

# Monthly Operational Report







Tenterfield Shire Council December 2023 – January 2024





Council Meeting 28 February 2024






**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	At the December meeting Allen Crosthwaite (Trains North Inc.) Spoke 'for' ITEM NM4/23 Support for the reintroduction of passenger Train Services - Armidale to Jennings/Wallangarra. Also the new School of Arts S355 Committee definitely had its inaugural meeting in this period.	 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 congratulates the recipients of the Australia Day 2024 awards: Rob Evans - Citizen of the Year (President of Friends of Tenterfield Aerodrome Inc.) Christopher Chisholm - Young Citizen of the Year (Supported by Tenterfield Show Committee Inc) Friends of Tenterfield Aerodrome Inc. - Emergency Services/Volunteer Group of the year Darcy Rolph - Sports person of the Year	 NO TARGET
2.1.3.1 Investigate, advocate for, and source funding to improve transport infrastructure across the shire.	General Manager	An application for the replacement of Hawkins Gully Bridge on Billirimba Road through the commonwealth funded Bridge Renewal Program was submitted in December. Council approved (via the Works and Service Committee) to provide the future budget for a council funded contribution towards the project if successful, which is a requirement of the program.	 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

Action	Responsibility	Progress Comment	Status
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 URBENVILLE BROCHURES Re-print of updated tourism brochure for Urbenville was completed in December and brochures have sent to Urbenville with copies available in Tenterfield.</p> <p>NORTHERN BORDER TRAIL SIGNS PROJECT Officer has worked with the Department of to finalise the project. Acquittal of funds has been sent to the Department, and finalisation of the project from the Department is expected shortly.</p> <p>TSC FACEBOOK PAGE Total reach for FB for January 2024 was 5969 New followers for January - 28. Now 919</p> <p>Top posts: 19/1 Please report damage - 2807 reach 31/1 Australia Day – 2434 reach 17/1 Position Vacant - Shire Ranger - 1655 reach</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 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			
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	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	This is an ongoing program to develop policies and procedures.	 No TARGET






Action	Responsibility	Progress Comment	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) Work on the sale of the former Visitors' Information Centre has been on hold until Council's February meeting - although buyer' interest in the building has continued.</p> <p>POTENTIAL SALE OF 142 MANNERS ST - TEN FM BUILDING General Manager and officer have continued to meet/discuss with Ten FM staff to future of operations at 142 Manners St and the option to move into the rear section of the former Visitors' Information Centre. Further actions with property await Council decision at the February meeting.</p> <p>LOCAL REAL ESTATE MARKET Local real estate market remains strong.</p> <p>Median house price for Tenterfield Feb 2023 – Jan 2024 \$425,000 – up 6.3% in 12 months</p> <p>70 houses for sale in the past month 53 sold in the past 12 months 99 days median time on market 5% rental yield</p>	



### 3. ECONOMIC GROWTH




Business Unit: Economic Growth			
Service Profile: Economic Growth			
Action	Responsibility	Progress Comment	Status
2.1.1.1 Seek opportunities that align with the Regional Economic Development Strategy (REDS).	Senior Advisor Communications & Economic Development	<p>Monday 18 December – DROUGHT RESILIENCE FUND</p> <p>GM and officer attended Zoom meeting with Glen Innes GM and Dept of Regional NSW staff to discuss progressing the grant (\$450K) received by the joint-shire (Glen Innes Severn and Tenterfield) application. Meeting discussed possible studies to be completed to help build resilience for the shires using the funding.</p> <p>Subsequent group meeting (Tue 23 Jan) with Glen Innes Severn Shire and the Department further discussed docs to call for consultants to undertake draft resilience plan with input from local communities and businesses.</p>	 MONITOR
2.1.1.2 Deliver and manage Destination Marketing Plan and marketing campaigns and activities.	Senior Advisor Communications & Economic Development	<p>SCHOOL OF ARTS</p> <p>Officer organised for maintenance contract and service of the School of Arts Cinema projector and sound system. Projector was serviced 23/1 and found to be in good working order.</p> <p>12/1/24</p> <p>Officer attended the Inaugural Tenterfield School of Arts, Museum, Theatre &amp; Cinema Committee meeting the GM, which covered:</p> <ul style="list-style-type: none"> <li>• Adoption of S355 Committee Constitution</li> <li>• Code of Conduct</li> <li>• Meeting Procedure</li> <li>• Public Notice to Attract Volunteers</li> <li>• Volunteer Training</li> <li>• Public Notice of Reopening</li> <li>• Temporary Opening Procedure</li> <li>• Items without Notice</li> <li>• Next Meeting</li> </ul> <p>Thursday, 18 January</p> <p>The “I” tourism information signs on the main highways around town have been removed and no further requests for removal of signs had been received at the time of writing this report.</p>	 No TARGET
5.2.3.1 Support future proposals for improved telecommunications infrastructure.	Senior Advisor Communications & Economic Development	Nil to report	 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	During the December 2023 and January 2024 reporting period Arts Northwest (ANW) has been liaising with the creative community across Tenterfield Shire to develop a range of future activities supporting Arts and Cultural development. This includes an Accessible Arts event in Tabulam; establishment of a First Nations Gather & Trade event; future permanent retail shop front for local First Nations artists and Makers; Tenterfield CBD Activation event. ANW also continues to promote and advocate for regional creative opportunity through their grant's programs, online Events Calendar, Arts North West Connect artist directory and Arts North West on Tour program offering.	 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	During the December 2023 and January 2024 reporting period the library recorded 2,416 visitors through the doors (12.7% increase from the same period last year). During this period the library services provided included 3,082 physical loans (17.9% increase from the same period last year) and 406 digital items borrowed with 401 individuals spending 453.75 hours using the public computers. The home Library service delivered 168 items to 23 home Library members. Storytime was attended by 16 children and 7 parents across 2 sessions and continues to be presented in partnership with Make-It Tenterfield who develop exciting new creative activities for each session.	 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	The library service review commenced in December 2023 in consultation with the State Library of NSW. The service review is being developed in alignment with the Living Learning Libraries — a population approach: standards and guidelines for NSW public libraries (2020). The standards are an evidence-based guide to the development of library services and provides a framework for service assessment and continuous improvement, as well as a practical basis for benchmarking comparison among library services. A library User Survey was undertaken as part of the review receiving feedback from 122 respondents. This feedback will be incorporated into the service review summary report.	 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>Recruitment of critical technical skilled positions have been advertised, such as the General Manager, Director of Infrastructure, Community Compliance Officer (Ranger), Services Operator (Northern), and Store Person (Fixed Term Employment Contract). Recruitment for these roles have now closed and are within the final stages assessment. Implementation of some specific Workforce Management Strategies are being impeded by current financial constraints.</p> <p>The current head count - 73 (comprising of 31 - 42% Indoor Staff and 42 - 58% Outdoor Staff (Note: this count has not been finalised due to the continued workforce review, organisational change and the required Award instrument processes).</p> <p>Current Casual count - 6 (Note: casuals are not included in the head count and work is varied). Full Time Equivalent count has not been finalised due to the continued workforce and organisational structure review. Organisational change is subject to the required Award instrument processes. Position description reviews have now commenced within the organisation to provide more clarity around roles and associated service delivery accountabilities and to assist in realigning business strategies aligned with operational and delivery plans.</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.</p> <p>Following the NSW Government's approval of Clause 58 - Audiometric Testing under the Work Health and Safety (WHS) Regulation 2017 from 1 January 2024, Council organised Audiometric Testing for staff which occurred in February 2024, meeting our obligations under the new regulations.</p> <p>Flu vaccinations are being organised for this year, occurring around March/April.</p>	 NEEDS WORK

Action	Responsibility	Progress Comment	Status
5.1.1.6 Develop, manage and deliver the skills targeted plans.	Manager HR & Workforce Development	<p>Certificate III in Civil Construction Plant Operations ongoing.</p> <p>Diploma in Facilities Management ongoing. Various plant competencies</p> <p>Traineeship - Certificate III in Business Administration ongoing.</p> <p>Working Near Overhead Powerlines Course is being discussed for March 2024.</p> <p>Code of Conduct &amp; Dignity &amp; Respect Training is being organised for all employees for 2024.</p> <p>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 where possible to ensure resourcing and 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>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.</p> <p>Audit and Risk Committee meeting is scheduled to be held in March 2024. Commencement on Council's Risk Management Framework has now begun. Statewide Mutual insurance renewal questionnaires are underway for completion. Northern Inland Risk Management Group meeting scheduled for February 2024.</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	Local Emergency Management Committee (LEMC) meeting is scheduled to be held in March 2024. Council has been working closely with the community, various combat agencies and NSW Reconstruction Authority following the recent disaster events to provide needed support and advice regarding recovery.	 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>Financial Management</p> <p>Commencing Financial Year 2023-2024 Council has incorporated the additional \$1.87 Million in Ordinary Rates Revenue. Council continues to work on the recommendations set out by IPART as part of its determination of Council application.</p> <p>Council has continued to put a moratorium on recruitment of positions. This is assisting Council finances and cash flow.</p> <p>As at December 2023 Council Auditors have finished auditing Council's Annual Financial Statements. The Annual Financial Statements have been sent to Office of Local Government on 21 December 2023. Presentation of Council Financial Statements by New South Wales Audit Office will be held in February 2024 Council meeting.</p> <p>Special Rate Variation FY 2024/2025</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"> <li>1) Advise IPART that it will not be applying for a Special Rate Variation for the 2024/25 financial year.</li> <li>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.</li> <li>3) Advise the public through the Council newsletters that:               <ol style="list-style-type: none"> <li>a) A Special Rate Variation will be required in the future to ensure that roads and services are maintained, and</li> <li>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.</li> </ol> </li> </ol>	

As of December 2023/January 2024 Council staff are preparing the Budget for FY 2024/2025 to ascertain the increase associated with a Special Rate Variation for future year/years. Council is undertaking a comprehensive revaluation of its transport assets such as roads and bridges which will assist in the decision-making process. Council staff are aiming to present the Draft Budget for FY 2024/2025 in March Council meeting.

#### Corporate Market Loan

Councils Corporate Market Loan facility remains in place to assist in working capital. During the month of December 2023 and January 2024, the Corporate Market Loan was not drawn down.

#### Unrestricted Cash Position

Council was positive unrestricted cash as at end of December 2023 and January 2024. A major contributing factor is council controlling expense and also receiving high interest revenue from its On call Account and Term Deposits.

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

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.

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.

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.



5.1.2.3 Manage investments - Plan develop and manage Council's investment portfolio.

Manager Finance and Technology

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 December 2023 and January 2024.

Council staff aim to invest more liquid funds for short time periods to gain maximum investment return without compromising working capital.


Total Investments as at November 2023 was \$9 Million.

Total Investment Balance as at 31 January 2024 is \$14 Million.



Council received approximately \$4.3 Million from Transport NSW for RERRF grant. This has been invested for 6 months. Any interest earned with this investment will need to be deposited back to the RERRF projects in the future.










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.</p> <p>Council IT staff are currently at planning stage with its ERP System provider – IT Vision to move towards a cloud-based solution. The purpose of this transition is to release pressure from Council's server which are approaching its useful life and present a high risk to Council IT infrastructure and business continuance if encountered by hardware issues. A detailed project plan along with estimated cost and time estimated will be presented to Finance and IT Works Committee.</p> <p>No IT related issues or breach were reported in December 2023 and January 2024.</p>	 MONITOR


## 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 continue to be stored in Council's main administration building and Records House in Manners Street, Tenterfield in December 2023 and January 2024.	 ON TRACK
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 December 2023 - 1 Compliments for January 2024 - 6 Complaints for December 2023 - 1 Complaints for January 2024 - 1</p> <p>Abusive customers for December 2023 - 0 Abusive customers for January 2024 - 1 Customer Service General Enquiries for December 2023 - 60</p> <p>Customer Service General Enquiries for January 2024 - 95</p> <p>Total inbound calls for December 2023 - 2,488</p> <p>Total inbound calls for January 2024 - 3,329 Inbound calls for Customer Service for December 2023 - 429</p> <p>Inbound calls for Customer Service for January 2024 - 655</p> <p>Inbound calls for Planning, Property &amp; Development Services for December 2023 - 343</p> <p>Inbound calls for Planning, Property &amp; Development Services for January 2024 - 463 Inbound calls for Infrastructure &amp; Engineering Services for December 2023 - 194</p> <p>Inbound calls for Infrastructure &amp; Engineering Services for January 2024 - 295 Inbound calls for Rates for December 2023 - 108</p> <p>Inbound calls for Rates for January 2024 - 93</p> <p>Customer service staff receipted and registered the following applications in December 2023:</p> <p>Mobile (wheelie) bin applications – 6 Pension Rebate applications - 2</p> <p>Section 10.7 Planning Certificates - 11 Section 603 Certificates - 19</p> <p>Dwelling Permissibility Search - 4</p> <p>Section 121ZP Certificates - 1</p> <p>Section 735A - 4</p> <p>Sewer Diagrams - 2</p> <p>Drainage Diagrams – 3</p> <p>Customer service staff receipted and registered the following applications in January 2024:</p> <p>Mobile (wheelie) bin applications – 21 Pension Rebate applications - 7</p> <p>Section 10.7 Planning Certificates - 24 Section 603 Certificates - 20</p> <p>Dwelling Permissibility Search - 8</p> <p>Section 121ZP Certificates - 1</p> <p>Section 735A - 5</p> <p>Sewer Diagrams - 7</p> <p>Drainage Diagrams – 3</p>	 ON TRACK


Action	Responsibility	Progress Comment	
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> <p>Annual Code of Conduct reporting for period 2022/2023 submitted to the Office of Local Government on 19 December 2023. Council received two formal Code of Conduct complaints during the reporting period.</p>	 ON TRACK
5.1.1.3 Develop, manage and deliver Records Management Services, in accordance with legislation.	Manager Customer Service, Governance & Records	<p>Records staff submitted Council's notification of access directions to NSW Museums of History on 11 January 2024. The notification details records which are available for open access, limited access and no access after designated periods of time.</p> <p>Records staff will be preparing for the annual Records Management Assessment Program as required under the NSW State Records Act. Council must complete this assessment once a year, and report back to State Records NSW. Activities will commence towards the end of February 2024.</p>	 ON TRACK
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). 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	4 Dogs picked up and taken to the pound 7 feral cats caught and euthanised. 2 Barking dog complaints ongoing Unregistered dog letters followed up, 1 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 December 2023 and January 2024.</p> <p>Black Knapweed - Treated on Aldershot and Bellevue roads and on private property as required. A surveillance exercise was done on 5th and 6th of December with the assistance of the DPI, Local Land Services and a number of surrounding councils. Approximately 150 plants were detected and treated across 66 Ha of private property..</p> <p>Tropical Soda Apple - Urbenville areas</p> <p>St John's Wort - New England Highway, Bruxner Highway and Rifle Range Rd.</p> <p>Council Lands - Tenterfield Streets, Tenterfield Cemetery, Tenterfield water treatment plant, Tenterfield sewerage treatment plant and ponds, Tenterfield pump stations and water reservoirs, Tenterfield saleyards.</p> <p>Property inspections - 19 property inspections for December and January.</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>Tenterfield Show - 2x days with a weed information trailer.</p> <p>Weed Spraying Contractors - contractors commenced spraying in early January, treating Blackberry, Sweet Briar, Privet and Lantana on roadsides.</p> <p>Roads treated - New England Highway, Torrington Rd, Roads around the Sandy Flat and Bolivia areas, scrub rd., Snakes Valley, Bald Rock and Paddys Flat Rd.</p>	 NEEDS WORK

Action	Responsibility	Progress Comment	Status
3.1.2.3 Notices and Orders to be issued or served where necessary as per the Local Government Act, EPA Act and POEO Act and associated Regulations.	Manager Open Space, Regulatory & Utilities	Notices and orders issued in relation to 5 Overgrown blocks for December 2023 and January 2024 4 have been completed.  One letter issued for untidy block. The owner has started to remove materials, with a lot more to do. One abandon vehicle removed and disposed of.	 MONITOR

## 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 December 2023 January 2024 - Prime Cattle 1101 Head \$1,148,366.29	 ON TRACK
		Private Weigh 20 Head \$ 32,775.00	
		Financial Year 2023/2024    2310 Head    \$ 2,123,762.77	
		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.	
Cattle sales are continuing fortnightly.			

## 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	Dec/Jan - All applications assessed in accordance with Tenterfield LEP 2013 and Tenterfield DCP 2014. Twenty (20) applications lodged December 23/January 24, nine (9) applications approved. December 23 - Twenty Six (26) 10.7 Planning Certificates issued January 24 - Nineteen (19) 10.7 Planning Certificates issued.	 NO TARGET
3.1.1.2 Manage and deliver heritage advisory services.	Manager Planning & Development Services	Dec/Jan 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	Dec/Jan - 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. Food premises inspections to be conducted in March 2024.	 NEEDS WORK

## Applications Lodged December 2023 & January 2024

DA Number	Applicant	Address	Description of Work
2023.120	Tenterfield Surveys (Brennan)	84 Robinson Lane, Tenterfield	5 Lot Rural boundary Adjustment
CDC 2023.121	Smithers	148 Drummond Street, Tenterfield	Dwelling
2023.122	Wes Smith Building	297 Peru Road, Bolivia	Dwelling/Pool
2023.123	Campbell	1632 Torrington Road, Stannum	Dwelling
2023.124	Wes Smith Building	789A Bruxner Way, Tenterfield	Dwelling
2023.125	Quinn	10551 Mt Lindesay Rd, Koreelah	Manufactured Dwelling- Dual Occ
2023.126	Jordan	211 Castlerag Road, Deepwater	Dwelling
2024.001	Westblade	189 East Street, Tenterfield	Dwelling- Secondary
2024.002	Rogers	Lower Acacia Church Road Lower Acacia Creek	Deck
2024.003	De Nardi	Lot 6 Tooloom Street, Urbenville	Shed Carport
2024.004	Johnson	477 - 493 Rouse Street, Tenterfield	Shed
2024.005	CMC Constructions	49 Molesworth Street, Tenterfield	Shed
2024.006	Minns & Barron	339 Schrodgers Road Tenterfield	Dwelling
2024.007	Salway	86 High Street Tenterfield	Extension to Existing Dwelling
2024.008	Tenterfield Surveys	112 Leeches Gully Road	Subdivision (two) 2 lot boundary adjustment
2024.009	Tenterfield Surveys	436 Bellevue Road, Tenterfield	Subdivision- Three (3) lots
2024.010	Tenterfield Surveys	65 Millers Lane Tenterfield	Subdivision - Three(3) lots
2024.011	Tenterfield Surveys	79 Bellevue Road Tenterfield	Subdivision- Three (3) lots
2024.012	Blacket	Lot 46 Geyers Road, Tenterfield	Dwelling



2024.013	Rowling (Killarney State School P & C Assoc Trail Bike Ride)	Multiple Addresses – Killarney/Legume	Trail Bike Ride
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## Applications Determined December 2023 & January 2024

DA Number	Applicant	Address	Description of Work
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
2021.153	Stephen P McElroy & Associates	7841 Bruxner Highway, Drake	Tourist & Visitor Accommodation
2022.048	Tenterfield Surveys	17 Naas Street, Tenterfield	Ten (10) Lots Staged Urban Subdivision
2022.140	Dean	228 Old Ballandean Road, Tenterfield	Dwelling
2023.113	Bradley	70 Petre	Relocatable Dwelling
2023.118	Andrews	36 Margaret St Tenterfield	Carport
2023.119	Fernleigh Drafting	3 Welch Street, Urbenville	Dwelling
2023.120	Tenterfield Surveys	84 Robinson Lane, Tenterfield	5 Lot Rural boundary Adjustment
CDC 2023.121	Smithers	148 Drummond Street, Tenterfield	Dwelling

## Applications Outstanding –December 2023 & January 2024

DA Number	Applicant	Property Address	Description of Work	Status of Application/Comment
2019.055	Rawnsley & Paine	632 Sugarbag Road, Drake	Tourist & Visitor Accommodation (Backpackers Accommodation)	Insufficient Information provided to complete assessment
2019.104	Wilshire & Co Superannuation Fund	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 DA.
2021.012	Corbett	Bluff River Road, Tenterfield	Primitive Camp Ground	Insufficient Information provided to complete assessment  Awaiting response from applicant to determine if they wish to proceed
2022.043	Tenterfield Surveys	60 Derby Street, Tenterfield	Five (5) Lot Staged Urban Subdivision	Information required from applicant  Application negotiating with adjoining owner for easement
2022.068	Tenterfield Surveys	531A Long Gully Road, Drake	Two (2) Lot Subdivision	Information required from applicant  Applicant addressing RFS requirements for compliance
2023.076	Leechs Gully Progress Association	Leechs Gully Road	Hall Installation - Entertainment Facility	Awaiting updated plans from applicant
2023.122	Wes Smith Building	297 Peru Road, Bolivia	Dwelling/Pool	Under assessment
2023.123	Campbell	1632 Torrington Road, Stannum	Dwelling	Under assessment
2023.124	Wes Smith Building	789A Bruxner Way, Tenterfield	Dwelling	Under assessment



2023.125	Quinn	10551 Mt Lindesay Rd, Koreelah	Manufactured Dwelling- Dual Occ	Under assessment
2023.126	Jordan	211 Castlerag Road, Deepwater	Dwelling	Under assessment
2024.001	Westblade	189 East Street, Tenterfield	Dwelling- Secondary	Under assessment
2024.002	Rogers	Lower Acacia Church Road Lower Acacia Creek	Deck	Under assessment
2024.003	De Nardi (Jayne Miller)	Lot 6 Tooloom Street, Urbenville	Shed Carport	Under assessment
2024.004	Emily & Warwick Johnson	477 - 493 Rouse Street, Tenterfield	Shed	Under assessment
2024.005	CMC Constructions (Plaice)	49 Molesworth Street, Tenterfield	Shed	Under assessment
2024.006	Minns & Barron	339 Schrodgers Road Tenterfield	Dwelling	Under assessment
2024.007	Rhonda Salway	86 High Street Tenterfield	Extension to Existing Dwelling	Under assessment
2024.008	Tenterfield Surveys (Dowe)	112 Leeches Gully Road	Subdivision (two) 2 lot boundary adjustment	Under assessment
2024.009	Tenterfield Surveys (Koch)	436 Bellevue Road, Tenterfield	Subdivision- Three (3) lots	Awaiting RFS concurrence/Under assessment
2024.010	Tenterfield Surveys (Bell)	65 Millers Lane Tenterfield	Subdivision - Three(3) lots	Awaiting RFS concurrence/Under assessment
2024.011	Tentefield Surveys (Clothier & Mason)	79 Bellevue Road Tenterfield	Subdivision- Three (3) lots	Awaiting RFS concurrence/Under assessment
2024.012	Alison Blacket	Lot 46 Geyers Road, Tenterfield	Dwelling	Under assessment
2024.013	Alison Rowling (Killarney State)	Multiple addresses – Legume	Trail Bike Ride	Under assessment/neighbour notification


	School P & C Assoc Trail Bike Ride)			
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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.	6	0	0	0	1	0	7	10
	Value	\$2,845,023.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,845,023.00	\$1,775,000.00
Jan-24	No.	3	2	3	0	4	1	13	7
	Value	\$499,500.00	\$59,000.00	\$118,500.00	\$0.00	\$0.00	\$0.00	\$677,000.00	\$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)		25	5	10	2	15	5	62	
FY 23/24 Total Value (Year to Date)		\$7,837,120.00	\$180,800.00	\$702,704.37	\$160,000.00	\$0.00	\$531,680.00	\$9,412,304.37	
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"> <li>• Staff are currently trying to manage Council property finding it difficult being understaffed and with a reduced budget. Only maintenance that is being completed is items that pose an issue to staff or community safety.</li> <li>• Urbenville Medical Centre hot water system need to be repaired, awaiting quote for a replacement system. Investigating the flooding problems that have been present since the fire in 2019.</li> <li>• Vandalism and graffiti have increased over the school holidays with the Rotary Park Playground and toilets, Hockey Park Exercise Area, Jubilee Park Rotunda, Tenterfield Cemetery, and Skate Park. These have been reported to the police to raise awareness.</li> </ul> <p>Current Capital Works</p> <ul style="list-style-type: none"> <li>• Band Hall has had a building inspection completed and scope of work is being developed for priority works to be completed.</li> <li>• Mt McKenzie Access Road will be resealed in early 2024.</li> </ul>	
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.</p> <p>Council has received notification from Crown Lands that all Plans of Management (PoMs) are to be completed, exhibited, and approved by the Crown by June 2024. Council Staff are finding this difficult to complete due to the property specialist position being vacant.</p>	

Action	Responsibility	Progress Comment	Status
1.2.1.6 Develop and deliver the Buildings and Amenities Asset Management Plan.	Buildings & Amenities Coordinator	<p data-bbox="763 188 1391 215">Licences &amp; Agreements on Council owned/managed Land</p> <ul data-bbox="763 252 2011 311" style="list-style-type: none"> <li>• Tenterfield Total Care draft lease for 136-138 Manners Street, Tenterfield – is still being reviewed by Tenterfield Total Care Committee waiting for subdivision to be completed.</li> </ul> <p data-bbox="763 336 949 363">GRANT FUNDING</p> <p data-bbox="763 400 1256 427">Following Grant Projects are still outstanding:</p> <p data-bbox="763 464 1995 523">Drought Communities Programme Extension - Waiting for the acquittal information to be given to Council for it to be forwarded onto the auditors, prior to the acquittal being completed.</p> <p data-bbox="763 560 1547 587">Local Drought Stimulus Package – Acquittal was completed in December.</p> <p data-bbox="763 624 1966 719">National Bushfire Funding - Advertising Campaign Expansion &amp; Brochure Production – Urbenville brochures and Shire maps have been received and distributed around the shire. Purchase order has been raised to spend the remained of the funding.</p> <p data-bbox="763 762 1084 790">Public Spaces Legacy Program</p> <ul data-bbox="763 815 1883 874" style="list-style-type: none"> <li>• Tenterfield Youth Precinct &amp; Mountain Bike Trail Head &amp; Jennings Playground Project – Acquittal to be Completed in December - plaque to be installed in both.</li> </ul> <p data-bbox="763 900 1205 927">Stronger Country Communities Programs</p> <ul data-bbox="763 952 1995 1209" style="list-style-type: none"> <li>• Memorial Hall floor, - variation has been approved to include a new stage area, padding to be installed onto the retractable seating</li> <li>• Resurfacing of netball court – Work will commence at the start of March.</li> <li>• Upgrades to Drake Hall, - Council Staff had a meeting with the Progress Associations regarding paint colours and if they would be interested in completing the work, they have advised they would be keen but had to take to a meeting.</li> </ul> <p data-bbox="763 1246 1010 1273">Black Summer Funding</p> <ul data-bbox="763 1310 1966 1476" style="list-style-type: none"> <li>• Mingoola Hall Upgrades to include a toilet, Termites have been found within the toilet section of the hall, a contractor has provided a contract and commenced the repairs to the frame.</li> <li>• Memorial Hall installation of Emergency lighting and ceiling fans – Lights have been installed in the memorial Hall waiting for the museum lighting and fans to be delivered in February to complete the installation.</li> </ul>	


Action	Responsibility	Progress Comment	Status
1.2.1.7 Manage Crown Lands and prepare designated Native Title Advice.	Buildings & Amenities Coordinator	30 Aboriginal Land Claims assessed and Council staff have identified 17 lots have been identified and are seeking evidence for four (4) of the Lots to return information back to Crown lands.	 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 and replanting Tree pruning and removal New niche wall at cemetery completed. Weed spraying Tree removal and pruning in Logan and Cowper Streets Toilet maintenance in villages Graffiti removed in public toilets and parks.	 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><b>Management Plan</b></p> <ul style="list-style-type: none"> <li>• Current Management Plan to be implemented in the 2023 summer season. This plan is to be under review for the 2024 season.</li> <li>• Air bubbles, cracks forming and paint peeling off both the 33 m and Wade pool through December and January with some sharp edges.</li> </ul> <p><b>Month Review</b> December &amp; January Programs Lap swimming, Gym, Swim Club, Transitional Squad Lessons, Marlins and Senior Squads, Breakfast Club, School Swimming Classes, Learn to Swim Classes, Meta Aqua and end of School break up days.</p> <p><b>Outstanding Maintenance</b></p> <ul style="list-style-type: none"> <li>• Grandstand and Gym lights</li> <li>• Low Flow Sensor</li> <li>• Auto Vacuum to be repaired or replaced</li> <li>• The Defibrillator has had the pads and batteries replaced.</li> <li>• Cistern replacement for the male urinal and plumber to inspect further</li> <li>• Roof repairs completed in change rooms due to leaks</li> </ul> <p><b>Staff Training</b></p> <ul style="list-style-type: none"> <li>• Fire and Evacuation training</li> <li>• Social Media and Privacy policies</li> <li>• Emergency Evacuation Procedures</li> </ul> <p><b>Pool Closures due to storms</b></p> <ul style="list-style-type: none"> <li>• Six (6) pool closures over the month of December closing on average for two (2) hours at a time.</li> <li>• Six (6) pool closures over the month of January closing on average for four (4) hours at a time</li> </ul>	





**Season Pass Purchases**

	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19
Full Season Family	30	26	27	26	49	39
Half Season Family	15	12	5	9	9	13
Full Season Single	29	16	14	17	25	10
Half Season Single	29	18	3	9	7	13
Total	103	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	3,916	3,493			12,332


## 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	December 2023 January 2024 - 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.	 MONITOR

## 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><b>January/ February 2024 Grading &amp; Works Report</b></p> <p><b>Grading Schedule</b></p> <p><b>Northern Area:</b>  <b>Completed:</b> Graded Rivertree Road, Razorback Rd Wylie Ck Rd, Thulimbah Rd, The Summit Rd, Border Gate Rd, Paterson's Rd, Fagg's Rd and Flagstone Rd.</p> <p><b>In progress:</b> Resheeting and preparing Undercliffe Rd for sealing, finish grading Cullen's Ck Rd and the end of Rivertree Rd. During the next month, grading Wallaroo Range Rd, Bondi Rd and Cullendore Ck Rd.</p> <p><b>Central Area:</b>  <b>Completed :</b> Graded Timbarra Rd, Geyers Rd, Roos Rd and a pavement repair on Bryan's Gap Rd. Rehabilitation of Scrub Road between Clifton St and the dam, is cold sealed ready for a reseal by the end of February.</p> <p><b>In progress :</b> Currently grading Snakes Valley and Bald Rock roads. eplacement of the footpath in Miles St between Rouse St and Scott St, with footpath poured from Scott St to the Presbytery to date. Work continues to Rouse St. Drainage works will commence on Koch's Rd in February/ March 2024, with causeway remediation works followed by earthworks to form the road by the end of June.</p> <p>A crew has commenced BLACK SUMMER BUSHFIRES RECOVERY GRANTS PRORAM (BSBR) - BSBR000438 - REMOVAL OF DEAD TREES ON COUNCIL ROADS in February, clearing roadside vegetation and open up the tree canopy on Timbarra Road and Scrub Road (from the town dam to Tenterfield Creek – spraying regrowth). The following roads are awaiting an REF, Brushabers Road, Billirimba Road (from the town dam to Swamp Oak Creek Bridge), Schroders Rd and if 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 McCowens, Redhill Rd, Cottesbrooke Rd, and Springfield Rd.

**In progress:** Currently grading Mole River Rd, Mole Stn Rd, Silent Grove Rd, Sandy Flat Rd, Mt Speribo Rd, Currs Rd, Robertson's Rd, Kierans Rd, Brassington Ck Rd and Scott's Gully Rd.

**Eastern Area:**

**Completed :** graded Bruxner Rd.



**In progress:** Grading Leslie Ck Rd, O'Driscolls Rd and Mud Flat Rd. Plains Stn remains under signage through Fraser's Cutting.

**Across the Shire:**


Reseals will commence across the shire mid February, including Jubilee St, Kiely St, Scrub Rd 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.



## 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><b>December 2023 to January 2024</b></p> <p>The Torrington Waste Transfer Station is awaiting final fencing installation expected after final purchase from Glenn Innes June 2023 purchase now completed in May 2023, negotiations with neighbour over access will conclude February 2024.</p> <p>Cell 5, RFT and RFQ were released in October with closing date extended by request as 06/12/2023. Three onsite inspections with potential candidate occurred over November. RFT awarded at December 2024 meeting, RFQ awarded in January 2024, Initial meetings have occurred with winning RFT Townes Contracting, schedules are underway.</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. Weather stations on-line October 2023 xylem.eagle.io.</p> <p>Council received \$773,692 for improvements, from EPA and Heritage Trust at Boonoo Boonoo and Torrington, installation of weighbridge completed in November 2023 July installation of remote security camera system for Boonoo Boonoo. Variation was requested and agreed to alter scope to include new fluted compactor wheels requested updated prices. Gates completed January 2024.</p> <p>A revision of recycling policy is in final version with research included from other Councils, the new policy provided in September 2022, consultation in October extended to November due to advertising, finalised policy completed Provided in February 2023 meeting for final adoption. Implementation of the policy commenced in May 2023, initial warnings have been sent, with 12 recycling bin removals to the end of December 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> <p>Geyer's Pit Clean-up order commenced in July 2023, Routine monthly monitoring monthly as upstream and downstream of the site is continuing with the second round of quarterly sampling continues into 2024.</p> <p>NIRW have provided new recycling stations for office collection one will be located in the library and one in the community centre at Drake-under investigation.</p>	

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

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

Alternative cover landfill (Posi-shell) spray unit completed and deployed to Boonoo Boonoo Landfill (Site 51), applications continuing results are favourable with control of windblown litter, draft trial report completed and submitted to EPA, further extension of trial required. Six month trial granted by EPA September 2023.

Quarterly toolbox meeting occurred, September 2023 and toolbox completed December 2023.


Replacement reported to Council's February 2023 meeting, the old side loader has commenced the tender stage with RFT preparation and released. RFT extended from original closing on the 19th April to the 27th April 2023. Several tenders received have been evaluated a report prepared for Council's June 2023 meeting, the winning tender/s was SuperiorPak and Iveco negotiations are continuing some discrepancies with quoted size of front cabin. Requested revised quotations received in November 2023, STG provided superior quotation from evaluation and following additional inspections in December 2023 awarded in January 2024.

Replacement of Tenterfield Waste Transfer Station security cameras upgrade is complete, with Drake transfer station also included in the first round of security upgrades.

A request for a controlled free waste day in Tenterfield (utilising vouchers), has been requested, interested community members involved in the October 2023 fires are requested to register their interest by the 17th February 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>December 2023 to January 2024</p> <p>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. The month of September began with the Opening of the New Water Filtration Plant, the final commissioning testing and trial operation was completed in November 2023. The final POP (proof of performance testing) will be undertaken in February 2024 (due to laboratory closures) when Tenterfield town will begin receiving potable water! Noting final POP testing scheduled for winter conditions.</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, to the new water filtration plant to expedite installation gel explosives where utilised to crack the hard granite this occurred in February 2023. Main installation has progressed along scrub road approximately 50m in March, 90m in April, 135m in May 2023. The final 60m connections crossing the road and joining the new main for reticulation and East street reservoir are completed with reticulation water available to the new water plant (this is for fire suppression systems) 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 863.88KL/day decreasing by 33.9KL/day. Current usage at Urbenville is 282.9 KL/day providing an decrease in consumption of 37.6KL/day for the 3 communities.</p> <p>Tenterfield Dam Level is 86%-new data loggers place level at 85% receiving 174.5 mm for the months of December to January 2024; Urbenville Tooloom Creek Level is 89% receiving 360mm for the month of December to January 2024.</p> <p>Meter Reading completed in April/May water meter readings completed October/November.</p>	 NEEDS WORK

- Tenterfield 2 major main; 0 new meter; 10 new service connections; 0 water limiters installed; 0 water limiters removed; 0 disconnection, 17 broken services repaired; 0 services leaks repaired; 0 valve replacements; mains flushing occurred in 9 location and 0 hydrant replacements. Note. 1 section 67 private works jobs completed. Clive Street main replacement completed; Reservoir cleaned by Aqualift. 6 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. CCTV inspection of Shirley Park Bore. New water main connection in East Street.
- Jennings 0 including meter; 0 meter replacements; 0 broken services repaired; 0 Major main break. New main installed 120m Carpenter Lane.
- Urbenville had 2 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-Note Failure of telemetry (radio equipment) requiring replacement in December 2023 and January 2024. 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.

Tenterfield Dam capacity and consumption graphs are provided as Water quality information available in monthly water health cards available at [Water Health Cards | Tenterfield Shire Council \(nsw.gov.au\)](#)

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

December 2023 to January 2024

Bore sampling program is complete finalisation of analysis results report is now in draft November 2023. Some quotations requested for works expected to be undertaken next financial year. Quotations received for re-casing both Shirley and East street bores, works commenced in October 2023, 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. New casing was ordered, and installation commenced in December to January expected completion in February 2024.

NSW Dam Safety regulation with compulsory risk assessment for the dam under NSW Dam Safety requirements. Final report received in February 2023, provided to NSW Dam Safety, additional form completed. Additional information required, potential for 'live' disaster field trial with NSW Dam Safety. The live field trial has been scheduled for April 2024. Risk report required, quotations received August engaged in September 2023. Survey marking of the new dam wall required to assess movement, opportunity coincided with NSW Public works initial survey (report provided). Thanks to the Works department, 8 points successfully installed in January 2024, 4 pillars required (2 temporary) and 2 points still require installation, to be arranged.

Opportunity to continue the Urbenville flood risk assessment has gained OEH endorsement, grant application completed awarded \$171,428 in January 2024, deeds have been signed and RFQ in development. Tenterfield update of the flood risk study has also gained endorsement and has been shortlisted, grant has been successful, with Council awarded \$89,998. Brief provided to DPE for comments/review released as RFQ in August 2023, closing in October 2023, received one quotation invited re-applications, closed in December 2023, under review.



Council was awarded \$36,843.75 DPE-Water, for installation of new mag-flow meter at East Street reservoir, planning completed equipment received for installation completed July 2023.

Council was awarded \$92,522 DPE-Water Regional Leakage Reduction Program, for installation of new meters, Council is taking the opportunity to install smart meters (quotations received and awarded in December), expected installation to commence in April 2024.

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.

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.

Weather stations online October 2023 xylem.eagle.io.


A grant for water treatment improvement, increased storage capacity and secondary supply at Urbenville has been awarded to Council through New Grid & Water Infrastructure NSW, 1st milestone completed payment pending, Engaging geo-technician for site survey undertaken in April 2023. Drillers arrived onsite in April and have commenced, Water has been found, initial bore resilience testing commenced June, final drawdown tests completed July, hydrologist engaged to supervise testing and provide a report. Production bore casing commenced July 2023 completed in September. Sample analysis completed with favourable 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 expected delivery in March 2024, with earthworks completed and concreters completed slab in January 2024.

The Integrated water catchment management grant (IWCM) deeds have been signed February 2022. Under SSWP-DPE funded, second stage of ICWM has been provided to DPE for review (Part one completed 2023), initial quotations supplied. Awarded in January 2024 total grant \$1,211,762, deeds signed.

The Tenterfield Sustainable and Disaster Resilient Communities program, for the villages of Drake, Liston, Legume, and Torrington. Water Access Licences completed and registered with NSW Land registry. Note waiting for approvals to drill from NRAR (over 15 months) Legume licence obtained, Crown licences required, approved and provided in December 2023, Legume water allocation has been purchased in January 2024.

Commencement of the second stage of highway main replacement is scheduled to commence in February 2024, potential delays may be encountered, Council wishes to extend our thanks for the continued patience of our Tenterfield residents.

## 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>December 2023 to January 2024 Molesworth/Miles Street pumping station review and design amendment under development and extending the sewer system to the new water filtration plant has progressed with final designs received in September, planning has commenced for construction with ordering of manholes, pipes and fittings.</p> <p>RFQ for sewer relining Council's contractors with works commenced in July 2023 completed in August 2023. RFQ's for sewer relining and manhole relining 2024 under development.</p> <p>The smoke testing program completed in August 2023.</p> <p>Arrival of new weather stations online, October 2023 xylem.eagle.io.</p> <p>Refurbishment program for the Tenterfield STP, handrails (measured and orders pending) and cable trays scheduled.</p> <p>New sewer main for the WTP, completed August 2023. 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.</p> <p>Council has undertaken additional works as section 67 with 2 new extensions and a third underway June 2023. Construction of the new Youth precinct hit a snag when the operator dug through a live main temporary repair was undertaken completed August 2023. 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 November 2023. Our customer base is the public, other Council departments and contractors.</p> <p>Tenterfield Sewer connections 2; Major pump station clearing 0; Blockages were reported and cleared at 11 locations; 3 broken main repair; with 0 mains visually checked with new CCTV, 1 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 3. Trade Waste inspections. Surcharge event 0. Cleaned foot valve at sludge lagoons, Replaced foot valve on effluent pump, Cleaned culvert Roos Road.</p>	 No TARGET

## 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, completed and functional August 2022 (PS1) adjustment on counters undertaken, and 0 section 67 private works jobs completed, in this reporting period. STP switch repairs to decant process boards, new PLC's under investigation October 2022. Trade Waste inspections. Urbenville sewer main installed new manhole covers for new footpath. Historical park pump replacement due to burnout, new overload switch installed. Note PS2 new pump for replacement. Effluent line repair.

Average time for response to sewer chokes decreased to 20 minutes while the median response time is at 20 minutes.