

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 facinating.	 NO TARGET

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 Regional Road Network (kms) - 236 Total Road Network (kms) - 1685 Funding \$4,306,702.00 All works and reporting must be completed by 31 October 2027.</p>	 No TARGET
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.	 No TARGET
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.	 No TARGET


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 Communications & Economic Development	<p>TSC FACEBOOK PAGE</p> <p>Total reach for FB for October as 11,709– up 25% on September 2023</p> <p>Top posts: 31/10 Fire Updates with road closure information 5352 31/10 Urgent Evacuation for Jennings / Wallangarra 2808 31/10 Woodside Road Closure 1912 16/10 Appointment of Interim Chief Executive 1420</p> <p>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.</p> <p>The DRAFT, with comments/instructions from the Department, is presented to the November 2023 Council Meeting for consideration and action.</p>	 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 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.	 NO TARGET
5.2.2.1 Advocate for health services throughout the Region and ensure future government planning aligns with community needs.	General 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.	 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 & 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




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>SALE OF FORMER VISITORS' INFORMATION CENTRE (VIC)</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>TENTERFIELD CHILD CARE CENTRE 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>POTENTIAL SALE OF 142 MANNERS ST - ten fm BUILDING</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>			 NEEDS WORK

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>	




Action	Responsibility	Progress Comment	Status
<p>2.1.1.2 Deliver and manage Destination Marketing Plan and marketing campaigns and activities.</p>	<p>Senior Advisor Communications & Economic Development</p>	<p>FUNDING AGREEMENT WITH TENTERFIELD CHAMBER OF TOURISM, INDUSTRY & BUSINESS</p> <p>Funding Agreement for Tourism promotion/marketing with the Tenterfield Chamber of Tourism, Industry & 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>	 NO TARGET
<p>5.2.3.1 Support future proposals for improved telecommunications infrastructure.</p>	<p>Senior Advisor Communications & Economic Development</p>	<p>Nil to report</p>	 NO TARGET

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>	 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>	 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.	 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 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). 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>	 No TARGET
5.1.1.5 Facilitate worker health and wellbeing, consultation, communication, and participation processes.	Acting Manager HR & Workforce Development	<p>Management and supervisors are providing regular onsite 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>	 NEEDS WORK



Action	Responsibility	Progress Comment	Status
5.1.1.6 Develop, manage and deliver the skills targeted training plans.	Acting Manager HR & Workforce Development	<p>Certificate III in Civil Construction Plant Operations ongoing. Diploma in Facilities Management ongoing. Fleet Management Certificate. Traineeship - Certificate III in Business Administration ongoing. Graduate Certificate of Leadership ongoing. Bushfire Awareness Training to be held in November. Working Near Overhead Powerlines Course is being discussed for March 2024. Code of Conduct & Dignity & Respect Training is being organised for all employees for 2024. Government incentives and initiatives are being investigated for future learning and development programs and is ongoing.</p>	 No TARGET
5.1.1.7 Develop, manage and deliver employer of choice recruitment and retention services.	Acting Manager HR & Workforce Development	<p>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.</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. Implementation of some specific Workforce Management Strategies are being impeded by the organisations current financial constraints.</p>	 No TARGET
5.1.1.8 Manage and report on Council's Enterprise Risk Management Framework and Risk Register.	Acting Manager HR & Workforce Development	<p>Council's risk register continues to be monitored, reviewed and updated. 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.</p>	 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 HR & Workforce 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>	 No TARGET




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>	 NEEDS WORK
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>	 NEEDS WORK



Action	Responsibility	Progress Comment	Status
<p>5.1.2.3 Manage investments - Plan develop and manage Council's investment portfolio.</p>	<p>Manager Finance and Technology</p>	<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>	 NEEDS WORK
<p>5.1.4.1 Develop, manage and deliver Council's Technology Strategic Plan.</p>	<p>Manager Finance and Technology</p>	<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>	 NEEDS WORK

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 Customer Service, Governance & 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.	 NEEDS WORK
5.1.1.1 Develop, manage and deliver Customer Services, in accordance with the Customer Service Charter.	Manager Customer Service, Governance & Records	<p>Compliments for October 2023 - 0 Complaints for October 2023 - 0 Abusive customers for October 2023 - 0 Customer Service General Enquiries for October 2023 - 100 Total inbound calls for October 2023 - 4,477 Inbound calls for Customer Service for October 2023 - 640 Inbound calls for Planning, Property & Development Services for October 2023 - 591 Inbound calls for Infrastructure & Engineering Services for October 2023 - 419 Inbound calls for Rates for October 2023 - 190</p> <p>Customer service staff receipted and registered the following applications in October 2023: Mobile (wheelie) bin applications – 15 Pension Rebate applications - 4 Section 10.7 Planning Certificates - 37 Section 603 Certificates - 23 Dwelling Permissibility Search - 6 Section 121ZP Certificates - 2 Section 735A - 8 Sewer Diagrams - 16 Drainage Diagrams – 11</p>	 NEEDS WORK

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 Customer Service, Governance & 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. Preparation of Annual Report 2023 commenced in October 2023.	 NEEDS WORK
5.1.1.3 Develop, manage and deliver Records Management Services, in accordance with legislation.	Manager Customer Service, Governance & 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.	 NEEDS WORK
5.2.1.1 Deliver independent bi-annual Customer Satisfaction survey.	Manager Customer Service, Governance & 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.	 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	<p>2 Dog pick ups, one returned to owner, other rehomed 1 illegal dumping, now removed. Unregistered dog letters followed up</p> <p>The Ranger has now resigned.</p>	 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	<p>Weed Report October 2023</p> <p>Groundsel Bush - Treated on the Mt Lindsey Highway from Legume to Woodenbong, Leslie Creek Rd, Patemans Rd, Tooloom Rd and Bruxner Rd.</p> <p>Black Knapweed - Treated on Aldershot and Bellevue roads and on private property as required.</p> <p>Tropical Soda Apple - Urbenville areas</p> <p>Privet - Tooloom Rd</p> <p>Green Cestrum - Tooloom Rd and Clarence Way.</p> <p>Blackberry - Bruxner Rd, Long Gully Rd, Ramsey Rd, Cheviot Hills Rd and the Drake Transfer Station.</p> <p>Lantana - Rover Park Rd. (complaint).</p> <p>St John's Wort - Bruxner Highway and Rifle Range Rd.</p> <p>Council Lands - Drake transfer Station for blackberry's in the surrounding paddock which is Council land.</p> <p>Property inspections - 15 property inspections.</p> <p>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.</p>	 NEEDS WORK

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.





NEEDS WORK

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	 NEEDS WORK
		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	<p>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.</p> <p>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.</p>	 NEEDS WORK

Applications Lodged October 2023

DA Number	Applicant	Address	Description of Work
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 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 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 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 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, Tenterfield	Truck Depot & Office	Under assessment
2023.075	Leechs Gully Progress Association	12 Crown Street, Tenterfield	Band Hall - Building Relocation & Part Demolition (amenities)	External Consultant engaged by Department of Planning Under Assessment
2023.076	Leechs Gully Progress Association	Leechs Gully Road	Hall Installation - Entertainment Facility	External Consultant engaged by Department of Planning Under Assessment
2023.092	Tenterfield Surveys (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, Tenterfield	Dwelling	Under assessment
2023.107	Tenterfield Surveys (Smith)	177 Killarney Road	Three (3) Lot Subdivision	Under assessment
2023.108	John Dean	226 Old Ballandean Road	Dwelling	Under assessment
2023.109	Tenterfield Surveys (Fokes)	90 Catarrh Creek Road Torrington	Two (2) Lot Subdivision	Under assessment
2023.110	Karen Mulherin	68 Riley Street	Demolition/Erection 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/ Renovations to Existing Dwellings	Garages, Carports & Sheds	Commercial or Industrial Works	Subdivision	Recreation/ Tourism	FY 23/24 Monthly Total	FY 22/23 Monthly 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 (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>Council Buildings</p> <ul style="list-style-type: none"> • 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. • 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. • Security Audit is still to be completed • RSL Deck to be cleaned, secure existing nails and stained – Project to be completed mid-October 23. • Jennings, Legume Drake & Liston Public Toilets are now all working and no complaints received. • 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. • 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. <p>Current Capital Works</p> <ul style="list-style-type: none"> • 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. • 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. • 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. • 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. 	 NEEDS WORK

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>	 NO TARGET
1.2.1.6 Develop and deliver the Buildings and Amenities Asset Management Plan.	Buildings & Amenities Coordinator	<p>Licences & Agreements on Council owned/managed Land</p> <ul style="list-style-type: none"> • 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 <p>Grant Funding</p> <p>Following Grant Projects are still outstanding:</p> <p>2021-2023 NSW Heritage Grant – Community Heritage</p> <ul style="list-style-type: none"> • The Mingoola Heritage Trail – Project completed – acquittal now completed. <p>Drought Communities Programme Extension</p> <ul style="list-style-type: none"> • 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. <p>National Bushfire Funding</p> <ul style="list-style-type: none"> • Local Drought Stimulus Package - acquittal to be completed. • Advertising Campaign Expansion & Brochure Production -ordering maps and working with Urbenville Progress Association re Brochure on area. <p>Public Spaces Legacy Program</p> <ul style="list-style-type: none"> • Tenterfield Youth Precinct & Mountain Bike Trail Head – Acquittal being completed - plaque yet to be installed. 	 NEEDS WORK

- 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.




No TARGET





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 Brush cutting parks and town drains Garden maintenance Tree pruning and removal New niche wall at cemetery near completion. Three new slabs have been installed at the cemetery. Weed spraying Tree removal and pruning in Logan and Cowper Streets 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. 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"> • Current Management Plan to be implemented in the 2023 summer season. This plan is currently under review - ongoing. • 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. • Pailentest machine has been cleaned and collaborated and retuned for the season. • Pool deck grinding has been completed in time for the pool season to commence. <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.	 NEEDS WORK


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 & Works Report 2023 Grading Schedule</p> <ul style="list-style-type: none"> o Eastern Grader –This crew have graded Harrigan’s Lane, will grade Scrub Rd, followed by Silent Grove Rd in the west. 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. 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. 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. 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. 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. 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 & February. o Council anticipates to commence drainage works on Kochs road in the next month. 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. o Council awaits upper limit approvals for DRFA Essential Public Asset Restoration (EPAR) works for various submissions, including the unsealed network. o Plains Stn Rd at Frasers Cutting continues to allow traffic access under lights. 	 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 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>	

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 Water & Waste	<p>October 2023 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. 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>	 NEEDS WORK

- 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 Investigations 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.




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 Water & Waste	<p>October 2023 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>	 No TARGET

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.