance and Technology                                               | 698             | (84)              | 614             | 366                |
| - Corporate and Governance                                             | 839             | 43                | 882             | 168                |
| - Environmental Management                                             | 349             | 60                | 409             | 59                 |
| - Livestock Saleyards                                                  | 150             | 4                 | 154             | 33                 |
| - Parks, Gardens and Open Spaces                                       | 1,191           | (39)              | 1,152           | 222                |
| - Planning and Regulation                                              | 596             | 101               | 697             | 83                 |
| - Buildings and Amenities                                              | 1,407           | (147)             | 1,260           | 311                |
| - Swimming Complex                                                     | 279             | (8)               | 271             | 54                 |
| - Asset Management and Resourcing                                      | 1,099           | 163               | 1,262           | 137                |
| - Commercial Works                                                     | 120             | -                 | 120             | 32                 |
| - Plant, Fleet and Equipment                                           | (499)           | (166)             | (665)           | (372)              |
| - Transport Network                                                    | 7,879           | 8,021             | 15,900          | 1,213              |
| - Waste Management                                                     | 2,906           | 170               | 3,076           | 518                |
| - Water Supply                                                         | 2,799           | 119               | 2,918           | 504                |
| - Sewerage Service                                                     | 1,910           | 303               | 2,213           | 260                |
| - Stormwater and Drainage                                              | 119             | 7                 | 126             | 1                  |
| <b>Total Expenses</b>                                                  | <b>26,813</b>   | <b>8,762</b>      | <b>35,575</b>   | <b>4,330</b>       |
| <b>Total Surplus/ (Deficit)</b>                                        | <b>(322)</b>    | <b>26,620</b>     | <b>26,298</b>   | <b>9,055</b>       |
| Capital Grants and Contributions                                       | 355             | 29,921            | 30,276          | 2,725              |
| <b>Net Operating Result excluding Capital Grants and Contributions</b> | <b>(677)</b>    | <b>(3,301)</b>    | <b>(3,978)</b>  | <b>6,330</b>       |
| <b>Operating Ratio (including Capital Income)</b>                      | <b>-1.22%</b>   |                   | <b>42.50%</b>   | <b>67.65%</b>      |
| <b>Operating Ratio (excluding Capital Income)</b>                      | <b>-2.59%</b>   |                   | <b>-12.59%</b>  | <b>59.38%</b>      |

**Budget Variations - Explanations**

C/F = Carry-forward from 2022/23 financial year

| Recommended Income Variations this Quarter | (\$'000) | Explanation:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - Economic Growth and Tourism              | 669      | C/F Operating grant income: SCCF4 Northern Border Walk Signage \$18,000<br>C/F Capital grant income: SCCF5 Tenterfield Youth Precinct Infrastructure Upgrade Stage 2 \$585,197; Tenterfield Dam Recreational Precinct Stage 1 Fishing Platform \$99,206<br>Reduction to Operating income: Merchandise Sales -\$19,008; Business Awards -\$9,996; Sundry Tourism income -\$4,069                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| - Arts, Culture and Library Services       | (30)     | C/F Operating grant income: Reconnecting Regional NSW Community Events Program \$60,272<br>Addition to Operating grant income: State Library 2023/24 funding \$40,870<br>Reduction to Operating grant income (unspent funds returned): Museums & Galleries NSW 2023 Skills Development Grant -\$4,000; Children & Young People Wellbeing Recovery Initiative Grant -\$909<br>Addition to Operating income: Courtyard Café Rent \$3,556 (renewed lease)<br>Reduction to Operating income (due to closure of School of Arts): Cinema Operations -\$91,096; Theatre Operations -\$30,314; Museum Fees -\$17,533<br>C/F Capital grant income: Public Library Infrastructure Grant - Refurbishment of the Tenterfield Library \$2,631<br>Addition to Capital grant income: State Library Local Priority Grant 2023/24 \$6,954 |
| - Workforce Development                    | 85       | Ongoing Resilience NSW program - expected reimbursement income (Operating): Community Recovery Officer \$100,000<br>Reduction to Operating income: Novated lease income - \$14,777                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| - Emergency Services                       | 200      | Addition to Operating income: Expected reimbursement for RFS Sunnyside - Toilet & Kitchen Extension \$200,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| - Finance and Technology                   | 519      | Addition to Operating income: Interest On Investments \$459,196 (due to grant funds paid in advance) & higher interest rates); Financial Assistance Grant General \$60,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| - Environmental Management                 | (44)     | Reduction to Operating grant income: NLP Bushfire Recovery Project Weed Control -\$44,000 (due to accrual accounting for 2022/23)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| - Parks, Gardens and Open Spaces           | 192      | C/F Operating grant income: Creek Corridors Community Restoration of Tenterfield Creek \$4,987<br>C/F Capital grant income: SCCF4 Revitalisation of Tenterfield Netball Courts \$160,000; PSLP Jennings Playground Precinct \$26,953                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| - Planning and Regulation                  | 109      | Reduction to Operating grant income: Heritage grants -\$5,839<br>Addition to Capital income: Developer Contributions Section 7.11 (General Fund) \$115,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| - Buildings and Amenities                  | 667      | Addition to Operating income: Expected insurance settlement for: Admin Building Air Conditioning Hall Damage \$58,950<br>C/F Capital grant income: Black Summer Bushfire Recovery - Ceiling Fans & Emergency Lighting at Memorial Hall \$154,000; Mingoola Hall Improvements \$120,000; SCCF Round 4 - Floor Refurbishments to Memorial Hall \$131,117; Upgrades to Drake Hall \$109,277; Improvements to Sunnyside Hall \$27,623; Local Drought Stimulus - Memorial Hall Internal Acoustic, Ventilation & Insulation Treatments \$66,275                                                                                                                                                                                                                                                                                |
| - Plant, Fleet and Equipment               | (143)    | Reduction to operating income: Fuel tax credits -\$143,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**Budget Variations - Explanations**

C/F = Carry-forward from 2022/23 financial year

| Recommended Income Variations this Quarter              | (\$'000)      | Explanation:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - Transport Network                                     | 29,832        | <p>C/F Operating grant income: Black Summer Bushfire Recovery - Removal of Dead Trees \$206,400; Rural Community Rural Address Numbering Replacement &amp; Revitalisation \$22,000</p> <p>New Operating grant income: Regional Emergency Road Repair Fund \$4,306,702</p> <p>Ongoing Disaster Recovery Funding Agreement (DRFA) program: DRFA AGRN1012 February 2022 Immediate Recovery Works \$300,000</p> <p>Additional Operating grant income: Regional Roads Block Grant \$58,000; Regional Road Traffic Facilities \$4,000</p> <p>Reduction Operating grant income: Financial Assistance Grant Roads -\$129,000</p> <p>C/F Capital grant income: FLR Paddys Flat Road South \$2,996,498; BSBR Drake Village Revitalisation \$2,868,302; FCBP Koreelah Creek Bridge \$1,416,420; FCBP Mole River Bridge \$1,308,221; BLERF Mt Lindesay Road \$785,260; FCBP Acacia Creek Bridge, Patersons Rd \$767,229; FCBP Acacia Creek Bridge, Tooloom St \$713,128; FLR Tooloom Road West \$427,373; Special Mt Lindesay Rd \$297,118; LRCI Round 3 \$275,703; FCB Grahams Creek Bridge \$164,422; BRP Kangaroo Creek Bridge \$120,306; SCCF4 Urbenville Footpath \$68,995; BRP Unknown Creek Bridge, Paddy's Flat Rd Nth \$63,974; FCB Unknown Creek Bridge, Paddy's Flat Rd Nth \$63,924; LRCI Round 2 \$48,630</p> <p>New Capital grant income: LRCI Round 4 \$1,646,730</p> <p>Ongoing Disaster Recovery Funding Agreement (DRFA) program - Capital works: DRFA AGRN960 March 2021 Essential Public Asset Restoration - Dumaresq River Bridge, Bruxner Way \$11,316,071</p> <p>Reduction Capital grant income: Repair Program 2023/24 -\$282,786; FLR Kildare Rd -\$1,552</p> |
| - Waste Management                                      | 601           | C/F Capital grant income: EPA Bushfire Recovery Program for Council Landfills \$601,018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| - Water Supply                                          | 2,725         | <p>C/F Operating grant income: Tenterfield Flood Study Grant \$89,998; Urbenville &amp; Woodenbong Flood Study \$10,000; Integrated Water Cycle Management Strategy -\$27,255</p> <p>C/F Capital grant income: New Grid Urbenville Water Supply Project \$1,259,468; BLERF Tenterfield Villages Emergency Water Program \$622,831; Tenterfield Water Treatment Plant replacement \$374,242; Regional Leakage Reduction Program grant \$44,070; Bulk Water Metering Grant \$9,211</p> <p>New Capital income: Cowper St Mains Replacement - Transport NSW Contribution \$342,155</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Total Recommended Income Variations this Quarter</b> | <b>35,382</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**Budget Variations - Explanations**

C/F = Carry-forward from 2022/23 financial year

| Recommended Expenditure Variations this Quarter | (\$'000) | Explanation:                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - Civic Office                                  | (49)     | Reduction: Election costs -\$16,800; NEJO Membership -\$15,146; Councillor Fees -\$13,950; Councillor Training -\$13,782<br>Addition: Council Memberships \$10,270                                                                                                                                                                                                                                                                                     |
| - Organisation Leadership                       | 80       | Reallocate budget from Finance & Technology: Special Rate Variation costs \$80,000                                                                                                                                                                                                                                                                                                                                                                     |
| - Economic Growth and Tourism                   | (80)     | C/F Operating grants: SCCF4 Northern Border Walk Signage \$18,000; National Bushfire Recovery Grant - Tourism Stimulus \$11,486<br>Addition: Contribution to Tenterfield Chamber of Tourism, Industry and Business for Visitor Information Services \$100,000<br>Reduction: Tourism payroll costs -\$139,708; Tourism Promotion -\$25,091; Tourism Merchandise costs -\$10,489; Business & Tourism Excellence Awards -\$10,250; Depreciation -\$23,626 |
| - Arts, Culture and Library Services            | (105)    | C/F Operating grants: Reconnecting Regional NSW Community Events Program \$60,272; Community Grant \$1,061<br>Reduction: Payroll costs -\$70,993; Cinema Operations -\$50,192; Theatre Operations -\$20,555; Library Building Maintenance -\$16,086; School of Arts Operations -\$4,821; Depreciation -\$4,069                                                                                                                                         |
| - Workforce Development                         | 174      | Ongoing Resilience NSW program: Community Recovery Officer \$100,000<br>Addition: Consultancy Risk Management \$48,922; Recruitment of Senior Staff \$39,494<br>Reduction: Novated lease expenses -\$14,777                                                                                                                                                                                                                                            |
| - Emergency Services                            | 195      | Addition: RFS Sunnyside - Toilet & Kitchen Extension \$200,000<br>Reduction: Depreciation -\$5,071                                                                                                                                                                                                                                                                                                                                                     |
| - Finance and Technology                        | (84)     | Reallocate budget from Capital Expenditure to Operational Expenditure: IT Systems Operating Costs \$50,000; Insurance increases \$42,736<br>Addition: Fees & Charges for NAB Corporate Markets Loan \$20,000<br>Reallocate budget to Organisation Leadership: Employee costs -\$80,000<br>Reduction: Depreciation -\$116,433                                                                                                                           |
| - Corporate and Governance                      | 43       | Addition: IP&R Software \$21,595; Governance & Compliance Register \$8,544; Procurement System \$3,867; Internal Audit Meeting costs \$3,600; Depreciation \$5,772                                                                                                                                                                                                                                                                                     |
| - Environmental Management                      | 60       | C/F Operating grants: Millbrook Park Flying-Fox Camp Management Plan \$24,887; Weed Incursion Grant 2021-22 Black Knapweed \$10,000<br>Addition to Operating grant: Weed Incursion Grant 2022-23 Black Knapweed \$25,000                                                                                                                                                                                                                               |
| - Livestock Safeyards                           | 4        | Addition: Depreciation \$3,962                                                                                                                                                                                                                                                                                                                                                                                                                         |
| - Parks, Gardens and Open Spaces                | (39)     | C/F Operating grant: Creek Corridors Community Restoration of Tenterfield Creek \$4,987<br>Reduction: Depreciation -\$43,716                                                                                                                                                                                                                                                                                                                           |
| - Planning and Regulation                       | 101      | C/F Operating grants: NSW Planning Portal API Grant \$80,000; Regional NSW Planning Portal \$17,759<br>C/F General fund: The Mingoola Trail project \$2,661; Heritage Fund \$1,300<br>Addition: Contract Planning Services \$7,393; Depreciation \$4,993<br>Reduction: Heritage Coordinator -\$7,500; State Of The Environment Report -\$4,100; Depreciation -\$1,383                                                                                  |



**Budget Variations - Explanations**

C/F = Carry-forward from 2022/23 financial year

| Recommended Expenditure Variations this Quarter              | (\$'000)     | Explanation:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - Buildings and Amenities                                    | (147)        | Addition: Admin Building Air Conditioning Hail Damage (insurance claim) \$58,950; Band Hall Removal \$45,044; Insurance & rates increases \$35,814; Public Toilets cleaning & maintenance \$25,818<br>Reduction: Depreciation -\$305,514                                                                                                                                                                                                                                                                                                                                                            |
| - Swimming Complex                                           | (8)          | Reduction: Depreciation -\$8,179                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| - Asset Management and Resourcing                            | 163          | Addition: Consultant Services (e.g. for completion of RAMP and condition assessments) \$200,000<br>Reduction: Depreciation -\$36,736                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| - Plant, Fleet and Equipment                                 | (166)        | Reduction: Depreciation -\$165,722                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| - Transport Network                                          | 8,021        | C/F Operating grants: BSBR Removal of Dead Trees \$312,547; FLR Pothole Repair Round \$215,176; Rural Community Rural Address Numbering Replacement & Revitalisation \$210,559<br>New Operating grants: Regional Emergency Road Repair Fund \$4,306,702; Regional & Local Roads Repair Program \$2,783,153<br>Ongoing Disaster Recovery Funding Agreement (DRFA) program: DRFA AGRN1012 February 2022 Immediate Recovery Works \$300,000<br>New DRFA Category D program: AGRN1012 Jubullum /Gungyah Ngallingnee Aboriginal Community Internal Roads \$400,000<br>Reduction: Depreciation -\$506,828 |
| - Waste Management                                           | 170          | Addition: Boonoo Boonoo Landfill operating costs \$97,000; Transfer Station operating costs \$89,000; Waste Collection operating costs \$78,000<br>Reduction: Depreciation -\$93,852                                                                                                                                                                                                                                                                                                                                                                                                                |
| - Water Supply                                               | 119          | C/F Operating grant: Tenterfield Flood Study Grant \$104,998<br>Addition: Water Network maintenance \$56,846; NSW Dam Safety Reporting \$40,000; Licences & Subscriptions \$33,500; Insurance & Rates \$8,459; Integrated Water Cycle Management Strategy \$6,450<br>Reduction: Depreciation -\$131,178                                                                                                                                                                                                                                                                                             |
| - Sewerage Service                                           | 303          | Addition: Tenterfield Desludge Lagoons \$100,000; Tenterfield Sewer Operations \$40,000; Tenterfield Sewer Maintenance \$50,000; Urbenville Sewer Operations \$17,000; Urbenville Sewer Maintenance \$63,000; Insurance & Rates increases \$4,028; Depreciation \$28,480                                                                                                                                                                                                                                                                                                                            |
| - Stormwater and Drainage                                    | 7            | Addition: Depreciation \$6,620                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Total Recommended Expenditure Variations this Quarter</b> | <b>8,762</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

This document forms part of Tenterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 30 September 2023 and should be read in conjunction with other documents in the QBRS.

| <b>Tenterfield Shire Council</b>                               |                               |                                               |                              |                                 |
|----------------------------------------------------------------|-------------------------------|-----------------------------------------------|------------------------------|---------------------------------|
| <b>Budget Statement for the year ended - 30 September 2023</b> |                               |                                               |                              |                                 |
| <b>Capital Budget Review</b>                                   |                               |                                               |                              |                                 |
|                                                                | Original<br>Budget<br>2023/24 | Recommended<br>Changes<br>September<br>Review | REVISED<br>Budget<br>2023/24 | ACTUAL<br>YTD<br>as at 30/09/23 |
|                                                                | \$'000                        | \$'000                                        | \$'000                       | \$'000                          |
| <b>Capital Funding</b>                                         |                               |                                               |                              |                                 |
| <i>Rates and other untied funding</i>                          | 6,379                         | 2,185                                         | 8,564                        | 696                             |
| <i>Capital Grants &amp; Contributions</i>                      | 355                           | 29,921                                        | 30,276                       | 2,725                           |
| <b>External Restrictions</b>                                   |                               |                                               |                              |                                 |
| - <i>Specific Purpose Unexpended Grants</i>                    | -                             | 55                                            | 55                           | 55                              |
| - <i>Developer Contributions</i>                               | -                             | -                                             | -                            | -                               |
| - <i>Water Supply Fund</i>                                     | 670                           | 347                                           | 1,017                        | 1,017                           |
| - <i>Sewerage Service Fund</i>                                 | 1,055                         | 709                                           | 1,764                        | 1,764                           |
| - <i>Domestic Waste Management Fund</i>                        | 1,000                         | 2,509                                         | 3,509                        | 3,509                           |
| - <i>Stormwater Management Fund</i>                            | 420                           | (290)                                         | 130                          | 130                             |
| <b>Internal restrictions</b>                                   |                               |                                               |                              |                                 |
| - <i>Plant &amp; Vehicle Replacement Reserve</i>               | -                             | -                                             | -                            | -                               |
| <b>Other Capital Funding Sources</b>                           |                               |                                               |                              |                                 |
| <i>Income from sale of assets</i>                              | 2,530                         | -                                             | 2,530                        | 177                             |
| <b>Total Capital Funding</b>                                   | <b>12,409</b>                 | <b>35,436</b>                                 | <b>47,845</b>                | <b>10,073</b>                   |

| <b>Tenterfield Shire Council</b>                               |                               |                                               |                              |                                 |
|----------------------------------------------------------------|-------------------------------|-----------------------------------------------|------------------------------|---------------------------------|
| <b>Budget Statement for the year ended - 30 September 2023</b> |                               |                                               |                              |                                 |
| <b>Capital Budget Review</b>                                   |                               |                                               |                              |                                 |
|                                                                | Original<br>Budget<br>2023/24 | Recommended<br>Changes<br>September<br>Review | REVISED<br>Budget<br>2023/24 | ACTUAL<br>YTD<br>as at 30/09/23 |
|                                                                | \$'000                        | \$'000                                        | \$'000                       | \$'000                          |
| <b>Capital Expenditure</b>                                     |                               |                                               |                              |                                 |
| <b>New Assets</b>                                              |                               |                                               |                              |                                 |
| - Civic Office                                                 | -                             | -                                             | -                            | -                               |
| - Organisation Leadership                                      | -                             | -                                             | -                            | -                               |
| - Economic Growth and Tourism                                  | -                             | 835                                           | 835                          | 100                             |
| - Arts, Culture and Library Services                           | -                             | -                                             | -                            | -                               |
| - Workforce Development                                        | -                             | -                                             | -                            | -                               |
| - Emergency Services                                           | -                             | -                                             | -                            | -                               |
| - Finance and Technology                                       | -                             | -                                             | -                            | -                               |
| - Corporate and Governance                                     | -                             | -                                             | -                            | -                               |
| - Environmental Management                                     | -                             | -                                             | -                            | -                               |
| - Livestock Saleyards                                          | -                             | -                                             | -                            | -                               |
| - Parks, Gardens and Open Spaces                               | 60                            | -                                             | 60                           | 16                              |
| - Planning and Regulation                                      | -                             | -                                             | -                            | -                               |
| - Buildings and Amenities                                      | -                             | -                                             | -                            | -                               |
| - Swimming Complex                                             | -                             | -                                             | -                            | -                               |
| - Asset Management and Resourcing                              | -                             | -                                             | -                            | -                               |
| - Commercial Works                                             | -                             | -                                             | -                            | -                               |
| - Plant, Fleet and Equipment                                   | -                             | -                                             | -                            | -                               |
| - Transport Network                                            | -                             | 600                                           | 600                          | -                               |
| - Waste Management                                             | 670                           | 3,139                                         | 3,809                        | 114                             |
| - Water Supply                                                 | -                             | 683                                           | 683                          | 2                               |
| - Sewerage Service                                             | -                             | 50                                            | 50                           | -                               |
| - Stormwater and Drainage                                      | -                             | -                                             | -                            | -                               |
| <b>Asset Renewals/Replacement</b>                              |                               |                                               |                              |                                 |
| - Civic Office                                                 | -                             | -                                             | -                            | -                               |
| - Organisation Leadership                                      | -                             | -                                             | -                            | -                               |
| - Economic Growth and Tourism                                  | -                             | -                                             | -                            | -                               |
| - Arts, Culture and Library Services                           | 13                            | 64                                            | 77                           | 23                              |
| - Workforce Development                                        | -                             | -                                             | -                            | -                               |
| - Emergency Services                                           | -                             | -                                             | -                            | -                               |
| - Finance and Technology                                       | 125                           | (93)                                          | 32                           | -                               |
| - Corporate and Governance                                     | -                             | -                                             | -                            | -                               |
| - Environmental Management                                     | -                             | -                                             | -                            | -                               |
| - Livestock Saleyards                                          | -                             | 56                                            | 56                           | -                               |
| - Parks, Gardens and Open Spaces                               | -                             | 187                                           | 187                          | -                               |
| - Planning and Regulation                                      | -                             | -                                             | -                            | -                               |
| - Buildings and Amenities                                      | -                             | 1,066                                         | 1,066                        | 127                             |
| - Swimming Complex                                             | -                             | 18                                            | 18                           | -                               |
| - Asset Management and Resourcing                              | 450                           | (205)                                         | 245                          | -                               |
| - Commercial Works                                             | -                             | -                                             | -                            | -                               |
| - Plant, Fleet and Equipment                                   | 3,737                         | -                                             | 3,737                        | 195                             |
| - Transport Network                                            | 4,299                         | 26,380                                        | 30,679                       | 774                             |
| - Waste Management                                             | 219                           | (29)                                          | 190                          | 3                               |
| - Water Supply                                                 | 456                           | 2,316                                         | 2,772                        | 719                             |
| - Sewerage Service                                             | 947                           | 659                                           | 1,606                        | 476                             |
| - Stormwater and Drainage                                      | 420                           | (290)                                         | 130                          | -                               |
| Loan Repayments (principal)                                    | 1,013                         | -                                             | 1,013                        | 411                             |
| <b>Total Capital Expenditure</b>                               | <b>12,409</b>                 | <b>35,436</b>                                 | <b>47,845</b>                | <b>2,960</b>                    |

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

**Capital Expenditure Budget Variations - Explanations**

Proposed Expenditure Variations (\$'000) C/F = Carry-forward from 2022/23 financial year

**New Assets**

|                                           |              |                                                                                                                                                                         |
|-------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - Economic Growth and Tourism             | 835          | C/F Capital grants: SCCF5 Tenterfield Youth Precinct Infrastructure Upgrade Stage 2 \$585,197; Tenterfield Dam Recreational Precinct Stage 1 Fishing Platform \$249,576 |
| - Transport Network                       | 600          | New DRFA Category D program: AGRN1012 Integrated Smart Infrastructure System \$600,000                                                                                  |
| - Waste Management                        | 3,139        | C/F Capital Waste Fund grant: EPA Bushfire Recovery Program for Council Landfills \$601,018                                                                             |
|                                           |              | C/F Waste fund capital project: Boonoo Boonoo - Develop Stage 5 \$2,518,061                                                                                             |
|                                           |              | Addition Waste fund capital project: Torrington - Landfill Closure & Transfer Station Construction \$20,000                                                             |
| - Water Supply                            | 683          | C/F Capital Water Fund grants: BLERF Tenterfield Villages Emergency Water Program \$642,832; Bulk Water Metering Grant \$40,241                                         |
| - Sewerage Service                        | 50           | Revote - Addition to Sewer fund capital projects: Tenterfield STP - 3 Bay Shed for Storage \$50,000                                                                     |
| <b>Total New Asset Budget Adjustments</b> | <b>5,307</b> |                                                                                                                                                                         |

**Renewal Assets**

|                                      |       |                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - Arts, Culture and Library Services | 64    | C/F Capital grants: Public Library Infrastructure Grant - Refurbishment of the Tenterfield Library \$2,631; Local Priority Grant 2020/21 \$10,544; Local Priority Grant 2021/22 \$19,329; Local Priority Grant 2022/23 \$24,900                                                                                                                                                                            |
|                                      |       | Increased Capital grant: State Library Local Priority Grant 2023/24 \$6,954                                                                                                                                                                                                                                                                                                                                |
| - Finance and Technology             | (93)  | Reallocate budget from Capital Expenditure to Operational Expenditure: Capitalised Software -\$50,000; Computer Equipment -\$42,736                                                                                                                                                                                                                                                                        |
| - Livestock Saleyards                | 56    | C/F General fund capital project: Improvements to Loading Ramps & Traffic Facilities \$55,813                                                                                                                                                                                                                                                                                                              |
| - Parks, Gardens and Open Spaces     | 187   | C/F Capital grants: SCCF4 Revitalisation of Tenterfield Netball Courts \$160,000; PSLP Jennings Playground Precinct \$26,953                                                                                                                                                                                                                                                                               |
| - Buildings and Amenities            | 1,066 | C/F Capital grants: Black Summer Bushfire Recovery - Ceiling Fans & Emergency Lighting at Memorial Hall \$154,000; Mingoola Hall Improvements \$120,000; SCCF Round 4 - Floor Refurbishments to Memorial Hall \$131,117; Upgrades to Drake Hall \$109,277; Improvements to Sunnyside Hall \$27,623; Local Drought Stimulus - Memorial Hall Internal Acoustic, Ventilation & Insulation Treatments \$66,275 |
|                                      |       | C/F General fund capital projects: Administration Building Roof Replacement \$296,760; Mt McKenzie Tower Construct Access Road \$67,300; Tenterfield Memorial Hall Sporting Complex SCCF \$52,265; BCRRF Stream 1 Memorial Hall \$31,292                                                                                                                                                                   |
|                                      |       | Addition General fund capital project: Administration Building Air Conditioning Replacement IT Room \$9,977                                                                                                                                                                                                                                                                                                |
| - Swimming Complex                   | 18    | C/F General fund capital project: Swimming Pool - Equipment Renewal \$18,299                                                                                                                                                                                                                                                                                                                               |
| - Asset Management and Resourcing    | (205) | Reallocate funds from Asset Management to Transport Network: Tenterfield Depot Fuel Tank Replacement/Remediation -\$100,000; Tenterfield Depot WHS & Environmental Initiative Enhancements -\$75,000; Tenterfield Depot Wash Down & Recycle Bay -\$30,000 (Funds moved to Gravel Pit Rehabilitation for Geyers Road - as required by EPA)                                                                  |

**Capital Expenditure Budget Variations - Explanations**

Proposed Expenditure Variations (\$'000) C/F = Carry-forward from 2022/23 financial year

|                                                                                                                                         |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - Transport Network                                                                                                                     | 26,380        | C/F Capital grants: FLR Paddys Flat Road South \$2,996,498; BSBR Drake Village Revitalisation \$2,868,302; FCBP Koreelah Creek Bridge \$1,416,420; FCBP Mole River Bridge \$1,308,221; BLERF Mt Lindesay Road \$784,216; FCBP Acacia Creek Bridge, Patersons Rd \$767,229; FCBP Acacia Creek Bridge, Tooloom St \$713,128; FLR Tooloom Road West \$427,373; Special Mt Lindesay Rd \$292,308; LRCI Round 3 \$275,703; FCB Grahams Creek Bridge \$164,423; FCB Unknown Creek Bridge, Paddy's Flat Rd Nth \$127,900; BRP Kangaroo Creek Bridge \$120,306; SCCF4 Extension to Urbenville Footpath \$68,995          |
|                                                                                                                                         |               | New Capital grant: LRCI Round 4 \$1,646,730                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                         |               | Ongoing Disaster Recovery Funding Agreement (DRFA) program - Capital works: DRFA AGRN960 March 2021 Essential Public Asset Restoration - Dumaresq River Bridge, Bruxner Way \$11,316,071                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                                                                         |               | Addition to Capital grants: Regional Roads Block Grant \$58,000; Regional Road Traffic Facilities \$4,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                         |               | Reduction to Capital grant: Repair Program 2023/24 -\$282,786                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                         |               | C/F General fund capital projects (unspent funds from 22/23 loan): Road Renewal Gravel Roads \$261,585; Rural Roads Reseal Program \$190,080; Gravel Resheets \$180,282; Footpaths \$140,434; BRP Kangaroo Creek Bridge (Council 50% contribution to grant) \$120,306; ROSI Sunnyside Platform Road Upgrade (Council contribution to grant) \$68,887; Kerbing & Guttering (for Miles St heritage precinct rehab) \$40,000; Urban Streets Reseal Program \$30,789; Gravel Pit Rehabilitation \$26,801; SCCF4 Extension to Urbenville Footpath (Council contribution to grant) \$22,531; Concrete Bridges \$20,223 |
| Reallocate funds from Asset Management to Transport Network: Gravel Pit Rehabilitation (for Geyers Road - as required by EPA) \$205,000 |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| - Waste Management                                                                                                                      | (29)          | Reduction Waste fund capital projects: Tenterfield WTS Recycling Infrastructure -\$100,000 (deferred to 2024/25); Urbenville Recycling Infrastructure -\$50,000 (deferred to 2027/28)                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                         |               | C/F Waste fund capital project: Tenterfield WTS Groundwater Bores \$117,663                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                         |               | Addition Waste fund capital project: 240L Wheelie Bins \$3,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| - Water Supply                                                                                                                          | 2,316         | C/F Capital Water Fund grants: New Grid Urbenville Water Supply Project \$1,359,468; Tenterfield Water Treatment Plant Construction \$363,341; Cowper St Mains Replacement - Transport NSW Contribution \$342,155; Regional Leakage Reduction Program grant \$92,522 (requires Council contribution \$23,131)                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                         |               | C/F Water fund capital project: Urbenville Sewer Scada Renewal \$9,439                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                                                                         |               | Addition Water fund capital project: Shirley Park Bore Refurbishment \$209,312                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                                                                                                         |               | Reduction Water fund capital project: Tenterfield - Smart Water Meters -\$60,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| - Sewerage Service                                                                                                                      | 659           | C/F Sewer fund capital projects: Tenterfield Mains Relining \$500,810; Tenterfield Scada System Upgrade \$21,153                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                                                                                         |               | Revote - Addition to Sewer fund capital projects: Tenterfield New Pump Station - Molesworth St \$200,000; Tenterfield New Pump Station - Trail Lane \$150,000; Urbenville Dehydrator \$10,000; Tenterfield Upgrade Road to Tertiary Ponds \$7,000                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                                         |               | Addition to Sewer fund capital projects: Tenterfield STP - Refurbishment \$20,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                                         |               | Reduction to Sewer fund capital projects: Biosolids Processing Plant -\$250,000 (deferred to 2025/26 financial year)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| - Stormwater and Drainage                                                                                                               | (290)         | Reduction to Stormwater fund capital projects: Rouse Street Construction -\$210,000; Logan & Molesworth Street Construction -\$80,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Total Renewal Asset Budget Adjustments</b>                                                                                           | <b>30,129</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**Liabilities**

|                                              |               |
|----------------------------------------------|---------------|
| <b>Total Liabilities Budget Adjustments</b>  | <b>0</b>      |
| <b>Total Proposed Expenditure Variations</b> | <b>35,436</b> |

This document forms part of Tenterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 30 September 2023 and should be read in conjunction with other documents in the QBRs.

| <b>Tenterfield Shire Council</b>                                    |                      |                 |               |               |
|---------------------------------------------------------------------|----------------------|-----------------|---------------|---------------|
| <b>Budget Statement for the year ended - 30 September 2023</b>      |                      |                 |               |               |
| <b>Cash and Investment Review</b>                                   |                      |                 |               |               |
|                                                                     | Opening Balance      | Recommend       | PROJECTED     | ACTUAL YTD    |
|                                                                     | 30/06/2023           | Changes         | year end      | 30/09/2023    |
|                                                                     | from Audited         | September       | Result        |               |
|                                                                     | Financial Statements | Review          | 2023/24       |               |
|                                                                     | \$'000               | \$'000          | \$'000        | \$'000        |
| <b>Externally restricted</b>                                        |                      |                 |               |               |
| <i>Specific Purpose Unexpended Grants - General Fund</i>            | 8,671                | (8,671)         | -             | 11,442        |
| <i>Specific Purpose Unexpended Grants - Water Fund</i>              | 168                  | (168)           | -             | 478           |
| <i>Specific Purpose Unexpended Grants - Sewer Fund</i>              | -                    | -               | -             | -             |
| <i>Specific Purpose Unexpended Grants - Waste Fund</i>              | 446                  | (446)           | -             | 340           |
| <i>Specific Purpose Unexpended Grants - Stormwater Fund</i>         | -                    | -               | -             | -             |
| <i>Developer Contributions - General Fund</i>                       | 651                  | 126             | 777           | 777           |
| <i>Developer Contributions - Water Fund</i>                         | 94                   | -               | 94            | 94            |
| <i>Developer Contributions - Sewer Fund</i>                         | 54                   | -               | 54            | 54            |
| <i>Developer Contributions - Waste Fund</i>                         | 64                   | 13              | 77            | 77            |
| <i>Developer Contributions - Stormwater Fund</i>                    | 7                    | -               | 7             | 7             |
| <i>RFS Unspent Funds</i>                                            | 111                  | -               | 111           | 76            |
| <i>Water Supply Fund</i>                                            | 1,210                | (94)            | 1,116         | 1,086         |
| <i>Sewerage Service Fund</i>                                        | 6,764                | (295)           | 6,469         | 6,947         |
| <i>Domestic Waste Management Fund</i>                               | 8,464                | (2,272)         | 6,192         | 10,065        |
| <i>Stormwater Management Fund</i>                                   | 991                  | (69)            | 922           | 1,013         |
| <i>Trust Fund</i>                                                   | 382                  | -               | 382           | 382           |
| <b>Total Externally restricted</b>                                  | <b>28,077</b>        | <b>(11,876)</b> | <b>16,201</b> | <b>32,838</b> |
| <b>Internally restricted</b>                                        |                      |                 |               |               |
| <i>Plant &amp; Vehicle Replacement</i>                              | -                    | -               | -             | -             |
| <i>Employees Leave Entitlements</i>                                 | -                    | -               | -             | -             |
| <i>Roads &amp; Bridges (Pending outcomes of grant applications)</i> | -                    | -               | -             | -             |
| <i>Special Projects</i>                                             | 5,500                | (1,000)         | 4,000         | 4,500         |
| <b>Total Internally restricted</b>                                  | <b>5,500</b>         | <b>(1,000)</b>  | <b>4,000</b>  | <b>4,500</b>  |
| <b>Total Restricted</b>                                             | <b>33,577</b>        | <b>(12,876)</b> | <b>20,201</b> | <b>37,338</b> |
| <b>Available Cash (Unrestricted Funds)</b>                          | <b>1,313</b>         | <b>(809)</b>    | <b>400</b>    | <b>504</b>    |
| <b>Total Cash and Investments</b>                                   | <b>34,890</b>        | <b>(13,685)</b> | <b>20,601</b> | <b>37,842</b> |

Notes:

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

**Comment on Cash and Investments Position**

Some restricted cash is finalised as part of the end of year Financial Statement Process.  
 Council's Cash and Investments are performing within anticipated parameters.

**Recommended Changes to Revised Budget**

**Include:**  
 - an explanation for recommended changes and any impact on Council's original management plan / operational plan, delivery program or LTFP.  
 - any impacts of YTD expenditure on recommended changes to the budget  
 All changes required are in respect of the variations detailed in both the Capital budget and the Income and Expenditure Review

**Certification regarding Investments and Bank Reconciliations**

**Investments**

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

**Cash**

Bank reconciliations occur on a daily basis with a full reconciliation performed on a monthly basis. The full reconciliation for the September quarter occurred on 05 October 2023.

**Cash Book Reconciliation**

\$

|                                                          |                      |
|----------------------------------------------------------|----------------------|
| Operating Account Cash balance as at 30 September 2023   | 30,460,926.44        |
| Trust Account Cash balance as at 30 September 2023       | 382,340.85           |
| <b>Total Cash (Not invested) as at 30 September 2023</b> | <b>30,843,267.29</b> |

**Reconciliation**

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

| Financial Institution             | Amount               | Rating | Interest | Maturity Date |
|-----------------------------------|----------------------|--------|----------|---------------|
| National Australia Bank           | 1,500,000.00         | AA-    | 5.10%    | 23/10/2023    |
| National Australia Bank           | 1,000,000.00         | AA-    | 4.10%    | 16/10/2023    |
| Commonwealth Bank                 | 3,000,000.00         | AA-    | 4.68%    | 18/12/2023    |
| Westpac                           | 1,500,000.00         | AA-    | 4.88%    | 27/10/2023    |
| <b>TOTAL INVESTMENTS</b>          | <b>7,000,000.00</b>  |        |          |               |
| <b>TOTAL CASH ON HAND</b>         | <b>30,843,267.29</b> |        |          |               |
| <b>TOTAL CASH AND INVESTMENTS</b> | <b>37,843,267.29</b> |        |          |               |

*This document forms part of Tenterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 30 September 2023 and should be read in conjunction with other documents in the QBRs.*

**Tenterfield Shire Council**

**Budget review for the quarter ended - 30 September 2023**

**Contracts**

| Contractor                                 | Contract detail & purpose                                                                              | Contract value<br>\$ | Commencement<br>date | Duration of<br>contract | Budgeted<br>(Y/N) |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------|----------------------|-------------------------|-------------------|
| Walk on Eco Pty Ltd                        | Stronger Country Communities Round 4 - Floor refurbishment of Tenterfield Memorial Hall Sports Complex | 56,520               | 15/08/2023           | 28/09/2023              | Y                 |
| TJK Metal roofing                          | Remove and replace existing roof and guttering of Drake Hall                                           | 75,217               | 4/08/2023            | 30/10/2023              | Y                 |
| Regal Air Conditioning Maintenance Pty Ltd | Supply and install new air-conditioning system at Administration building                              | 64,845               | 21/02/2023           | 30/08/2023              | Y                 |

Notes

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

**Consultancy and Legal Fees**

| Expense          | Expenditure YTD<br>\$ | Budgeted<br>(Y/N) |
|------------------|-----------------------|-------------------|
| Consultancies ** | 51,558                | Y                 |
| Legal Fees       | -                     | Y                 |

Definition of consultant:

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

Notes:

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

*This document forms part of Tenterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 30 September 2023 and should be read in conjunction with other documents in the QBRS.*



|                      |                                                              |
|----------------------|--------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                 |
| <b>Submitted by:</b> | Roy Jones, Manager Finance & Technology                      |
| <b>Reference:</b>    | <b>ITEM GOV73/23</b>                                         |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 31 OCTOBER 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 note the Finance and Accounts Report for the period ended 31 October 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 of 31 October 2023.

Cash Book Balances on this date were as follows: -

|                        |                  |        |
|------------------------|------------------|--------|
| General (Consolidated) | \$ 30,138,000.44 | Credit |
| General Trust          | \$ 69,074.00     | Credit |

##### (b) Summary of Investments

Our Governance No. 73 Cont...

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

### Concealed Water Leakage Concession Policy Update

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

### 603 Certificates

During the sale of a property a 603 Certificate is usually requested to identify if there are any outstanding or payable fees to Council by way of rates, charges or otherwise in respect of a parcel of land. There were 31 applications for 603 Certificates in October 2023.

In the calendar year to date, there have been 200 applications compared to 284 applications for the same period last year.

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

Please note: Council is currently undertaking its Annual Financial Statements and Audit reporting requirements for 30 June 2023. However, a detailed analysis has been presented for 31 October 2023.

| <b>RESTRICTED CASH ANALYSIS</b>                                         | <b>AS AT 31 OCTOBER 2023</b> | <b>AS AT 30 JUNE 2023</b> |
|-------------------------------------------------------------------------|------------------------------|---------------------------|
|                                                                         |                              |                           |
| <b>TOTAL CASH &amp; INVESTMENTS</b>                                     | <b>\$37,207,074</b>          | <b>\$34,891,004</b>       |
|                                                                         |                              |                           |
| <b>EXTERNALLY RESTRICTED CASH</b>                                       | <b>\$33,241,214</b>          | <b>\$28,078,266</b>       |
|                                                                         |                              |                           |
| <b>INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)</b>         | <b>\$12,211,578</b>          | <b>\$9,285,089</b>        |
| GRANT-RELATED - GENERAL (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES) | \$11,529,838                 | \$8,670,754               |
| GRANT-RELATED - WATER (EXCL DEVELOPER CONTRIBUTIONS)                    | \$402,471                    | \$168,056                 |
| GRANT-RELATED - SEWER (EXCL DEVELOPER CONTRIBUTIONS)                    | -                            | -                         |
| GRANT-RELATED - WASTE (EXCL DEVELOPER CONTRIBUTIONS)                    | \$279,269                    | \$446,279                 |
| GRANT-RELATED - STORMWATER (EXCL DEVELOPER CONTRIBUTIONS)               | -                            | -                         |
| BRUXNER WAY WIDENING                                                    | -                            | -                         |
|                                                                         |                              |                           |
| <b>INCLUDED IN DEVELOPER CONTRIBUTIONS</b>                              | <b>\$1,043,144</b>           | <b>\$870,032</b>          |
| DEVELOPER CONTRIBUTIONS - GENERAL                                       | \$781,328                    | \$651,144                 |
| DEVELOPER CONTRIBUTIONS - WATER                                         | \$109,187                    | \$94,296                  |
| DEVELOPER CONTRIBUTIONS - SEWER                                         | \$67,588                     | \$53,994                  |
| DEVELOPER CONTRIBUTIONS - WASTE                                         | \$77,968                     | \$63,921                  |
| DEVELOPER CONTRIBUTIONS - STORMWATER                                    | \$7,073                      | \$6,677                   |
|                                                                         |                              |                           |
| <b>INCLUDED IN RFS RESERVES</b>                                         | <b>\$65,591</b>              | <b>\$111,166</b>          |

Our Governance No. 73 Cont...

|                                                                                                       |                     |                     |
|-------------------------------------------------------------------------------------------------------|---------------------|---------------------|
| RFS RESERVES                                                                                          | \$65,591            | \$111,166           |
|                                                                                                       |                     |                     |
| <b>INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER EXCL GRANT RELATED, DC AND RFS ABOVE)</b> | <b>\$19,920,901</b> | <b>\$17,811,979</b> |
| WATER                                                                                                 | \$1,940,004         | \$1,210,136         |
| SEWER                                                                                                 | \$6,877,877         | \$6,763,527         |
| WASTE                                                                                                 | \$10,018,446        | \$8,464,494         |
| STORMWATER                                                                                            | \$1,015,500         | \$991,481           |
| TRUST FUND                                                                                            | \$69,074            | \$382,341           |
|                                                                                                       |                     |                     |
| <b>INTERNAL RESTRICTIONS</b>                                                                          |                     |                     |
| PLANT AND VEHICLE REPLACEMENT                                                                         | -                   | -                   |
| EMPLOYEES LEAVE ENTITLEMENTS                                                                          | -                   | -                   |
| SPECIAL PROJECTS                                                                                      | -                   | <b>\$5,500,000</b>  |
|                                                                                                       |                     |                     |
| <b>UNRESTRICTED FUNDS</b>                                                                             | <b>\$3,965,860</b>  | <b>\$1,312,738</b>  |

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

Nil.

**2. Policy and Regulation**

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

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

Our Governance No. 73 Cont...

**Glenn Wilcox**  
**General Manager**

Prepared by staff member: Roy Jones, Manager Finance & Technology  
Approved/Reviewed by Manager: Glenn Wilcox, General Manager  
Department: Office of the Chief Corporate Officer  
Attachments: **1** Investment Report as at 31 October 2023

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

| Financial Institution                   | Issuer Rating | Investment Term | Maturity Date | Interest Rate | Amount                     | Percentage Exposure  |
|-----------------------------------------|---------------|-----------------|---------------|---------------|----------------------------|----------------------|
| NAB                                     | AA-           | 91 Days         | 22/Jan/24     | 4.90%         | 1,500,000.00               | 21.43%               |
| NAB                                     | AA-           | 30 Days         | 15/Nov/23     | 4.10%         | 1,000,000.00               | 14.29%               |
| <b><u>TOTAL NAB INVESTMENTS</u></b>     |               |                 |               |               | <b><u>2,500,000.00</u></b> | <b><u>35.71%</u></b> |
| Commonwealth Bank                       | AA-           | 3 Months        | 18/Dec/23     | 4.68%         | 3,000,000.00               | 42.86%               |
| <b><u>TOTAL CBA INVESTMENTS</u></b>     |               |                 |               |               | <b><u>3,000,000.00</u></b> | <b><u>42.86%</u></b> |
| Westpac                                 | AA-           | 3 Months        | 30/Jan/24     | 4.94%         | 1,500,000.00               | 21.43%               |
| <b><u>TOTAL WESTPAC INVESTMENTS</u></b> |               |                 |               |               | <b><u>1,500,000.00</u></b> | <b><u>21.43%</u></b> |
| <b>INVESTMENTS TOTAL</b>                |               |                 |               |               | <b>7,000,000.00</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 GOV74/23</b>                                    |
| <b>Subject:</b>      | <b>CAPITAL EXPENDITURE REPORT AS AT 31 OCTOBER 2023</b> |

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

## SUMMARY

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

## OFFICER'S RECOMMENDATION:

**That Council note the Capital Expenditure Report for the period ended 31 October 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 that are ongoing from the 2022/23 year, in particular grant-funded works, will be presented in the first Quarterly Budget Review for September 2023. These projects account for the most significant capital expenditure variances at this stage of the financial year, which is to be expected.

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

## COUNCIL IMPLICATIONS:

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

Nil.

### 2. Policy and Regulation

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

- Office of Local Government Circulars

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Glenn Wilcox**  
**General Manager**

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

Approved/Reviewed by Manager: Glenn Wilcox, General Manager

Department: Office of the Chief Corporate Officer

Attachments: **1** October 2023 Capital Expenditure Report **5** Pages

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

| Capital Projects                                                                         | Funding Source       | 23/24 Adopted Original Budget \$ | 23/24 YTD Actuals \$ | 23/24 Proposed Review 1 Budget \$ | 23/24 Percentage Spent % (Proposed Review 1 Budget - includes Carry-Forwards) | Comments                                                           |
|------------------------------------------------------------------------------------------|----------------------|----------------------------------|----------------------|-----------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <b>Office of the Chief Executive</b>                                                     |                      | <b>13,246</b>                    | <b>229,356</b>       | <b>912,377</b>                    | <b>25.14%</b>                                                                 |                                                                    |
| <b>Economic Growth and Tourism</b>                                                       |                      |                                  |                      |                                   |                                                                               |                                                                    |
| 5400510. LF027 Tenterfield Dam Recreational Precinct - Stage 1 Fishing Platform          | General Fund - Grant | 0                                | 0                    | 249,576                           | 0.00%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR |
| 5400511. SCCF5 - 0867 - Tenterfield Youth Precinct Infrastructure Upgrade, Stage 2       | General Fund - Grant | 0                                | 201,806              | 585,197                           | 34.49%                                                                        | Unspent budget from 2022/23 to be carried-forward in September QBR |
| <b>Total Economic Growth and Tourism</b>                                                 |                      | <b>0</b>                         | <b>201,806</b>       | <b>834,773</b>                    | <b>24.17%</b>                                                                 |                                                                    |
| <b>Arts, Culture and Library Services</b>                                                |                      |                                  |                      |                                   |                                                                               |                                                                    |
| 5000520. Local Priority Grant 2020/21                                                    | General Fund - Grant | 0                                | 9,522                | 10,544                            | 90.31%                                                                        | Unspent budget from 2022/23 to be carried-forward in September QBR |
| 5000522. Local Priority Grant 2021/22                                                    | General Fund - Grant | 0                                | 13,283               | 19,329                            | 68.72%                                                                        | Unspent budget from 2022/23 to be carried-forward in September QBR |
| 5000524. Local Priority Grant 2022/23                                                    | General Fund - Grant | 0                                | 0                    | 24,900                            | 0.00%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR |
| 5000523. Public Library Infrastructure Grant - Refurbishment of the Tenterfield Library  | General Fund - Grant | 0                                | 2,563                | 2,631                             | 97.40%                                                                        | Unspent budget from 2022/23 to be carried-forward in September QBR |
| 5000525. Local Priority Grant 2023/24                                                    | General Fund - Grant | 13,246                           | 2,182                | 20,200                            | 10.80%                                                                        |                                                                    |
| <b>Total Arts, Culture and Library Services</b>                                          |                      | <b>13,246</b>                    | <b>27,550</b>        | <b>77,604</b>                     | <b>35.50%</b>                                                                 |                                                                    |
| <b>Office of the Chief Corporate Officer</b>                                             |                      | <b>185,000</b>                   | <b>179,034</b>       | <b>1,419,215</b>                  | <b>12.61%</b>                                                                 |                                                                    |
| <b>Buildings &amp; Amenities</b>                                                         |                      |                                  |                      |                                   |                                                                               |                                                                    |
| 4200507. Admin Building - Air Conditioning Replacement IT Room                           | General Fund         | 0                                | 0                    | 9,977                             | 0.00%                                                                         |                                                                    |
| 4200508. Admin Building - Roof Replacement                                               | General Fund         | 0                                | 0                    | 296,760                           | 0.00%                                                                         |                                                                    |
| 4210500. Mt McKenzie Tower Construct Access Road (SRV)                                   | General Fund         | 0                                | 20,711               | 67,300                            | 30.77%                                                                        | Unspent budget from 2022/23 to be carried-forward in September QBR |
| 4230510. SCCF4-0858 Upgrades to Drake Hall                                               | General Fund - Grant | 0                                | 68,684               | 109,277                           | 62.85%                                                                        | Unspent budget from 2022/23 to be carried-forward in September QBR |
| 4230512. SCCF4-0948 Improvements to Sunnyside Hall                                       | General Fund - Grant | 0                                | 0                    | 27,623                            | 0.00%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR |
| 4230513. BSBR000689 - Mingoola Hall Improvements                                         | General Fund - Grant | 0                                | 0                    | 120,000                           | 0.00%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR |
| 4235000. Tenterfield Memorial Hall Sporting Complex - SCCF-1023                          | General Fund         | 0                                | 0                    | 52,265                            | 0.00%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR |
| 4235001. Memorial Hall Internal Acoustic, Ventilation & Insulation Treatments            | General Fund - Grant | 0                                | 0                    | 66,275                            | 0.00%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR |
| 4235003. BCRRF Stream 1 Memorial Hall                                                    | General Fund         | 0                                | 0                    | 31,292                            | 0.00%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR |
| 4235005. BSBR000682 - Installation of Ceiling Fans & Emergency Lighting at Memorial Hall | General Fund - Grant | 0                                | 0                    | 154,000                           | 0.00%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR |
| 4235006. SCCF4-0949 Floor Refurbishments to Memorial Hall                                | General Fund - Grant | 0                                | 59,433               | 131,117                           | 45.33%                                                                        | Unspent budget from 2022/23 to be carried-forward in September QBR |
| <b>Total Buildings &amp; Amenities</b>                                                   |                      | <b>0</b>                         | <b>148,828</b>       | <b>1,065,886</b>                  | <b>13.96%</b>                                                                 |                                                                    |
| <b>Finance &amp; Technology</b>                                                          |                      |                                  |                      |                                   |                                                                               |                                                                    |
| 1810501. Computer Equipment - Finance                                                    | General Fund         | 75,000                           | 0                    | 32,264                            | 0.00%                                                                         |                                                                    |
| 1810508. Capitalised Software                                                            | General Fund         | 50,000                           | 0                    | 0                                 | 0.00%                                                                         |                                                                    |
| <b>Total Finance &amp; Technology</b>                                                    |                      | <b>125,000</b>                   | <b>0</b>             | <b>32,264</b>                     | <b>0.00%</b>                                                                  |                                                                    |
| <b>Livestock Saleyards</b>                                                               |                      |                                  |                      |                                   |                                                                               |                                                                    |
| 4220504. Improvements to Loading Ramps & Traffic Facilities                              | General Fund         | 0                                | 13,910               | 55,813                            | 24.92%                                                                        | Unspent budget from 2022/23 to be carried-forward in September QBR |
| <b>Total Livestock Saleyards</b>                                                         |                      | <b>0</b>                         | <b>13,910</b>        | <b>55,813</b>                     | <b>24.92%</b>                                                                 |                                                                    |

\*Report Contains Filters



| Capital Projects                                                         | Funding Source       | 23/24 Adopted Original Budget \$ | 23/24 YTD Actuals \$ | 23/24 Proposed Review 1 Budget \$ | 23/24 Percentage Spent % (Proposed Review 1 Budget - includes Carry-Forwards) | Comments                                                           |
|--------------------------------------------------------------------------|----------------------|----------------------------------|----------------------|-----------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <b>Parks, Gardens and Open Space</b>                                     |                      |                                  |                      |                                   |                                                                               |                                                                    |
| 4215502. Cemeteries - Earthworks Preparation for Stage 1 Expansion       | General Fund         | 20,000                           | 9,710                | 20,000                            | 48.55%                                                                        | Further slabs to be installed                                      |
| 4215505. Tenterfield Cemetery - Memorial Niche Wall                      | General Fund         | 40,000                           | 6,455                | 40,000                            | 16.14%                                                                        | In progress. Slab has been completed, bricks delivered.            |
| 4605514. PSLP - Jennings Playground Precinct                             | General Fund - Grant | 0                                | 131                  | 26,953                            | 0.48%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR |
| 4605516. SCCF4-0951 Revitalisation of Tenterfield Netball Courts         | General Fund - Grant | 0                                | 0                    | 160,000                           | 0.00%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR |
| <b>Total Parks, Gardens and Open Space</b>                               |                      | <b>60,000</b>                    | <b>16,296</b>        | <b>246,953</b>                    | <b>6.60%</b>                                                                  |                                                                    |
| <b>Swimming Complex</b>                                                  |                      |                                  |                      |                                   |                                                                               |                                                                    |
| 4600512. Swimming Pool - Equipment Renewal                               | General Fund         | 0                                | 0                    | 18,299                            | 0.00%                                                                         |                                                                    |
| <b>Total Swimming Complex</b>                                            |                      | <b>0</b>                         | <b>0</b>             | <b>18,299</b>                     | <b>0.00%</b>                                                                  |                                                                    |
| <b>Office of the Chief Operating Officer</b>                             |                      |                                  |                      |                                   |                                                                               |                                                                    |
|                                                                          |                      | <b>8,667,405</b>                 | <b>3,583,872</b>     | <b>41,970,375</b>                 | <b>8.54%</b>                                                                  |                                                                    |
| <b>Asset Management &amp; Resourcing</b>                                 |                      |                                  |                      |                                   |                                                                               |                                                                    |
| 6250502. Tenterfield Depot - Wash Down & Recycle Bay                     | General Fund         | 80,000                           | 0                    | 50,000                            | 0.00%                                                                         |                                                                    |
| 6250503. Tenterfield Depot - Water Wise Initiatives                      | General Fund         | 20,000                           | 0                    | 20,000                            | 0.00%                                                                         |                                                                    |
| 6250505. Tenterfield Depot - WHS & Environmental Initiative Enhancements | General Fund         | 150,000                          | 0                    | 75,000                            | 0.00%                                                                         |                                                                    |
| 6250506. Tenterfield Depot - Fuel Tank Replacement/Remediation           | General Fund         | 200,000                          | 0                    | 100,000                           | 0.00%                                                                         |                                                                    |
| <b>Total Asset Management &amp; Resourcing</b>                           |                      | <b>450,000</b>                   | <b>0</b>             | <b>245,000</b>                    | <b>0.00%</b>                                                                  |                                                                    |
| <b>Plant, Fleet &amp; Equipment</b>                                      |                      |                                  |                      |                                   |                                                                               |                                                                    |
| 6210500. Public Works Plant - Purchases                                  | General Fund         | 3,737,292                        | 669,363              | 3,737,292                         | 17.91%                                                                        |                                                                    |
| 6210501. Public Works Plant - WDV of Asset Disposals                     | General Fund         | (2,530,441)                      | (608,643)            | (2,530,441)                       | 24.05%                                                                        |                                                                    |
| <b>Sewerage Service</b>                                                  |                      |                                  |                      |                                   |                                                                               |                                                                    |
| 7872502. Tenterfield Mains Relining (1km Year)                           | Sewer Fund           | 178,100                          | 476,351              | 678,910                           | 70.16%                                                                        | Engaged in August. Budget to be adjusted in September QBR.         |
| 7872503. Tenterfield Mains Augmentation                                  | Sewer Fund           | 71,300                           | 0                    | 71,300                            | 0.00%                                                                         | WTP nearing completion                                             |
| 7872505. Tenterfield Man Hole Level Alterations (Water Infiltration)     | Sewer Fund           | 166,600                          | 40,700               | 166,600                           | 24.43%                                                                        | 10 Manholes completed                                              |
| 7872515. Tenterfield Upgrade Road to Tertiary Ponds                      | Sewer Fund           | 0                                | 0                    | 7,000                             | 0.00%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR |
| 7872516. Tenterfield Replace Baffles in Tertiary Ponds                   | Sewer Fund           | 46,100                           | 0                    | 46,100                            | 0.00%                                                                         |                                                                    |
| 7872517. Tenterfield Scada System Upgrade                                | Sewer Fund           | 0                                | 0                    | 21,153                            | 0.00%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR |
| 7872519. Tenterfield Network Renewal                                     | Sewer Fund           | 198,600                          | 0                    | 198,600                           | 0.00%                                                                         |                                                                    |
| 7872520. Biosolids Processing Plant                                      | Sewer Fund           | 250,000                          | 0                    | 0                                 | 0.00%                                                                         | To be moved to Long term financial plan in 2025/26                 |
| 7872524. Tenterfield STP - 3 Bay Shed for Storage                        | Sewer Fund           | 0                                | 0                    | 50,000                            | 0.00%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR |
| 7872526. Tenterfield STP - Refurbishment                                 | Sewer Fund           | 0                                | 0                    | 20,000                            | 0.00%                                                                         |                                                                    |
| 7872527. Tenterfield New Pump Station - Molesworth St                    | Sewer Fund           | 0                                | 0                    | 200,000                           | 0.00%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR |
| 7872528. Tenterfield New Pump Station - Trail Lane                       | Sewer Fund           | 0                                | 0                    | 150,000                           | 0.00%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR |
| 7872800. Urbenville Dehydrator                                           | Sewer Fund           | 0                                | 0                    | 10,000                            | 0.00%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR |
| 7872801. Removal Sludge from Tertiary Ponds/Renewal of Capacity          | Sewer Fund           | 10,900                           | 0                    | 10,900                            | 0.00%                                                                         | Underway                                                           |
| 7872804. Urbenville Telemetry Upgrade                                    | Sewer Fund           | 15,000                           | 0                    | 15,000                            | 0.00%                                                                         |                                                                    |
| 7872807. Urbenville Telemetry From PS to STP                             | Sewer Fund           | 10,300                           | 0                    | 10,300                            | 0.00%                                                                         |                                                                    |
| <b>Total Sewerage Service</b>                                            |                      | <b>946,900</b>                   | <b>517,051</b>       | <b>1,655,863</b>                  | <b>31.23%</b>                                                                 |                                                                    |

\*Report Contains Filters

| Capital Projects                                                                                   | Funding Source       | 23/24 Adopted Original Budget \$ | 23/24 YTD Actuals \$ | 23/24 Proposed Review 1 Budget \$ | 23/24 Percentage Spent % (Proposed Review 1 Budget - includes Carry-Forwards) | Comments                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------|----------------------|----------------------------------|----------------------|-----------------------------------|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stormwater &amp; Drainage</b>                                                                   |                      |                                  |                      |                                   |                                                                               |                                                                                                                                                                                                                                       |
| 8252502. Drainage Pits - Upgrade                                                                   | Stormwater Fund      | 63,000                           | 0                    | 63,000                            | 0.00%                                                                         |                                                                                                                                                                                                                                       |
| 8252510. Rouse Street Construction                                                                 | Stormwater Fund      | 210,000                          | 0                    | 0                                 | 0.00%                                                                         |                                                                                                                                                                                                                                       |
| 8252513. Logan & Molesworth Street Construction                                                    | Stormwater Fund      | 80,000                           | 0                    | 0                                 | 0.00%                                                                         |                                                                                                                                                                                                                                       |
| 8252523. Urban Culverts Renewal                                                                    | Stormwater Fund      | 27,200                           | 0                    | 27,200                            | 0.00%                                                                         |                                                                                                                                                                                                                                       |
| 8252526. Stormwater Pipe Renewal                                                                   | Stormwater Fund      | 40,000                           | 0                    | 40,000                            | 0.00%                                                                         |                                                                                                                                                                                                                                       |
| <b>Total Stormwater &amp; Drainage</b>                                                             |                      | <b>420,200</b>                   | <b>0</b>             | <b>130,200</b>                    | <b>0.00%</b>                                                                  |                                                                                                                                                                                                                                       |
| <b>Transport Network</b>                                                                           |                      |                                  |                      |                                   |                                                                               |                                                                                                                                                                                                                                       |
| 6215110. Regional & Local Roads Traffic Facilities                                                 | General Fund - Grant | 66,000                           | 22,726               | 70,000                            | 32.47%                                                                        |                                                                                                                                                                                                                                       |
| 6215510. Regional Roads Block Grant - Reseals Program                                              | General Fund - Grant | 537,892                          | 8,892                | 878,678                           | 1.01%                                                                         |                                                                                                                                                                                                                                       |
| 6215531. Special Grant Mt Lindesay Road (RMS/Fed)                                                  | General Fund - Grant | 0                                | 54,668               | 292,308                           | 18.70%                                                                        | Unspent budget from 2022/23 to be carried-forward in September QBR                                                                                                                                                                    |
| 6215544. BLERF - 0737 - Improve Mt Lindesay Road                                                   | General Fund - Grant | 0                                | 125,826              | 784,216                           | 16.04%                                                                        | Unspent budget from 2022/23 to be carried-forward in September QBR                                                                                                                                                                    |
| 6215550. Footpaths Capital Works                                                                   | General Fund         | 0                                | 0                    | 140,434                           | 0.00%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR. To contribute to Miles St LRCI3 project.                                                                                                                          |
| 6215552. Roads to Recovery 2019-24                                                                 | General Fund - Grant | 1,044,335                        | 0                    | 1,044,335                         | 0.00%                                                                         |                                                                                                                                                                                                                                       |
| 6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel               | General Fund - Grant | 0                                | 756,206              | 11,316,071                        | 6.68%                                                                         | 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 | 0                                | 22,342               | 427,373                           | 5.23%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR. Pavement widening works are continuing                                                                                                                            |
| 6215575. ROSI - Sunnyside Platform Road Upgrade                                                    | General Fund         | 0                                | 51,748               | 68,887                            | 75.12%                                                                        |                                                                                                                                                                                                                                       |
| 6215576. BSBR000641 - Drake Village Revitalisation                                                 | General Fund - Grant | 0                                | 527,025              | 2,868,302                         | 18.37%                                                                        | Unspent budget from 2022/23 to be carried-forward in September QBR                                                                                                                                                                    |
| 6215579. Local Roads & Community Infrastructure Program - Round 3                                  | General Fund - Grant | 0                                | 6,028                | 275,703                           | 2.19%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR                                                                                                                                                                    |
| 6215584. FLR400104 - Paddys Flat Road South, Tabulam                                               | General Fund - Grant | 0                                | 624                  | 2,996,498                         | 0.02%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR                                                                                                                                                                    |
| 6215587. Repair Program 2023/24                                                                    | General Fund - Grant | 565,572                          | 0                    | 0                                 | 0.00%                                                                         |                                                                                                                                                                                                                                       |
| 6215588. Local Roads & Community Infrastructure Program - Round 4                                  | General Fund - Grant | 0                                | 0                    | 1,646,730                         | 0.00%                                                                         |                                                                                                                                                                                                                                       |
| 6215590. DRFA AGRN1012 Integrated Smart Infrastructure System (Category D)                         | General Fund - Grant | 0                                | 0                    | 600,000                           | 0.00%                                                                         |                                                                                                                                                                                                                                       |
| 6220272. Bridges Renewal Program - Kangaroo Creek Bridge Replacement                               | 50% Grant Funded     | 0                                | 0                    | 240,612                           | 0.00%                                                                         |                                                                                                                                                                                                                                       |
| 6220274. Bridges Renewal Program - Unknown Creek Bridge (67203) Replacement, Paddy's Flat Road Nth | General Fund - Grant | 0                                | 0                    | 127,900                           | 0.00%                                                                         |                                                                                                                                                                                                                                       |
| 6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Road             | General Fund - Grant | 0                                | 13,260               | 164,423                           | 8.06%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR                                                                                                                                                                    |
| 6220279. FCBP - Acacia Creek Bridge - Patersons Road, Legume                                       | General Fund - Grant | 0                                | 21,124               | 767,229                           | 2.75%                                                                         |                                                                                                                                                                                                                                       |
| 6220281. FCBP - Acacia Creek Bridge - Tooloom Street, Legume                                       | General Fund - Grant | 0                                | 21,845               | 713,128                           | 3.06%                                                                         |                                                                                                                                                                                                                                       |
| 6220282. FCBP - Koreelah Creek Bridge - White Swamp Road, Koreelah                                 | General Fund - Grant | 0                                | 19,324               | 1,416,420                         | 1.36%                                                                         |                                                                                                                                                                                                                                       |
| 6220283. FCBP - Mole River Bridge - Springfield Road, Mole River                                   | General Fund - Grant | 0                                | 4,757                | 1,308,221                         | 0.36%                                                                         |                                                                                                                                                                                                                                       |
| 6220500. Urban Streets - Reseal Program                                                            | General Fund         | 122,000                          | 1,748                | 152,789                           | 1.14%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR                                                                                                                                                                    |
| 6220501. Road Renewal - Gravel Roads                                                               | General Fund         | 325,760                          | 67,027               | 587,345                           | 11.41%                                                                        | Unspent budget from 2022/23 to be carried-forward in September QBR                                                                                                                                                                    |
| 6220503. Gravel Resheets                                                                           | General Fund         | 316,226                          | 489                  | 496,508                           | 0.10%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR                                                                                                                                                                    |
| 6220505. Kerbing & Guttering                                                                       | General Fund         | 0                                | 0                    | 40,000                            | 0.00%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR                                                                                                                                                                    |

\*Report Contains Filters

| Capital Projects                                                       | Funding Source                                                 | 23/24 Adopted Original Budget \$ | 23/24 YTD Actuals \$ | 23/24 Proposed Review 1 Budget \$ | 23/24 Percentage Spent % (Proposed Review 1 Budget - includes Carry-Forwards) | Comments                                                                                                                                                                         |
|------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------|----------------------|-----------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6220506. Bridges / Causeways (SRV to 2023/24)                          | General Fund                                                   | 460,000                          | 0                    | 460,000                           | 0.00%                                                                         |                                                                                                                                                                                  |
| 6220507. Rural Roads - Reseal Program                                  | General Fund                                                   | 280,165                          | 14,505               | 470,245                           | 3.08%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR                                                                                                               |
| 6220512. Rural Culverts & Pipes                                        | General Fund                                                   | 150,000                          | 23,461               | 150,000                           | 15.64%                                                                        |                                                                                                                                                                                  |
| 6220513. Concrete Bridges                                              | General Fund                                                   | 105,111                          | 0                    | 125,334                           | 0.00%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR                                                                                                               |
| 6240101. Gravel Pit Rehabilitation                                     | General Fund                                                   | 60,877                           | 137,622              | 292,678                           | 47.02%                                                                        | Rehab for Geyers Road pit as per EPA                                                                                                                                             |
| 6240503. Rural Road Rehabilitation                                     | General Fund                                                   | 120,000                          | 0                    | 120,000                           | 0.00%                                                                         |                                                                                                                                                                                  |
| 6240507. Urban Road Rehabilitation                                     | General Fund                                                   | 125,000                          | 0                    | 125,000                           | 0.00%                                                                         | To be completed before reseal program, December 2023                                                                                                                             |
| 6240508. Urban Streets - Unsealed Resheet                              | General Fund                                                   | 20,000                           | 0                    | 20,000                            | 0.00%                                                                         |                                                                                                                                                                                  |
| 6240509. SCCF4-0946 Extension to Urbenville Footpath                   | General Fund - Grant                                           | 0                                | 91,980               | 91,526                            | 100.50%                                                                       | Unspent budget from 2022/23 to be carried-forward in September QBR                                                                                                               |
| <b>Total Transport Network</b>                                         |                                                                | <b>4,298,938</b>                 | <b>1,993,227</b>     | <b>31,278,893</b>                 | <b>6.37%</b>                                                                  |                                                                                                                                                                                  |
| <b>Waste Management</b>                                                |                                                                |                                  |                      |                                   |                                                                               |                                                                                                                                                                                  |
| 7080500. 240L Wheelie Bins                                             | Waste Fund                                                     | 2,154                            | 2,903                | 5,154                             | 56.33%                                                                        |                                                                                                                                                                                  |
| 7080503. Industrial Bins                                               | Waste Fund                                                     | 6,462                            | 0                    | 6,462                             | 0.00%                                                                         |                                                                                                                                                                                  |
| 7080554. Boonoo Boonoo - Landfill Cover                                | Waste Fund                                                     | 10,000                           | 0                    | 10,000                            | 0.00%                                                                         |                                                                                                                                                                                  |
| 7080555. Boonoo Boonoo - Cell Remediation Asset                        | Waste Fund                                                     | 50,000                           | 0                    | 50,000                            | 0.00%                                                                         |                                                                                                                                                                                  |
| 7080560. EPA Bushfire Recovery Program for Council Landfills           | Waste Fund - Grant                                             | 0                                | 167,010              | 601,018                           | 27.79%                                                                        | Unspent budget from 2022/23 to be carried-forward in September QBR                                                                                                               |
| 7080563. Torrington - Landfill Closure & Transfer Station Construction | Waste Fund                                                     | 0                                | 113                  | 20,000                            | 0.56%                                                                         |                                                                                                                                                                                  |
| 7080564. Boonoo Boonoo - Develop Stage 5                               | Waste Fund                                                     | 600,000                          | 7,102                | 3,118,061                         | 0.23%                                                                         | Plans completed - EPA approval, RFT sent                                                                                                                                         |
| 7080720. Mingoola - Open Transfer Station                              | Waste Fund                                                     | 70,000                           | 0                    | 70,000                            | 0.00%                                                                         |                                                                                                                                                                                  |
| 7080752. Urbenville - Recycling Infrastructure                         | Waste Fund                                                     | 50,000                           | 0                    | 0                                 | 0.00%                                                                         | To be moved to Long term financial plan in 2027/28                                                                                                                               |
| 7080810. Tenterfield WTS Recycling Infrastructure                      | Waste Fund                                                     | 100,000                          | 0                    | 0                                 | 0.00%                                                                         | To be moved to Long term financial plan in 2024/25                                                                                                                               |
| 7080811. Tenterfield WTS Groundwater Bores                             | Waste Fund                                                     | 0                                | 498                  | 117,663                           | 0.42%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR                                                                                                               |
| <b>Total Waste Management</b>                                          |                                                                | <b>888,616</b>                   | <b>177,627</b>       | <b>3,998,358</b>                  | <b>4.44%</b>                                                                  |                                                                                                                                                                                  |
| <b>Water Supply</b>                                                    |                                                                |                                  |                      |                                   |                                                                               |                                                                                                                                                                                  |
| 7484501. Tenterfield Mains Augmentation                                | Water Fund                                                     | 10,900                           | 0                    | 10,900                            | 0.00%                                                                         |                                                                                                                                                                                  |
| 7484505. Tenterfield Mains Replacement                                 | Water Fund                                                     | 290,000                          | 0                    | 290,000                           | 0.00%                                                                         | Infrastructure ordered for work to new WTP                                                                                                                                       |
| 7484506. Tenterfield Meter Replacement                                 | Water Fund                                                     | 23,200                           | 0                    | 23,200                            | 0.00%                                                                         | Ongoing - undertaken where required for faulty meters                                                                                                                            |
| 7484514. Tenterfield Air Scour Pipe Renewal Program                    | Water Fund                                                     | 60,000                           | 0                    | 60,000                            | 0.00%                                                                         |                                                                                                                                                                                  |
| 7484522. Tenterfield Water Treatment Plant Construction                | Water Fund Grants - State \$7 million, Federal \$2.645 million | 0                                | 556,476              | 363,341                           | 153.16%                                                                       | Unspent budget from 2022/23 to be carried-forward in September QBR.                                                                                                              |
| 7484538. BLERF 0377 - Tenterfield Villages Emergency Water Program     | Water Fund - Grant \$960,000; Council contribution \$20,000    | 0                                | 5,213                | 642,832                           | 0.81%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR. Planning complete, infrastructure purchased, drillers engaged, awaiting approvals from NRAR                  |
| 7484539. Tenterfield - Smart Water Meters (Rouse St 100 Businesses)    | Water Fund                                                     | 60,000                           | 0                    | 0                                 | 0.00%                                                                         |                                                                                                                                                                                  |
| 7484540. Bulk Water Metering Grant                                     | Water Fund - Grant \$36,844; Council contribution \$12,281     | 0                                | 0                    | 40,241                            | 0.00%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR.                                                                                                              |
| 7484541. New Grid Urbenville Water Supply Project                      | Water Fund - Grant \$1,458,000; Council contribution \$100,000 | 0                                | 265,550              | 1,359,468                         | 19.53%                                                                        | Unspent budget from 2022/23 to be carried-forward in September QBR. Preliminary assessments complete and approved, moving to design phase, approval received & drilling underway |

\*Report Contains Filters

| Capital Projects                                           | Funding Source                                             | 23/24 Adopted Original Budget \$ | 23/24 YTD Actuals \$ | 23/24 Proposed Review 1 Budget \$ | 23/24 Percentage Spent % (Proposed Review 1 Budget - includes Carry-Forwards) | Comments                                                                                                                                                       |
|------------------------------------------------------------|------------------------------------------------------------|----------------------------------|----------------------|-----------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7484543. Cowper St Mains Replacement - Transport NSW Works | Water Fund - Grant                                         | 0                                | 539                  | 342,155                           | 0.16%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR. 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 | 0                                | 0                    | 92,522                            | 0.00%                                                                         | Unspent budget from 2022/23 to be carried-forward in September QBR.                                                                                            |
| 7484545. Shirley Park Bore Refurbishment                   | Water Fund                                                 | 0                                | 0                    | 209,312                           | 0.00%                                                                         | Underway                                                                                                                                                       |
| 7484811. Urbenville Water Treatment Plant Upgrade          | Water Fund                                                 | 0                                | 7,469                | 0                                 | 0.00%                                                                         | Continuing options received and agreed DPE                                                                                                                     |
| 7484812. Urbenville Sewer Scada Renewal                    | Water Fund                                                 |                                  |                      | 9,439                             | 0.00%                                                                         |                                                                                                                                                                |
| 7484901. Jennings Mains Replacement                        | Water Fund                                                 | 11,800                           | 0                    | 11,800                            | 0.00%                                                                         |                                                                                                                                                                |
| <b>Total Water Supply</b>                                  |                                                            | <b>455,900</b>                   | <b>835,247</b>       | <b>3,455,210</b>                  | <b>24.17%</b>                                                                 |                                                                                                                                                                |
| <b>Grand Total</b>                                         |                                                            | <b>8,865,651</b>                 | <b>3,992,261</b>     | <b>44,301,967</b>                 | <b>9.01%</b>                                                                  |                                                                                                                                                                |

\*Report Contains Filters

|                      |                                                                |
|----------------------|----------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                   |
| <b>Submitted by:</b> | Erika Bursford, Manager Customer Service, Governance & Records |
| <b>Reference:</b>    | <b>ITEM GOV75/23</b>                                           |
| <b>Subject:</b>      | <b>TENTERFIELD SHIRE COUNCIL ANNUAL REPORT 2022/2023</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 for Council to receive the Annual Report, inclusive of the draft Annual Financial Statements, for the financial year ending 30 June 2023.

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

**That Council adopt the Annual Report for 2022/2023 Noting that due to the late advice from the NSW Audit Office as to amendments issued state wide that the Financial Statements are in Draft form and these statements will be replaced on the website once a final set of statements and advice is issued to Council.**

#### **BACKGROUND**

Council must prepare an Annual Report in accordance with the *Local Government Act 1993*, Section 428.

- (1) *Within 5 months after the end of each year, a Council must prepare a report (its "Annual Report") for that year reporting as to its achievements in implementing its Delivery Program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed.*
- (2) *The Annual Report in the year in which an Ordinary Election of Councillors is to be held must also report as to the Council's achievements in implementing the Community Strategic Plan over the previous four years.*
- (3) *An Annual Report must be prepared in accordance with the guidelines under Section 406.*
- (4) *An Annual Report must contain the following:*
  - (a) *a copy of the Council's Audited Financial Reports prepared in accordance with the Local Government Code of Accounting Practice and Financial Reporting published by the Department, as in force from time to time,*

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(b) *such other information or material as the regulations or the guidelines under section 406 may require.*

(5) *A copy of the Council's Annual Report must be posted on the Council's website and provided to the Minister and such other persons and bodies as the Regulations may require. A copy of a Council's Annual Report may be provided to the Minister by notifying the Minister of the appropriate URL link to access the Report on the Council's website.*

#### **REPORT:**

In accordance with the Act, Council staff have contributed to the development of the Annual Report and the draft Financial Statements.

The Annual Report consists of several sections commencing with the Mayor's annual message, followed by statistics about the Shire, our achievements over the year against the Community Strategic Plan strategies, and statutory reporting items. The Annual Report also includes the draft financial statements for the 2022/2023 financial year. This is due to an Audit Office of NSW imposed delay in the completion of the audit of Council's financial statements. The Annual Report will be resubmitted to Council for review and readoption once the audited financial statements have been provided to Council.

#### **COUNCIL IMPLICATIONS:**

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

Council meets its commitment to inform, consult and involve by annually reporting on its Annual Report and draft and Audited Financial Statements via its open Ordinary Meeting.

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

- NSW Local Government Act 1993;
- NSW Local Government (General) Regulation 2005.

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

Nil.

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

Nil.

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

Nil.

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

The Annual Report is a statutory requirement. Failure to lodge the Report would result in a significant risk to Council of being non-compliant under the Local Government Act 1993.

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

Nil.

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

Nil.

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**Roy Jones**  
**Acting Chief Corporate Officer**

Prepared by staff member: Erika Bursford, Manager Customer Service,  
Governance & Records

Approved/Reviewed by Manager: Roy Jones, Acting Chief Corporate Officer

Department: Office of the Chief Corporate Officer

Attachments: The Annual Report is a separate attachment.

|                      |                                                                                             |
|----------------------|---------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                                        |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media                                              |
| <b>Reference:</b>    | <b>ITEM GOV76/23</b>                                                                        |
| <b>Subject:</b>      | <b>COUNCIL RECESS PERIOD - PROPOSED COUNCIL MEETING DATES JANUARY 2024 - SEPTEMBER 2024</b> |

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

## SUMMARY

The purpose of this report is for Council to recommend the dates for the Ordinary Council Meetings – January 2024 to January 2025. In accordance with s356 of the NSW Local Government Act 1993, Council is required to meet at least ten (10) times per year, each time in a separate month.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Resolve to hold the first meeting of the Council on 28 February 2024 with the following dates for meetings:**
  - a) Ordinary Council Meetings to be held in each month of the calendar year with the exception of January 2025;**
  - b) Council Meetings be held on the fourth Wednesday of the meeting month at a time to be determined, with the exception of December 2024 which will be held on the third Wednesday of the month; and**
  - c) Ordinary Council Meetings be held each month in the "Koreelah Room", Council Administration Building with the exception of two meetings to be held in the villages of Legume and Torrington.**
  - d) Council will hold an election in September 2024 and the dates and times of meetings will be determined by a new Council after the election.**

## BACKGROUND

Council is required to ensure that appropriate delegations are in place for the General Manager, if on leave or uncontactable during the "closedown" period so that the functions of Council can continue as required. Current advice is that Council's General



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Manager will be available throughout the "closedown" period, therefore no additional delegations are required.

In accordance with s365 of the NSW Local Government Act 1993, Council is required to meet at least ten (10) times per year, each time in a separate month.

**REPORT:**

Development applications will be administered via the standard process or at the first meeting in the new year, February 2024.

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

The fixing of the time and date of meetings is a matter for Council to determine. In determining these matters, Council should consider the availability of Councillors, staff and the convenience to the public.

Council currently meets at 9.30am for the monthly Council Meeting and the current practice is for Council meetings to be conducted on the fourth Wednesday of each month, except January.

As the fourth Wednesday of the month in December falls within the Christmas holiday period, the Council Meeting in December is held on the third Wednesday of the month.

In recent periods Council has held two (2) Ordinary Meeting of Council in a rural area of the Shire each calendar year. Since 1996 there have been eight (8) rural locations where the Council has held Ordinary Council Meetings.

As the last two village meetings for this calendar year were postponed due to Council's Fiscal Repair Strategy by Council Resolution #164/23

***Resolved*** that Council:

*Resolve to hold the remainder of its 2023 Ordinary and Extraordinary Council meetings in the "Koreelah Room", Council Administration Building, 247 Rouse Street, Tenterfield.*

*(Kim Rhodes/Tim Bonner)*

**Motion Carried**

2023 – Legume & Torrington

**COUNCIL IMPLICATIONS:**

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

Closedown arrangements and emergency contacts for the period will be advertised through "Your Local News", local media, Facebook Page and are available on Council's website and phone message.

Holding meetings in rural locations spread throughout the Shire increases the in-person accessibility to Council Meetings for communities that are geographically dispersed from Tenterfield.

**2. Policy and Regulation**

- NSW Local Government Act 1993;

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- NSW Local Government (General) Regulations 2005; and
- Tenterfield Shire Council Code of Meeting Practice.

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

Attending Council meetings in village areas twice per year, has been included in the Civic budget.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

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

**8. Project Management**

Nil.

**Glenn Wilcox**  
**General Manager**

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

|                      |                                                      |
|----------------------|------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                 |
| <b>Submitted by:</b> | Glenn Wilcox, General Manager                        |
| <b>Reference:</b>    | <b>ITEM GOV77/23</b>                                 |
| <b>Subject:</b>      | <b>ESTABLISHMENT OF WORKS AND SERVICES COMMITTEE</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>Delivery Plan Action:</b>    | Provide sound and inclusive decisions using the Community Engagement Strategy to guide our interactions.                                                                                                                |
| <b>Operational Plan Action:</b> | Comply with the regulatory and legislative requirements of Councils as outlined by the Office of Local Government and other bodies.                                                                                     |

#### **SUMMARY**

The purpose of this report is for Council to consider forming a Works and Services Committee.

A Terms of Reference has been prepared for discussion and adoption.

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

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

- (1) Establish a Works and Services Committee.**
- (2) That the Terms of Reference for the Works and Services Committee be approved for consideration by the Committee.**
- (3) That Council elect two (2) Councillors as representatives for this Committee.**
- (4) That Council note that all minutes of this Committee shall be presented to Council for any actions, budgetary expenditure, or decision to commit the Council, for consideration and decision making.**

#### **BACKGROUND**

The operation of Council is subject to many aspects that require both in house and public consideration. Council may wish to resolve to form a Works Committee and this report is to establish a Terms of Reference to assist the membership and Councils management.

#### **REPORT:**

This report is presented to Council to form a Works Committee and to allow the Council to consider a Terms of Reference, membership, and reporting procedure.

Under Councils Special Rate Variation requests, it has been required to identify and develop plans and strategies to improve road and other assets.

Our Governance No. 77 Cont...

It is considered that an inhouse Council Committee should be formed to discuss improvements, service levels and issues that may prevent the delivery of service outcomes.

This Committee shall report to Council for approval of recommendations before works or budgets allocations are undertaken.

Attached is a Draft Works Committee Terms of Reference for consideration.

### **COUNCIL IMPLICATIONS:**

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

None undertaken as an internal Councilor Committee only.

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

- NSW Local Government Act 1993.
- NSW Local Government (General) Regulations 2005; and
- Tenterfield Shire Council Code of Meeting Practice.

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

Council should be using the proposed Works and Services Committee to strategically plan its annual and long-term financial plans based across the areas identified in the terms of reference and under the special rate variations as approved.

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

Nil.

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

Nil.

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

Council can establish committees under the Local Government Act 1993 to assist the Council to develop, inform and review its direction.

Low Risk – where Council resolves to establish a Works and Services Committee to strategically assess and develop outcomes in the areas identified in the Terms of Reference.

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

Nil.

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

Nil.

**Glenn Wilcox**  
**General Manager**

Prepared by staff member: Glenn Wilcox  
Approved/Reviewed by Manager: Glenn Wilcox, General Manager  
Department: Office of the Chief Executive  
Attachments: **1** DRAFT Terms of Reference - Works Committee - 2023

**2**  
Pages



## **Terms of Reference – Works and Services Committee**

### **Scope**

The Works and Services Committee will be a standing committee of Council and these Terms of Reference will provide guidance for the matters that are to be referred to and considered by the Committee.

### **Aim**

To consider matters relating to the Infrastructure needs and operations of Council and make recommendations to Council on an ongoing basis.

### **Role**

The Committee's role is to provide ongoing leadership, consider short and long term financial management, review project delivery and deal with particular aspects of the Council's Infrastructure business, giving detailed deliberation to these matters, before making recommendations to Council.

Operational directions are not a part of this committee's role or responsibility as per the Local Government Act 1993.

### **Responsibilities**

The Committee's responsibilities include:

#### **Construction and Maintenance**

- Roads - capital & operational
- Drainage - capital & operational
- Flood Mitigation
- Footpaths
- Bikeways
- Quarries
- Private works including Transport for NSW and Main Roads
- Buildings – capital and maintenance

#### **Project Management**

- Project management through project business case, initiation, planning, execution and finalisation
- Roads (capital)
- Drainage (capital)
- Footpaths and Bikeways - (capital)
- Building and community works (capital)
- Waste Services (capital)
- Project Management – operational reviews of budgets, progress and reporting

#### **Plant and Fleet**

- Fleet operations, capital & management
- Equipment operations, capital & management
- Mechanical maintenance management including servicing, repairs & fabrication services
- Fleet asset management

- Fleet logistics operations

#### **Transport and Drainage**

- Transport and drainage infrastructure planning
- Strategic asset management
- Design and Survey
- Transport and drainage operations Infrastructure technology
- Parking capital & operations
- Traffic lights - capital & operations
- Street lighting
- Aerodrome - capital & operations
- Flood mitigation and warning systems - capital & operations
- Road corridor operations

#### **Water and Sewer**

- Projects both maintenance and capital
- Asset management (predicted upgrades or emergency planning)
- Pipe, man hole, hydrant replacement programs

#### **Waste Management**

- Plant purchases
- Site management
- Service delivery and options

Notwithstanding the Committee responsibility for the above matters, issues related to these responsibilities may be reported to the Ordinary Meeting of Council where it is prudent to do so.

#### **Membership**

Membership of the Committee is to include Councillors (2) . An elected Councillor shall be the chairperson. The Mayor may attend all Council committees but is not required to attend.

Staff Representation includes the General Manager (as required), Director Engineering and Senior Engineer. A minute officer may also be present. A finance staff member may attend as requested to discuss budget and long term financial planning.

#### **Quorum**

A quorum of the Committee is a majority of its members (i.e. 3).

#### **Meeting frequency**

Unless otherwise determined, the Committee will meet on the first Tuesday of each third month prior to the quarterly budget review periods, in the Council Chambers.

The Committee may meet more frequently on request of the chairperson to manage urgent matters or to ensure information is available to the Council in a timely manner.

#### **Reporting requirements**

The Committee shall prepare a business paper in accordance with the Council Meeting Procedures and keep minutes of its meetings.

The minutes including recommendations from the Committee will be presented to the next ordinary meeting of Council for consideration and deliberation.

#### **Review of terms of reference**

These terms of reference are to be reviewed from time to time, as necessary.

|                      |                                                   |
|----------------------|---------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>              |
| <b>Submitted by:</b> | Glenn Wilcox, General Manager                     |
| <b>Reference:</b>    | <b>ITEM GOV78/23</b>                              |
| <b>Subject:</b>      | <b>ESTABLISHMENT OF COUNCIL FINANCE COMMITTEE</b> |

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

|                      |                                                                                                                                                      |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>     | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community. |
| <b>CSP Strategy:</b> | Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.                                           |

#### **SUMMARY**

To form a Finance Committee.

A Terms of Reference has been prepared for discussion and adoption.

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

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

- (1) Establish a Finance Committee.**
- (2) That the Terms of Reference for the Finance Committee be approved for consideration by the Committee.**
- (3) That Council elect two (2) Councillors as representatives for this Committee.**
- (4) That Council note that all minutes of this Committee shall be presented to Council for any actions, budgetary expenditure, or decision to commit the Council, for consideration and decision making.**

#### **BACKGROUND**

The operation of Council is subject to many aspects that require both in house and public consideration. Council may wish to resolve to form a Finance Committee and this report is to establish a Terms of Reference to assist the membership and Councils management.

#### **REPORT:**

This report is presented to Council to form a Finance Committee and to allow the Council to consider a Terms of Reference, membership, and reporting procedure.

Under Councils Special Rate Variation requests, it has been required to identify and develop plans and strategies to improve road, buildings, and other assets. It is also very important for the Council to take a greater control of all future expenditure and to ensure that a transparent process is available for Councillors and the community to understand the staff requests and reporting.

It is considered that an inhouse Council Committee should be formed to discuss financial improvements, service levels and issues that may prevent the delivery of service outcomes.

It is further considered that Council should develop a policy and procedure around the authorisation of expenditure within its annual budget to ensure that projects are fully developed from a financial position and that Council is aware of the financial

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implications. This policy and the delegations to staff should be limited to \$100,000 per complete project and that the policy does not support project splitting as per the tendering Regulations.

This Committee shall report to Council for approval of recommendations before works or budgets allocations are undertaken.

Attached is a Draft Finance Committee Terms of Reference for consideration.

Council may not resolve to establish a Finance Committee.

### **COUNCIL IMPLICATIONS:**

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

Nil as internal Councilor committee only.

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

- NSW Local Government Act 1993.
- NSW Local Government (General) Regulations 2005; and
- Tenterfield Shire Council Code of Meeting Practice.

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

Council should be using the proposed Finance Committee to strategically plan its annual and long-term financial plans based across the areas identified in the terms of reference and under the special rate variations as approved.

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

Nil.

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

Nil.

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

Council can establish committees under the Local Government Act 1993 to assist the Council to develop, inform and review its direction.

Low Risk – where Council resolves to establish a Finance Committee to strategically assess and develop outcomes in the areas identified in the Terms of Reference.

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

Nil.

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

Nil.

**Glenn Wilcox**  
**General Manager**

Prepared by staff member:

Glenn Wilcox, General Manager

Department:

Office of the Chief Executive

Attachments:

**1** DRAFT Terms of Reference -  
Finance Committee

**2**  
Pages





## **Terms of Reference – Finance Committee**

### **Scope**

The Finance Committee will be a standing committee of Council and these Terms of Reference will provide guidance for the matters that are to be referred to and considered by the Committee.

### **Aim**

To consider matters relating to the Financial needs and operations of Council and make recommendations to Council on an ongoing basis.

### **Role**

The Committee's role is to provide ongoing leadership, consider short and long term financial management, review project delivery and deal with particular aspects of the Council's Finances, giving detailed deliberation to these matters, before making Recommendations to Council.

Operational directions are not a part of this committee's role or responsibility as per the Local Government Act 1993.

### **Responsibilities**

The Committee's responsibilities include:

#### **Review of Finances Generally**

- To review the Annual Draft Budget
- To review the Quarterly Budget Reviews
- To Review the Long Term Strategic Plan and budget direction
- To request and Review individual aspects of Councils Budget eg Individual operational area accounts
- To Review Councils Investment Strategies and compliance with policy
- To review Projects where the expenditure is over \$100,000
- To review Tenders where the Tender is over \$250,000 or where a Tender has been requested over the \$100,000 project limit
- To review financial details and discuss options where Council has to consider a Special Rate Variation
- To review projects seeking Grant Funding which requires a Council contribution that has not been allowed for in the Councils Annual or long term budgets
- To consider requests and work with the Works and Services Committee to plan for and fund Plant replacements within the long term budgets
- All other aspects of financial planning, insurance and service delivery that does not include day to day operational areas, staff appointments as per Councils Operational Budget.

Notwithstanding the Committee responsibility for the above matters, issues related to these responsibilities may be reported directly to the Ordinary Meeting of Council where it is prudent to do so.

**Membership**

Membership of the Committee is to include Two (2) Councillors. An elected Councillor shall be the chairperson. The Mayor may attend all Council committees but is not required to attend.

Staff Representation includes the General Manager (as required), Director Finance (or similar position), Director Engineering (as required). A minute officer may also be present. Finance staff may be required to attend as requested to discuss financial planning and other areas of financial organisational aspects.

**Quorum**

A quorum of the Committee is a majority of its members (i.e. 3).

**Meeting frequency**

Unless otherwise determined, the Committee will meet on the first Week of each third month prior to the quarterly budget review periods, in the Council Chambers.

The Committee may meet more frequently on request of the chairperson to manage urgent matters or to ensure information is available to the Council in a timely manner.

**Reporting requirements**

The Committee shall prepare a business paper in accordance with the Council Meeting Procedures and keep minutes of its meetings.

The minutes including recommendations from the Committee will be presented to the next ordinary meeting of Council for consideration and deliberation.

**Review of terms of reference**

These terms of reference are to be reviewed from time to time, as necessary or within twelve months of a Council election.

|                      |                                                                                              |
|----------------------|----------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                                         |
| <b>Submitted by:</b> | Glenn Wilcox, General Manager                                                                |
| <b>Reference:</b>    | <b>ITEM GOV79/23</b>                                                                         |
| <b>Subject:</b>      | <b>ESTABLISHMENT OF TENTERFIELD SCHOOL OF ARTS MUSEUM, CINEMA AND THEATRE S355 COMMITTEE</b> |

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

**CSP Goal:** **Leadership** - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.

**CSP Strategy:** 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**

To form a Tenterfield School of Arts Museum, Cinema and Theatre S355 Committee.

A Terms of Reference has been prepared for discussion and adoption.

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

- (1) That Council form a S355 Committee under the Local Government Act 1993 to support the voluntary operation areas of the Tenterfield School of Arts Museum, Cinema and Theatre.**
- (2) That two Councillors are nominated and appointed to the S355 Committee.**
- (3) That Council publicly advertise for individuals or group to nominate for a position on the committee as per the Draft Terms of Reference.**
- (4) That Council consider all nominations from individuals or groups and that these persons or groups are formally appointed by resolution of Council as per the Draft Terms of Reference.**
- (5) That Council and the National Trust discuss the formation of a revised Joint Committee under the Terms of the Lease.**
- (6) That Council elect two Councillors to the Joint Committee as permitted in the Lease, and**
- (7) That Council call a meeting of the Joint Committee to discuss the overall operation of the School of Arts and all other requirements as prescribed by the Lease as soon as practicable.**

Our Governance No. 79 Cont...

### **BACKGROUND**

Council had entered into a Lease Agreement in 1999 with the National Trust of Australia (New South Wales) for the Lease of the Tenterfield School of Arts. The Lease under Clause 18 requires a Joint Management Committee to be established.

Council undertook a review of the operation of the Tenterfield School of Arts and determined it would remove staffing and commence discussions with the National Trust as per its resolution of Councils Ordinary Meeting 30 June 2023 that states:

***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**

Since this resolution, the Council reduced access to the premises except for the library, foyer, and café. Approval for one off event has been provided.

Discussion has been held with members of the Friends of the School of Arts and other interested community members, staff, and Councillors.

The Lease agreement does contain a requirement to have a Joint Committee.

The Joint Committee has defined outcomes and membership and is separate from the S355 Committee proposed to support volunteers with the operation and delivery of services at the School of Arts.

### **REPORT:**

This report is to ask Council to formalise the development and appointment of a community-based committee to support the voluntary provision of services, tourist information, education and other activities permitted under the Lease.

The proposed S355 Committee is separate from the Lease requirements of the Joint Committee which states that the Tenant (Council) will establish a joint committee for the purposes of the lease as per the Lease **Clause 18**.

**18.11.1** *to provide advice, monitor and review the re-development of the building undertaken by the Tenant in accordance with the conditions of the deed of agreement executed by the Tenant in accordance with the conditions of the deed of agreement executed by the Tenant in relation to funding for the Tenterfield School of Arts Restoration Project under the Federation Cultural and Heritage Project Program.*

**18.11.2** *to carry out the annual functions set out in the schedule to this Lease.*

**18.11.3** *the determination of such other matters or things as this lease requires or permits to be determined or approved by the joint committee.*

**18.11.4** *generally, the determination and execution of all matters relating to the implementation and completion of the project, the conduct of the Museum and Library and the ongoing maintenance of the land and the building during the duration of this lease.*

Our Governance No. 79 Cont...

and the items listed in the **Reference Schedule under subclause 6.**

**6.(6.1) Use of Land**

*(a) The redevelopment of the Tenterfield School of Arts Complex by means of conservation restoration extension and adaptive reuse works in accordance with the conditions of the deed of agreement executed by the Tenant in relation to funding for the Tenterfield School of Arts Restoration Project under the Federal Cultural and Heritage Project program.*

*(b) The restoration refurbishment redevelopment maintenance, repair, and preservation of the building in accordance with clause 9 of this Lease.*

*(c) The conduct of the Sir Henry Parkes Museum, Tenterfield Public Library and cultural community and other activities approved by the Landlord within the building in accordance with the Act, and this Lease, such approval by the Landlord not to be unreasonably withheld.*

*(d) Such additional and further uses, being for the benefit of the public and not inconsistent with the Act, as are determined by the joint committee and approved by the Landlord, such approval not to be unreasonably withheld.*

This Joint Committee has specified roles and is required to meet at least annually to discuss the functions. Membership of this committee is also specified.

To allow the Council as Tenant to operate this facility it requires a more hands on role. It needs to have regular meetings with its volunteers, to ensure that the volunteers are more inclusive in the day-to-day management.

The School of Arts is a multi-functional building allowing for a museum, cinema and a theatre in the voluntary spaces and a commercial café and Council staffed library, Council will need to ensure each subgroup has a clear and distinct understanding of the limits of their involvement.

- The library is a Council operated facility and staffing in this area rests solely with the Council through the General Manager.
- The Café is a commercially leased area, and its operational needs are through the agreed lease and managed by Council through its General Manager.
- The Museum has been operated jointly by Council and volunteers and this area would operate under the agreed direction of the S355 Committee and only with Council approval.
- The Cinema has been operated jointly by Council and volunteers and this area would operate under the agreed direction of the S355 Committee and only with Council approval.
- The Theatre has been operated jointly by Council and volunteers and this area would operate under the agreed direction of the S355 Committee and only with Council approval.

A general Community Terms of Reference is attached.

In consideration of the General Terms of Reference, the following points have been considered.

Our Governance No. 79 Cont...

### **INDEPENDENT INDIVIDUAL OR ORGANISATION**

Council will need to determine if it would like to have volunteers who are an independent individual or an Organised Group.

For simplicity reasons, it may be appropriate to enter into an agreement with an Associated organisation, treating the arrangement like a contractor, or applying a time frame in line with the term of Council. The Group should be able to demonstrate to Council their ability to undertake the task or project in a safe manner.

Council would apply its policies and procedures to the volunteer group(s) as required. the groups commitment and ability to deliver health and safety initiatives in managing the tasks/project.

As highlighted above, there are three distinct areas where volunteers may wish to provide a service, being the museum, the cinema, and the theatre.

A single Association may be formed by the community to cover all three areas or up to three groups may be formed as separate Associations to cover one or more areas.

Council should call for nominations by individuals or groups who are interested to show support or provide advice on the volunteer makeup.

### **Section 355 Committees**

Where Council has delegated some of its functions to a Section 355 committee, the Committee's constitution / terms of reference must specify the Council representative that is responsible for overall management and supervision of work health and safety for the Committee's activities.

The S355 Committee makeup would be determined after calling for interested individuals or groups to volunteer in the delivery of services as above. Representation on the S355 Committee would allow for up to three (3) volunteer members to cover the three delivery areas.

### **Volunteer Associations**

Where external organisations are engaged to provide volunteer services, the organisation must provide adequate information for Council to assess if the volunteers involved meet the prerequisites for the activity. Volunteers in an Association must still be individually approved by Council and complete Council's induction prior to commencing work.

Council will provide all volunteers with an electronic copy of its Volunteer Policies, Procedures and Councils Code of Conduct.

This report is to request Council to establish a committee under S355 LGA1993 to assist in the volunteer management of the Tenterfield School of Arts.

Council may or may not form a committee.

### **COUNCIL IMPLICATIONS:**

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

Council would advertise for members of the community or associated groups to apply for a position on the committee and to operate the volunteers.

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

- NSW Local Government Act 1993.
- NSW Local Government (General) Regulations 2005; and

Our Governance No. 79 Cont...

- Tenterfield Shire Council Code of Meeting Practice.

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

Council will be required to provide funding for the repairs and maintenance of the Tenterfield School of Arts as per its Lease agreement. Council will be required to provide operational funding to cover electricity, rates, insurance and to provide reasonable expenditure to support the museum exhibits, theatre, and cinema equipment.

It is proposed that rent from the library and the café shall be directed towards the building maintenance costs whilst other costs and upgrades shall be subject to annual ongoing funding by Council, the National Trust where possible and from grants or community donations.

It is estimated that income of approximately \$35,000 and expenditure of \$50,000 would be budgeted for as a start-up amount from July 2024.

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

Nil.

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

Nil.

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

Council has a Lease with the National Trust (NSW) in place, and this placed obligations on the Council to open this facility and maintain it in a reasonable manner.

The Lease requires Council to have a Joint Committee which has specified roles and functions.

Council may establish a community committee under S355 LGA1993 as below.

#### **355 How a council may exercise functions:**

A function of a council may, subject to this Chapter, be exercised—

- (a) by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities, or facilities or by any other means, or
- (b) by a committee of the council, or
- (c) partly or jointly by the council and another person or persons, or
- (d) jointly by the council and another council or councils (including by means of a joint organisation or a Voluntary Regional Organisation of Councils of which the councils concerned are members), or
- (e) by a delegate of the council (which may, for example, be a joint organisation or a Voluntary Regional Organisation of Councils of which the council is a member).

Council is required to make the final decision on all recommendations from the committees. This reduces the risks in the strategic and community consultation process.

Our Governance No. 79 Cont...

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Glenn Wilcox**  
**General Manager**

Prepared by staff member:

Glenn Wilcox, General Manager

Department:

Office of the Chief Executive

Attachments:

**1** DRAFT Terms of Reference -  
Tenterfield School of Arts S355  
Committee

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Pages





## **Terms of Reference – Tenterfield School of Arts S355 Committee**

### **(1) ESTABLISHMENT AND PURPOSE**

Council established this Committee to provide reports and/or recommendations to the Council as required.

This committee has been formed under the Community Strategic Plan to ensure an inclusive development of council's services and outcomes for the Tenterfield School of Arts as per lease

This committee is to deliver services as per the Lease and to ensure that the community, tourists and interested persons or groups have access to the Museum, the Cinema and Theatre areas.

The committee shall support the volunteers and make provisions within the budgetary process to provide enhancement that supports local interest and tourism attraction.

### **(2) FUNCTIONS AND RESPONSIBILITIES**

This Committee shall manage the oversight of the delivery planning and strategy, financial, business, and infrastructure operations as permitted under the Lease excluding the Council operated Library or any Commercially leased area or commercial event or activity.

This Committee's functions are to advise and make recommendations to the Council on the following matters:

#### **Governance**

- Timely and accurate reporting for efficient management and accountability.
- Review the strategic planning processes within the Council, including recommending matters to take forward to the Council in relation to the Council's strategic direction
- Identify master plans for the Tenterfield School of Arts premises as developed under the Lease or in conjunction with the National Trust.
- Report against Councils Community Strategic or Delivery Plans
- Monitor and act on risks
- Identify areas of support for volunteers and council / volunteer interaction

#### **Economic**

- Prepare an annual volunteer budget that provides support to the opening, operation and delivery of services excluding the budget items required under the Lease that are considered by the Joint Committee

- Prepare and review Master plan areas and identify unique ways to achieve the outcomes, develop new themes and opportunities for consideration
- Recommend Information and Communication Technology to advise the community on education or display developments
- Discuss methods to improve business process, efficiency, and communication to the community.

#### **Infrastructure**

- Identify and assist in business cases for the individual major capital expenditure projects (project development)
- Identify Grant and other applications for financial support for the development and delivery of new programs
- Review post-project reports for performance reporting and business improvement purposes
- Prepare and review major projects, plans and milestones

### **(3) REFERRALS OF MATTERS**

This Committee may refer any strategic item to the Council for consideration and/or action.

### **(4) COMMITTEES**

This Committee may establish such committees of a standing or ad hoc nature as it deems appropriate. The Terms of Reference of each sub-committee shall be approved by this Committee and shall be constructed to ensure consistency and coordination between the functions of all standing committees.

This Committee shall receive reports as required from such sub-committees and have responsibility to monitor and evaluate activities in respect of each sub-committee's functional responsibilities.

The chair of a subcommittee shall be a member of the Committee.

### **(5) MEMBERSHIP AND TERMS OF OFFICE**

This Committee shall comprise:

- Two (2) Councillors of Tenterfield Shire Council
- Three (3) Community members that are a member of an Approved Association or alternatively have a strong interest in achieving educational and tourism outcomes across the broader community.
- The Community members shall not be a member of the Joint Committee under the Lease to ensure the separation of roles and legal requirements.

Total membership – 5 (Council will provide the staff nominated secretary).

Persons acting in these roles will have membership of the Committee for the duration of the acting period. The acting period of this committee will cease as at the next election of the full Council unless re-established by Council following such election.

**(6) RIGHTS OF AUDIENCE AND DEBATE**

This Committee may extend rights of audience and debate on either a standing or ad hoc basis.

The persons holding the following or equivalent positions (or their nominee) shall have standing rights of audience and debate at committee meetings but no voting rights:

- Any Councillor or senior staff member of Council

**(7) CHAIRS**

The Chair will be an elected Councillor.

The chair will ensure the minutes are available and action list updated and reported at the next meeting.

In the absence of the Chair, the Chair will nominate a member of the Committee to act as Chair of that meeting.

**(8) SECRETARIES**

The Committee Secretariat shall be an officer of Council appointed by the General Manager.

**(9) QUORUMS**

A quorum for the committee meeting is defined as 50% of the membership, plus one.

Where attention is drawn to a loss of quorum, the meeting *may* be adjourned until such time as the Chair may determine.

**(10) CONFLICTS OF INTEREST**

Committee members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the committee's agenda.

If a committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she will be excused from Committee discussions and deliberations on the issue where a conflict of interest exists.

**(11) MEETINGS**

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. Committee meetings will be held once every 3 months (4 times per year) and relevant reports prepared. Meetings can be held at a higher frequency as requested by the members.

Committee members are required to be fully prepared for each meeting, having read the documentation in advance, and to make every reasonable effort to attend each meeting.

Decisions of the Committee may be made at a duly called and constituted meeting; or, by a resolution in writing to all members of the Committee and physically or electronically signed by at least a quorum of the members of the Committee who

are entitled to vote on the resolution other than those on an approved leave of absence.

**(12) OBSERVERS AND VISITORS**

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered in camera.

**(13) AGENDAS AND MINUTES**

Agendas and associated documentation will be distributed three working days prior to the meeting, via email.

Except with the express permission of the Chair, late papers will not be accepted, nor will the tabling of papers. All papers must be submitted to the Secretary no later than five working days prior to the forthcoming meeting.

Committee records are subject to the Records Act and therefore must be retained in accordance with the Council's records management policy. Responsibility for ensuring appropriate records management for the committee rests with the Secretary under the direction of the General Manager. All committee documentation shall be retained in the Council's primary electronic records management system.

Minutes are to be prepared for each meeting. The draft minutes and action sheet of each meeting are to be reviewed by the Chair and circulated to all members by the Secretary as soon as practicable. A copy of the minutes, once they have been reviewed by the Chair, will be included with the agenda papers for the next meeting.

**(14) REPORTING**

This Committee reports to the Council and /or General Manager (Responsible to forward all minutes to Council for determination).

All Minutes from a Committee meeting shall be placed before a meeting of the Council. Council will consider all recommendations made by the Committee; however, it may accept or reject any recommendation.

No rights of appeal shall be provided for or to the committee as to a decision made by the Council.

**(15) FINANCES**

This committee does not have any finances. No member of the committee can commit to any financial expenditure.

All decisions to expend monies of Council shall be presented to Council as a recommendation.

Council has the discretion to accept or reject any recommendation of the committee and to determine the timing of all expenditure as part of its annual budget, its 4 years and 10-year Long Term Financial Plan.

**(16) EVALUATIONS AND REVIEW**

To ensure this Committee is fulfilling its duties, and IP&R reporting requirements, it will:

- Provide Council with a quarterly report as to activities, numbers of persons or groups accessing the areas managed by this Committee
- undertake an annual self-assessment of its performance against its Terms of Reference and provide that information to the Council and
- provide any information the Council may request to facilitate its review of the committee's performance and its members.

**DRAFT**

|                      |                                                   |
|----------------------|---------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>              |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media    |
| <b>Reference:</b>    | <b>ITEM RES10/23</b>                              |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - OCTOBER 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 October 2023.**

**Glenn Wilcox**  
**General Manager**

|                               |                                             |          |
|-------------------------------|---------------------------------------------|----------|
| Prepared by staff member:     | Elizabeth Melling                           |          |
| Approved/Reviewed by Manager: | Glenn Wilcox, General Manager               |          |
| Department:                   | Office of the Chief Executive               |          |
| Attachments:                  | <b>1</b> Resolution Register - October 2023 | 26 Pages |

|                                     |                                                                          |
|-------------------------------------|--------------------------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Tuesday, 14 November 2023 12:54:22 PM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                          |

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

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">30/19</a> | <p><b>Resolved</b> that Council:</p> <p>(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</p> <p>(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</p> <p>(3) Requests the Minister for Local Government approve a reduction in the notification period from 90 days to the minimum 60 days.</p> <p style="text-align: right;">(Greg Sauer/Gary Verri)</p> |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <p><b>Notes</b></p> <p><b>12 Oct 2022 3:26pm Counsell, David</b><br/>Meeting has been held with land surveyor to complete survey work now that fencing is complete and finalise acquisition plan preparation.</p> <p><b>14 Sep 2022 12:40pm Counsell, David</b><br/>Matter is still awaiting land surveyor to complete on site boundary pegging and preparation of the survey plan for lodgement.</p> <p><b>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.</p> <p><b>14 Feb 2022 2:56pm Gibbins, Jessica</b><br/>Awaiting final survey plans.</p> <p><b>02 Dec 2021 12:48pm Fitzpatrick, Christie</b><br/>Data imported from Resolution Register:<br/>18.3.19 Awaiting Final plans to be sent with application to Minister.<br/>12.4.19 No change to status.<br/>10.5.19 No change.<br/>12.7.19 Final plans being reviewed.<br/>19.8.19 Pricing being sought from registered surveyors for the initial set out of proposed acquisition areas.<br/>15.11.19 No change to status.<br/>10.2.20 Section of existing boundary between 0.1 to 1 km has been pegged in consultation with RMS design review.<br/>Advice of determination of Land Claim received for Lots 7016, 7017 &amp; 7020 received at start of November. Likely impacts to the project to be discussed with RMS.<br/>11.5.20 Interim section 0.1km to 1.0km agreed with RMS for commencement of works once water is again available for construction. Drainage materials have been ordered and remaining sections to be surveyed with a view to minimise any compulsory acquisition required.<br/>1.7.20 Survey of design centreline has been initially done on Legume 0-6.0km section and minor adjustments being considered to minimise extent of works impacting on adjacent properties.<br/>7.8.20 The set out of a slightly modified alignment has commenced that should minimise extent of acquisition required. Revised construction design plans have been sent to the consultant land surveyors for use in defining the land acquisition boundaries.<br/>14.4.21 Land surveyors from Tenterfield are currently pegging proposed acquisition boundaries although access for this task has been hampered by recent wet ground conditions.<br/>7.5.21 Surveyors are back on site continuing with field work.<br/>7.6.21 Land surveyors are preparing plans for proposed acquisition.<br/>14.10.21 Land surveyors have been delayed by wet weather to complete the field work to peg acquisition boundaries.<br/>10.11.21 Ongoing process with surveyors to prepare survey plans.</p> |
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| Meeting            | Date       | Officer         | Title                                                      | Target     |
|--------------------|------------|-----------------|------------------------------------------------------------|------------|
| Council 22/07/2020 | 22/07/2020 | Counsell, David | Tenterfield Common Easement and Lot Compulsory Acquisition | 27/07/2020 |

|                        |                                                                                                                                                                                                                                                                                                                                                      |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">133/20</a> | <p><b>Resolved</b> that Council:</p> <p>(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</p> |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Tuesday, 14 November 2023 12:54:22 PM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                          |

| Meeting                       | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                              | Target |
|-------------------------------|------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                               |      |         | 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) |      |         |                                                                                                                                                                                                                                                                                                                                                                                    |        |

**Notes**  
**10 Feb 2023 2:14pm Melling, Elizabeth - Reallocation**  
 Action reassigned to Counsell, David by Melling, Elizabeth - James Pryor no longer works for Council.  
**02 Dec 2021 1:17pm Fitzpatrick, Christie**  
 Data imported from Resolution Register:  
 13.8.20 Jennings & Kneipp instructed to develop the 88B instrument for the easement.  
 CA application drafted.  
 No response from the Common Trust regarding their concurrence within the allotted timeframe.  
 9.9.20 Jennings & Kneipp are to develop the 88B instrument for the easement. No response from Common Trust regarding their concurrence within the allotted timeframe. CA application drafted and signed by CE.  
 15.10.20 Compulsory Land Acquisition submitted to Crown Lands for processing.  
 3.12.20 Sent to OLG as advised by Crown to begin next steps.  
 9.2.21 Register Acquisition Plan being finalised between surveyor and OLG.  
 10.3.21 Registered Acquisition Plan with NSW Land Registry Services for advice.  
 20.4.21 This acquisition has stalled as the Common Trust Board have not signed the papers for the Agreement.  
 11.6.21 Resending papers to trust.  
 Waiting on response  
 9.9.21 Adviseements underway to proceed with acquisition due to second attempt with no response.  
 11.11.21 Several attempts made by phone and letter to the Common Trust since April 2021, however no response has been received.  
 Works are being scheduled to proceed.

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

**Notes**  
**10 Feb 2023 2:15pm Melling, Elizabeth - Reallocation**  
 Action reassigned to Condric, Jodie by Melling, Elizabeth - Neville Coonan no longer works for Council  
**02 Nov 2022 9:38am Coonan, Neville**  
 No action taken



**OUTSTANDING ACTIONS REPORT**

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Division:  
 Committee:  
 Officer:

| Meeting                                                                                                                                        | Date | Officer | Title | Target |
|------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| <b>20 Sep 2022 8:33am Coonan, Neville</b>                                                                                                      |      |         |       |        |
| No action taken to date                                                                                                                        |      |         |       |        |
| <b>18 Jul 2022 4:01pm Melling, Elizabeth - Reallocation</b>                                                                                    |      |         |       |        |
| Action reassigned to Coonan, Neville by Melling, Elizabeth - This was previously in Cr Petrie's name.                                          |      |         |       |        |
| <b>02 Dec 2021 1:24pm Fitzpatrick, Christie</b>                                                                                                |      |         |       |        |
| Data imported from Resolution Register:                                                                                                        |      |         |       |        |
| 11.9.20 Letter forwarded to NPWS dated 3 September 2020, awaiting response.                                                                    |      |         |       |        |
| 12.2.21 Phone meeting held NPWS & EO 14.12.20 further details to be discussed through CE & Manager EDCE                                        |      |         |       |        |
| 12.3.21 Meeting held with Acting CE, DI, EO & Manager EDCE. EO to provide response to NPWS.                                                    |      |         |       |        |
| 19.4.21 NPWS has confirmed that gazettal documents have been withdrawn from the Ministers Office. Meeting to be arranged between TSC and NPWS. |      |         |       |        |
| 10.5.21 Making arrangements for NPWS to attend June 2021 Councillor Workshop.                                                                  |      |         |       |        |
| 10.6.21 Councillor workshop with NPWS 10.06.21                                                                                                 |      |         |       |        |
| 18.8.21 NPWS looking at all paper roads through NP. Will prioritise Maryland NP. TSC to pay for survey.                                        |      |         |       |        |
| 14.10.21 Estimate of survey costs and any other expenses being arranged for consideration.                                                     |      |         |       |        |

| Meeting                | Date                                                                                                                                                                                                                                                | Officer           | Title                                                                      | Target                 |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------------------------------------------------------------|------------------------|
| Council 23/09/2020     | 23/09/2020                                                                                                                                                                                                                                          | Marchant, Gillian | <b>NOTICE OF MOTION - TENTERFIELD TOWN DAM FOR RECREATIONAL ACTIVITIES</b> | 7/10/2020              |
| <a href="#">202/20</a> | <b>Resolved</b> that Council investigate the opportunities that may be available near and including the town dam for recreational activities with a view to producing a master plan for presentation to the Council and subsequently the community. |                   |                                                                            |                        |
|                        |                                                                                                                                                                                                                                                     |                   |                                                                            | (Bob Rogan/Greg Sauer) |

| Meeting                                                                                                                     | Date | Officer | Title | Target |
|-----------------------------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| <b>18 Jul 2022 4:34pm Marchant, Gillian</b>                                                                                 |      |         |       |        |
| Note masterplan grant applied for 14/07/2022                                                                                |      |         |       |        |
| Fishing Platform fence has been altered to accommodate platform, quotations supplied and approved, meeting due 21/07/2022.  |      |         |       |        |
| <b>18 Jul 2022 4:19pm Melling, Elizabeth - Reallocation</b>                                                                 |      |         |       |        |
| Action reassigned to Marchant, Gillian by Melling, Elizabeth - Returned to GM.                                              |      |         |       |        |
| <b>18 Jul 2022 4:04pm Melling, Elizabeth - Reallocation</b>                                                                 |      |         |       |        |
| Action reassigned to Keneally, Fiona by Melling, Elizabeth - Cr Rogan no longer involved with Council.                      |      |         |       |        |
| <b>18 Jul 2022 4:03pm Melling, Elizabeth - Reallocation</b>                                                                 |      |         |       |        |
| Action reassigned to Marchant, Gillian by Melling, Elizabeth - Cr Bob Rogan no longer involved with Council.                |      |         |       |        |
| <b>02 Dec 2021 1:34pm Fitzpatrick, Christie</b>                                                                             |      |         |       |        |
| Data imported from Resolution Register:                                                                                     |      |         |       |        |
| 1.10.20 Scheduled for discussion at Councillor Workshop 21/10. Meeting with invited community members (due to COVID) 27/10. |      |         |       |        |
| 1.12.20 Meetings held, results consolidated and provided for comment. Survey of parks underway. Focus group established.    |      |         |       |        |
| 15.4.21 Site inspection with focus group held, preliminary designs under investigation                                      |      |         |       |        |
| 6.5.21 Investigation into possible grants underway                                                                          |      |         |       |        |
| 11.6.21 - 9.9.21 Investigations continue-note awarded fishing platform grant                                                |      |         |       |        |
| 18.10.21 Signed Deeds of Grant                                                                                              |      |         |       |        |
| 12.11.21 Platform planning underway.                                                                                        |      |         |       |        |

| Meeting                | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Officer           | Title                                                                | Target    |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------------------------------------------------------|-----------|
| Council 23/09/2020     | 23/09/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Marchant, Gillian | <b>Mingoola Waste Transfer Station Site - Compulsory Acquisition</b> | 7/10/2020 |
| <a href="#">187/20</a> | <b>Resolved</b> that Council:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                   |                                                                      |           |
|                        | <ol style="list-style-type: none"> <li>(1) Proceed with the compulsory acquisition of the land described as Lot 7013 in DP 1075621 for the purpose of developing the Mingoola Waste Transfer Station in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and</li> <li>(2) Proceed with the compulsory acquisition of the land described as the western portion of subdivided Lot 7018 in DP 1075621 for the purpose of subdivision, acquisition and developing the Mingoola Waste Transfer Station in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and</li> <li>(3) Make an application to the Minister and the Governor for approval to acquire Lot 7013 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and</li> </ol> |                   |                                                                      |           |

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

| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Target |
|---------|------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|         |      |         | <p>(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</p> <p>(5) Classify the land as operational land; and</p> <p>(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</p> <p>(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</p> <p>(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.</p> <p style="text-align: right;">(Brian Murray/Michael Petrie)</p> |        |

**Notes**  
 17 Oct 2022 4:36pm Marchant, Gillian  
 Negotiations ongoing  
 14 Sep 2022 1:46pm Marchant, Gillian  
 Negotiations ongoing.  
 14 Sep 2022 1:42pm Melling, Elizabeth - Reallocation  
 Action reassigned to Marchant, Gillian by Melling, Elizabeth - Waste Management matter  
 18 Jul 2022 4:07pm Melling, Elizabeth - Reallocation  
 Action reassigned to Counsell, David by Melling, Elizabeth - James Pryor no longer involved with Council. Jessica Gibbins is on 6 months leave.  
 02 Dec 2021 1:26pm Fitzpatrick, Christie  
 Data imported from Resolution Register:  
 15.10.20 TSC working with Crown Lands in relation to the compulsory acquisition.  
 6.11.20 Ongoing  
 4.12.20 Scoping the exact area required to negotiate with ALC. NSWALC providing advice on process.  
 9.2.21 Negotiations underway with local Aboriginal Council requesting the ALC to be amended to exclude the part required for the project. Awaiting their response.  
 10.3.21 This is awaiting response. NSW LALC are the claimant but won't change the claim until MLALC agree to.  
 20.4.21 Continues to stall awaiting advice from Aboriginal Land Council. Negotiations continue.  
 6.5.21 Project handover, negotiations continue.  
 11.6.21 Project negotiations continue.  
 19.7.21-18.10.21 Negotiations continue, arrangements to visit site once lockdown ended.  
 11.11.21 Negotiations continue.

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

**16/21 Resolved** that Council:

(1) Supports the gifting of the Band Hall to the Leeches Gully Progress Association subject to the association being responsible for:

- (a) Ensuring the Band Hall can fit on the property by conducting an identification survey;
- (b) Ensuring the Band Hall transfer meets heritage requirements;
- (c) Paying for all costs associated with the relocation of the Band Hall;
- (d) All upkeep and maintenance on the band hall once ownership is formally transferred to the association.

(2) Allocates up to \$50,000 to the 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.

|                                   |                                                |
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| <b>OUTSTANDING ACTIONS REPORT</b> | Printed: Tuesday, 14 November 2023 12:54:22 PM |
| Division:                         | Date From:                                     |
| Committee:                        | Date To:                                       |
| Officer:                          |                                                |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Date | Officer | Title | Target                        |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |      |         |       | (John Macnish/Bronwyn Petrie) |
| <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |         |       |                               |
| <p><b>16 Aug 2022 2:57pm Coonan, Neville</b><br/>                     DA application including a heritage report has not yet been submitted.</p> <p><b>11 Aug 2022 7:58am Condrick, Jodie - Reallocation</b><br/>                     Action reassigned to Coonan, Neville by Condrick, Jodie - Neville is managing the removal of the Band Hall from Crown Street, Tenterfield.</p> <p><b>18 Jul 2022 4:13pm Melling, Elizabeth - Reallocation</b><br/>                     Action reassigned to Condrick, Jodie by Melling, Elizabeth - Paul Della no longer works for Council.</p> <p><b>18 May 2022 5:12pm Melling, Elizabeth</b><br/>                     Ongoing - Chief Executive Office met with Grant Johnson for an update 12 May 2022</p> <p><b>02 Dec 2021 1:47pm Fitzpatrick, Christie</b><br/>                     Data imported from Resolution Register:<br/>                     24.2.21 Mr Rod Dowe was informed of Council's decision.<br/>                     25.2.21 Mr Dowe will contact a surveyor re the recommendation of part 1 (a) as a first step in the process.<br/>                     1.3.21 Mr Dowe provided with the names of some Heritage Consultants.<br/>                     12.3.21 The above is evidence of part 3 of the recommendation being enacted.<br/>                     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.<br/>                     4.5.21 Survey to be completed and relocation quotes are being sought by Progress Association<br/>                     11.6.21 Nothing further to report.<br/>                     19.7.21 Committee to meet and review Constitution.<br/>                     13.8.21 Ongoing waiting for Progress Assoc to become an incorporated body.<br/>                     8.10.21 Meeting to be organised with Progress Association and TSC<br/>                     11.11.21 Meeting held on site to discuss the actions required to expedite the relocation of the Hall to Leeches Gully.<br/>                     8.12.21 They have organised a heritage report which is due Feb 2022. PS is coordinating the matter.</p> |      |         |       |                               |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Officer         | Title                                         | Target    |
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| Council 24/03/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 24/03/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Counsell, David | <b>Snake Creek Road - Road Reserve Update</b> | 7/04/2021 |
| <b>60/21</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Resolved</b> that Council:                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |                                               |           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>(1) Proceed with the compulsory acquisition of the land described as part of Lot 7301 DP 1145839 for the purpose of dedicating a road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;</p> <p>(2) Make an application to the Minister and the Governor for approval to acquire part of Lot 7301 DP 1145839 by compulsory process under section 177 (2)(b) of the Roads Act 1993.</p> <p style="text-align: right;">(Greg Sauer/Bronwyn Petrie)</p> |                 |                                               |           |
| <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                                               |           |
| <p><b>12 Mar 2023 8:35pm Counsell, David</b><br/>                     Staff resources being allocated to this matter in April to revise the application.</p> <p><b>10 Feb 2023 2:17pm Melling, Elizabeth - Reallocation</b><br/>                     Action reassigned to Counsell, David by Melling, Elizabeth - Jess Gibbins on extended leave. Feb 23</p> <p><b>15 Nov 2022 4:12pm Melling, Elizabeth</b><br/>                     Staff member currently on extended leave until January 2023</p> <p><b>14 Feb 2022 2:58pm Gibbins, Jessica</b><br/>                     Collating documents for the new application to send to OLG</p> <p><b>02 Dec 2021 1:54pm Fitzpatrick, Christie</b><br/>                     Data imported from Resolution Register:<br/>                     10.5.21 Office of Local Government application required.<br/>                     15.6.21-19.7.21 Office of Local Government Application being drafted.<br/>                     18.8.21 Application and attachments sent 17/8/21 OUT21/61C3BA5A.<br/>                     14.10.21 Application rejected as need updated searches &amp; correspondence. Being arranged for resubmitting.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                                               |           |

| Meeting            | Date       | Officer         | Title                                                                                                     | Target    |
|--------------------|------------|-----------------|-----------------------------------------------------------------------------------------------------------|-----------|
| Council 23/02/2022 | 23/02/2022 | Counsell, David | <b>ACQUISITION OF PART OF PRIVATE LAND REQUIRED FOR ROAD WIDENING PURPOSES - BRUXNER WAY, TENTERFIELD</b> | 9/03/2022 |

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| <b>OUTSTANDING ACTIONS REPORT</b> |  | <b>Printed:</b> Tuesday, 14 November 2023 12:54:22 PM |
| <b>Division:</b>                  |  | <b>Date From:</b>                                     |
| <b>Committee:</b>                 |  | <b>Date To:</b>                                       |
| <b>Officer:</b>                   |  |                                                       |

| Meeting               | Date | Officer | Title                                                                                                                                                                                                           | Target |
|-----------------------|------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <a href="#">45/22</a> |      |         | <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. |        |
|                       |      |         | (John Macnish/Kim Rhodes)                                                                                                                                                                                       |        |
|                       |      |         | <b>Motion Carried</b>                                                                                                                                                                                           |        |

**Notes**  
 12 Oct 2023 9:05pm Counsell, David  
 Matter will be finalised with solicitors.  
 12 Mar 2023 8:39pm Counsell, David  
 Survey plan completed, solicitors processing final title transfers. Final completion of matter to be confirmed.  
 10 Feb 2023 2:17pm Melling, Elizabeth - Reallocation  
 Action reassigned to Counsell, David by Melling, Elizabeth - Jess Gibbins is on extended leave 10.2.2023  
 15 Nov 2022 4:13pm Melling, Elizabeth  
 Staff member responsible on extended leave until January 2023  
 14 Apr 2022 12:09pm Gibbins, Jessica  
 Correspondence sent to applicable land owners.

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

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| <a href="#">124/22</a> |  |  | <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>                                                                                                                                                                                                                                                                                        |  |

**Notes**  
 12 Oct 2023 9:07pm Counsell, David  
 Inspection yet to be undertaken for finalisation of matter.  
 12 Mar 2023 8:41pm Counsell, David  
 Consents have been issued and works have commenced on both matters. Application process is complete.  
 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  
 15 Nov 2022 4:13pm Melling, Elizabeth  
 Staff member currently on extended leave until January 2023

| Meeting            | Date       | Officer         | Title                                                                                    | Target     |
|--------------------|------------|-----------------|------------------------------------------------------------------------------------------|------------|
| Council 27/07/2022 | 27/07/2022 | Counsell, David | <b>Policy 2.130 Construction &amp; Maintenance of Property Access from Council Roads</b> | 10/08/2022 |

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|------------------------|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <a href="#">160/22</a> |  |  | <b>Resolved</b> that Council:                                                                                                                                            |  |
|                        |  |  | Place Policy 2.130 Construction & Maintenance of Property Access from Council Roads on public display for 28 days to seek community input prior to reviewing the policy. |  |
|                        |  |  | (Peter Petty/Peter Murphy)                                                                                                                                               |  |
|                        |  |  | <b>Motion Carried</b>                                                                                                                                                    |  |

**Notes**  
 15 May 2023 12:48pm Melling, Elizabeth  
 Councillor Worksop - 10 May 2023

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

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

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

|                        |                                                                                                                                                                                                                                                                                 |
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| <a href="#">159/22</a> | <p><b>Resolved</b> that Council:</p> <p>Place Policy 2.162 Public Gates and Vehicle Bypasses on public display for 28 days to seek community input prior to reviewing the policy.</p> <p style="text-align: right;">(Peter Petty/Peter Murphy)</p> <p><b>Motion Carried</b></p> |
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| <b>Notes</b>                                                                                                                                  |  |  |  |  |
| 15 May 2023 12:48pm Melling, Elizabeth<br>Councillor Workshop - 10 May 2023                                                                   |  |  |  |  |
| 12 Mar 2023 8:43pm Counsell, David<br>Report to Council planned for April meeting.                                                            |  |  |  |  |
| 08 Dec 2022 12:59pm Counsell, David<br>Report to Council yet to be completed.                                                                 |  |  |  |  |
| 14 Sep 2022 12:24pm Counsell, David<br>Public exhibition period has been held and a report will be prepared for Council to review the Policy. |  |  |  |  |
| 12 Aug 2022 4:26pm Melling, Elizabeth<br>Put on Public Display - Website. 28 days on display.                                                 |  |  |  |  |

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

|                        |                                                                                                                                                                                                                                                                                       |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">148/22</a> | <p><b>Resolved</b> that Council proceed with action to formally dedicate Part of Lot 2 DP 815097 as a Public Road Reserve along A M White Drive from New England Highway to Bolivia Hall.</p> <p style="text-align: right;">(Tim Bonner/Peter Petty)</p> <p><b>Motion Carried</b></p> |
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| <b>Notes</b>                                                                                                                                                                                                                 |  |  |  |  |
| 12 Mar 2023 8:42pm Counsell, David<br>Submission to TfNSW continuing.                                                                                                                                                        |  |  |  |  |
| 08 Dec 2022 1:01pm Counsell, David<br>Details being compiled for submission to TfNSW to undertake dedication.                                                                                                                |  |  |  |  |
| 14 Sep 2022 12:16pm Counsell, David<br>Crown Lands have confirmed status of the land and do not object to proposed dedication. Matter will now be referred to Transport for NSW to progress the formal dedication as a road. |  |  |  |  |
| 17 Aug 2022 12:50pm Melling, Elizabeth<br>Matter to be raised with Crown Lands for discussion of process.                                                                                                                    |  |  |  |  |

| Meeting            | Date       | Officer         | Title                                                                      | Target     |
|--------------------|------------|-----------------|----------------------------------------------------------------------------|------------|
| Council 28/09/2022 | 28/09/2022 | Counsell, David | ACQUISITION OF LAND REQUIRED FOR ROAD ALIGNING PURPOSES ALONG KILDARE ROAD | 12/10/2022 |

|                                |                                                                                                                                                                                                           |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">202/22, 203/22</a> | <p><b>Resolved</b> that Council:</p> <p>(1) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes on various curves being widened under the BLER Fund project; and</p> |
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| Meeting | Date                          | Officer                                                                                                                                                                                                                                     | Title | Target |
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|         | (2)                           | Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.<br><br>(Peter Petty/Tom Peters)                                                                 |       |        |
|         | <b>Motion Carried</b>         |                                                                                                                                                                                                                                             |       |        |
|         | <b>Resolved</b> that Council: |                                                                                                                                                                                                                                             |       |        |
|         | (1)                           | Agree to the acquisition of land along Kildare Road for road aligning purposes; and                                                                                                                                                         |       |        |
|         | (2)                           | Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners in consideration to close an existing road reserve in exchange.<br><br>(Peter Petty/Tom Peters) |       |        |
|         | <b>Motion Carried</b>         |                                                                                                                                                                                                                                             |       |        |

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

| Meeting            | Date       | Officer            | Title                                              | Target     |
|--------------------|------------|--------------------|----------------------------------------------------|------------|
| Council 28/09/2022 | 28/09/2022 | Davidson,<br>Tamai | OPTIONS TO MANAGE 142 MANNERS STREET, TENTERFIELD. | 12/10/2022 |

**OFFICER'S RECOMMENDATION:**

**That Council delegate authority to the Chief Executive to:**

- 1. Leave the current lessee in occupation of 'The Property' on a month to month basis at the same rent or;**
- 2. Commence negotiations for new commercial agreement(s) over 'The Property' with the existing tenant at market rents or;**
- 3. Commence negotiations for new commercial agreement(s) over 'The Property' with the existing tenant at a concessional annual payment or rent or;**
- 4. Investigate putting 'The Property' to the market for lease or;**
- 5. Investigate the sale of 142 Manners Street with vacant possession or subject to a lease at a market rent.**

**Notes**  
**15 May 2023 12:50pm Melling, Elizabeth**  
 Further Report will be provided to the June 2023 Ordinary Council Meeting  
**14 Feb 2023 9:30am Melling, Elizabeth**  
 Further Report to will be provided to the May 2023 Ordinary Council Meeting.  
**10 Feb 2023 2:21pm Melling, Elizabeth - Reallocation**  
 Action reassigned to Davidson, Tamai by Melling, Elizabeth - Neville Coonan no longer works for Council  
**02 Nov 2022 9:48am Coonan, Neville**

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| Meeting                                                                          | Date | Officer | Title | Target |
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| No action required at this time.                                                 |      |         |       |        |
| 19 Oct 2022 1:13pm Condrick, Jodie<br>Letter has been sent to the current lessee |      |         |       |        |

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

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

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| <b>Notes</b>                                                                                                                                                     |  |  |  |  |
| 10 Feb 2023 2:24pm Melling, Elizabeth - Reallocation<br>Action reassigned to Condrick, Jodie by Melling, Elizabeth - Neville Coonan no longer works for Council. |  |  |  |  |
| 19 Oct 2022 1:11pm Condrick, Jodie - Reallocation<br>Action reassigned to Coonan, Neville by Condrick, Jodie - Neville needs to complete POM and arrange lease   |  |  |  |  |
| 19 Oct 2022 1:09pm Condrick, Jodie<br>Letter of Support was sent and POM and lease are still being investigated                                                  |  |  |  |  |

| Meeting            | Date       | Officer         | Title                                                                             | Target     |
|--------------------|------------|-----------------|-----------------------------------------------------------------------------------|------------|
| Council 28/09/2022 | 28/09/2022 | Counsell, David | ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - SUNNYSIDE PLATFORM ROAD | 12/10/2022 |

|                       |                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <a href="#">200/2</a> | <b>Resolved that Council:</b>                                                                                                                                                                                                                                                                                                                                        |  |  |  |
|                       | <p>(1) Agree to the acquisition of land adjacent to Sunnyside Platform Road for road widening purposes at the intersection of Bruxner Way; and</p> <p>(2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.</p> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> |  |  |  |
|                       | <b>Motion Carried</b>                                                                                                                                                                                                                                                                                                                                                |  |  |  |

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| <b>Notes</b>                                                                                                                                                     |  |  |  |  |
| 13 Apr 2023 3:47pm Counsell, David<br>Registered valuer has been engaged to assess the value for this matter along with other similar tasks underway at present. |  |  |  |  |
| 12 Mar 2023 8:44pm Counsell, David<br>Acquisition plan completed and are with Solicitors to arrange to execute acquisition process.                              |  |  |  |  |
| 31 Jan 2023 9:37am Counsell, David<br>Surveyor is completing field work and acquisition plan to be prepared during February.                                     |  |  |  |  |
| 08 Dec 2022 12:53pm Counsell, David<br>Surveyor has been engaged for acquisition plan and works to undertaken adjusted fencing has been programmed.              |  |  |  |  |
| 12 Oct 2022 3:31pm Counsell, David<br>Preliminary meeting held with registered surveyor to assist in acquisition process.                                        |  |  |  |  |

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| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Date                                                                                                                                                                                                                                                                                                                                                                                                                                         | Officer         | Title                                                                                | Target     |
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| Council 28/09/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 28/09/2022                                                                                                                                                                                                                                                                                                                                                                                                                                   | Counsell, David | ACQUISITION OF LAND REQUIRED FOR ROAD REALIGNMENT PURPOSES ON PADDYS FLAT ROAD NORTH | 12/10/2022 |
| <a href="#">201/22</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>Resolved</b> that Council:</p> <p>(1) Agree to the acquisition of land adjacent to Paddys Flat Road North for road realignment and widening purposes at Kangaroo Creek Bridge; and</p> <p>(2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.</p> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> |                 |                                                                                      |            |
| <p><b>Notes</b></p> <p><b>13 Apr 2023 3:47pm Counsell, David</b><br/>Survey and acquisition plan preparation is continuing with the surveyors.</p> <p><b>12 Mar 2023 8:46pm Counsell, David</b><br/>Survey field work is yet to be completed.</p> <p><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.</p> <p><b>08 Dec 2022 12:55pm Counsell, David</b><br/>Surveyor has been engaged for acquisition plan. Fencing has been undertaken for new boundary.</p> <p><b>12 Oct 2022 3:33pm Counsell, David</b><br/>Meeting held with registered surveyor to assist in realignment acquisition process.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 |                                                                                      |            |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Officer         | Title                                                                                   | Target     |
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| Council 28/09/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 28/09/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Counsell, David | ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - MT LINDESAY ROAD BLER PROJECT | 12/10/2022 |
| <a href="#">202/22, 203/22</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p><b>Resolved</b> that Council:</p> <p>(1) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes on various curves being widened under the BLER Fund project; and</p> <p>(2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.</p> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> <p><b>Resolved</b> that Council:</p> <p>(1) Agree to the acquisition of land along Kildare Road for road aligning purposes; and</p> <p>(2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners in consideration to close an existing road reserve in exchange.</p> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> |                 |                                                                                         |            |
| <p><b>Notes</b></p> <p><b>12 Mar 2023 8:47pm Counsell, David</b><br/>Solicitors are continuing the acquisition process with the two property owners.</p> <p><b>31 Jan 2023 9:32am Counsell, David</b><br/>Survey plans are completed and with Council's Solicitors for legal processing.</p> <p><b>08 Dec 2022 12:56pm Counsell, David</b><br/>Surveyor engaged, survey work undertaken and acquisition plan being compiled.</p> <p><b>02 Nov 2022 9:44am Counsell, David</b><br/>Field survey works have commenced for the acquisition.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                                                                                         |            |



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| Meeting                                                                                                                    | Date | Officer         | Title | Target |
|----------------------------------------------------------------------------------------------------------------------------|------|-----------------|-------|--------|
| 12 Oct 2022 3:35pm                                                                                                         |      | Counsell, David |       |        |
| Preliminary meeting held with registered surveyor to assist in road widening acquisition with survey and plan preparation. |      |                 |       |        |

| Meeting            | Date       | Officer         | Title                                                                                | Target     |
|--------------------|------------|-----------------|--------------------------------------------------------------------------------------|------------|
| Council 21/12/2022 | 21/12/2022 | Counsell, David | TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING - THURSDAY 1 DECEMBER 2022 | 11/01/2023 |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <a href="#">251/22</a> | <p><b>Resolved</b> that Council:</p> <p>(1) Receive and note the report of the Tenterfield Shire Council Local Traffic Committee meeting of 1 December 2022;</p> <p>(2) Adopt the recommendations from the meeting as follows:-</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> <p><b>Motion Carried</b></p> |
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| <p><b>Notes</b></p> <p>13 Apr 2023 4:02pm Counsell, David<br/>Outstanding actions are to be actioned when possible.</p> <p>12 Mar 2023 8:49pm Counsell, David<br/>Actions from the meeting are being programmed as resources allow.</p> <p>01 Feb 2023 9:49am Melling, Elizabeth - Reallocation<br/>Action reassigned to Counsell, David by Melling, Elizabeth - Kelly Pitkin no longer works for Council.</p> |
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| Meeting            | Date       | Officer         | Title                                                                                | Target     |
|--------------------|------------|-----------------|--------------------------------------------------------------------------------------|------------|
| Council 22/02/2023 | 22/02/2023 | Counsell, David | TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING - THURSDAY 2 FEBRUARY 2023 | 15/03/2023 |

|                       |                                                                                                                                                                                                                                        |
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| <a href="#">18/23</a> | <p><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> |
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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Tuesday, 14 November 2023 12:54:22 PM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                          |

| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Target |
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|         |      |         | <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><u>Motion Carried</u></b></p> |        |

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| <p><b>Notes</b><br/>                 20 Jul 2023 11:21am Melling, Elizabeth<br/>                 Signs updated. Need further inspection for accuracy.<br/>                 10 May 2023 4:12pm Counsell, David<br/>                 VIC Parking sign amendments to be programmed.<br/>                 13 Apr 2023 4:03pm Counsell, David<br/>                 Outstanding actions to be actioned, noting that signage upgrading near Bookookoorara bridge has been undertaken.<br/>                 12 Mar 2023 8:50pm Counsell, David<br/>                 Actions from the February meeting are being programmed as staffing resources allow.</p> |
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| Meeting            | Date                          | Officer         | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Target     |
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| Council 22/03/2023 | 22/03/2023                    | Davidson, Tamai | LEASING OF 136 MANNERS STREET, TENTERFIELD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 12/04/2023 |
| <b>42/23</b>       | <b>Resolved</b> that Council: |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |
|                    |                               |                 | <p>(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.</p> <p>(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.</p> <p>(3) Commence the lease from 1 April 2023.</p> <p style="text-align: right;">(Kim Rhodes/Peter Petty)</p> <p><b><u>Motion Carried</u></b></p> |            |

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| <p><b>Notes</b><br/>                 20 Jul 2023 11:18am Melling, Elizabeth<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.<br/>                 20 Apr 2023 9:30am Davidson, Tamai<br/>                 Request for lease sent to solicitors for drafting</p> |
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| Meeting            | Date                          | Officer         | Title                                                                                   | Target     |
|--------------------|-------------------------------|-----------------|-----------------------------------------------------------------------------------------|------------|
| Council 26/04/2023 | 26/04/2023                    | Counsell, David | TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING MINUTES THURSDAY 6 APRIL 2023 | 17/05/2023 |
| <b>58/23</b>       | <b>Resolved</b> that Council: |                 |                                                                                         |            |

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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Tuesday, 14 November 2023 12:54:22 PM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                          |

| Meeting                                                                                                                                                                                                 | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Target |
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|                                                                                                                                                                                                         |      |         | Receive and note the minutes of the Tenterfield Shire Council Local Traffic Committee meeting of 6 April 2023;<br><br>(1) And adopt the following recommendations from General Business a) thru c);<br><br>(a) UNTAMED BORDER RUN – That Council offer no objection to the Killarney Show and Rodeo Society Inc to hold the Untamed Border Run event subject to Police approval and standard conditions;<br><br>(b) CBD LOADING ZONE – That Council not install any further loading zone in the main CBD area along Rouse Street;<br><br>(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.<br><br>(Tom Peters/John Macnish)<br><br><b>Motion Carried</b> |        |
| <b>Notes</b><br>20 Jul 2023 11:17am Melling, Elizabeth<br>Contact from NSW Police to quote of repairs to pavement Sec 67<br>10 May 2023 4:09pm Counsell, David<br>Actions from minutes being programmed |      |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |

| Meeting                                                                                                                                                                                                           | Date                                                                                                                                                                       | Officer         | Title                               | Target     |
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| Council 24/05/2023                                                                                                                                                                                                | 24/05/2023                                                                                                                                                                 | Counsell, David | DISPOSAL OF DAMAGED STEEL STRUCTURE | 14/06/2023 |
| 69/23                                                                                                                                                                                                             | <b>Resolved</b> that Council agree to the disposal of the damaged steel structure as surplus scrap material.<br><br>(Greg Sauer/Peter Murphy)<br><br><b>Motion Carried</b> |                 |                                     |            |
| <b>Notes</b><br>12 Oct 2023 9:20pm Counsell, David<br>Asset is yet to be advertised for sale due to resourcing.<br>20 Jul 2023 11:11am Melling, Elizabeth<br>Inspection required for full description and access. |                                                                                                                                                                            |                 |                                     |            |

| Meeting            | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Officer      | Title                                                                                          | Target     |
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| Council 24/05/2023 | 24/05/2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Petty, Peter | NOTICE OF MOTION - INVESTIGATE THE EXTENSION OF WASTE SERVICES TO BILLIRIMBA ROAD, TENTERFEILD | 14/06/2023 |
| 80/23              | <b>RECOMMENDATION:</b><br><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.<br><br>(Peter Petty / Kim Rhodes)<br><br><b>AMENDMENT</b><br><br>That Council receive a Report on the viability and interest of residents in extending waste service collection along:<br>(1) Billirimba Road, from the intersection of Scrub Road and Billirimba Road to Steinbrook Hall.<br>(2) Sunnyside Loop Road area<br>(3) Scrub Road within a 10km radius<br><br>(Peter Murphy/Greg Sauer)<br><br><b>Amendment Carried</b> |              |                                                                                                |            |

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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Tuesday, 14 November 2023 12:54:22 PM |
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:                         |

| Meeting                                                                                                                                                                                                         | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                  | Target |
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|                                                                                                                                                                                                                 |      |         | <p><b>Resolved</b> that Council receive a Report on the viability and interest of residents in extending waste service collection along:</p> <p>(1) Billirimba Road, from the intersection of Scrub Road and Billirimba Road to Steinbrook Hall, and</p> <p>(2) Sunnyside Loop Road area, and</p> <p>(3) Scrub Road within a 10km radius.</p> <p style="text-align: right;">(Peter Murphy/Greg Sauer)</p> <p><b>Motion Carried</b></p> |        |
| <p><b>Notes</b><br/>                 29 May 2023 4:53pm Melling, Elizabeth<br/>                 Further Report to Council on areas specified in the Resolution to be prepared by Manager Waste &amp; Water.</p> |      |         |                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Date       | Officer      | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Target     |
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| Council 24/05/2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 24/05/2023 | Mills, Bruce | SALE OF COUNCIL OWNED LAND - 'BENDALL'S' 8933 NEW ENGLAND HIGHWAY, TENTERFIELD.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 14/06/2023 |
| <a href="#">85/23</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |              | <p><b>Resolved</b> that Council:</p> <p>(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</p> <p>(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</p> <p>(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).</p> <p style="text-align: right;">(John Macnish/Peter Murphy)</p> <p><b>Motion Carried Unanimously</b></p> |            |
| <p><b>Notes</b><br/>                 03 Oct 2023 4:05pm Melling, Elizabeth<br/>                 Settlement completed.<br/>                 08 Aug 2023 1:53pm Melling, Elizabeth<br/>                 We are nearing settlement, just trying to work out a reservation on the title with Crown Grant (S) – dealing with solicitors and Crown Lands.<br/>                 There may be a bore that should have been transferred to the subdivision that TSC retains with the pump shed.<br/>                 20 Jul 2023 11:01am Melling, Elizabeth<br/>                 Contracts exchanged and deposit received by agent.<br/>                 22 Jun 2023 4:06pm Melling, Elizabeth<br/>                 Contracts signed.<br/>                 29 May 2023 4:45pm Melling, Elizabeth<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.</p> |            |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |

| Meeting               | Date       | Officer         | Title                                                                                                                                                                                 | Target     |
|-----------------------|------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Council 24/05/2023    | 24/05/2023 | Counsell, David | MOLESWORTH STREET DRAINAGE PIPE EASEMENT                                                                                                                                              | 14/06/2023 |
| <a href="#">67/23</a> |            |                 | <p><b>Resolved</b> that Council:</p> <p>(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</p> |            |

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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Tuesday, 14 November 2023 12:54:22 PM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                          |

| Meeting                                                                                                               | Date | Officer                                                                                                                                                                                                           | Title | Target |
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|                                                                                                                       | (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.<br><br>(Peter Petty/Kim Rhodes) |       |        |
| <b>Motion Carried</b>                                                                                                 |      |                                                                                                                                                                                                                   |       |        |
| <b>Notes</b><br>20 Jul 2023 11:12am Melling, Elizabeth<br>Surveyor to amend plans after liaising with owners of land. |      |                                                                                                                                                                                                                   |       |        |

| Meeting                                                                                                                                                                                                                                                                                                         | Date                          | Officer                                                                                                                                                                     | Title                                             | Target     |
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| Council 24/05/2023                                                                                                                                                                                                                                                                                              | 24/05/2023                    | Counsell, David                                                                                                                                                             | MT LINDESAY ROAD BRYANS GAP ROAD LAND ACQUISITION | 14/06/2023 |
| <a href="#">64/23</a>                                                                                                                                                                                                                                                                                           | <b>Resolved</b> that Council: |                                                                                                                                                                             |                                                   |            |
|                                                                                                                                                                                                                                                                                                                 | (1)                           | Agree to commence investigation of the Mt Lindesay Road public road reserve with respect to proposed rehabilitation works near Bryans Gap Road, and                         |                                                   |            |
|                                                                                                                                                                                                                                                                                                                 | (2)                           | Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes necessary for road rehabilitation, and                                             |                                                   |            |
|                                                                                                                                                                                                                                                                                                                 | (3)                           | Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.<br><br>(Tim Bonner/Kim Rhodes) |                                                   |            |
| <b>Motion Carried</b>                                                                                                                                                                                                                                                                                           |                               |                                                                                                                                                                             |                                                   |            |
| <b>Notes</b><br>12 Oct 2023 9:15pm Counsell, David<br>Surveyor boundary identification near the intersection has been completed. Further design work on hold pending Government review of funding grant.<br>20 Jul 2023 11:16am Melling, Elizabeth<br>Sent request to surveyor to confirm five boundary points. |                               |                                                                                                                                                                             |                                                   |            |

| Meeting                                                                                                                                                                                                                                                                                      | Date                          | Officer                                                                                                                                                                     | Title                                             | Target     |
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| Council 24/05/2023                                                                                                                                                                                                                                                                           | 24/05/2023                    | Counsell, David                                                                                                                                                             | MT LINDESAY ROAD – BOUNDARY ROAD LAND ACQUISITION | 14/06/2023 |
| <a href="#">65/23</a>                                                                                                                                                                                                                                                                        | <b>Resolved</b> that Council: |                                                                                                                                                                             |                                                   |            |
|                                                                                                                                                                                                                                                                                              | (1)                           | Agree to commence investigation of Mt Lindesay Road for the purpose of detailed design of a future roundabout at Boundary Road intersection, and                            |                                                   |            |
|                                                                                                                                                                                                                                                                                              | (2)                           | Agree to the acquisition of land adjacent to Mt Lindesay Road for the purpose of future roundabout construction, and                                                        |                                                   |            |
|                                                                                                                                                                                                                                                                                              | (3)                           | Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.<br><br>(Kim Rhodes/Tim Bonner) |                                                   |            |
| <b>Motion Carried</b>                                                                                                                                                                                                                                                                        |                               |                                                                                                                                                                             |                                                   |            |
| <b>Notes</b><br>12 Oct 2023 9:17pm Counsell, David<br>No further action to date due to resourcing levels - low priority as no capital works are funded in current program.<br>20 Jul 2023 11:15am Melling, Elizabeth<br>Updating correspondence to landowners. Preparing brief for surveyor. |                               |                                                                                                                                                                             |                                                   |            |

| Meeting               | Date                          | Officer         | Title                                               | Target     |
|-----------------------|-------------------------------|-----------------|-----------------------------------------------------|------------|
| Council 24/05/2023    | 24/05/2023                    | Counsell, David | SHERRATT ROAD TORRINGTON - ROAD RESERVE ACQUISITION | 14/06/2023 |
| <a href="#">66/23</a> | <b>Resolved</b> that Council: |                 |                                                     |            |

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

| Meeting               | Date | Officer | Title                                                                                                                                                                                                                                                                                                              | Target |
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|                       |      |         | (1) Agree to commence investigations for the formalisation of a road reserve for Sherratt Road, Tomtoy Avenue and Eschman Lane, and<br><br>(2) Undertake necessary searches, survey and plan preparation for the compulsory acquisition of Crown Land to form public road reserves.<br><br>(Tom Peters/Kim Rhodes) |        |
| <b>Motion Carried</b> |      |         |                                                                                                                                                                                                                                                                                                                    |        |

**Notes**  
 12 Oct 2023 9:19pm Counsell, David  
 Information being compiled for meeting with Crown Lands office.  
 20 Jul 2023 11:12am Melling, Elizabeth  
 Liaising with Crown Lands to determine surveyors scope.

| Meeting            | Date       | Officer      | Title                                                                                             | Target     |
|--------------------|------------|--------------|---------------------------------------------------------------------------------------------------|------------|
| Council 30/06/2023 | 30/06/2023 | Mills, Bruce | SALE OF COUNCIL OWNED LAND - LOT 1 DP 613385 (OPPOSITE TAFE), CLARENCE / HIGH STREET, TENTERFIELD | 21/07/2023 |

|                        |                                                                                                                                                                                                                                                                                         |
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| <a href="#">113/23</a> | <b>Resolved</b> that Council:<br><br>Sell the land known as:<br><br>(1) Lot 1 DP 613385 as one lot;and<br><br>(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.<br><br>(Kim Rhodes/Geoff Nye) |
| <b>Motion Carried</b>  |                                                                                                                                                                                                                                                                                         |

**Notes**  
 03 Oct 2023 4:07pm Melling, Elizabeth  
 Marketing now added  
 08 Aug 2023 12:04pm Melling, Elizabeth  
 All local agents written to by BM and invited to list the property for sale.  
 Property is currently listed for sale on realestate.com

| Meeting            | Date       | Officer           | Title                                   | Target     |
|--------------------|------------|-------------------|-----------------------------------------|------------|
| Council 30/06/2023 | 30/06/2023 | Marchant, Gillian | SEWER CCTV AND RE-LINING RFQ - 08-22/23 | 21/07/2023 |

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| <a href="#">109/23, 110/23</a>                                                                                                                                                                               | <b>Resolved</b> that Council:<br><br>(1) Accept the tender Interflow Pty Ltd as outlined in the Report to undertake the sewer main re-lining and CCTV works.<br><br>(Kim Rhodes/John Macnish) |
| <b>Motion Carried</b>                                                                                                                                                                                        |                                                                                                                                                                                               |
| <b>OFFICER'S RECOMMENDATION:</b>                                                                                                                                                                             |                                                                                                                                                                                               |
| <b>That Council:</b>                                                                                                                                                                                         |                                                                                                                                                                                               |
| (1) Waive the current \$48,213.30 excess water bill for the period to June 2023, and<br><br>(2) Adjust the water bill as an average consumption for the June 2023 period.<br><br>(Kim Rhodes / John Macnish) |                                                                                                                                                                                               |

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

| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Target |
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|         |      |         | <b>AMENDMENT</b><br>That Council:<br><br>(1) Waive the current \$48,213.30 excess water bill for the period to June 2023, and<br><br>(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.<br><br>(Peter Murphy / Greg Sauer)<br><br><b>Amendment Carried</b><br><br><b>Resolved</b> that Council:<br><br>(1) Waive the current \$48,213.30 excess water bill for the period to June 2023, and<br><br>(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<br><br>(Peter Murphy/Greg Sauer)<br><br><b>Motion Carried</b> |        |

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| <b>Notes</b><br>10 Nov 2023 4:38pm Marchant, Gillian<br>Completed<br>13 Oct 2023 3:36pm Marchant, Gillian<br>Works completed<br>14 Sep 2023 9:37am Marchant, Gillian<br>Works underway<br>08 Aug 2023 1:58pm Melling, Elizabeth<br>Advise successful tender. Interflow engaged and works are in progress for commencement as end of July and continues into August. |
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| Meeting                | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Officer         | Title                                                            | Target     |
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| Council 23/08/2023     | 23/08/2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Counsell, David | SUNNYSIDE HALL ROAD - PUBLIC GATE & VEHICLES BY-PASS APPLICATION | 13/09/2023 |
| <a href="#">134/23</a> | <b>Resolved</b> that Council:<br><br>(1) Approve the alteration of an existing public gate with a new grid (gate and vehicular by-pass) installation on Sunnyside Hall Road located 100m from Bruxner Way; and<br><br>(2) Provide the applicant with Council Consent in accordance with Policy 2.162 subject to no objections being received.<br><br>(3) Advertise the approval with proposed installation 1 month after advertising as required by the Roads Regulation 2008.<br><br>(Peter Petty/Tom Peters)<br><br><b>Motion Carried</b> |                 |                                                                  |            |

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| <b>Notes</b><br>12 Oct 2023 9:20pm Counsell, David<br>No objections have been received and approval for installation is being prepared.<br>19 Sep 2023 11:48am Ritchie, Hayley<br>Advertised in Your Local News, Website. Submissions closed 13 September 2023. |
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| Meeting            | Date       | Officer     | Title                                                                                                   | Target     |
|--------------------|------------|-------------|---------------------------------------------------------------------------------------------------------|------------|
| Council 27/09/2023 | 27/09/2023 | Sauer, Greg | REPORTS OF DELEGATES & COMMITTEES - MURRAY DARLING COMMITTEE REGION 11 - MEETING MINUTES 18 AUGUST 2023 | 18/10/2023 |
| <b>Notes</b>       |            |             |                                                                                                         |            |

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

| Meeting                                                                                                                                                                           | Date                                                                                                                                                                                                                                                                                     | Officer      | Title                                                                          | Target     |
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| Council 27/09/2023                                                                                                                                                                | 27/09/2023                                                                                                                                                                                                                                                                               | Mills, Bruce | PROPOSED SIX-MONTH RENT OF THE CONTAINER CAFE AT THE YOUTH PRECINCT SKATE PARK | 18/10/2023 |
| <a href="#">176/23</a>                                                                                                                                                            | <p><b>Resolved</b> that Council:</p> <p>Rent the Container Café to Hayley Williamson for a trial period of six months at \$100/week (incl GST) with the rent including water and electricity.</p> <p style="text-align: right;">(Kim Rhodes/Greg Sauer)</p> <p><b>Motion Carried</b></p> |              |                                                                                |            |
| <p><b>Notes</b><br/>                     03 Oct 2023 4:06pm Melling, Elizabeth<br/>                     Advised preferred EOI recipient of their success. Drafting agreement.</p> |                                                                                                                                                                                                                                                                                          |              |                                                                                |            |

| Meeting                                                                                                                                                                                                                                       | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Officer           | Title                               | Target     |
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| Council 27/09/2023                                                                                                                                                                                                                            | 27/09/2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Marchant, Gillian | REPLACEMENT SIDE LOADER WASTE TRUCK | 18/10/2023 |
|                                                                                                                                                                                                                                               | <p><b>OFFICER'S RECOMMENDATION:</b></p> <p><b>That Council:</b></p> <p>(1) Note that market testing has been undertaken to ensure fairness, accountability and transparency and that substantial time has been consumed in tendering procedures and undertakings; and</p> <p>(2) Procure the project works in accordance with Local Government (General) Regulation 2021 - 178(3)(e) as detailed in the report; and</p> <p>(3) Delegate to the Chief Executive authority to negotiate, with other tenderers and award the contract to deliver the side loader truck waste tender</p> |                   |                                     |            |
| <p><b>Notes</b><br/>                     10 Nov 2023 4:39pm Marchant, Gillian<br/>                     Negotiations continue<br/>                     13 Oct 2023 3:39pm Marchant, Gillian<br/>                     Negotiations underway</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                   |                                     |            |

| Meeting                                                                                                                                                                                                                              | Date                                                                                                                                                                                                               | Officer           | Title                                               | Target     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------------------------------|------------|
| Council 27/09/2023                                                                                                                                                                                                                   | 27/09/2023                                                                                                                                                                                                         | Marchant, Gillian | DAM SAFETY EMERGENCY PLAN FOR TENTERFIELD CREEK DAM | 18/10/2023 |
| <a href="#">174/23</a>                                                                                                                                                                                                               | <p><b>Resolved</b> that Council:</p> <p>(1) Receive and adopt the Dam Safety Emergency Plan for Tenterfield Creek Dam.</p> <p style="text-align: right;">(Kim Rhodes/Peter Petty)</p> <p><b>Motion Carried</b></p> |                   |                                                     |            |
| <p><b>Notes</b><br/>                     10 Nov 2023 4:39pm Marchant, Gillian<br/>                     Completed<br/>                     13 Oct 2023 3:38pm Marchant, Gillian<br/>                     Report updated completed</p> |                                                                                                                                                                                                                    |                   |                                                     |            |

| Meeting                | Date                                 | Officer    | Title                                                   | Target     |
|------------------------|--------------------------------------|------------|---------------------------------------------------------|------------|
| Council 27/09/2023     | 27/09/2023                           | Jones, Roy | 2022/2023 FINANCIAL STATEMENTS TO BE REFERRED FOR AUDIT | 18/10/2023 |
| <a href="#">165/23</a> | <p><b>Resolved</b> that Council;</p> |            |                                                         |            |



|                                                          |                                                                                               |
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| <b>OUTSTANDING ACTIONS REPORT</b>                        | <b>Printed:</b> Tuesday, 14 November 2023 12:54:22 PM<br><b>Date From:</b><br><b>Date To:</b> |
| <b>Division:</b><br><b>Committee:</b><br><b>Officer:</b> |                                                                                               |

| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Target |
|---------|------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|         |      |         | (1) In relation to the Financial Statements and in accordance with Section 413(2)(c) of the Local Government Act 1993 (as amended):<br><br>a) Council resolves that in its opinion the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ended 30 June 2023 and Special Schedules are properly drawn up in accordance with the provisions of the Local Government Act 1993, (as amended) and the Regulations there under; and<br><br>b) That the Financial Statements be approved and signed by the Mayor, the Deputy Mayor, the Chief Executive and the Responsible Accounting Officer.<br><br>(2) That the Financial Statements be referred to Council’s Auditor for audit; and<br><br>(3) That the audited Financial Statements be forwarded to the Office of Local Government by 31 October 2023; and<br><br>(4) That the Chief Executive Officer be delegated authority to place the Audited Financial Statements on public exhibition from Wednesday, 1 November 2023 if possible (or the soonest practicable alternative date if not) and that notice be given that Council will present its Audited Financial Statements at the Ordinary Council Meeting to be held on 22 November 2023 if possible (or the soonest practicable alternative date if not); and<br><br>(5) That the audited Financial Statements be presented at the meeting of Council to be held on 22 November 2023 if possible, in accordance with Section 419(1) of the Local Government Act 1993 (as amended) or alternatively at the soonest practicable date as determined by the Chief Executive Officer.<br><br>(Peter Petty/Greg Sauer)<br><br><b>Motion Carried</b> |        |

**Notes**  
 13 Oct 2023 11:25am Melling, Elizabeth  
 Signed by the Mayor, Deputy Mayor and Chief Executive.

| Meeting            | Date       | Officer      | Title                                                            | Target     |
|--------------------|------------|--------------|------------------------------------------------------------------|------------|
| Council 27/09/2023 | 27/09/2023 | Mills, Bruce | RECOMMENDATION FOR FUTURE OF VISITOR INFORMATION SERVICES UPDATE | 18/10/2023 |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <a href="#">156/23</a> | <b>Resolved</b> that Council:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |
|                        | (1) Continues to Work with the Tenterfield Chamber of Tourism, Industry and Business (TCTIB) to transfer Visitor marketing Services to the Chamber, as per its updated proposal – revised plan – attached.<br><br>(2) and that council adopts the financial agreement also attached<br><br>(3) As per the attached financial agreement, Council allocates \$200,000 (two hundred thousand dollars) over three years to the TCTIB to establish the community-led social enterprise model:<br><br><ul style="list-style-type: none"> <li>• \$100,000 in FY 2023/24 with \$50,000 for its Alternate Plan (signs, brochure stands, major outdoor signs and Tourism Destination Digital Guestbook) plus annual payment of \$50,000 to deliver visitor marketing and promotional services.</li> <li>• \$50,000 annual payment in FY 2024/25</li> <li>• \$50,000 annual Payment in FY 2025/26</li> </ul> (John Macnish/Tim Bonner)<br><br><b>Motion Carried</b> |  |  |  |

**Notes**

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

| Meeting                                                                                                                            | Date | Officer | Title | Target |
|------------------------------------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| 03 Oct 2023 4:05pm Melling, Elizabeth                                                                                              |      |         |       |        |
| Officer has prepared Funding Agreement and IP handover letter for the Chamber for its final agreement at its AGM on Monday, 9 Oct. |      |         |       |        |

| Meeting            | Date       | Officer      | Title                                                                                   | Target     |
|--------------------|------------|--------------|-----------------------------------------------------------------------------------------|------------|
| Council 27/09/2023 | 27/09/2023 | Mills, Bruce | SALE OF COUNCIL-OWNED PROPERTY AT 142 MANNERS ST, TENTERFIELD - CURRENTLY USED BY TENFM | 18/10/2023 |

**OFFICER'S RECOMMENDATION:**

**That Council:**

- (1) Sell the property at 142 Manners St, Tenterfield by listing with all interested local real estate agents at an asking price of \$450,000- \$500,000; and**
- (2) Authorise the Chief Executive to sign all necessary documents to list the property, negotiate with agents and sign any contract to execute the sale; and**
- (3) Work with the community group running TEN FM to find a suitable alternative site to continue its operations as a community radio station.**

**Notes**  
 03 Oct 2023 4:05pm Melling, Elizabeth  
 Deferred until 25 Oct 2023 ordinary Council Meeting

| Meeting            | Date       | Officer            | Title                                                        | Target     |
|--------------------|------------|--------------------|--------------------------------------------------------------|------------|
| Council 27/09/2023 | 27/09/2023 | Melling, Elizabeth | COMMUNITY CONTRIBUTIONS/DONATIONS - 2023/2024 FINANCIAL YEAR | 18/10/2023 |

**OFFICER'S RECOMMENDATION:**

**That Council adopt the individual allocation of community contributions / donations to a total of \$10,000 as detailed below.**

**Notes**

| Meeting            | Date       | Officer            | Title                                                                                                     | Target     |
|--------------------|------------|--------------------|-----------------------------------------------------------------------------------------------------------|------------|
| Council 27/09/2023 | 27/09/2023 | Melling, Elizabeth | COUNCIL DELEGATES ON COMMITTEES, EXTERNAL BOARDS & ASSOCIATIONS - Period September 2023 to September 2024 | 18/10/2023 |

**163/ Resolved** that Council determines the Committees and representation on external bodies, specific purpose committees and other associations as listed below for the proceeding twelve (12) month period, 27 September 2023 to September 2024;

| Specific Purpose Committees                                         | Representation                               | Delegate/s September 2023 to September 2024                                   | Meeting Frequency                                                            |
|---------------------------------------------------------------------|----------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Audit & Risk Committee                                              | Mayor                                        | Mayor (observer)                                                              | Quarterly                                                                    |
| Contributions/Donations Assessment Panel                            | Mayor + 3 Councillors + 1 Reserve Councillor | Mayor, Cr Greg Sauer, Cr Peter Murphy, Cr John Macnish, Reserve Cr Kim Rhodes | Annually following adoption of OP                                            |
| Australia Day Awards Committee                                      | Mayor + 3 Councillors + 1 Reserve Councillor | Mayor, Cr Peter Petty, Cr John Macnish, Cr Greg Sauer, Reserve Cr Kim Rhodes  | Annually following Closure of nominations<br>Dependent on nomination numbers |
| Sir Henry Parkes Memorial School of Arts Joint Management Committee | Mayor + 1 Councillor                         | Mayor, Cr Kim Rhodes                                                          | Parked until required                                                        |
| Tenterfield Saleyards                                               | Mayor + 2                                    | Mayor, Cr Peter Petty,                                                        | First Tuesday every                                                          |

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

| Meeting                                                | Date                                                    | Officer                                                               | Title                                                                                                                                                                                  | Target |
|--------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Advisory Committee                                     | Councillors                                             | Cr Tim Bonner                                                         | three (3) months or as needed.                                                                                                                                                         |        |
| Aboriginal Advisory Group                              | Mayor + 1 Councillor                                    | Mayor, Cr Peter Murphy                                                | Deferred until required                                                                                                                                                                |        |
| Heritage Advisory Committee                            | Mayor + 2 Councillors                                   | Mayor, Cr Kim Rhodes, Cr Tim Bonner                                   | As required.                                                                                                                                                                           |        |
| Disability, Inclusion & Access Advisory Committee      | 1 Councillor + 1 Alt Councillor                         | Cr Tim Bonner, Cr John Macnish (alt)                                  | Quarterly                                                                                                                                                                              |        |
| Parks & Gardens Advisory Committee                     | 3 Councillors                                           | Cr Peter Murphy, Cr Geoffrey Nye, Cr Tim Bonner + Cr Kim Rhodes (alt) | Six (6) monthly or as required                                                                                                                                                         |        |
| Tourism Advisory Committee                             | Mayor + 2 Councillor                                    | Mayor, Cr Kim Rhodes, Cr Tim Bonner                                   | Council Res 119/23 (6) Remove the Tenterfield Tourism Advisory Committee from the TSC Committee Register From the date of Commencement of the Newly formed TCTIB Tourism subcommittee. |        |
| TCTIB – Tourism Committee                              | 2 Councillors                                           | Cr Kim Rhodes + Cr Tin Bonner                                         | As required                                                                                                                                                                            |        |
| Youth Advisory Group                                   | Mayor + 2 Councillor                                    | Mayor, Cr Greg Sauer, Cr Peter Murphy                                 | Deferred until required                                                                                                                                                                |        |
| <b>External Boards, Committees &amp; Organisations</b> |                                                         |                                                                       |                                                                                                                                                                                        |        |
| Country Mayors Association                             | Mayor                                                   | Mayor                                                                 | Quarterly                                                                                                                                                                              |        |
| Arts North West                                        | Manager Arts, Culture & Library Services + 1 Councillor | Cr Kim Rhodes                                                         | May & November                                                                                                                                                                         |        |
| Border Region Organisation of Councils (BROC)          | Mayor + 1 Councillor                                    | Mayor, Deputy Mayor                                                   | Quarterly                                                                                                                                                                              |        |
| Northern Inland Regional Waste                         | Manager Waste & Water                                   | Manager Waste & Water                                                 | Change of Terms of Reference                                                                                                                                                           |        |
| North West Weight of Loads Group                       | Director Infrastructure                                 | Director Infrastructure                                               | Change of Terms of Reference                                                                                                                                                           |        |
| Local Health Advisory Committee                        | Mayor                                                   | Mayor                                                                 | Monthly                                                                                                                                                                                |        |
| Tenterfield Shire Local Traffic Committee              | Mayor + 2 Councillors                                   | Mayor, Cr Tom Peters & Cr Tim Bonner                                  | Every second month                                                                                                                                                                     |        |
| Local Emergency Management Committee                   | Mayor + 1 Councillor                                    | Mayor, Cr Tom Peters                                                  | Quarterly                                                                                                                                                                              |        |
| Bushfire Management Committee                          | 1 Councillor                                            | Cr Tom Peters                                                         | Quarterly                                                                                                                                                                              |        |
| NSW RFS Service Level Agreement Liaison                | Mayor + 1 Councillor                                    | Mayor, Cr Tom Peters                                                  | Annually                                                                                                                                                                               |        |

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

| Meeting                                                                | Date                                         | Officer                                                | Title                     | Target                                               |
|------------------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------|---------------------------|------------------------------------------------------|
| Committee                                                              |                                              |                                                        |                           |                                                      |
| Tenterfield Liquor Accord                                              | 1 Councillor                                 | Cr Kim Rhodes                                          | NSW Police Responsibility | Twice per year                                       |
| NSW Public Libraries Association                                       | 1 Councillor                                 | Cr John Macnish                                        |                           |                                                      |
| Granite Borders Landcare Committee Inc                                 | 1 Councillor                                 | Cr Bronwyn Petrie                                      |                           | GBLC directly contact                                |
| Northern Tablelands Regional Weeds Committee                           | Biosecurity Staff                            | Weeds Officer                                          |                           | New Terms of Reference - staff                       |
| Murray Darling Association                                             | Executive Member + Mayor/and or Deputy Mayor | Cr Greg Sauer, Mayor, Deputy Mayor                     |                           | Quarterly                                            |
| Tenterfield FM Radio Association                                       | 1 Councillor                                 | Cr Tom Peters                                          |                           | Monthly                                              |
| Community Safety Precinct Committee                                    | Mayor                                        | Mayor                                                  |                           | Quarterly                                            |
| Bruxner Way Joint Committee                                            | Mayor                                        | Mayor                                                  |                           | Disbanded                                            |
| Joint Regional Planning Panels                                         | Mayor + 1 Councillor as alternative          | Mayor, Cr Petty/Cr Sauer (Alt)                         |                           | As required                                          |
| National Timber Councils'                                              | 1 Councillors                                | Cr Bronwyn Petrie                                      |                           | As required                                          |
| Tenterfield Heavy Vehicle Bypass Economic Enhancement Advisory Group - | All Councillors                              | All Councillors                                        |                           | <i>This group is "deferred" until further notice</i> |
| <b>Community Engagement Forums</b>                                     |                                              |                                                        |                           |                                                      |
| Our Community                                                          | Mayor + 3 Councillors                        | Mayor, Cr Greg Sauer, Cr Kim Rhodes, & Cr Geoff Nye    |                           |                                                      |
| Our Economy                                                            | Mayor + 3 Councillors                        | Mayor, Cr Greg Sauer, Cr Kim Rhodes & Cr Geoff Nye     |                           |                                                      |
| Our Environment                                                        | Mayor + 3 Councillors                        | Mayor, Cr Peter Petty, Cr Peter Murphy & Cr Tom Peters |                           |                                                      |
| (John Macnish/Peter Petty)                                             |                                              |                                                        |                           |                                                      |
| <b>Motion Carried</b>                                                  |                                              |                                                        |                           |                                                      |

**Notes**  
 13 Nov 2023 2:49pm Melling, Elizabeth  
 Updated Committees Register to be emailed to all Councilors and Managers and uploaded to website.  
 13 Oct 2023 11:23am Melling, Elizabeth  
 Letters sent to Aboriginal Advisory Group and Youth Advisory Group Members advising of group deferral.

| Meeting            | Date                                                                                                                                             | Officer             | Title                                           | Target     |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------------------|------------|
| Council 27/09/2023 | 27/09/2023                                                                                                                                       | Wisniewski, Jessica | 2023/24 LOCAL HERITAGE PLACES FUND APPLICATIONS | 18/10/2023 |
| <b>158/23</b>      | <b>Resolved</b> that Council:                                                                                                                    |                     |                                                 |            |
|                    | (1) Endorses the offers of funding, as detailed in the attachment to this report, and forwards a Letter of Offer to the eligible applicants; and |                     |                                                 |            |
|                    | (2) Redistribute any funding not accepted, or not claimed by the claim date, amongst completed eligible projects.                                |                     |                                                 |            |

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| Meeting               | Date | Officer | Title | Target                   |
|-----------------------|------|---------|-------|--------------------------|
|                       |      |         |       | (Peter Petty/Kim Rhodes) |
| <b>Motion Carried</b> |      |         |       |                          |
| Notes                 |      |         |       |                          |

| Meeting                                                                                        | Date                                                                                                                                                                                                               | Officer            | Title                                                | Target     |
|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------|------------|
| Council 27/09/2023                                                                             | 27/09/2023                                                                                                                                                                                                         | Davidson,<br>Tamai | MT MACKENZIE LOOKOUT - CROWN LAND<br>MANAGER REQUEST | 18/10/2023 |
| <a href="#">157/23</a>                                                                         | <b>Resolved</b> that Council:                                                                                                                                                                                      |                    |                                                      |            |
|                                                                                                | Notify the Department of Crown Lands that Council is not in a financial position to become the Crown Land Manager for the Mount Mackenzie Lookout site however recognise the community benefit the asset provides. |                    |                                                      |            |
|                                                                                                | (Peter Petty/Kim Rhodes)                                                                                                                                                                                           |                    |                                                      |            |
| <b>Motion Carried</b>                                                                          |                                                                                                                                                                                                                    |                    |                                                      |            |
| Notes                                                                                          |                                                                                                                                                                                                                    |                    |                                                      |            |
| 12 Oct 2023 2:18pm Melling, Elizabeth<br>Crown Lands advised of Council Resolution. 11.10.2023 |                                                                                                                                                                                                                    |                    |                                                      |            |

| Meeting                                                                                                                                        | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Officer            | Title                                                                                                                                           | Target     |
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| Council 25/10/2023                                                                                                                             | 25/10/2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Counsell,<br>David | REPORTS OF COMMITTEES &<br>DELEGATES - TENTERFIELD SHIRE<br>COUNCIL - LOCAL TRAFFIC<br>COMMITTEE - MEETING MINUTES -<br>THURSDAY 5 OCTOBER 2023 | 15/11/2023 |
| <a href="#">23/23, 24/23, 25/23</a>                                                                                                            | <b>Resolved</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                                                                                                                                                 |            |
|                                                                                                                                                | <b>That Council receive this report for Discussion</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |                                                                                                                                                 |            |
|                                                                                                                                                | (Kim Rhodes/Tim Bonner)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                    |                                                                                                                                                 |            |
| <b>Motion Carried</b>                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                                                                                                                                                 |            |
| <b>RECOMMENDATION</b>                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                                                                                                                                                 |            |
| <b>That the report and recommendations from the Tenterfield Shire Local Traffic Committee meeting of 5 October 2023 be received and noted.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                                                                                                                                                 |            |
| <b>RECOMMENDATIONS ARISING FROM MINUTES:</b>                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                                                                                                                                                 |            |
|                                                                                                                                                | <ul style="list-style-type: none"> <li>• <b>LIGHTING REQUEST IN ROUSE STREET (NEW ENGLAND HIGHWAY)</b><br/>Noted that Transport NSW will continue to progress this matter with new consultants.</li> <li>• <b>DRAKE REVITALISATION – BRUXNER HIGHWAY</b><br/>Noted that Council staff will meet with Transport NSW staff in relation to the Bruxner Highway aspects of the project in Drake.</li> <li>• <b>HIGH STREET BUS ZONE</b><br/>The Committee recommended that the existing bus zone be removed and that the two bus zone signs be removed.</li> <li>• <b>AMOSFIELD ROAD ACCIDENT</b></li> <li>• Noted the accident details and recommended that an assessment be undertaken of curve signage along the road for any required maintenance and safety enhancement, particularly along Dalmoak Road.</li> <li>• <b>STANTHORPE STREET CLOSURE, LISTON</b><br/>That no objection be made to a temporary closure of Stanthorpe Street in Liston for the event, subject to concurrence from Council staff and NSW police once documents are received to hold a public event, closing of road including traffic control arrangements, notification of the public by the organisers, public liability insurance and payment of any applicable fees and charges.</li> <li>• <b>MT LINDESAY ROAD CULVERT</b></li> </ul> |                    |                                                                                                                                                 |            |

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

| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Target |
|---------|------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|         |      |         | <p>That the committee recommended that the widening of the culvert be considered with any road formation upgrading through the village if external grant funding can be obtained for design or construction.</p> <ul style="list-style-type: none"> <li>• <b>MT LINDESAY ROAD TREES</b><br/>It was noted that this would be referred to the works department to assess for any maintenance required to ensure the path of large vehicles is not obstructed.</li> <li>• <b>MT LINDESAY ROAD SURFACE DEPRESSIONS</b><br/>It was noted that the works department has already been assessing these locations for a program of maintenance the correct the surface travel condition.</li> <li>• <b>B DOUBLE ROUTE ASSESSMENTS</b><br/>The Committee recommended that if external grant funding can be obtained, assessment be undertaken of future B-Double Routes along the Regional Road Network within the Shire to identify any likely restrictions and opportunities.</li> </ul> <p><u>Resolved</u><br/> <b>That Council receive this report for Discussion.</b></p> <p style="text-align: right;">(Kim Rhodes/Tim Bonner)</p> <p><u>Motion Carried</u></p> <p><b>AMENDMENT</b></p> <p>That the report and recommendations from the Tenterfield Shire Local Traffic Committee meeting of 5 October 2023 be received and noted, with an amendment to HIGH STREET BUS ZONE item as outlined below.</p> <p><b>RECOMMENDATIONS ARISING FROM MINUTES:</b></p> <ul style="list-style-type: none"> <li>• <b>LIGHTING REQUEST IN ROUSE STREET (NEW ENGLAND HIGHWAY)</b><br/>Noted that Transport NSW will continue to progress this matter with new consultants.</li> <li>• <b>DRAKE REVITALISATION – BRUXNER HIGHWAY</b><br/>Noted that Council staff will meet with Transport NSW staff in relation to the Bruxner Highway aspects of the project in Drake.</li> <li>• <b>HIGH STREET BUS ZONE</b><br/>The Committee recommended that the existing bus zone be removed and that the two bus zone signs be removed. <i>Council wishes to defer this decision to allow further consultation.</i></li> <li>• <b>AMOSFIELD ROAD ACCIDENT</b></li> <li>• Noted the accident details and recommended that an assessment be undertaken of curve signage along the road for any required maintenance and safety enhancement, particularly along Dalmoak Road.</li> <li>• <b>STANTHORPE STREET CLOSURE, LISTON</b><br/>That no objection be made to a temporary closure of Stanthorpe Street in Liston for the event, subject to concurrence from Council staff and NSW police once documents are received to hold a public event, closing of road including traffic control arrangements, notification of the public by the organisers, public liability insurance and payment of any applicable fees and charges.</li> <li>• <b>MT LINDESAY ROAD CULVERT</b><br/>That the committee recommended that the widening of the culvert be considered with any road formation upgrading through the village if external grant funding can be obtained for design or construction.</li> <li>• <b>MT LINDESAY ROAD TREES</b><br/>It was noted that this would be referred to the works department to assess for any maintenance required to ensure the path of large vehicles is not obstructed.</li> <li>• <b>MT LINDESAY ROAD SURFACE DEPRESSIONS</b><br/>It was noted that the works department has already been assessing these locations for a program of maintenance the correct the surface travel condition.</li> </ul> |        |

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

| Meeting      | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Target |
|--------------|------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|              |      |         | <ul style="list-style-type: none"> <li><b>B DOUBLE ROUTE ASSESSMENTS</b><br/>The Committee recommended that if external grant funding can be obtained, assessment be undertaken of future B-Double Routes along the Regional Road Network within the Shire to identify any likely restrictions and opportunities.<br/>(Bronwyn Petrie/Greg Sauer)</li> </ul> <p><b>Amendment Carried</b></p> <p><b>Resolved</b> that the report and recommendations from the Tenterfield Shire Local Traffic Committee meeting of 5 October 2023 be received and noted, with an amendment to HIGH STREET BUS ZONE item as outlined below.</p> <p><b>RECOMMENDATIONS ARISING FROM MINUTES:</b></p> <ul style="list-style-type: none"> <li><b>LIGHTING REQUEST IN ROUSE STREET (NEW ENGLAND HIGHWAY)</b><br/>Noted that Transport NSW will continue to progress this matter with new consultants.</li> <li><b>DRAKE REVITALISATION – BRUXNER HIGHWAY</b><br/>Noted that Council staff will meet with Transport NSW staff in relation to the Bruxner Highway aspects of the project in Drake.</li> <li><b>HIGH STREET BUS ZONE</b><br/>The Committee recommended that the existing bus zone be removed and that the two bus zone signs be removed. <i>Council wishes to defer this decision to allow further consultation.</i></li> <li><b>AMOSFIELD ROAD ACCIDENT</b></li> <li>Noted the accident details and recommended that an assessment be undertaken of curve signage along the road for any required maintenance and safety enhancement, particularly along Dalmoak Road.</li> <li><b>STANTHORPE STREET CLOSURE, LISTON</b><br/>That no objection be made to a temporary closure of Stanthorpe Street in Liston for the event, subject to concurrence from Council staff and NSW police once documents are received to hold a public event, closing of road including traffic control arrangements, notification of the public by the organisers, public liability insurance and payment of any applicable fees and charges.</li> <li><b>MT LINDESAY ROAD CULVERT</b><br/>That the committee recommended that the widening of the culvert be considered with any road formation upgrading through the village if external grant funding can be obtained for design or construction.</li> <li><b>MT LINDESAY ROAD TREES</b><br/>It was noted that this would be referred to the works department to assess for any maintenance required to ensure the path of large vehicles is not obstructed.</li> <li><b>MT LINDESAY ROAD SURFACE DEPRESSIONS</b><br/>It was noted that the works department has already been assessing these locations for a program of maintenance the correct the surface travel condition.</li> <li><b>B DOUBLE ROUTE ASSESSMENTS</b><br/>The Committee recommended that if external grant funding can be obtained, assessment be undertaken of future B-Double Routes along the Regional Road Network within the Shire to identify any likely restrictions and opportunities.<br/>(Bronwyn Petrie/Greg Sauer)</li> </ul> <p>Motion Carried</p> |        |
| <b>Notes</b> |      |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |

| Meeting                          | Date       | Officer         | Title                             | Target     |
|----------------------------------|------------|-----------------|-----------------------------------|------------|
| Council 25/10/2023               | 25/10/2023 | Counsell, David | ROAD ASSET MANAGEMENT PLAN REVIEW | 15/11/2023 |
| <b>OFFICER'S RECOMMENDATION:</b> |            |                 |                                   |            |

| <b>OUTSTANDING ACTIONS REPORT</b>   |      |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |
|-------------------------------------|------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Division:<br>Committee:<br>Officer: |      |         | Printed: Tuesday, 14 November<br>2023 12:54:22 PM<br>Date From:<br>Date To:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |
| Meeting                             | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Target |
|                                     |      |         | <p><b>That Council:</b></p> <p>a) <b>Note the draft Road Asset Management Plan October 2023 review; and</b></p> <p>b) <b>Place the Road Asset Management Plan October 2023 review on public display on Council's website for 28 days to allow for any submissions to be considered; and</b></p> <p>c) <b>That following the 28 day period, a further report be submitted to Council to consider submissions and to adopt a revised Road Asset Management Plan that complements Council's financial constraints for the ten year projections.</b></p> <p><b>AMENDMENT:</b><br/>                     RECOMMENDATION:<br/>                     That the Road Asset Management Plan Review report be deferred to a future meeting of Council.<br/>                     (John Macnish/Tim Bonner)</p> <p><b><u>Amendment Carried</u></b></p> |        |
| Notes                               |      |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |