

Monthly Operational Report

Tenterfield Shire Council November 2023





Council Meeting 20 December 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	Tim Cunningham representing the Tenterfield Chamber of Tourism, Industry & Business gave a presentation prior to Ordinary Council Meeting 22 November 2023.	 NO TARGET
1.1.2.1 Support and contribute to NAIDOC week.	General Manager	Council provided in kind support to 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	Council would like to thank recognise the volunteers and organisations that helped the community in response to the recent bushfires such as: Tenterfield Lions Club Tenterfield Rotary Club Salvation Army Tenterfield High School Tenterfield Shire Council Community Response Officer Armajun Tenterfield Moombahlene Fire to Florish Tenterfield CWA Make it Tenterfield And also to the numerous individuals who volunteered many hours supporting the community during the fire response and relief effort. Thank you.	 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	Council has received approximately \$4.3 Million from Transport New South Wales for RERRF grant.	 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
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>RE-PRINT OF TOWN/REGION MAPS Officer has organised re-printing of town/region maps using remaining funds from Bushfire Recovery Grant allocated to marketing/promotion. The maps will be made available the the Chamber of Tourism, Industry & Business for its promotional activities.</p> <p>RE-PRINT OF URBENVILLE BROCHURES</p> <p>Officer has worked with the Urbenville Progress Association to update its tourism brochure with printing to be completed in December.</p> <p>NORTHERN BORDER TRAIL SIGNS PROJECT</p> <p>Officer has worked with Legume Progress Association on finalising the project, including payment of sign contractor. Officer is waiting on final report from the Legume Progress Association for acquittal of the project.</p> <p>TSC FACEBOOK PAGE</p> <p>Total reach for FB for November was 6376– down 45% on October 2023 Top posts: 16/11 - ‘Container Café’ Expressions of Interest south to operate the café – 2980 reach 28/11 - Expressions of Interest Tenterfield School of Arts, Museum & Cinema & Theatre for S355 Committee – 2788 reach 15/11 - Tenterfield Shire Council places a special rate variation for 2024/25 on hold – 2279 reach</p> <p>FLYING-FOX CAMP MANAGEMENT PLAN</p> <p>The DRAFT management plan, with comments/instructions from the Department, was presented to the November 22 Council Meeting for consideration and action. Council resolved to invite senior officer from the Department of Planning and Environment to address the next (December) meeting of Council to discuss the plan and its options.</p>	 NEEDS WORK

Action	Responsibility	Progress Comment	Status
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 Operating Procedure, Executive Assistant provide ongoing councillor services and support in administrative activities. Whilst the 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 in the appropriate forums.	 No TARGET




2. ORGANISATION LEADERSHIP

Business Unit: Organisation Leadership			
Service Profile: Organisation Leadership Responsibility			
Action		Progress Comment	Status
1.2.3.1 Deliver and report to the OLG on the Council's Disability Inclusion Action Plan.	General Manager	The DIAP 2022/2023 was submitted to NSW State Government Communities and Justice end November 2023.	 ON TRACK
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	The Finance Committee has reviewed the timetable for the 2024/25 Budget process which will determine the development of an up to date LTFP.	 NEEDS WORK
5.1.2.5 Ensure the continued review of council's operations to ensure financial sustainability.	General Manager	A full review of councils governance has been undertaken against the requirements of the Office of Local Government and the results have been tabulated for discussion at the Councils December workshop.	 NO TARGET
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) A further inspection by prospective buyer of the VIC was undertaken by local real estate agent. An offer was put to Council (22 Nov Ordinary Meeting) but rejected as too low with Council resolving to seek a report on options for the VIC from the General Manager.</p> <p>POTENTIAL SALE OF 142 MANNERS ST - TEN FM BUILDING General Manager and officer have continued to meet with Ten FM staff to discuss future of operations at 142 Manners St and the option to move into the rear section of the former Visitors' Information Centre. At the time of writing (5 Dec) Ten FM had advised the GM of an offer to lease the rear section of the VIC.</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>HEALTH FOOD FACTORY</p> <p>Officer has continued to liaise with principal of Brisbane-based health food business looking to re-locate to NSW Northern Tablelands. Company has been scoping land near Llangothlin. But making headway has been slow and principal says he may return to look at options around Tenterfield.</p>	 NEEDS WORK
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 & BUSINESS</p> <p>Funding Agreement for Tourism promotion/marketing with the Tenterfield Chamber of Tourism, Industry & Business Funding Agreement has been signed. At the time of writing (5/12) officer is waiting for plan from the Chamber on how it intends to spend funds over the coming year.</p> <p>SCHOOL OF ARTS</p> <p>General Manager and officer have continued to work with local volunteers and interested parties on formal plan to re-open the School of Arts Museum, Cinema & Theatre - which will hopefully occur late December/early January, pending final agreement with National Trust and management committees being formed.</p>	 No TARGET
5.2.3.1 Support future proposals for improved telecommunications infrastructure.	Senior Advisor Communications & Economic Development	<p>NBN</p> <p>In early November nbn advised it was undertaking upgrades to Fixed Wireless towers at Jennings/Wallangarra to help customers access faster speeds. Work would result in some customers in the nbn Sky Muster footprint being able to access the Fixed Wireless network.</p> <p>The company claimed, when finished, the upgrades would expand the reach of the existing Fixed Wireless footprint by at least 50%, as well as enabling two new high speed fixed wireless plans – Fixed Wireless Home Fast with peak download speeds of 100 to 130Mbps and Fixed Wireless Superfast with peak download speeds of 200 to 325Mbps.</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>During the November reporting period the Manager Arts Culture and Library Services attended the Arts North West (ANW) Strategic Advisory Committee Meeting. Key agenda items included ANW's submission response to the NSW Government 'A New Look at Culture' Policy, ANW 2023 Progress Report and ANW Draft Forward Plan – Create NSW Submission 2024. Scoped program planning for Tenterfield includes an arts CBD activation project and professional development workshops. Additionally, ANW provided access to a range of arts and cultural development opportunities and cross promotional activities with all information distributed via their digital channels (e-Newsletter & social media) and website.</p> <p>The Museums and Galleries NSW (M&GNSW) – Museum Advisor visited Tenterfield from 20 – 23 November supporting local historical and museum activities including introduction meeting with the new Interim General Manager of Council, Centenary Cottage Museum regarding development of a 2024 workshop program, Tenterfield Railway Museum – Interpretation Panels and upgrade/fitout of Station entrance.</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 November reporting period the library recorded 1,342 visitors through the doors (7.8% increase from the same period last year). During this period the library services provided included 1,534 physical and 325 digital items borrowed with 206 individuals spending 246 hours using the public computers. The home Library service delivered 119 items to 23 home Library members. Storytime was attended by 37 children and 28 parents across 5 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.	Manager HR & Workforce Development	<p>November has seen the recruitment of critical technical skilled positions to be filled, such as the Community Compliance Officer (Ranger) and Services Operator (Northern). These roles have now closed and are within the final stages assessment.</p> <p>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).</p> <p>Current head count - 83 (Note: this count has not been finalised due to the continued workforce review, organisational change and the required Award instrument processes). Current Casual count - 6 (Note: casuals are not included in the FTE or head count and work is varied).</p> <p>Position description reviews will be commencing with the next few weeks into the New Year for all positions within Council. 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.	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 (EAP) continues with ongoing onsite counselling sessions being provided monthly to all employees and Councillors.</p> <p>Health and Wellbeing initiatives are being sought for 2024. Audiometric testing has been organised for February 2024, meeting updated legislative requirements. Capital Health Care Pty Ltd has been engaged to deliver confidential health checks to employees and Councillors, dates to be advised for January/February.</p>	 NEEDS WORK



Action	Responsibility	Progress Comment	Status
5.1.1.6 Develop, manage and deliver the skills targeted training plans.	Manager HR & Workforce Development	<p>Certificate III in Civil Construction Plant Operations ongoing. Diploma in Facilities Management ongoing. Traineeship - Certificate III in Business Administration ongoing. Graduate Certificate of Leadership ongoing. Bushfire Awareness Training. 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.	Manager HR & Workforce Development	<p>Repositioning of staff resourcing where possible to ensure the retention of valuable staff assets remains a priority at this time and is ongoing. Recruitment for essential technical skilled positions has occurred, final stages of assessment for these roles is underway.</p> <p>Position description reviews will occur within the next few weeks into the New Year. 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.	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. Reports completed and submitted. Council's Risk Management Framework will be undertaken/reviewed within the New Year. Preparation is underway for the upcoming Statewide Mutual insurance renewal questionnaires for early in the New Year. Northern Inland Risk Management Group meeting scheduled for December.</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.	Manager HR & Workforce Development	<p>Local Emergency Management Committee (LEMC) meeting is scheduled to be held in March 2024.</p> <p>The Emergency Management Plan (EMPLAN) is being reviewed by local emergency organisations and is scheduled to be endorsed.</p> <p>Following the various bushfire events which occurred in October, a Local Recovery Committee was established, which Council's General Manager is the Chair. Various combat agencies are included on this committee. We have been working closely with the community, various combat agencies and NSW Reconstruction Authority to provide needed support and advice regarding recovery.</p> <p>A Recovery Centre was stood up at the Memorial Hall in November. 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>In the past month 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.</p> <p>In November Council Finance team has submitted all required documentation to agent auditors and are currently awaiting feedback from auditors and NSW Audit Office. Council has applied for an extension to the Office Of Local Government to submit its Financial Statements 2023.</p> <p>On 15 November 2023 Council deferred to apply for a Special Rate Variation for the FY 2024/25. Council resolved that:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. 	 NEEDS WORK

Action	Responsibility	Progress Comment	Status
		<p>Councils Corporate Market Loan facility remains in place to assist in working capital. During the month of November, the Corporate Market Loan was not drawn down.</p> <p>Council was positive unrestricted cash as at end of November 2023.</p>	
<p>5.1.2.2 Manage and report on Council's Long-Term Financial Plan, and facilitate and support internal and external audits.</p>	<p>Manager Finance and Technology</p>	<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>	 <p>NEEDS WORK</p>
<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 November 2023.</p> <p>Council staff aim to invest more liquid funds for short time periods to gain maximum investment return without compromising working capital.</p> <p>In November 2023 Council invested \$3 Million for a period of 6 Months. The \$3 Million is from the Waste Fund and any interest earned will be deposited back within the waste fund.</p> <p>The \$1 Million (General Fund) deposit for 30 days was transferred back to Council fund after maturity in November.</p> <p>Total Investment Balance as at 30 November 2023 is \$9 Million.</p> <p>Imp Update: Council received approximately \$4.3 Million from Transport NSW for RERRF grant. Term Deposit quotation has been sent to major banks and will invest \$4 Million for 6 months to be reflected in December Monthly Report update.</p>	 <p>NEEDS WORK</p>




Action	Responsibility	Progress Comment	Status
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 November 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 are 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 November 2023 - 1 Complaints for November 2023 - 1 Abusive customers for November 2023 - 0 Customer Service General Enquiries for November 2023 - 60 Total inbound calls for November 2023 - 4,205 Inbound calls for Customer Service for November 2023 - 864 Inbound calls for Planning, Property & Development Services for November 2023 - 622 Inbound calls for Infrastructure & Engineering Services for November 2023 - 583 Inbound calls for Rates for November 2023 - 119 Customer service staff receipted and registered the following applications in November 2023:</p> <p>Mobile (wheelie) bin applications – 1 Pension Rebate applications - 10 Section 10.7 Planning Certificates - 55 Section 603 Certificates - 24 Dwelling Permissibility Search - 6 Section 121ZP Certificates - 0 Section 735A - 4 Sewer Diagrams - 11 Drainage Diagrams – 7</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	<p>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.</p> <p>Annual Report with draft financial statements adopted by Council on 22 November 2023.</p> <p>Annual Government Information Public Access Act reporting for 2022/2023 submitted to the Information and Privacy Commission on 28 November 2023. Council received 36 GIPA applications during the previous financial year.</p>	 NEEDS WORK
5.1.1.3 Develop, manage and deliver Records Management Services, in accordance with legislation.	Manager Customer Service, Governance & Records	<p>Records staff have been preparing for removal of confidential shredding bins from Council sites. Council's shredding service provider has attempted to apply an additional monthly charge to each bin as well as charges already paid for by Council for shredding, and the fuel levy. The service has been cancelled in November 2023, with all bins to be removed in December 2023. The amount of confidential paper required to be destroyed has reduced significantly over the last twelve months. Council and records staff can utilise the industrial shredding machine located in the main administration building for the small amounts of paper that may need to be destroyed within the context of GA39.</p>	 NEEDS WORK
5.2.1.1 Deliver independent bi-annual Customer Satisfaction survey.	Manager Customer Service, Governance & Records	<p>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.</p>	 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	1 Dog pick up, and rehomed 2 Barking dog complaints 1 illegal dumping reported, no Ranger to follow up Unregistered dog letters followed up, 2 still outstanding No Parking control undertaken	 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 November 2023</p> <p>Groundsel Bush - Treated on the Mt Lindsey Highway from Legume to Woodenbong.</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>St John's Wort - New England Highway.</p> <p>Council Lands - Tenterfield Park - Blackberry, Privet, Tree of Heaven and Firethorn.</p> <p>Property inspections - 22 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> <p>Meetings - Regional Weeds Committee Meeting in Armidale</p> <p style="padding-left: 40px;">Biological Control Workshop in Armidale</p> <p style="padding-left: 40px;">Tropical Soda Apple Meeting in Coffs Harbour</p>	 NEEDS WORK
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 4 Overgrown blocks for November 3 have started to action other one ongoing.	 MONITOR
		One letter issued for untidy block. The owner has started to remove materials, with a lot more to do.	

10. LIVESTOCK SALEYARDS

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.	Manager Open Space, Regulatory & Utilities	Prime Cattle Sale November 2023 - Prime Cattle 461 Head \$ 404,691.48	 ON TRACK
		Private Weigh 3 Head \$ 930.00	
		Financial Year 2023/2024 1,209 Head \$ 942,621.48	
		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	
		Hard standing concrete surfaces have been completed in front of the new double height loading ramp, with another to be done.	
		Limited cattle numbers sales maybe every 4-6 weeks.	

11. PLANNING & REGULATION

Business Unit: Planning & Regulation			
Service Profile: Planning & Regulation			
Action	Responsibility	Progress Comment	Status
3.1.1.1 Monitor and deliver the Tenterfield Local Environmental Plan 2013 and Development Control Plan 2014 (as amended).	Manager Planning & Development Services	All applications assessed in accordance with Tenterfield LEP 2013 and Tenterfield DCP 2014. 20 DAs approved for November, 6 applications lodged.	 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. Awaiting completion of projects for May acquittal of funding.	 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, Construction Certificate issue, mandatory building inspections. Complaints being dealt with on basis of potential impact - priority given to any public health or environmental matters.	 NEEDS WORK

Applications Lodged November 2023

DA Number	Applicant	Address	Description of Work
2023.114	John McCrystal	40 Brushabers Road Jennings	Shed
2023.115	Grant Townes	New England Highway Tenterfield	Earthworks
2023.116	Tenterfield Surveys	7266 Mt Lindesay Road,	Two (2) Lot Boundary Adjustment
2023.117	Tenterfield Surveys	1085 Black Swamp Rd Tenterfield	Two (2) Lot Subdivision
2023.118	Phillip Andrews	36 Margaret St Tenterfield	Carport
2023.119	Fernleigh Drafting	3 Welch Street, Urbenville	Dwelling

Applications Determined November 2023

DA Number	Applicant	Address	Description of Work
2023.053	Craig Leggat	Ogilvie Drive, Tabulam	Two (2) Lot Subdivision
2023.068	Grant Townes	New England Highway, Tenterfield	Truck Depot & Office
2023.092	Tenterfield Surveys (Tenterfield Shire Council)	140 Manners Street, Tenterfield	Boundary Adjustment
2023.101	Roger Turner	7574 Fairfield Street, Drake	Shed
2023.104	Grant Townes	615 Bryans Gap Road, Tenterfield	Dwelling
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
2023.114	John McCrystal	40 Brushabers Road Jennings	Shed
2023.115	Grant Townes	New England Highway Tenterfield	Earthworks
2023.116	Tenterfield Surveys	7266 Mt Lindesay Road,	Two (2) Lot Boundary Adjustment
2023.117	Tenterfield Surveys	1085 Black Swamp Rd Tenterfield	Two (2) Lot Subdivision
2022.091/1	Neil O'Toole	Mole Station Road, Woodside	Three (3) Lot Boundary Adjustment - Modification
2016.075/2	Christian Uhrig	17 Naas Street, Tenterfield	Modification - Restaurant car parking
2023.051/1	Westbuilt Homes	2575 Paddys Flat Road, Tabulam	Modification - Dwelling
2023.105	Michael Maher	52a Neagles Lane Tenterfield	Dwelling
2023.106	Adam Carter	40 McLeods Creek Road, Sandy Hills	Dwelling

Applications Outstanding – November 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	1-9 Manners Street, Tenterfield	New Shed & Extension to	Insufficient Information provided to complete assessment



	Fund (Todd Wilshire)		Existing Shed (Awning)	Applicant has indicated they wish to pursue DA.
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	Under Assessment – external consultant
2021.153	Stephen P McElroy & Associates (Burtenshaw)	7841 Bruxner Highway, Drake	Tourist & Visitor Accommodation	Awaiting additional information from applicant
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 & easement 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
2023.075	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
2023.113	Matt Bradley	70 Petre	Relocatable Dwelling	Awaiting additional information from applicant
2023.118	Phillip Andrews	36 Margaret St Tenterfield	Carport	Under assessment
2023.119	Fernleigh Drafting	3 Welch Street, Urbenville	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.	1	0	2	1	2	0	6	5
	Value	\$45,000.00	\$0.00	\$90,070.00	\$150,000.00	\$0.00	\$0.00	\$285,070.00	\$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)		16	3	7	2	10	4	42	
FY 23/24 Total Value (Year to Date)		\$4,492,597.00	\$121,800.00	\$584,204.37	\$160,000.00	\$0.00	\$531,680.00	\$5,890,281.37	
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"> • 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. • Drake Hall has had roof completed and the floor re-sanded and sealed • Received complaints that Legume Public Toilets not working – Plumber is waiting for the new system to be delivered and installed in November • Urbenville Medical Centre hot water system need to be repaired, awaiting quote for a replacement system. Council staff have been cleaning up the gardens and removing unwanted tree saplings around the tank. <p>Current Capital Works</p> <ul style="list-style-type: none"> • 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 - ongoing • Mt McKenzie Access Road to Council communication towers will be resealed in the new year. 	 NEEDS WORK
1.2.1.5 Manage and update Land and Property Register.	Buildings & Amenities Coordinator	Land and Property register is currently being managed as required. Spreadsheets are being updated as needed.	 No TARGET



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

Buildings & Amenities Coordinator

Licences & Agreements on Council owned/managed Land

- Tenterfield Total Care draft lease for 136-138 Manners Street, Tenterfield – is still being reviewed by Tenterfield Total Care Committee

GRANT FUNDING

Following Grant Projects are still outstanding:

Drought Communities Programme Extension

- Funding identified by the external audits has been reallocated to the Tenterfield National Monumental Assoc. to complete the Federal Bakery in High Street.

Local Drought Stimulus Package – Audit was completed in November and Acquittal will be finalised in December.

National Bushfire Funding

- Advertising Campaign Expansion & Brochure Production -ordering maps and working with Urbenville Progress Association re Brochure on area.

Public Spaces Legacy Program

- Tenterfield Youth Precinct & Mountain Bike Trail Head – Acquittal has been completed – plaque has been approved and will be installed in the New Year.
- Jennings Playground Project –Acquittal to be Completed in December - plaque to be approved by funding body plaque has been approved and will be installed in the New Year.

Stronger Country Communities Programs

- Memorial Hall floor, - completed, with new stage and cleaning materials for the floor being investigated and a variation will be added to funding deed in December to include new stage, seating curtain, and padding for the retractable seating.
- Resurfacing of netball court – Council staff have completed a variation (removing team seating) and have been advised that it will be approved.
- Upgrades to Drake Hall, - Stormwater has now been upgraded and is discharged onto the Street. Discussions with the Progress Association regarding paint colours will happen in December.

Black Summer Funding

- Mingoola Hall Upgrades to include a toilet – Agreement between Council and Mingoola Hall Management Committee Inc. - ongoing
- Memorial Hall installation of Emergency lighting and ceiling fans – Quote received and awaiting for fans to be delivered in January.

1.2.1.7 Manage Crown Lands and prepare designated Native Title Advice.




Buildings & Amenities Coordinator

No Aboriginal Land Claims have been assessed in November.




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 and mowing Brush cutting parks and town drains, garden maintenance and replanting 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 in villages Graffiti removed in public toilets.	 ON TRACK
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.	 MONITOR
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 to be under review for the 2024 season. • Air bubbles, cracks forming and paint peeling off both the 33 m and Wade pool through October/November. • Installation of the Prominent Doser System has had a positive effect on chlorine and acid consumption with accurate monitoring in place. <p>Month Review November Programs Lap swimming, Gym, Swim Club, Transitional Squad Lessons, Marlins and Senior Squads, Breakfast Club, School Swimming Classes, Learn to Swim Classes, Meta Aqua. Pool was closed four (4) times due to lightning storms in November.</p> <p>Outstanding Maintenance Grandstand and Gym lights The return of the Defibrillator that was waiting for pads and batteries (temporary replacement on site).</p> <p>Staff Training CPR Drills Fire and Evacuation training</p> <p>Season Pass Purchases</p> <table border="1"> <thead> <tr> <th></th> <th>2023/24</th> <th>2022/23</th> <th>2021/22</th> <th>2020/21</th> <th>2019/20</th> <th>2018/19</th> </tr> </thead> <tbody> <tr> <td>Full Season Family</td> <td>29</td> <td>26</td> <td>27</td> <td>26</td> <td>49</td> <td>39</td> </tr> <tr> <td>Half Season Family</td> <td>6</td> <td>12</td> <td>5</td> <td>9</td> <td>9</td> <td>13</td> </tr> <tr> <td>Full Season Single</td> <td>29</td> <td>16</td> <td>14</td> <td>17</td> <td>25</td> <td>10</td> </tr> <tr> <td>Half Season Single</td> <td>18</td> <td>18</td> <td>3</td> <td>9</td> <td>7</td> <td>13</td> </tr> <tr> <td>Total</td> <td>82</td> <td>72</td> <td>49</td> <td>61</td> <td>90</td> <td>75</td> </tr> </tbody> </table>		2023/24	2022/23	2021/22	2020/21	2019/20	2018/19	Full Season Family	29	26	27	26	49	39	Half Season Family	6	12	5	9	9	13	Full Season Single	29	16	14	17	25	10	Half Season Single	18	18	3	9	7	13	Total	82	72	49	61	90	75	 NEEDS WORK			
	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19																																										
Full Season Family	29	26	27	26	49	39																																										
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Half Season Single	18	18	3	9	7	13																																										
Total	82	72	49	61	90	75																																										


Total Attendances

	October	November	December	January	February	March	YTD
2018/19	1,037	2,372	2,972	4,196	2,904	1,275	14,756
2019/20	732	3,984	1,318	5,006	2,560	930	14,530
2020/21	1,459	4,144	2,568	4,383	2,759	1,064	16,377
2021/22	1,684	1,456	2,673	3,291	2,523	1,779	13,406
2022/23	1,573	2,770	2,693	3,366	3,577	2,171	16,150
2023/24	2,007	2,916					


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	November 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.	 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>November/ December 2023 and January</p> <p>2024 Grading & Works Report</p> <p>Grading Schedule</p> <p>Northern Area:</p> <p>Completed: Pavement repairs Tooloom Rd, Mt Lindesay Rd (adjacent to Cullendore Rd) & Cullendore Rd. Pad at water treatment plant (Urbenville) and assessment of bushfire affected trees on Gilgurry Rd, Cullendore Ck Rd, Maryland Cullendore Rd, Cullendore Rd and Herding Yard Ck Rd with trees removed as required. In progress : Grader is currently in the Liston area to grade Rivertree Road and associated roads, following this, the crew will prepare Undercliffe Rd for initial sealing in 2024. A contract grader will attend to Wylie Ck Rd, Thulimbah Rd, The Summit Rd, Border Gate Rd, Paterson’s Rd, Fagg’s Rd and Flagstone Rd.</p> <p>Central Area:</p> <p>Completed : Graded Scrub Rd and Billirimba Rd as well as assessment of bushfire affected trees on Roos Rd, Brushabers Rd, Tarban Loop Rd, Bluff Ck Rd, Koch’s Rd, Billirimba Rd, Steinbrook Hall and School Rd, Scrub Rd and Snakes Valley Rd and trees removed as required.</p> <p>In progress : Grader and backhoe are currently on Timbarra Rd, Geyers and Roos Rd and will also complete a pavement repair on Bryan’s Gap Rd. Council anticipates commencing replacement of the footpath in Miles St between Rouse St and Scott St, during January 2024. This project has been held up due to fires and rain. Drainage works will commence on Koch’s Rd in February 2024, with causeway remediation works followed by earthworks to form the road. A crew will commence BLACK SUMMER BUSHFIRES RECOVERY GRANTS PRORAM (BSBR) - BSBRO00438 - REMOVAL OF DEAD TREES ON COUNCIL ROADS in February on clearing roadside vegetation and open up the tree canopy on Brushabers Road, Timbarra Road, Scrub Road (from the town dam to Tenterfield Creek – spraying regrowth), Billirimba Road (from the town dam to Swamp Oak Creek Bridge) and approximately 1 km of canopy to the west on Schroders Rd from the entrance of the airport, and where funding allows, Council will attend to – Talmoi Rd, Tarban Loop Rd, Schroders Rd, Scrub Rd and Rivertree Rd.</p>	 NEEDS WORK

Western Area:

Completed: Graded Torrington town streets, Calthorpes Rd, Heatherdean Rd and Torrington Rd shoulders at the Deepwater end. Assessment of bushfire affected trees on Bruxner Way, Sawyers Gully Rd, Woodside Rd, Rockdale Rd and Dellwood Rd with trees removed as required.

In progress: grader is currently grading McCowens Rd and Redhill Rd, followed by the Sandy Ck area in 2024, including Mt Speribo Rd, Currs Rd, Robertson's Rd, Kierans Rd, Sandy Flat Rd, Cottesbrooke Rd, Brassington Ck Rd and others in this district. Another grader will commence on Silent Grove Rd during January 2024.

Eastern Area:



Completed : Constructed Drake Village streets for sealing. : Assessment of bushfire affected trees on Rocky River Rd, Chauvel Rd, Ogilvie Drive, Cyril Smith Circuit and Plains Stn Rd with trees removed as required.

In progress: Plains Stn remains under signage through Fraser's Cutting.


Across the Shire:

Preparation for reseals on Jubilee St, Kiely St, Miles St (Logan to Rouse) and Saddlers Estate. Short section reseals on Sunnyside Loop Rd, Homestead Rd, Bryan's Gap Rd, Castlerag Rd, Sandy Flat Rd, and Bluff River Rd; and 7km section on Cullendore Rd, Mt Lindesay Rd - 6km section east of Legume, Mt Lindesay Rd - 5km section north of Boonoo Boonoo bridge, Mt Lindesay Rd - 3km section adjacent to Cullendore Rd and Bruxner Way – 6km section from Swamp Ck. Reseals are expected to commence end of February 2024.


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>November 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 will conclude December 2023.</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 extended by request as 06/12/2023. Three on-site inspections with potential candidate occurred over November.</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>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 occurred in October with completion in November 2023.</p> <p>A recycling policy commenced in May 2023, initial warnings have been sent, with 2 recycling bin removals to the end of November 2023.</p> <p>A final report of Geyer's Pit clean up was completed and sent to EPA. Reporting was undertaken for the Excavated Natural Material (ENM), however additional samples where requested these where sent for analysis in September with results expected in October2023. Routine monthly monitoring monthly upstream and downstream of the site is continuing with the next round of quarterly sampling due in November 2023.</p> <p>The side loader Replacement reported to Council's February 2023 meeting, has commenced the tender stage with RFT preparation and released. Requested revised quotations received in November 2023, decision imminent.</p>	 NEEDS WORK

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>November 2023</p> <p>Water supply, is provided to the community under Australian Drinking Water Guidelines (ADWG), current usage at Tenterfield is currently 861 KL/day decreasing by 36.6 KL/day. Current usage at Urbenville is 260 KL/day providing a decrease in consumption of 56 KL/day for the 3 communities.</p> <p>Tenterfield Dam Level is 76% - new data loggers place level at 76% receiving 11.5 mm for the month of October; Urbenville Tooloom Creek Level is 95% receiving 198 mm for the month of November.</p> <p>Meter Readings completed in April/May water meter readings completed October/November.</p> <ul style="list-style-type: none"> Tenterfield 1 major main; 0 new meter; 1 new service connections; 0 water limiters installed; 0 water limiters removed; 0 disconnection, 3 broken services repaired; 0 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. 4 repairs to old WTP. Jennings 0 including meter; 0 meter replacements; 2 broken services repaired; 1 Major main break. New main installed 120m Carpenter Lane. Urbenville had 0 major main broken main repairs, mains flushing occurred in 8 location, 1 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. 	 NEEDS WORK

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

Manager
Water & Waste

November 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, casing was removed and the opportunity to drill deeper was undertaken this was proven fruitful with an additional 10 Litres/second added to existing production, draw down tests are expected to confirm 20 Litres/second, extending Council's supply 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 for a kayak platform as requested by Formerly Fisheries NSW, now DPI. Provided quotation requested release of funds, awaiting reply.

An 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.

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 completed and lodged November 2023, works pending after approvals expected February 2024. New Tank has been ordered for Urbenville, with earthworks completed and concreters engaged to undertake slab.


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 December 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 3 approvals to drill from NRAR received Legume expected to commence in January 2024, Crown licences required, November.



NEEDS WORK

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>November 2023 Molesworth re-design required Miles Street designs received in September, completed.</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>PS2 at Urbenville, failure of duty and standby pumps, rectified valve failures, pump 2 was able to be started pump 1 sent for repairs, spare pump to order.</p> <p>Tenterfield Sewer connections 0; Major pump station clearing 0; Blockages were reported and cleared at 4 locations; 3 broken main repaired; 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. Trade Waste inspections. Surcharge event 0. Cleaned foot valve at sludge lagoons.</p> <p>Urbenville Sewer connections 0; Major pump station clearing 0; Blockages were reported and cleared at 1 location; 0 broken main repair; with 0 mains visually and 0 major manhole repair, 0 broken main repairs and 0 effluent line repair. 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. Effluent line repair.</p> <p>Average time for response to sewer chokes decreased to 20 minutes while the median response time is at 20 minutes.</p>	 No TARGET