



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER ORDINARY COUNCIL MEETING 27 MARCH 2024

Notice is hereby given in accordance with the provisions of the *Local Government Act 1993*, and pursuant to Clause 3.3 of Council's Code of Meeting Practice that an **Ordinary Council Meeting** will be held in the "Koreelah Room", Council Administration Building, 247 Rouse St, Tenterfield NSW, on **Wednesday 27 March 2024** commencing at **9.30 am**.

Glenn Wilcox
General Manager

COMMUNITY CONSULTATION – PUBLIC ACCESS

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

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

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

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

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

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

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

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

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

CONFLICT OF INTERESTS

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

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

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

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

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

Non-pecuniary Interests - Must be disclosed in meetings.

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

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

Disclosures to be Recorded (s 453 Act)

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

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## ORDER OF BUSINESS

### Community Consultation (Public Access)

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

## **CLOSED COUNCIL**

### **Confidential Reports**

#### **(Section 10A(2) of The Local Government Act 1993)**

Where it is proposed to close part of the Meeting, the Chairperson will allow members of the public to make representations to or at the meeting, before any part of the meeting is closed to the public, as to whether or not that part of the meeting should be closed to the public.

The Chairperson will check with the General Manager whether any written public submissions or representations have been received as to whether or not that part of the meeting should be closed to the public.

The grounds on which part of the Council meeting may be closed to public are listed in Section 10A(2) of the Local Government Act 1993 and are as follows:

- (a) personnel matters concerning particular individuals others than Councillors,
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) during the receipt of information or discussion of information concerning the nature and location of a place or an item of Aboriginal significance on community land.
- (i) alleged contraventions of any code of conduct requirements applicable under section 440.

Section 10A(3) of the Act provides that Council, or a Committee of the Council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Section 10B(3) of the Act provides that if a meeting is closed during discussion of a motion to close another part of the meeting to the public (as referred to in section 10A(3) of the Act,) the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting (other than consideration of whether the matter concerned is matter referred to in section 10A(2) of the Act).

Section 10B(1) of the Act provides that a meeting is not to remain closed to the public during the receipt of information or the discussion of matters referred to in section 10A(2):

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the Council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest section 10B(4) of the Act states it is irrelevant that:

- (a) a person may interpret or misunderstand the discussion, or
- (b) The discussion of the matter may:
  - (i) cause embarrassment to the Council or committee concerned, or to councillors or to employees of the council, or
  - (ii) cause a loss of confidence in the Council or committee.

#### **Resolutions passed in Closed Council**

It is a requirement of Clause 253 of the Local Government (General) Regulation 2005 that any resolution passed in Closed Council, or Committee be made public as soon as practicable after the meeting has ended. At the end of Closed Council or Committee meeting, the Chairperson will provide a summary of those resolutions passed in Closed Council or Committee.

# AGENDA

## COMMUNITY CONSULTATION (PUBLIC ACCESS)

### WEBCASTING OF MEETING

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

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

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

### 1. OPENING & WELCOME

#### 2. (A) OPENING PRAYER

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

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

#### (B) ACKNOWLEDGEMENT OF COUNTRY

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

### 3. APOLOGIES

### 4. DISCLOSURES & DECLARATIONS OF INTEREST

### 5. CONFIRMATION OF PREVIOUS MINUTES

(ITEM MIN4/24) CONFIRMATION OF PREVIOUS MINUTES ..... 8

(ITEM MIN5/24) CONFIRMATION OF PREVIOUS MINUTES ..... 9

### 6. TABLING OF DOCUMENTS

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

**8. MAYORAL MINUTE**

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

**10. OPEN COUNCIL REPORTS**

**OUR COMMUNITY**

**OUR ECONOMY**

|                |                                                               |    |
|----------------|---------------------------------------------------------------|----|
| (ITEM ECO4/24) | TENTERFIELD CHILDCARE CENTRE - LEASE RENEWAL<br>OPTIONS ..... | 10 |
|----------------|---------------------------------------------------------------|----|

**OUR ENVIRONMENT**

|                |                      |    |
|----------------|----------------------|----|
| (ITEM ENV4/24) | WASTE VOUCHERS ..... | 12 |
|----------------|----------------------|----|

**OUR GOVERNANCE**

|                 |                                           |    |
|-----------------|-------------------------------------------|----|
| (ITEM GOV20/24) | NEW ENGLAND WEEDS AUTHORITY - TRIAL ..... | 15 |
|-----------------|-------------------------------------------|----|

|                 |                                                                    |    |
|-----------------|--------------------------------------------------------------------|----|
| (ITEM GOV21/24) | TENTERFIELD SHIRE COUNCIL - DRAFT BUDGET<br>REPORT 2024/2025 ..... | 17 |
|-----------------|--------------------------------------------------------------------|----|

|                 |                                                                                                                  |    |
|-----------------|------------------------------------------------------------------------------------------------------------------|----|
| (ITEM GOV22/24) | TENTERFIELD SHIRE COUNCIL OPERATIONAL PLAN<br>2024/2025 INCLUDING STATEMENT OF REVENUE<br>POLICY 2024/2025 ..... | 25 |
|-----------------|------------------------------------------------------------------------------------------------------------------|----|

|                 |                                                  |    |
|-----------------|--------------------------------------------------|----|
| (ITEM GOV23/24) | MONTHLY OPERATIONAL REPORT FOR FEBRUARY 2024.... | 36 |
|-----------------|--------------------------------------------------|----|

|                 |                                                             |    |
|-----------------|-------------------------------------------------------------|----|
| (ITEM GOV24/24) | FINANCE & ACCOUNTS - PERIOD ENDED 29 FEBRUARY<br>2024 ..... | 37 |
|-----------------|-------------------------------------------------------------|----|

|                 |                                                                                  |    |
|-----------------|----------------------------------------------------------------------------------|----|
| (ITEM GOV25/24) | NATIONAL GENERAL ASSEMBLY OF LOCAL<br>GOVERNMENT 2024 - MOTIONS FOR DEBATE ..... | 44 |
|-----------------|----------------------------------------------------------------------------------|----|

|                 |                                         |    |
|-----------------|-----------------------------------------|----|
| (ITEM GOV26/24) | FUTURE COUNCILLOR STRUCTURE - 2028..... | 49 |
|-----------------|-----------------------------------------|----|

**11. REPORTS OF DELEGATES & COMMITTEES**

**12. NOTICES OF MOTION**

**13. RESOLUTION REGISTER**

|                   |                                                   |    |
|-------------------|---------------------------------------------------|----|
| 14.(ITEM RES2/24) | COUNCIL RESOLUTION REGISTER - FEBRUARY 2024 ..... | 51 |
|-------------------|---------------------------------------------------|----|

## **15. CONFIDENTIAL BUSINESS**

### **CONFIDENTIAL**

(ITEM ENV3/24) INTEGRATED WATER CATCHMENT MANAGEMENT  
TENDER/S AWARD

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (d(i)) (d(ii)) (d(iii)) of the Local Government Act, 1993, as the matter involves commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; AND commercial information of a confidential nature that would, if disclosed (ii) confer a commercial advantage on a competitor of the Council; AND commercial information of a confidential nature that would, if disclosed (iii) reveal a trade secret.

## **16. MEETING CLOSED**



**(ITEM MIN4/24) CONFIRMATION OF PREVIOUS MINUTES**

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

**RECOMMENDATION**

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

- **Ordinary Council Meeting – 28 February 2024**

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

**ATTACHMENTS**

|                                                                                    |             |
|------------------------------------------------------------------------------------|-------------|
| <b>1</b> Unadopted Minutes - Ordinary Council Meeting - Wednesday 28 February 2024 | 19<br>Pages |
|------------------------------------------------------------------------------------|-------------|

**(ITEM MIN5/24) CONFIRMATION OF PREVIOUS MINUTES**

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

**RECOMMENDATION**

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

- **Extraordinary Council Meeting – 13 March 2024**

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

**ATTACHMENTS**

- |                                                                                      |            |
|--------------------------------------------------------------------------------------|------------|
| <b>1</b> Unadopted Minutes - Extraordinary Council Meeting - Wednesday 13 March 2024 | 4<br>Pages |
|--------------------------------------------------------------------------------------|------------|

|                      |                                                                  |
|----------------------|------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                             |
| <b>Submitted by:</b> | Bruce Mills, Senior Advisor Communication & Economic Development |
| <b>Reference:</b>    | <b>ITEM ECO4/24</b>                                              |
| <b>Subject:</b>      | <b>TENTERFIELD CHILDCARE CENTRE - LEASE RENEWAL OPTIONS</b>      |

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

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

#### **SUMMARY**

The purpose of this report is to advise Council of lease renewal negotiations with Tenterfield Childcare Centre.

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

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

- (1) Accept the rent offer of \$20,000 plus CPI a year, and**
- (2) Renew the existing Lease to reflect the increase in rent with Tenterfield Childcare Centre, and**
- (3) Continue to negotiate with Tenterfield Childcare Centre on a Lease-to-Buy Agreement that may include the purchase of Records House (134 Manners St) as well as 132 Manners St.**

#### **BACKGROUND**

Tenterfield Child Care Centre's Lease on 132 Manners Street and the rear area of 134 Manner Street (Records House) expires 23 March 2024.

The Centre currently pays \$200 (Two hundred dollars) a year rent and also pays rates and charges of approximately \$6,200/yr.

Negotiations with Childcare Centre Managers have been on-going for some time and the Managers accept the Centre should be paying a lease more in-line with commercial market rates.

Staff met with Childcare Centre Managers on 12 March 2024 and discussed Lease renewal options, including the longer-term option of lease-to-buy.

Subsequently, the Centre is offering \$20,000 (Twenty thousand) plus CPI annually for one year with options including lease to buy.

Longer-term, the Centre will look to prepare a formal lease-to-buy proposition to put to Council.

Our Economy No. 4 Cont...

**REPORT:**

Council has been working to cut waste, balance its books and work with community groups who lease Council-owned properties to bring rents more in-line with commercial rates.

Tenterfield Childcare Centre provides an important service to working parents in the town and district and has long been supported by Council.

The Centre is keen to work with Council to negotiate a new Lease and to ultimately negotiate a lease-to-buy agreement with Council to ensure the long-term sustainability of the childcare business in Manners St.

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

Nil.

**2. Policy and Regulation**

- Nil

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

Increase in rent from the Childcare Centre will benefit Council's finances. Council will be responsible for Rates whilst the Centre will pay for water, sewer and other costs. Council will be required to inspect and maintain buildings as per the lease.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Council will adjust the existing contract to be signed by both parties.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

|                               |                                                                  |
|-------------------------------|------------------------------------------------------------------|
| Prepared by staff member:     | Bruce Mills, Senior Advisor Communication & Economic Development |
| Approved/Reviewed by Manager: | Glenn Wilcox, General Manager                                    |
| Department:                   | Office of the Chief Executive                                    |
| Attachments:                  | There are no attachments for this report.                        |

|                      |                                         |
|----------------------|-----------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>           |
| <b>Submitted by:</b> | Gillian Marchant, Manager Water & Waste |
| <b>Reference:</b>    | <b>ITEM ENV4/24</b>                     |
| <b>Subject:</b>      | <b>WASTE VOUCHERS</b>                   |

|                                                               |                                                                                                                     |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                     |
| <b>CSP Goal:</b>                                              | <b>Environment</b> - Our natural environment will be protected, enhanced and promoted for future generations.       |
| <b>CSP Strategy:</b>                                          | Deliver an affordable waste management solution for the community to best manage waste and recycling opportunities. |

## SUMMARY

The purpose of this report is to provide Council information regarding independent legal advice to Council in managing the legislated implications for vouchers under updated gift card law and future requirements for waste vouchers.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Remove Waste Vouchers for residents from 2024/2025 onwards, and**
- (2) Honour any Vouchers issued for the three-year statutory period from 2021/22 financial year.**

## BACKGROUND

Council received several complaints over the validity of waste vouchers as gift cards with the request for a refund for the value of collected waste vouchers over several years. A complaint was made to the Consumer Competition Tribunal, however this remained untested as the individual(s) failed to appear on the nominated hearing date.

To ensure Council remains current with legislation, independent legal advice was sought from Council's legal team. The advice relates to the requirements of *Schedule 2 - Australian Consumer Law* of the *Competition and Consumer Act 2010* (Cth) (ACL) including amendments of *Treasury Laws Amendment (Gift Cards) Act 2018* and *Treasury Laws Amendment (Gift Cards) Regulations 2018* now in force from 1 November 2019.

## REPORT:

Independent legal advice was sought concerning waste vouchers provided to residents of Tenterfield Shire and the validity of waste vouchers as a form of gift card, which placed the waste vouchers under *Schedule 2 - Australian Consumer Law* of the *Competition and Consumer Act 2010* (Cth) (ACL).

Under the Australian Consumer Law (ACL), Council could be in breach of section 99B(1) of the ACL. This exposes Council to potential action by the Australian Competition and Consumer Commission (ACCC) that could seek to impose pecuniary penalties on Council.

These penalties could attract a \$30,000 fine in the case of a body corporate, or \$6,000 for individuals. In addition, the ACCC has the ability to impose infringement notices. Each

Our Environment No. 4 Cont...

infringement notice is 55 penalty units (currently \$11,500) for a body corporate and 11 units (currently \$2,420) for persons other than a body corporate.

The independent legal advice followed a series of questions and responses, with the questions centered around opinions of waste voucher status as gift cards, potential liabilities and advice going forward (extracted below).

“...Section 89A of the Regulations,

- (a) the Waste Vouchers are gift cards for the purpose of the ACL;
- (b) the Waste Vouchers do have to be honoured for three (3) years;
- (c) Council is not required to refund rate payers the value of unused Waste Vouchers but should provide an alternative remedy by extending the redemption period of previously issued Waste Vouchers; and
- (d) for Waste Vouchers:

(i) issued in the future, provide a Waste Voucher which is subsidised. That is a voucher which allows a rate payer to receive the waste disposal service at a genuine discount. If this can be done Council could rely on the exception under section 89C(1)(b) in *Part 6 - Competition and Consumer Regulations 2010 (Cth) (Regulations)*, to the three years ‘gift card’ redemption period of the ACL; and

(ii) already issued, provide rate payers with a replacement Waste Voucher which is valid for two years to make up three years in total.

The independent legal advice recommends that Council advertise this error and request residents email council if vouchers have been lost/thrown away. Additionally, a new designed replacement voucher will cover the gap years based upon actual use of vouchers, requiring verification by rates.

To move forward Council may adopt the recommended option to remove the voucher entitlement for future years and honour the vouchers for the full three year period from the date of issue.

Council will be required to advertise the change if adopted.

## **COUNCIL IMPLICATIONS:**

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

Council will need to advise the community of the 3-year statutory period for unused old vouchers and issue replacement vouchers for any vouchers that have been lost.

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

- *Schedule 2 - Australian Consumer Law of the Competition and Consumer Act 2010 (Cth) (ACL)*
- *89C(1)(b) in Part 6 - Competition and Consumer Regulations 2010 (Cth) (Regulations),*
- *Treasury Laws Amendment (Gift Cards) Act 2018*
- *Treasury Laws Amendment (Gift Cards) Regulations 2018*

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

Council is not financially liable to provide cash refunds, however Council is liable to provide vouchers redeemable over the three-year periods as; 2024/2023,

Our Environment No. 4 Cont...

2023/2022, 2022/2021. These can be honored by presentation or provided by request to residents for the three-year period excluding vouchers used.

Independent legal advice obtained \$2,450 + GST.

Advertising and additional printing costs will be incurred.

**4. Asset Management (AMS)**

Potential increases in waste received, requiring transport and landfill, reducing asset values.

**5. Workforce (WMS)**

Potential increases in waste received requiring more waste staff hours and administrative costs increasing administrative and rate staff hours.

**6. Legal and Risk Management**

Legally as the vouchers stand Council is liable to provide an extension of three years to the use of the vouchers, the risk of corporate fines, provide that a breach of the laws could attract a \$30,000 fine in the case of a body corporate, or \$6,000 for individuals.

In addition, the ACCC has the ability to impose infringement notices. Each infringement notice is 55 penalty units (currently \$11,500) for a body corporate and 11 units (currently \$2,420) for persons other than a body corporate.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Matthew Francisco**  
**Director Infrastructure**

|                               |                                            |
|-------------------------------|--------------------------------------------|
| Prepared by staff member:     | Gillian Marchant, Manager Water & Waste    |
| Approved/Reviewed by Manager: | Matthew Francisco, Director Infrastructure |
| Department:                   | Engineering Department                     |
| Attachments:                  | There are no attachments for this report.  |

|                      |                                            |
|----------------------|--------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>       |
| <b>Submitted by:</b> | Glenn Wilcox, General Manager              |
| <b>Reference:</b>    | <b>ITEM GOV20/24</b>                       |
| <b>Subject:</b>      | <b>NEW ENGLAND WEEDS AUTHORITY - TRIAL</b> |

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

**CSP Goal:** **Leadership** - Resources and advocacy of Council are aligned to support the delivery of the community vision outlined in the Community Strategic Plan.

**CSP Strategy:** Services to our community are provided in an equitable, safe, professional, friendly and timely manner consistent with our corporate values.

#### **SUMMARY**

Following a presentation from the General Manager of New England Weeds Authority (NEWA), this report has been prepared to determine if Council would like to enter into a one year trial to allow Councils Weed (Biosecurity) requirements to be undertaken.

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

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

- (1) That Council enter into a one-year trial with New England Weeds Authority (New England Weeds County Council) subject to negotiation of staffing and other resources being managed and protected during the trial period, and**
- (2) To transfer all grant and other operational funding to the County Council for the agreed period.**

#### **BACKGROUND**

New England Weeds Authority is a County Council operating in the New England region and was formed from the Councils of Armidale Regional Council, Glen Innes Severn Council, Uralla Shire Council and Walcha Shire Council. Previous trial periods have been undertaken with other councils.

#### **REPORT:**

A request was made by Council staff to undertake a review and identify support that could be made by joining with the New England Weeds Authority.

The review was undertaken, and it was determined that the Authority has the support and administration required to support Tenterfield Shire Council staff and to improve the biosecurity outcomes in this Shire.

The Council was addressed by the General Manager of the Authority - Mr. Tim Weeks at a recent workshop to present the Authorities ability to support and to provide the required assistance from its staffing and governance resources.

It is considered that Council could enter into an agreement for a one-year period with the Authority to determine the support and service delivery. Staff are supportive of this trial period.



Our Governance No. 20 Cont...

The entering into an agreement should commence from the 1<sup>st</sup> July 2024. This will ensure that a full financial year is trialed and that all grants and staff funding in this weeds area are transferred to NEWA. During the trial period, the staff member, all plant and equipment will fall under the control of the Authority and Council will not direct the employee.

A contract will be required to be signed by Council, that outlines each parties' obligations and the retention of the staff member as part of the Council's workforce following the end of the trial period.

If Council believed that it was supportive of the transfer of the weeds (Bio Security) function permanently, then Council would resolve to join the County Council and apply under the Local Government Act for Ministerial and Parliamentary approval.

### **COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

- N/a

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

Council will transfer all budget items, plant, grants and staff as per the contract.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Council must retain the position within its organisation structure.

**6. Legal and Risk Management**

Council will enter into a contract for service for the one-year period.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

|                               |                                           |
|-------------------------------|-------------------------------------------|
| Prepared by staff member:     | Glenn Wilcox, General Manager             |
| Approved/Reviewed by Manager: | Glenn Wilcox, General Manager             |
| Department:                   | Office of the Chief Executive             |
| Attachments:                  | There are no attachments for this report. |

|                      |                                                                      |
|----------------------|----------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                 |
| <b>Submitted by:</b> | Glenn Wilcox, General Manager                                        |
| <b>Reference:</b>    | <b>ITEM GOV21/24</b>                                                 |
| <b>Subject:</b>      | <b>TENTERFIELD SHIRE COUNCIL - DRAFT BUDGET REPORT<br/>2024/2025</b> |

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                      |                                                                                                                                                      |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>     | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community. |
| <b>CSP Strategy:</b> | Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.                                           |

**SUMMARY**

The purpose of this report is to seek Council's endorsement of the 2024/25 Draft Operational Budget for inclusion in the Draft Delivery Program 2024/25 to 2027/28 and placed on public exhibition for a period of not less than twenty-eight (28) days inviting written public submissions.

**OFFICER'S RECOMMENDATION:****That Council:**

- (1) That the Draft Operational Budget for 2024/25 be endorsed by Council and included in Council's Delivery Programme for 2024/25 to 2027/28, and that it be placed on public exhibition for a period of twenty-eight (28) days seeking written public comment,**
- (2) That Council prepare an application for a cumulative Special Rate Variation (SRV) and seek approval from IPART for the SRV to be effective from 2025/2026 to address anticipated Operating result deficits and requirements for future maintenance of infrastructure assets, and that the SRV application is applied cumulatively over a seven (7) year period to reduce the cost burden on ratepayers noting that the total increase of the proposed SRV may increase General rates by over 100%.**
- (3) That Council commence the preparation of the Special Rate Variation (SRV) community consultation documentation with suitable consultants for public presentation and discussion between July and September 2024.**
- (4) That Council identify the preferred Special Rate Variation (SRV) percentage to ensure long term financial management of assets prior to public presentation.**
- (5) That the SRV application is prepared on the basis that a maximum amount of the SRV funding is to cover the maintenance and capital costs for bridges into the future.**

Our Governance No. 21 Cont...

- (6) That Council recognises and develops a Loan Policy that set outs staff and Councillor reporting requirements before any loan is included within future financial plans and that a Council resolution is required relating to the loan application and program applied in an open Council meeting.**
- (7) That the existing Council Overdraft facility can only be drawn on following a resolution of Council and that the General Manager must provide a report identifying why the Overdraft is required and justification for the change to any approved budget area.**
- (8) That Council develop and maintain an unallocated cash position of \$3,000,000 as a minimum with an average unallocated cash restriction of \$5,000,000 and that Council develop and approve a policy to ensure that a minimum cash at hand complies with the policy.**
- (9) That Council decrease its Overdraft facility from \$5million to \$0.5million over the next 5 years to reflect the increase in unallocated cash at hand and to reduce long term risks and costs of holding a bank overdraft.**
- (10) That Council note that the 2024/25 budget has been developed on a maximum staff full time equivalent (FTE) of 82 persons and that further staff numbers will be managed to allow an Internal to external staff split of approximately 35-40 to 60-65%. Further that future redundancy of staff may be required in the development of a new staffing structure.**
- (11) That Council undertake a review of all plant (heavy and light) to develop a long-term plant requirement and replacement policy.**
- (12) That Council undertake a comprehensive review of the asset values, maintenance levels and long-term asset costs to ensure that the long-term financial plans are not accumulating additional costs and inaccurate expenditure needs, and**
- (13) That Council review its long-term service obligations, the community needs and the resourcing options including the use of external service providers to manage its accumulated costs and rate variations into the future.**

## **BACKGROUND**

The purpose of this report is to seek Council's endorsement of the 2024/25 Draft Operational Budget for inclusion in the Draft Delivery Program 2024/25 to 2027/28 and placed on public exhibition for a period of not less than twenty-eight (28) days inviting written public submissions.

Our Governance No. 21 Cont...

## REPORT:

### **2024/25 Budget Overview**

Preparation of the 2024/25 Draft Budget has been considered in detail and framed around five (5) main principles –

1. Maintaining current community assets and levels of service
2. Maintaining a workforce of 82 Full Time Equivalent (FTE) persons
3. A focus on maintaining Council's Road and Bridge network
4. Ensuring that any new assets are community focused, and grant funded, and
5. Providing a framework for future asset infrastructure maintenance and replacement. To achieve these principles, it is proposed that;

- a rate increase of 5.7% (IPART CPI advice),
- increases of 5% in Water Access and Usage charges,
- 5% in Sewerage charges, and
- 7% increase in Waste Management charges.

These increases, along with a 2.5% increase in proposed fees and charges are outlined in the Statement of Revenue Policy in a separate report to this Council meeting.

The 2024/2025 Draft budget has a total expenditure of \$35.052m and delivers a General Fund budget (cash) deficit of (\$237,159). The Budget is focused predominantly on maintenance, particularly road infrastructure following the damage to the road network caused by the severe flooding in late 2022, as well as maintaining current levels of services for the community.

Key points in the Budget include –

#### **Rates and Charges.**

- General rates are proposed to increase by 5.7%. The various rates in the dollar and yields are outlined in the Statement of Revenue Policy for 2024/2025.
- Council will need to consider lodging an application for a SRV with IPART for 2025/2026. Such application should be based on it being cumulative, and extend for a period of 7 years, commencing 2025/26 and finishing in 2031/32.
- Water and Sewerage access charges are proposed to increase by 5% and these are outlined in the Statement of Revenue Policy for 2024/2025.
- Waste Management charges are proposed to increase by 7% and these are outlined in the Statement of Revenue Policy for 2024/2025.

#### **Investment Income**

The 2024/2025 budget has continued to benefit from the increased interest rates currently being offered by the various banks and Approved Deposit Institutions (ADI's). The increased rates have meant that the 2024/2025 Draft Budget bottom line has benefited and cushioned the impact of expenditure increases in other service areas.

Our Governance No. 21 Cont...

The total *Interest on Investment* income contained in the 2024/2025 Draft Budget is \$1.005m compared to \$120k in the original 2023/2024 adopted Budget.

Council can expect however for the figure of \$1.005m to reduce in future years as unexpended grant funds are utilised for completion of projects and capital works. In addition, it is forecast that interest rates will potentially drop slightly in future years. For these reasons it is anticipated that future income from Interest on Investments will be around \$800k, a drop of \$200K. The figure of \$800k is a conservative one as Council looks to improve its level of Internal Restrictions in its General Fund.

### Capital Works Expenditure

The 2024/25 Budget provides for the following Capital expenditure inclusions –

|                                 | \$                         |
|---------------------------------|----------------------------|
| Library Services                | 20,705                     |
| Finance and Technology          | 20,000                     |
| Parks Gardens and Open Space    | 68,000                     |
| Buildings and Amenities         | 65,000                     |
| Swimming Complex                | 25,000                     |
| Asset Management and Resourcing | 100,000                    |
| Stormwater and Drainage         | 50,628                     |
| Transport Network               | 3,522,576                  |
| Plant Fleet and Equipment       | 610,882                    |
| Waste Management                | 244,105                    |
| Water Supply                    | 432,179                    |
| Sewerage Services               | <u>701,168</u>             |
|                                 | <b><u>\$ 5,860,243</u></b> |

Attached to this report is a further breakdown of the various specific projects, works and purchases relating to the above Services which are included in the 2024/25 to 2027/28 Delivery Program is shown on pages 57-69 of the Operational Plan.

### Wages and Salaries

Total wages and salaries for 2024/2025 are estimated to be \$8.7m, a decrease of \$1.8m over 2023/2024. The estimate takes into account a 3.5% wage increase for 2024/25. The workforce salaries and wages component is based on 82 FTE employees.

### Grants

Council has made a concerted effort to attract grant funding for many of its operational and capital expenditure areas. Without these grants Council would not be able to provide the level of service expected by the community, and able to be delivered to the community.

The Long-Term Financial Plan (LTFP) worksheet for 2024/2025 to 2033/2034 highlights the importance and need for substantial Operational and Capital grant funding to help sustain Council's financial viability into the future.

The following capital expenditures have been identified, but not funded, in the Draft Budget and grant funding will need to be sought to facilitate completion of these identified priority projects.

**Federation Park** - Renewal of Floodlights to New Technology - **\$300,000**

**Shirley Park** - Renewal of Floodlights to New Technology - **\$200,000**

**Community Hall Drake** - Replace tiles in bathroom - **\$62,000**

**Tenterfield Dam** - purchase of Safety Buoys - **\$50,000**

Our Governance No. 21 Cont...

**Federation Park** - Amenities Block Kitchen renewal - **\$104,000**

**Federation Park** - Amenities Block Canteen roller door renewal - **\$19,500**

**Federation Park** - Amenities Block Replace guttering and downpipes - **\$6,500**

**Swimming Pool** - Replacement - **\$15 million**

At present Council relies heavily on grant funding / contributions to maintain existing assets and levels of service and in the 2024/2025 Budget a total of \$9.04m in grant funding and contributions is anticipated. Grants will be used for Operational and Capital purposes as defined by the funding body.

The Financial Assistance Grant has been increased by 2.5% over actuals for this year and is a conservative estimate. The LTFP 2024/2025 to 2033/2034 is also showing a conservative zero % annual increase in any operational and capital grants going forward.

Council relies heavily on operational and capital grants and these anticipated sources of income for 2024/25 (\$9.04m) make up around 32% of Councils total income from continuing operations.

### **Council's Road Network**

All up the 2024/25 Budget provides an amount of almost \$6.987m for roads and associated works, including drainage stormwater, made up as follows excluding depreciation-

|                         |                           |
|-------------------------|---------------------------|
| Operational Expenditure | \$3,413,319               |
| Capital Expenditure     | <u>\$3,573,204</u>        |
|                         | <b><u>\$6,986,523</u></b> |

### **Long Term Financial Plan (LTFP) and the need for a SRV**

For the purposes of the LTFP rate increases of 2.5% have been assumed for 2025/2026 onwards. Industry standards have been used in the forecasting of other income and expenditures and a conservative zero % increase has been factored in for operational and capital grants.

Using these assumptions, the LTFP shows the operating result for General Fund from continuing operations including capital grants and contributions is predicted to decline from a deficit of \$237k in 2024/2025, to a deficit of \$2.7m in 2032/2033. These figures are based on Council continuing to apply the IPART Rate Peg amount only, with No SRV factored in.

The projections from 2025/2026 onwards based on No SRV being factored in are as follows - \$'000s.

### **No SRV Model - General Fund cash position**

| Estimated<br>2025/26 | Estimated<br>2026/27 | Estimated<br>2027/28 | Estimated<br>2028/29 | Estimated<br>2029/30 | Estimated<br>2030/31 | Estimated<br>2031/32 | Estimated<br>2032/33 |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| \$'000s              |                      |                      |                      |                      |                      |                      |                      |
| (716)                | (1,043)              | (1,442)              | (1,476)              | (1,952)              | (2,034)              | (2,234)              | (2,728)              |

Our Governance No. 21 Cont...

As mentioned above Council relies heavily on grant funding for its operations and should these sources decline Council will be faced with some hard decisions in levels of service and the services it provides.

The bottom line is that Council needs to acknowledge the anticipated deficits and address the issue by considering the need to make application for a cumulative SRV to come into effect from 2025/2026.

Several SRV scenarios have been developed and modelled based on increases of 6.5%, 8.5%, and 10.5%, inclusive of the 2.5% IPART estimated Rate Peg cap.

### **6.5% SRV Model - General Fund cash position \$'000s**

| Estimated<br>2025/26 | Estimated<br>2026/27 | Estimated<br>2027/28 | Estimated<br>2028/29 | Estimated<br>2029/30 | Estimated<br>2030/31 | Estimated<br>2031/32 | Estimated<br>2032/33 |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| \$'000s              |                      |                      |                      |                      |                      |                      |                      |
| (416)                | (416)                | (458)                | (105)                | (159)                | 217                  | 513                  | 88                   |

### **8.5% SRV Model - General Fund cash position \$'000s**

| Estimated<br>2025/26 | Estimated<br>2026/27 | Estimated<br>2027/28 | Estimated<br>2028/29 | Estimated<br>2029/30 | Estimated<br>2030/31 | Estimated<br>2031/32 | Estimated<br>2032/33 |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| \$'000s              |                      |                      |                      |                      |                      |                      |                      |
| (266)                | (93)                 | 63                   | 643                  | 847                  | 1517                 | 2145                 | 1761                 |

### **10.5% SRV Model - General Fund cash position \$'000s**

| Estimated<br>2025/26 | Estimated<br>2026/27 | Estimated<br>2027/28 | Estimated<br>2028/29 | Estimated<br>2029/30 | Estimated<br>2030/31 | Estimated<br>2031/32 | Estimated<br>2032/33 |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| \$'000s              |                      |                      |                      |                      |                      |                      |                      |
| (116)                | 236                  | 604                  | 1435                 | 1932                 | 2945                 | 3973                 | 3635                 |

The various SRV Models above have been discussed at Council's recent workshop on 13<sup>th</sup> March 2024 and as a result of those discussions Council has agreed to formally consider a proposal to apply to IPART for a SRV increase to apply on a cumulative basis for 7 years from 2025/26 to 2031/32.

### **Council Assets and Depreciation**

Actual depreciation shown in the 2022/2023 Financial Statements amounted to \$8.73m.

The 2024/2025 Budget recognises a depreciation amount of \$8.75m and includes asset renewal and maintenance programs which will cover Council's asset depreciation.

### **Loan Borrowings and Use of Overdraft Facility**

No loan borrowings are proposed for 2024/25 and the use of Council's overdraft facility should only be used as a last resort for emergency cash requirements.

Council has for the past three (3) years taken up loan borrowings amounting to around \$10m in General Fund for what appears to be essentially for operational purposes. It is not sustainable for Council to continue to take up loan borrowings without a proper long term asset management strategy.

Our Governance No. 21 Cont...

Similarly, the use of Council's overdraft facility of \$5m should be monitored given its size. This is a very large overdraft facility with associated costs to have in place, and more costs should it be utilised. Council should look to reduce the size of the overdraft facility in future years by building up its level of internal restrictions and its level of unrestricted cash.

**WARNING:** reliance on loans and overdraft facilities for operational purposes is not good financial management. Several recommendations are made in this report relating to Council being made aware of any proposed use of loan borrowings and its overdraft facility.

### **The Road Ahead**

- Whilst the focus of the 2024/2025 Budget has been to maintain current assets and services the longer-term focus will be to build up a level of restricted funds to replace or upgrade existing plant and infrastructure.
- The future will require Council to review its core services, and to make decisions on assets that it currently operates and maintains.
- Council should give consideration to making an application for a SRV and seek approval from IPART for the SRV to be effective from 2025/2026 to address anticipated Operating Result deficits and requirements for future maintenance of infrastructure assets, with particular emphasis on bridge works.
- Council should look to only undertake required capital works and projects that are 95% – 100% funded by grants. In the case of some grants for roads a small Council contribution is required. Bridge projects are excepted as these require 50% funding.
- Council needs to redevelop and maintain an asset renewal and maintenance programme for roads, bridges and drainage, buildings, water supply, sewerage systems, plant and equipment and infrastructure services,
- Council needs to maximise investment opportunities for unexpended grants, external and internal restrictions and for unrestricted cash. This is important to help fund asset maintenance and provision of services. Maintain an internal restriction funds e.g. Infrastructure fund.
- Council needs to build up its level of internal restrictions to fund future capital works and projects, and also its level of unrestricted cash to reduce reliance on loan borrowings and the use of any overdraft facility for operational purposes.
- Loan borrowings should only be considered for future asset management purposes in accordance with Council's approved loan policy.

The following documents support the key points raised in this report -

- A summary of the budget by functional areas detailing Operational and Capital income and expenditure (see p21 Operational Plan)
- The Consolidated Funds Operational Budget 2024/2025 to 2028/2029 – showing the combined result of General, Waste Management, Stormwater, Water and Sewer Funds (page 70 Operational Plan)



Our Governance No. 21 Cont...

- A summary of the 10 Year Long Term Financial Plan showing estimates of income and expenditure from Continuing Operations (Refer Long Term Finance Plan)
- An estimate of the balances of External and Internal Restrictions for the period 2024/2025 to 2028/2029 (Refer Long Term Finance Plan)
- Detailed breakup of Capital Expenditure projects and works for the period 2024/2025 to 2028/2029, (Referred 57-69 Operational Plan) and
- Detailed break up of Key Financial Assumptions detailing % increases applied across expenditures contained within the Draft Budget documents See Page 7 Long Term Financial Plan).

### **COUNCIL IMPLICATIONS:**

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

As per recommendation

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

- This report highlights a need for Council to develop policies and directions to take greater control of its finances and to recognise significant changes.

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

As per Delivery and Operational plan

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

As identified in report

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

As identified in report

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

As per recommendation

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

Financial Management should be a requirement of the General Managers and Senior staff KPIs to ensure compliance with the approved budget and policies.

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

Nil.

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

|                               |                                           |
|-------------------------------|-------------------------------------------|
| Prepared by staff member:     | Glenn Wilcox, General Manager             |
| Approved/Reviewed by Manager: | Glenn Wilcox, General Manager             |
| Department:                   | Office of the Chief Executive             |
| Attachments:                  | There are no attachments for this report. |

|                      |                                                                                                                     |
|----------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                                                                        |
| <b>Submitted by:</b> | Roy Jones, Acting Chief Corporate Officer                                                                           |
| <b>Reference:</b>    | <b>ITEM GOV22/24</b>                                                                                                |
| <b>Subject:</b>      | <b>TENTERFIELD SHIRE COUNCIL OPERATIONAL PLAN<br/>2024/2025 INCLUDING STATEMENT OF REVENUE POLICY<br/>2024/2025</b> |

|                                                               |                                                                                                                                                      |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                      |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community. |
| <b>CSP Strategy:</b>                                          | Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.                                           |
| <b>CSP Delivery Program</b>                                   | Provide sound and inclusive decisions using the Community Engagement Strategy to guide our interactions.                                             |

### SUMMARY

The purpose of this Report is for Council to place the draft Tenterfield Shire Council Operational Plan 2024/2025, including Statement of Revenue Policy and Financial Budget, on public exhibition for community comment for 28 days, from 28 March 2024 to 24 April 2024.

### OFFICER'S RECOMMENDATION:

#### That Council:

- (1) Adopt the Tenterfield Shire Council Operational Plan 2024/2025 for Public Exhibition as attached.**
- (2) Adopt the following documents as part of the Tenterfield Shire Council Operational Plan 2024/2025:**
  - (a) Tenterfield Shire Council Budget for 2024/2025**
  - (b) Tenterfield Shire Council Statement of Revenue Policy for 2024/2025, and**
  - (c) Tenterfield Shire Council Fees and Charges for 2024/2025.**
- (3) In accordance with the provisions of Sections 494 & 535 of the Local Government Act 1993, makes, fixes and levies the rates for the year ending 30 June 2025 for the following rating categories:**

#### **Farmland:**

**A Farmland rate of 0.00234433 cents in the dollar (shown as 0.234433% on rates notice) on the current land values of all rateable land in the Local Government Area being Farmland, with a base rate of \$580.00 per annum (the total revenue collected from this base amount represents 23.80% of the total revenue collected from this category of land);**

#### **Residential – Tenterfield:**

**A Residential – Tenterfield rate of 0.00498446 cents in the**

Our Governance No. 22 Cont...

**dollar (shown as 0.498446% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$445.00 per annum (the total revenue collected from this base amount represents 45.62% of the total revenue collected from this category of land);**

**Residential – Tenterfield (Urban):**

**A Residential – Tenterfield rate of 0.00448210 cents in the dollar (shown as 0.448210% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$445.00 per annum (the total revenue collected from this base amount represents 21.92% of the total revenue collected from this category of land);**

**Residential – Urbenville:**

**A Residential – Urbenville rate of 0.00649359 cents in the dollar (shown as 0.649359% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$395.00 per annum (the total revenue collected from this base amount represents 44.65% of the total revenue collected from this category of land);**

**Residential – Jennings:**

**A Residential – Jennings rate of 0.00838352 cents in the dollar (shown as 0.838352% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$395.00 per annum (the total revenue collected from this base amount represents 45.81% of the total revenue collected from this category of land);**

**Residential – Drake:**

**A Residential – Drake rate of 0.00988153 cents in the dollar (shown as 0.988153% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$395.00 per annum (the total revenue collected from this base amount represents 46.25% of the total revenue collected from this category of land);**

**Residential – Other:**

**A Residential – Other rate of 0.00368185 cents in the dollar (shown as 0.368185% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$203.00 per annum (the total revenue collected from this base amount represents 23.21% of the total revenue collected from this category of land);**

**Business – Tenterfield:**

**A Business – Tenterfield rate of 0.01586269 cents in the dollar (shown as 1.586269% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$786.00 per annum (the total revenue collected from this base amount represents 33.19% of the total revenue collected from this category of land);**

**Business – Urbenville:**

**A Business – Urbenville rate of 0.00619597 cents in the dollar (shown as 0.619597% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$361.00 per annum (the total revenue collected from this base amount represents 43.79% of the total revenue collected from this category of land);**

**Business – Jennings:**

**A Business – Jennings rate of 0.00475948 cents in the dollar (shown as 0.475948% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$361.00 per annum (the total revenue collected from this base amount represents 42.50% of the total revenue collected from this category of land);**

**Business – Drake:**

**A Business – Drake rate of 0.00926204 cents in the dollar (shown as 0.926204% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$361.00 per annum (the total revenue collected from this base amount represents 44.59% of the total revenue collected from this category of land);**

**Business – Other:**

**A Business – Other rate of 0.00506845 cents in the dollar (shown as 0.506845% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$388.00 per annum (the total revenue collected from this base amount represents 23.44% of the total revenue collected from this category of land);**

**Mining:**

**A Mining rate of 0.02146022 cents in the dollar (shown as 2.146022% on rates notice) on the current land values of all rateable land in the Local Government Area where the dominant use is for a coal mine or metalliferous mine, with a base rate of \$632.00 per annum (the total revenue collected from this base amount represents 41.78% of the total revenue collected from this category of land).**

- (4) In accordance with the provisions of Section 552 of the Local Government Act 1993, Council makes, fixes and levies a Water Supply Availability Charge on all land rateable to the Water Supply Charge and other water charges for the year ending June 2025, as follows:**
- (a) Residential - \$746.00 per property and/or connection per annum;**
  - (b) Residential Strata - \$561.00 per property and/or connection per annum;**

Our Governance No. 22 Cont...

- (c) **Mt Lindesay Private Line – \$930.00 per property and/or connection per annum;**
  - (d) **Rural Other - \$746.00 per property and/or connection per annum;**
  - (e) **Non Residential - Meter connection: 20mm - \$746.00 per property and/or connection per annum;**
  - (f) **Non Residential - Meter connection: 25mm - \$746.00 per property and/or connection per annum;**
  - (g) **Non Residential - Meter connection: 32mm - \$746.00 per property and/or connection per annum;**
  - (h) **Non Residential - Meter connection: 40mm - \$1,125.00 per property and/or connection per ann**
  - (i) **Non Residential - Meter connection: 50mm - \$1,750.00 per property and/or connection per annum;**
  - (j) **Non Residential - Meter connection: 80mm - \$4,490.00 per property and/or connection per annum;**
  - (k) **Non Residential - Meter connection: 100mm - \$7,015.00 per property and/or connection per annum;**
  - (l) **Non Residential - Meter connection: 150mm - \$15,775.00 per property and/or connection per annum;**
  - (m) **Voluntary & Charitable Organisations - \$143.00 per property and/or connection per annum;**
  - (n) **Services installed solely for the purpose of firefighting – No Charge.**
- (5) **In accordance with Section 502 of the Local Government Act, makes, fixes and levies a stepped tariff for the charge for water consumed by Residential customers (to be by measure of metered water consumption) at the rate of \$6.20 per kilolitre for water consumption between nil (0) and 450 kiloliters per annum, and \$9.60 per kilolitre for water consumed over 450 kilolitres per annum.**
- (6) **In accordance with Section 502 of the Local Government Act, that Council makes, fixes and levies a stepped tariff for the charge for water consumed by Rural/Mt Lindesay customers (to be by measure of metered water consumption) at the rate of \$6.20 per kilolitre for water consumption between nil (0) and 450 kilolitres per annum, and \$9.60 per kilolitre for water consumed over 450 kilolitres per annum.**
- (7) **In accordance with Section 502 of the Local Government Act, makes, fixes and levies a stepped tariff for the charge for water consumed by Non-Residential customers (to be by measure of metered water consumption) at the rate of \$6.20 per kilolitre for water consumption between nil (0) and 1,000 kilolitres per annum, and \$9.60 per kilolitre for water consumed over 1,000 kilolitres per annum.**
- (8) **In accordance with Section 502 of the Local Government Act 1993, makes, fixes and levies a minimum water consumption account charge of \$25.00 for each of the six (6) monthly billing periods. Further, that if at the time of reading a water meter it is found to**

Our Governance No. 22 Cont...

**be damaged or has stopped, an account will be issued based on the previous two corresponding water bills.**

**(9) In accordance with the provisions of Section 501(1) and 502 of the Local Government Act 1993, makes, fixes and levies a Sewerage Service Availability Charge of \$1,460.00 on all Residential land in the Tenterfield and Urbenville Town Areas and is:**

- (a) connected to the Council's sewer main, or**
- (b) not connected to the Council's sewer main but any part of the property is no more than 75 metres from the Council's sewer main; and**
- (c) land from which sewerage can be discharged into the sewers of Council for the year ending June 2025.**

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

**(11) In accordance with the provisions of Sections 501(1) and 552 of the Local Government Act 1993, Council makes, fixes and levies Annual Access Charges for Commercial and Non-Residential Sewerage for the year ending June 2025, as follows:**

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

- (a) Non Residential - Meter connection: 20mm - \$1,460.00 per occupancy per property per annum;**
- (b) Non Residential - Meter connection: 25mm - \$1,460.00 per occupancy per property per annum;**
- (c) Non Residential - Meter connection: 32mm - \$1,890.00 per occupancy per property per annum;**
- (d) Non Residential - Meter connection: 40mm - \$2,940.00 per occupancy per property per annum;**
- (e) Non Residential - Meter connection: 50mm - \$4,585.00 per occupancy per property per annum;**
- (f) Non Residential - Meter connection: 80mm - \$11,735.00 per occupancy per property per annum;**
- (g) Non Residential - Meter connection: 100mm - \$18,335.00 per occupancy per property per annum;**
- (h) Non Residential - Meter connection: 150mm - \$41,260.00 per occupancy per property per annum;**
- (i) Voluntary & Charitable Organisations - \$281.00 per occupancy per property per annum;**
- (j) Services installed solely for the purpose of firefighting - No Charge.**

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

Our Governance No. 22 Cont...

**AC +SDF x (C+UC)**

**Where:**

**AC = Access Charge**

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

**C = Customers Annual Water Consumption in kilolitres**

**UC = Sewerage Usage Charge**

- (12) Makes, fixes and levies a Sewerage Usage Charge of \$3.50 per kilolitre in 2024/2025.**
- (13) Makes, fixes and levies Trade Waste Annual Charges for the year ending June 2025, as follows:**
- (a) Non-Residential Trade Waste Fee: Category 1 - \$204.00 per property per annum**
  - (b) Non-Residential Trade Waste Fee: Category 2 - \$204.00 per property per annum**
  - (c) Non-Residential Trade Waste Fee: Category 3 - \$974.00 per property per annum**
- (14) Makes, fixes and levies Trade Waste Usage Charges for the year ending June 2025, as follows:**
- (a) Non-Residential Trade Waste Usage Charge: Compliant - \$2.30 per kilolitre**
  - (b) Non-Residential Trade Waste Usage Charge: Non-Compliant - \$23.50 per kilolitre**
- (15) In accordance with section 501 of the Local Government Act 1993 makes, fixes and levies the Waste Management Facility Charge of \$321.00 per property per annum for the year ending June 2025.**
- (16) In accordance with sections 496 and 501 of the Local Government Act 1993 makes, fixes and levies Waste Collection Charges for the year ending June 2025, as follows:**
- (a) Residential Waste Collection: 120L Bin - \$517.00 per service per annum**
  - (b) Residential Waste Collection: 240L Bin - \$665.00 per service per annum**
  - (c) Non-Residential Waste Collection: 120L Bin - \$517.00 per service per annum**
  - (d) Non-Residential Waste Collection: 240L Bin - \$665.00 per service per annum**
- (17) In accordance with sections 496 and 501 of the Local Government Act 1993 makes, fixes and levies Recycling Collection Charges for the year ending June 2025, as follows.**

Our Governance No. 22 Cont...

- (a) Residential Recycling Collection - \$98.50 per service per annum
- (b) Non-Residential Recycling Collection - \$98.50 per service per annum

**(18) In accordance with section 496A of the Local Government Act 1993 makes, fixes and levies Stormwater Management Charges for the year ending June 2025, for properties within the Tenterfield, Urbenville and Jennings town areas where there is a structure.**

- (a) Residential – \$25.00 per annum
- (b) Residential Strata Title Per Unit - \$12.50 per annum
- (c) Non-Residential: <350m square - \$25.00 per annum
- (d) Non-Residential: 350m square-1200m square - \$50.00 per annum
- (e) Non-Residential: 1200m square-5000m square - \$221.00 per annum
- (f) Non-Residential: >5000m square - \$357.00 per annum

**(19) Provides three (3) waste vouchers per annum pending decision by council.**

**(20) Borrowings:**  
**Nil borrowings – subject to service level reductions and further amendments proposed in the amended Operational Plan for 2024/2025.**

**(21) In accordance with the provisions of Section 566(3) of the Local Government Act 1993, determines that the extra interest charges on overdue rates and charges will be levied at the maximum rate allowable and as advised by the Office of Local Government on a daily simple interest basis for the financial year ending 30 June 2025.**

**(22) In accordance with the provisions of Section 405(6) of the Local Government Act 1993, places a copy of its adopted Operational Plan 2024/2025 on its website within 28 days.**

**(23) Community contributions and donations:**

**That In accordance with the provisions of Section 356 of the Local Government Act 1993 Council adopt the individual allocation of community contributions / donations to a total of \$85,000 as detailed below.**

| No | Organisation                             | Project            | Amount<br>\$ |
|----|------------------------------------------|--------------------|--------------|
| 1  | Drake Primary School                     | Presentation Night | 150.00       |
| 2  | Jennings Public School                   | Presentation Night | 150.00       |
| 3  | St Joseph's Convent Schools              | Presentation Night | 150.00       |
| 4  | Sir Henry Parkes Memorial Primary School | Presentation Night | 150.00       |



## Our Governance No. 22 Cont...

|           |                                                                     |                                                           |                 |
|-----------|---------------------------------------------------------------------|-----------------------------------------------------------|-----------------|
| <b>5</b>  | <b>Tenterfield High School</b>                                      | <b>Presentation Night</b>                                 | <b>150.00</b>   |
| <b>6</b>  | <b>Urbenville Public School</b>                                     | <b>Presentation Night</b>                                 | <b>150.00</b>   |
| <b>7</b>  | <b>Woodenbong Public School</b>                                     | <b>Presentation Night</b>                                 | <b>150.00</b>   |
| <b>8</b>  | <b>Drake Primary School</b>                                         | <b>Learn to Swim – contribution to transport</b>          | <b>550.00</b>   |
| <b>9</b>  | <b>Urbenville Public School</b>                                     | <b>Learn to Swim – contribution to transport</b>          | <b>550.00</b>   |
| <b>10</b> | <b>Westpac Helicopter Rescue Service</b>                            | <b>Helicopter Rescue Service – Annual Contribution</b>    | <b>2,000.00</b> |
| <b>11</b> | <b>Liston Hall Committee</b>                                        | <b>Annual contribution to assist with operating costs</b> | <b>500.00</b>   |
| <b>12</b> | <b>Bolivia Hall Committee</b>                                       | <b>Annual contribution to assist with operating costs</b> | <b>500.00</b>   |
| <b>13</b> | <b>Legume Hall Committee</b>                                        | <b>Annual contribution to assist with operating costs</b> | <b>500.00</b>   |
| <b>14</b> | <b>Drake Hall Committee</b>                                         | <b>Annual contribution to assist with operating costs</b> | <b>500.00</b>   |
| <b>15</b> | <b>Urbenville Hall Committee</b>                                    | <b>Annual contribution to assist with operating costs</b> | <b>500.00</b>   |
| <b>16</b> | <b>Steinbrook Hall Committee</b>                                    | <b>Annual contribution to assist with operating costs</b> | <b>500.00</b>   |
| <b>17</b> | <b>Sunnyside Hall Committee</b>                                     | <b>Annual contribution to assist with operating costs</b> | <b>500.00</b>   |
| <b>18</b> | <b>Mingoola Hall Committee</b>                                      | <b>Annual contribution to assist with operating costs</b> | <b>500.00</b>   |
| <b>19</b> | <b>Torrington Hall Committee</b>                                    | <b>Annual contribution to assist with operating costs</b> | <b>500.00</b>   |
| <b>20</b> | <b>Tenterfield Highlander Pipe Band</b>                             | <b>Annual contribution to assist with operating costs</b> | <b>500.00</b>   |
| <b>21</b> | <b>Urbenville Community</b>                                         | <b>Bus Registration Costs</b>                             | <b>\$850.00</b> |
|           | <b>Total External organisations Contributions and Donations</b>     |                                                           | <b>\$10,000</b> |
| <b>22</b> | <b>Donation - Water for Parks and Recreation Facilities</b>         | <b>Donation from Water fund</b>                           | <b>\$20,000</b> |
| <b>23</b> | <b>Donation - Water for Swimming Pool</b>                           | <b>Donation from Water fund</b>                           | <b>\$15,000</b> |
| <b>24</b> | <b>Donation - Provision of Public Conveniences in various Parks</b> | <b>Donation from Sewerage fund</b>                        | <b>\$15,000</b> |

Our Governance No. 22 Cont...

|    |                                                                     |                                    |                 |
|----|---------------------------------------------------------------------|------------------------------------|-----------------|
| 25 | <b>Donation - Provision of Public Conveniences at swimming pool</b> | <b>Donation from Sewerage fund</b> | <b>\$10,000</b> |
| 26 | <b>Donation - Community and Events waste disposal</b>               | <b>Donation from Waste Fund</b>    | <b>\$15,000</b> |
|    | <b>Total Inter Council Donations</b>                                |                                    | <b>\$75,000</b> |
|    | <b>Total Council Donations and Contribution</b>                     |                                    | <b>\$85,000</b> |

## BACKGROUND

In accordance with the Local Government Act 1993, as part of the Integrated Planning and Reporting framework, Council must prepare a number of plans that detail how Council intends to deliver services and infrastructure in the short and long term. These plans are to be based on priorities that have been identified through community engagement in the planning process and established in a Community Strategic Plan.

Council must have a Delivery Program, detailing the principal activities it will undertake to achieve the objectives of the Community Strategic Plan. The Operational Plan identifies the individual actions and activities that will be undertaken in a specific year to achieve the commitments made in the Delivery Program.

## REPORT:

Section 8C of the Local Government Act 1993 provides the following principles for Integrated Planning and Reporting that apply to Councils:

- a) *Councils should identify and prioritise key local community needs and aspirations and consider regional priorities.*
- b) *Councils should identify strategic goals to meet those needs and aspirations.*
- c) *Councils should develop activities, and prioritise actions, to work towards the strategic goals.*
- d) *Councils should ensure that the strategic goals and activities to work towards them may be achieved within council resources.*
- e) *Councils should regularly review and evaluate progress towards achieving strategic goals.*
- f) *Councils should maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals.*
- g) *Councils should collaborate with others to maximize achievement of strategic goals.*
- h) *Councils should manage risks to the local community or area or to the council effectively and proactively.*
- i) *Councils should make appropriate evidence-based adaptations to meet changing needs and circumstances.*

Council's current Delivery Program 2022/2026 incorporates the Community Strategic Plan and an annual Operational Plan that communicates to the residents of Tenterfield

Our Governance No. 22 Cont...

Shire the priorities for that year. The draft Operational Plan 2024/2025 details the actions and programs to be undertaken to support the Delivery Program and the Community Strategic Plan.

Council will place the draft Operational Plan including the Financial Budget, Statement of Revenue Policy, and Fees and Charges for 2024/2025 on public exhibition from 28 March 2024 to 24 April 2024, for community comments and feedback. All community comments and feedback will be provided to Council for consideration at a later meeting, following the end of the public exhibition period on 24 April 2024.

### **FEES and CHARGES**

There have been a number of changes undertaken to the fees and charges for 2024/25 and some of these include reduction of fees for not-for-profit groups using the Tenterfield school of arts complex and the free entry to the Tenterfield swimming pool from 18<sup>th</sup> September 2024.

The major change to these fee areas has been based on the community advice as to costs to utilised the School of Arts for Not for Profit groups and a need to encourage greater use.

The Tenterfield Swimming Pool is a general community asset and free entry does not impact Councils financial bottom line. It has been identified that a greater community use will result for families who are experiencing increasing costs of living and may not have funds to allow children to go to the pool. As a community safety initiative, to have children and adults learning to swim in a safe environment is a great initiative.

The community is encouraged to read all the documents that relate to the 2024/25 budget.

### **COUNCIL IMPLICATIONS:**

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

The draft Operational Plan 2024/2025 will be on public exhibition for a period of 28 days, from 28 March 2024 to 24 April 2024, for community review and comment.

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

- Local Government Act 1993
- NSW Local Government (General) Regulations 2021
- NSW Local Government Integrated Planning and Report Guidelines 2021.

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

The draft Operational Plan 2024/2025 includes Council's detailed annual financial budget, along with the Council's Statement of Revenue Policy, which includes the proposed rates, fees and charges for the financial year 2024/2025.

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

Asset management implications in the delivery of the Operational Plan activities will need to be provided for in the budget for 2024/2025 and subsequent years, where identified.

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

Nil.

Our Governance No. 22 Cont...

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

In accordance with Sections 405 and 406 of the Local Government Act 1993, Council is required to provide the draft Operational Plan 2024/2025 for public exhibition for a period of at least 28 days, for public review and comments. Following adoption to do so at Council's Ordinary Meeting of 27 March 2024, the draft Operational Plan will be exhibited from 28 March 2024 to 24 April 2024, to meet this requirement.

### **7. Performance Measures**

Nil.

### **8. Project Management**

Nil.

## **Glenn Wilcox General Manager**

|                               |                                                                                                                                                  |          |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Prepared by staff member:     | Roy Jones, Acting Chief Corporate Officer; Lee Sisson, Governance Officer; Penny Robertson, Revenue Officer; Jessica Wild, Management Accountant |          |
| Approved/Reviewed by Manager: | Glenn Wilcox, General Manager                                                                                                                    |          |
| Department:                   | Office of the Chief Corporate Officer                                                                                                            |          |
| Attachments:                  | <b>1</b> DRAFT Delivery Program 2022-2026 + DRAFT Operational Plan 2024-2025                                                                     | 82 Pages |
|                               | <b>2</b> DRAFT Statement of Revenue Policy 2024-2025                                                                                             | 29 Pages |
|                               | <b>3</b> DRAFT Fees & Charges 2024-2025                                                                                                          | 57 Pages |
|                               | <b>4</b> DRAFT Long Term Financial Plan 2024-2034                                                                                                | 61 Pages |

|                      |                                                     |
|----------------------|-----------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>        |
| <b>Submitted by:</b> | Lee Sisson, Governance Officer                      |
| <b>Reference:</b>    | <b>ITEM GOV23/24</b>                                |
| <b>Subject:</b>      | <b>MONTHLY OPERATIONAL REPORT FOR FEBRUARY 2024</b> |

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

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**SUMMARY**

The purpose of this Report is to provide a standing monthly report to the Ordinary Meeting of Council that demonstrates staff accountabilities and actions taken against Council's 2023/2024 Operational Plan.

**OFFICER'S RECOMMENDATION:**

**That Council:**

**Note the status of the Monthly Operational Report for February 2024.**

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

|                               |                                                     |          |
|-------------------------------|-----------------------------------------------------|----------|
| Prepared by staff member:     | Lee Sisson, Governance Officer                      |          |
| Approved/Reviewed by Manager: | Glenn Wilcox, General Manager                       |          |
| Department:                   | Office of the Chief Corporate Officer               |          |
| Attachments:                  | <b>1</b> February 2024 - Monthly Operational Report | 56 Pages |

|                      |                                                               |
|----------------------|---------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                  |
| <b>Submitted by:</b> | Roy Jones, Acting Chief Corporate Officer                     |
| <b>Reference:</b>    | <b>ITEM GOV24/24</b>                                          |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 29 FEBRUARY 2024</b> |

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

|                             |                                                                                                                                                      |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community. |
| <b>CSP Strategy:</b>        | Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.                                           |
| <b>CSP Delivery Program</b> | Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.                                    |

#### **SUMMARY**

The purpose of this Report is for the Responsible Accounting Officer to provide, in accordance with Clause 212 of the Local Government (General) Regulation 2005 a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act 1993. The Report must be made up to the last day of the month immediately preceding the meeting.

Addition financial information on Water Leakage, 603 Certificates, and financial business units is presented for Councillor and community information.

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

**That Council note the Finance and Accounts Report for the period ended 29 February 2024.**

#### **BACKGROUND**

In accordance with Clause 212 of the Local Government (General) Regulation 2005 the Responsible Accounting Officer must provide a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act 1993. The Report must be made up to the last day of the month immediately preceding the meeting.

Addition financial information on Water Leakage, 603 Certificates, and financial business units is presented for Councillor and community information.

#### **REPORT:**

A reconciliation of cash books of all funds has been carried out with the appropriate bank statements. A certified schedule of all Council's investments showing the various amounts invested is shown as an attachment to this report.

#### (a) Reconciliation of Accounts

A reconciliation of the cash books of all funds have been carried out with the appropriate bank statements as of 29 February 2024.

Cash Book Balances on this date were as follows: -

Our Governance No. 24 Cont...

|                        |                  |        |
|------------------------|------------------|--------|
| General (Consolidated) | \$ 28,261,944.00 | Credit |
| General Trust          | \$69,074.00      | Credit |

(b) Summary of Investments

Attachment to this report is a certified schedule of all Council's investments as of 29 February 2024 showing the various invested amounts and applicable interest rates.

**Concealed Water Leakage Concession Policy Update**

For the month of February, zero (0) concessions were granted under Council's Concealed Water Leakage Concession Policy.

**603 Certificates**

During the sale of a property a 603 Certificate is usually requested to identify if there are any outstanding or payable fees to Council by way of rates, charges or otherwise in respect of a parcel of land. There were 23 applications for 603 Certificates in February 2024.

In the calendar year to date, there have been 40 applications compared to 41 applications for the same period last year.

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

| <b>RESTRICTED CASH ANALYSIS</b>                                                | <b>AS AT 29<br/>FEBRUARY 2024</b> | <b>AS AT 30 JUNE<br/>2023</b> |
|--------------------------------------------------------------------------------|-----------------------------------|-------------------------------|
|                                                                                |                                   |                               |
| <b>TOTAL CASH &amp; INVESTMENTS</b>                                            | <b>\$42,332,203</b>               | <b>\$34,891,004</b>           |
|                                                                                |                                   |                               |
| <b>EXTERNALLY RESTRICTED CASH</b>                                              | <b>\$39,293,858</b>               | <b>\$28,078,266</b>           |
|                                                                                |                                   |                               |
| <b><i>INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)</i></b>         | <b>\$16,891,451</b>               | <b>\$9,285,089</b>            |
| GRANT-RELATED - <i>GENERAL</i> (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES) | \$16,591,486                      | \$8,670,754                   |
| GRANT-RELATED - <i>WATER</i> (EXCL DEVELOPER CONTRIBUTIONS)                    | \$195,120                         | \$168,056                     |
| GRANT-RELATED - <i>SEWER</i> (EXCL DEVELOPER CONTRIBUTIONS)                    | -                                 | -                             |
| GRANT-RELATED - <i>WASTE</i> (EXCL DEVELOPER CONTRIBUTIONS)                    | \$105,845                         | \$446,279                     |
| GRANT-RELATED - <i>STORMWATER</i> (EXCL DEVELOPER CONTRIBUTIONS)               | -                                 | -                             |
| BRUXNER WAY WIDENING                                                           | -                                 | -                             |
|                                                                                |                                   |                               |
| <b><i>INCLUDED IN DEVELOPER CONTRIBUTIONS</i></b>                              | <b>\$1,176,750</b>                | <b>\$870,032</b>              |
| DEVELOPER CONTRIBUTIONS - <i>GENERAL</i>                                       | \$902,670                         | \$651,144                     |
| DEVELOPER CONTRIBUTIONS - <i>WATER</i>                                         | \$109,187                         | \$94,296                      |
| DEVELOPER CONTRIBUTIONS - <i>SEWER</i>                                         | \$67,588                          | \$53,994                      |
| DEVELOPER CONTRIBUTIONS - <i>WASTE</i>                                         | \$90,232                          | \$63,921                      |
| DEVELOPER CONTRIBUTIONS - <i>STORMWATER</i>                                    | \$7,073                           | \$6,677                       |
|                                                                                |                                   |                               |

Our Governance No. 24 Cont...

|                                                                                                  |                     |                     |
|--------------------------------------------------------------------------------------------------|---------------------|---------------------|
| <b>INCLUDED IN RFS RESERVES</b>                                                                  | <b>\$171,819</b>    | <b>\$111,166</b>    |
| RFS RESERVES                                                                                     | \$171,819           | \$111,166           |
|                                                                                                  |                     |                     |
| <b>INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER GRANT RELATED, DC AND RFS ABOVE)</b> | <b>\$21,053,837</b> | <b>\$17,811,979</b> |
| WATER                                                                                            | \$2,188,777         | \$1,210,136         |
| SEWER                                                                                            | \$7,299,696         | \$6,763,527         |
| WASTE                                                                                            | \$10,459,937        | \$8,464,494         |
| STORMWATER                                                                                       | \$1,036,353         | \$991,481           |
| TRUST FUND                                                                                       | \$69,074            | \$382,341           |
|                                                                                                  |                     |                     |
| <b>INTERNAL RESTRICTIONS</b>                                                                     | <b>\$2,100,000</b>  |                     |
| PLANT AND VEHICLE REPLACEMENT                                                                    | \$400,000           | -                   |
| EMPLOYEES LEAVE ENTITLEMENTS                                                                     | \$200,000           | -                   |
| SPECIAL PROJECTS - INFRASTRUCTURE FLOOD DAMAGE                                                   | \$1,500,000         | <b>\$5,500,000</b>  |
|                                                                                                  |                     |                     |
| <b>UNRESTRICTED FUNDS</b>                                                                        | <b>\$938,345</b>    | <b>\$1,312,738</b>  |

**Further Financial Reporting**

Presented below are operating statements of various business units.

**Library Services Operating:**

| Library Services                         | 23/24 Full Year Budget | Amendments to Budget for September QBR | Amendments to Budget for December QBR | Adopted 23/24 Review 2 Budget (Anticipated June 2024 Result) | 23/24 YTD Actuals | 23/24 % Spent (Review 2 budget) | Budget Remaining (Review 2 budget) |
|------------------------------------------|------------------------|----------------------------------------|---------------------------------------|--------------------------------------------------------------|-------------------|---------------------------------|------------------------------------|
| <b>Operating Income</b>                  |                        |                                        |                                       |                                                              |                   |                                 |                                    |
| Library Operating Subsidy Income         | 25,871                 | 40,840                                 | 0                                     | 66,711                                                       | 66,711            | 100.00%                         | 0                                  |
| Library Sundry Income                    | 0                      | 0                                      | 0                                     | 0                                                            | 792               | 0.00%                           | 792                                |
| Library Fees & Charges Income            | 6,242                  | 0                                      | 0                                     | 6,242                                                        | (1,596)           | -25.56%                         | 7,838                              |
| <b>TOTAL OPERATING INCOME</b>            | <b>32,113</b>          | <b>40,840</b>                          | <b>0</b>                              | <b>72,953</b>                                                | <b>65,908</b>     | <b>90.34%</b>                   | <b>8,630</b>                       |
| <b>Operating Expenditure</b>             |                        |                                        |                                       |                                                              |                   |                                 |                                    |
| Library Wages & Administration Expenses  | 390,382                | 128,344                                | 0                                     | 518,726                                                      | 216,922           | 41.82%                          | 301,804                            |
| Library Resources (Books, DVDs, etc)     | 25,910                 | 0                                      | 0                                     | 25,910                                                       | 15,688            | 60.55%                          | 10,222                             |
| Database Subscriptions                   | 3,152                  | 0                                      | 0                                     | 3,152                                                        | 3,041             | 96.49%                          | 111                                |
| Contribution to Regional Library Service | 9,726                  | 0                                      | 0                                     | 9,726                                                        | 9,336             | 95.99%                          | 390                                |
| Electricity                              | 22,051                 | 10,000                                 | 0                                     | 32,051                                                       | 13,551            | 42.28%                          | 18,500                             |
| Telephone & Communications               | 9,040                  | 0                                      | 0                                     | 9,040                                                        | 4,189             | 46.34%                          | 4,851                              |
| Cleaning                                 | 19,038                 | 0                                      | 0                                     | 19,038                                                       | 6,885             | 36.16%                          | 12,153                             |
| Rates & Charges                          | 2,192                  | 0                                      | 0                                     | 2,192                                                        | 2,118             | 96.62%                          | 74                                 |
| Insurance                                | 5,512                  | (5,000)                                | 0                                     | 512                                                          | 166               | 32.49%                          | 346                                |
| Building & Asset Maintenance             | 35,010                 | (25,086)                               | 0                                     | 9,924                                                        | 2,783             | 28.05%                          | 7,141                              |
| Building Operations                      | 7,538                  | 0                                      | 0                                     | 7,538                                                        | 2,892             | 38.36%                          | 4,646                              |
| IT & Software                            | 22,901                 | 2,000                                  | 0                                     | 24,901                                                       | 17,158            | 68.90%                          | 7,743                              |
| Rental of Premises                       | 525                    | 0                                      | 0                                     | 525                                                          | 0                 | 0.00%                           | 525                                |
| Depreciation                             | 64,827                 | (12,171)                               | 0                                     | 52,656                                                       | 24,851            | 47.38%                          | 27,605                             |
| <b>TOTAL OPERATING EXPENDITURE</b>       | <b>617,604</b>         | <b>98,087</b>                          | <b>0</b>                              | <b>715,691</b>                                               | <b>319,581</b>    | <b>44.65%</b>                   | <b>396,110</b>                     |
| <b>NET OPERATING SURPLUS / (DEFICIT)</b> | <b>(585,491)</b>       | <b>(57,247)</b>                        | <b>0</b>                              | <b>(642,738)</b>                                             | <b>(253,673)</b>  |                                 | <b>(387,480)</b>                   |



Our Governance No. 24 Cont...

**Livestock Saleyards Operating:**

| Livestock Saleyards                      | 23/24 Full Year Budget | Amendments to Budget for September QBR | Amendments to Budget for December QBR | Adopted 23/24 Review 2 Budget (Anticipated June 2024 Result) | 23/24 YTD Actuals | 23/24 % Spent (Review 2 budget) | Budget Remaining (Review 2 budget) |
|------------------------------------------|------------------------|----------------------------------------|---------------------------------------|--------------------------------------------------------------|-------------------|---------------------------------|------------------------------------|
| <b>Operating Income</b>                  |                        |                                        |                                       |                                                              |                   |                                 |                                    |
| Saleyard Dues Income                     | 46,818                 | 0                                      | 0                                     | 46,818                                                       | 21,760            | 46.48%                          | 25,058                             |
| WHS Surcharge Income                     | 17,167                 | 0                                      | 0                                     | 17,167                                                       | 7,790             | 45.38%                          | 9,377                              |
| Agents Licence Fees Income               | 13,109                 | 0                                      | 0                                     | 13,109                                                       | 13,118            | 100.07%                         | 9                                  |
| Sundry Income - Saleyards                | 2,722                  | 0                                      | 0                                     | 2,722                                                        | 2,760             | 101.38%                         |                                    |
| <b>TOTAL OPERATING INCOME</b>            | <b>79,816</b>          | <b>0</b>                               | <b>0</b>                              | <b>79,816</b>                                                | <b>45,428</b>     | <b>56.92%</b>                   | <b>34,444</b>                      |
| <b>Operating Expenditure</b>             |                        |                                        |                                       |                                                              |                   |                                 |                                    |
| Operation Costs                          | 25,821                 | 0                                      | 15,000                                | 40,821                                                       | 21,293            | 52.16%                          | 19,528                             |
| Saleyards Asset Maintenance              | 45,286                 | 0                                      | 0                                     | 45,286                                                       | 24,766            | 54.69%                          | 20,520                             |
| Depreciation - Saleyards                 | 78,561                 | 3,962                                  | 0                                     | 82,523                                                       | 41,262            | 50.00%                          | 41,261                             |
| <b>TOTAL OPERATING EXPENDITURE</b>       | <b>149,668</b>         | <b>3,962</b>                           | <b>15,000</b>                         | <b>168,630</b>                                               | <b>87,321</b>     | <b>51.78%</b>                   | <b>81,309</b>                      |
| <b>NET OPERATING SURPLUS / (DEFICIT)</b> | <b>(69,852)</b>        | <b>(3,962)</b>                         | <b>(15,000)</b>                       | <b>(88,814)</b>                                              | <b>(41,893)</b>   |                                 | <b>(46,865)</b>                    |

**Theatre and Museum Operating**

| Theatre & Museum Complex                         | 23/24 Full Year Budget | Amendments to Budget for September QBR | Amendments to Budget for December QBR | Adopted 23/24 Review 2 Budget (Anticipated June 2024 Result) | 23/24 YTD Actuals | 23/24 % Spent (Review 2 budget) | Budget Remaining (Review 2 budget) |
|--------------------------------------------------|------------------------|----------------------------------------|---------------------------------------|--------------------------------------------------------------|-------------------|---------------------------------|------------------------------------|
| <b>Operating Income</b>                          |                        |                                        |                                       |                                                              |                   |                                 |                                    |
| Cinema Income                                    | 96,757                 | (91,096)                               | 0                                     | 5,661                                                        | 5,665             | 100.06%                         | (4)                                |
| Theatre Income                                   | 31,212                 | (30,314)                               | 0                                     | 898                                                          | 898               | 99.97%                          | 0                                  |
| Museum Income                                    | 20,808                 | (17,533)                               | 0                                     | 3,275                                                        | 3,275             | 100.01%                         | (0)                                |
| Museum Advisory Services Income                  | 9,364                  | 0                                      | 0                                     | 9,364                                                        | 10,455            | 111.65%                         | (1,091)                            |
| Café Rent Income                                 | 9,693                  | 3,556                                  | 0                                     | 13,249                                                       | 8,521             | 64.32%                          | 4,728                              |
| Café Utilities Reimbursement Income              | 3,849                  | 0                                      | 0                                     | 3,849                                                        | 3,164             | 82.21%                          | 685                                |
| M&G NSW 2023 Skills Development Grant Income     | 0                      | (4,000)                                | 0                                     | (4,000)                                                      | (4,000)           | 100.00%                         | 0                                  |
| <b>TOTAL OPERATING INCOME</b>                    | <b>171,683</b>         | <b>(139,387)</b>                       | <b>0</b>                              | <b>32,296</b>                                                | <b>27,978</b>     | <b>86.63%</b>                   | <b>4,318</b>                       |
| <b>Operating Expenditure</b>                     |                        |                                        |                                       |                                                              |                   |                                 |                                    |
| Theatre & Museum Wages & Administration Expenses | 218,371                | (176,934)                              | 0                                     | 41,437                                                       | 40,053            | 96.66%                          | 1,384                              |
| Cinema Operations                                | 53,434                 | (50,192)                               | 11,000                                | 14,242                                                       | 4,666             | 32.76%                          | 9,576                              |
| Theatre Operations                               | 29,291                 | (20,555)                               | 0                                     | 8,736                                                        | 8,736             | 100.00%                         | 0                                  |
| Museum Operations                                | 8,350                  | (525)                                  | 0                                     | 7,825                                                        | 2,874             | 36.72%                          | 4,951                              |
| Museum Advisory Services                         | 21,013                 | 0                                      | 0                                     | 21,013                                                       | 9,518             | 45.30%                          | 11,495                             |
| Arts North West Membership                       | 6,030                  | 0                                      | 0                                     | 6,030                                                        | 5,527             | 91.66%                          | 503                                |
| School of Arts Building Operations               | 5,269                  | 0                                      | 0                                     | 5,269                                                        | 3,218             | 61.07%                          | 2,051                              |
| Cleaning                                         | 22,050                 | 0                                      | 0                                     | 22,050                                                       | 14,629            | 66.34%                          | 7,421                              |
| Fire Monitoring and Inspections                  | 5,778                  | 0                                      | 5,000                                 | 10,778                                                       | 7,724             | 71.66%                          | 3,054                              |
| Security Monitoring                              | 3,257                  | 0                                      | 0                                     | 3,257                                                        | 1,858             | 57.04%                          | 1,399                              |
| Insurance                                        | 13,230                 | 0                                      | 0                                     | 13,230                                                       | 7,754             | 58.61%                          | 5,476                              |
| Building & Asset Maintenance                     | 14,043                 | 0                                      | 0                                     | 14,043                                                       | 5,375             | 38.28%                          | 8,668                              |
| Promotions                                       | 3,152                  | (1,739)                                | 0                                     | 1,413                                                        | 1,470             | 104.04%                         | (57)                               |
| Volunteer Expenses                               | 2,692                  | (2,557)                                | 0                                     | 135                                                          | 135               | 99.73%                          | 0                                  |
| Depreciation                                     | 20,934                 | (705)                                  | 0                                     | 20,229                                                       | 9,791             | 48.40%                          | 10,438                             |
| <b>TOTAL OPERATING EXPENDITURE</b>               | <b>426,894</b>         | <b>(253,207)</b>                       | <b>16,000</b>                         | <b>189,687</b>                                               | <b>123,327</b>    | <b>65.02%</b>                   | <b>66,360</b>                      |
| <b>NET OPERATING SURPLUS / (DEFICIT)</b>         | <b>(255,211)</b>       | <b>113,820</b>                         | <b>(16,000)</b>                       | <b>(157,391)</b>                                             | <b>(95,349)</b>   |                                 | <b>(62,042)</b>                    |

Our Governance No. 24 Cont...

**Sewerage Operating**

| Sewerage Service                                  | 23/24 Full Year Budget | Amendments to Budget for September QBR | Amendments to Budget for December QBR | Adopted 23/24 Review 2 Budget (Anticipated June 2024 Result) | 23/24 YTD Actuals | 23/24 % Spent (Review 2 budget) | Budget Remaining (Review 2 budget) |
|---------------------------------------------------|------------------------|----------------------------------------|---------------------------------------|--------------------------------------------------------------|-------------------|---------------------------------|------------------------------------|
| <b>Operating Income</b>                           |                        |                                        |                                       |                                                              |                   |                                 |                                    |
| Annual Charges Income                             | 2,777,443              | 0                                      | 0                                     | 2,777,443                                                    | 2,838,491         | 102.20%                         | (61,048)                           |
| User Charges Income                               | 210,494                | 0                                      | 0                                     | 210,494                                                      | 115,258           | 54.76%                          | 95,236                             |
| Fees Income                                       | 25,357                 | 0                                      | 0                                     | 25,357                                                       | 13,434            | 52.98%                          | 11,924                             |
| Interest & Other Income                           | 10,419                 | 0                                      | 110,000                               | 120,419                                                      | 7,437             | 6.18%                           | 112,982                            |
| Operating Grants & Subsidies Income               | 30,158                 | 0                                      | 0                                     | 30,158                                                       | 0                 | 0.00%                           | 30,158                             |
| <b>TOTAL OPERATING INCOME</b>                     | <b>3,053,871</b>       | <b>0</b>                               | <b>110,000</b>                        | <b>3,163,871</b>                                             | <b>2,974,619</b>  | <b>94.02%</b>                   | <b>189,252</b>                     |
| <b>Operating Expenditure</b>                      |                        |                                        |                                       |                                                              |                   |                                 |                                    |
| Management & Administration                       | 532,881                | 5,000                                  | 0                                     | 537,881                                                      | 312,922           | 58.18%                          | 224,959                            |
| Operations - Sewer Mains - Tenterfield            | 105,673                | 40,000                                 | 0                                     | 145,673                                                      | 101,020           | 69.35%                          | 44,653                             |
| Operations - Sewer Mains - Urbenville             | 22,595                 | 25,000                                 | 0                                     | 47,595                                                       | 24,667            | 51.83%                          | 22,928                             |
| Operations - Sewer Pumping Stations - Tenterfield | 67,482                 | 10,000                                 | 0                                     | 77,482                                                       | 19,239            | 24.83%                          | 58,243                             |
| Operations - Sewer Pumping Stations - Urbenville  | 24,852                 | 41,000                                 | 0                                     | 65,852                                                       | 5,042             | 7.66%                           | 60,810                             |
| Operations - Sewer Treatment - Tenterfield        | 318,629                | 135,000                                | 0                                     | 453,629                                                      | 196,015           | 43.21%                          | 257,614                            |
| Operations - Sewer Treatment - Urbenville         | 97,326                 | 14,000                                 | 0                                     | 111,326                                                      | 40,815            | 36.66%                          | 70,511                             |
| Interest on Loans                                 | 120,865                | 0                                      | 0                                     | 120,865                                                      | 60,433            | 50.00%                          | 60,432                             |
| Insurance                                         | 12,125                 | 1,644                                  | 0                                     | 13,769                                                       | 13,769            | 100.00%                         | 0                                  |
| Rates & Charges                                   | 8,135                  | 2,384                                  | 0                                     | 10,519                                                       | 10,519            | 100.00%                         | 0                                  |
| Depreciation                                      | 599,936                | 28,480                                 | 0                                     | 628,416                                                      | 314,208           | 50.00%                          | 314,208                            |
| <b>TOTAL OPERATING EXPENDITURE</b>                | <b>1,910,499</b>       | <b>302,508</b>                         | <b>0</b>                              | <b>2,213,007</b>                                             | <b>1,098,648</b>  | <b>49.65%</b>                   | <b>1,114,359</b>                   |
| <b>NET OPERATING SURPLUS / (DEFICIT)</b>          | <b>1,143,372</b>       | <b>(302,508)</b>                       | <b>110,000</b>                        | <b>950,864</b>                                               | <b>1,875,971</b>  |                                 | <b>(925,107)</b>                   |

**Water Supply Operations**

| Water Supply                                              | 23/24 Full Year Budget | Amendments to Budget for September QBR | Amendments to Budget for December QBR | Adopted 23/24 Review 2 Budget (Anticipated June 2024 Result) | 23/24 YTD Actuals | 23/24 % Spent (Review 2 budget) | Budget Remaining (Review 2 budget) |
|-----------------------------------------------------------|------------------------|----------------------------------------|---------------------------------------|--------------------------------------------------------------|-------------------|---------------------------------|------------------------------------|
| <b>Operating Income</b>                                   |                        |                                        |                                       |                                                              |                   |                                 |                                    |
| Annual Charges Income                                     | 1,340,460              | 0                                      | 0                                     | 1,340,460                                                    | 1,405,552         | 104.86%                         | (65,092)                           |
| User Charges Income                                       | 1,438,026              | 0                                      | 0                                     | 1,438,026                                                    | 787,695           | 54.78%                          | 650,331                            |
| Fees Income                                               | 24,208                 | 0                                      | 28,500                                | 52,708                                                       | 47,882            | 90.84%                          | 4,826                              |
| Interest & Other Income                                   | 4,368                  | 0                                      | 35,000                                | 39,368                                                       | 4,650             | 11.81%                          | 34,718                             |
| Operating Grants & Subsidies Income                       | 135,204                | 72,743                                 | 1,010,635                             | 1,218,582                                                    | (17,255)          | -1.42%                          | 1,235,837                          |
| <b>TOTAL OPERATING INCOME</b>                             | <b>2,942,266</b>       | <b>72,743</b>                          | <b>1,074,135</b>                      | <b>4,089,144</b>                                             | <b>2,228,523</b>  | <b>54.50%</b>                   | <b>1,860,621</b>                   |
| <b>Operating Expenditure</b>                              |                        |                                        |                                       |                                                              |                   |                                 |                                    |
| Management & Administration                               | 627,106                | 57,500                                 | 0                                     | 684,606                                                      | 444,069           | 64.86%                          | 240,537                            |
| Operations - Dams & Weirs                                 | 22,803                 | 7,846                                  | 0                                     | 30,649                                                       | 29,459            | 96.12%                          | 1,190                              |
| Operations - Water Mains - Tenterfield                    | 206,137                | 44,000                                 | 4,000                                 | 254,137                                                      | 167,390           | 65.87%                          | 86,747                             |
| Operations - Water Mains - Jennings                       | 16,544                 | 0                                      | 0                                     | 16,544                                                       | 13,567            | 82.00%                          | 2,977                              |
| Operations - Water Mains - Urbenville                     | 35,043                 | 5,000                                  | 27,500                                | 67,543                                                       | 53,519            | 79.24%                          | 14,024                             |
| Operations - Water Reservoirs - Tenterfield               | 5,519                  | 0                                      | 0                                     | 5,519                                                        | 665               | 12.04%                          | 4,854                              |
| Operations - Water Reservoirs - Urbenville                | 4,308                  | 0                                      | 0                                     | 4,308                                                        | 0                 | 0.00%                           | 4,308                              |
| Operations - Water Pumping Stations & Bores - Tenterfield | 62,502                 | 0                                      | 12,000                                | 74,502                                                       | 46,395            | 62.27%                          | 28,107                             |
| Operations - Water Pumping Stations & Bores - Urbenville  | 38,713                 | 0                                      | 15,000                                | 53,713                                                       | 29,472            | 54.87%                          | 24,241                             |
| Operations - Water Treatment - Tenterfield                | 324,850                | 16,000                                 | 65,000                                | 405,850                                                      | 290,981           | 71.70%                          | 114,869                            |
| Operations - Water Treatment - Urbenville                 | 149,535                | 0                                      | 0                                     | 149,535                                                      | 61,765            | 41.30%                          | 87,770                             |
| Operations - Meters & Reading Expenses                    | 24,533                 | 0                                      | 16,000                                | 40,533                                                       | 24,717            | 60.98%                          | 15,816                             |
| Operations - Water Purchases - Southern Downs Region      | 58,834                 | 0                                      | 0                                     | 58,834                                                       | 49,857            | 84.74%                          | 8,977                              |
| Operating Grant Projects                                  | 0                      | 111,448                                | 1,318,942                             | 1,430,390                                                    | 6,450             | 0.45%                           | 1,423,940                          |
| Interest on Loans                                         | 242,623                | 0                                      | 0                                     | 242,623                                                      | 205,503           | 84.70%                          | 37,120                             |
| Insurance                                                 | 6,551                  | 2,626                                  | 0                                     | 9,177                                                        | 9,177             | 100.00%                         | (0)                                |
| Rates & Charges                                           | 15,456                 | 5,833                                  | 0                                     | 21,289                                                       | 21,289            | 100.00%                         | 0                                  |
| Depreciation                                              | 957,498                | (131,178)                              | 72,110                                | 898,430                                                      | 449,215           | 50.00%                          | 449,215                            |
| <b>TOTAL OPERATING EXPENDITURE</b>                        | <b>2,798,555</b>       | <b>119,075</b>                         | <b>1,530,552</b>                      | <b>4,448,182</b>                                             | <b>1,903,487</b>  | <b>42.79%</b>                   | <b>2,544,695</b>                   |
| <b>NET OPERATING SURPLUS / (DEFICIT)</b>                  | <b>143,711</b>         | <b>(46,332)</b>                        | <b>(456,417)</b>                      | <b>(359,038)</b>                                             | <b>325,036</b>    |                                 | <b>(684,074)</b>                   |

Our Governance No. 24 Cont...

**Waste Management Operating**

| Waste Management                                            | 23/24<br>Full Year<br>Budget | Amendments to<br>Budget for<br>September QBR | Amendments to Budget<br>for December QBR | Adopted 23/24<br>Review 2 Budget<br>(Anticipated June<br>2024 Result) | 23/24<br>YTD<br>Actuals | 23/24<br>% Spent<br>(Review 2 budget) | Budget Remaining<br>(Review 2 budget) |
|-------------------------------------------------------------|------------------------------|----------------------------------------------|------------------------------------------|-----------------------------------------------------------------------|-------------------------|---------------------------------------|---------------------------------------|
| <b>Operating Income</b>                                     |                              |                                              |                                          |                                                                       |                         |                                       |                                       |
| Annual Charges Income                                       | 2,961,928                    | 0                                            | 0                                        | 2,961,928                                                             | 3,096,072               | 104.53%                               | (134,144)                             |
| User Charges Income                                         | 314,493                      | 0                                            | 0                                        | 314,493                                                               | 226,127                 | 71.90%                                | 88,366                                |
| Interest & Other Income                                     | 45,630                       | 0                                            | 80,000                                   | 125,630                                                               | 89,077                  | 70.90%                                | 36,553                                |
| Operating Grants & Subsidies Income                         | 59,676                       | 0                                            | 0                                        | 59,676                                                                | 0                       | 0.00%                                 | 59,676                                |
| <b>TOTAL OPERATING INCOME</b>                               | <b>3,381,727</b>             | <b>0</b>                                     | <b>80,000</b>                            | <b>3,461,727</b>                                                      | <b>3,411,277</b>        | <b>98.54%</b>                         | <b>50,450</b>                         |
| <b>Operating Expenditure</b>                                |                              |                                              |                                          |                                                                       |                         |                                       |                                       |
| Management & Administration                                 | 498,669                      | 0                                            | 0                                        | 498,669                                                               | 320,269                 | 64.22%                                | 178,400                               |
| Operations - Domestic & Commercial Waste Collection         | 262,967                      | 68,000                                       | 0                                        | 330,967                                                               | 204,821                 | 61.89%                                | 126,146                               |
| Operations - Trade Waste Collection                         | 47,534                       | 10,000                                       | 0                                        | 57,534                                                                | 33,276                  | 57.84%                                | 24,258                                |
| Operations - Recycling Services                             | 297,970                      | 0                                            | 0                                        | 297,970                                                               | 134,047                 | 44.99%                                | 163,923                               |
| Operations - Transfer Station - Tenterfield                 | 235,297                      | 40,000                                       | 10,000                                   | 285,297                                                               | 188,872                 | 66.20%                                | 96,425                                |
| Operations - Transfer Station - Urbenville, Liston & Legume | 140,713                      | 45,000                                       | 5,000                                    | 190,713                                                               | 113,499                 | 59.51%                                | 77,214                                |
| Operations - Transfer Station - Drake                       | 115,894                      | 4,000                                        | 0                                        | 119,894                                                               | 64,022                  | 53.40%                                | 55,872                                |
| Operations - Transfer Station - Torrington                  | 53,013                       | 0                                            | 0                                        | 53,013                                                                | 34,836                  | 65.71%                                | 18,177                                |
| Operations - Boonoo Boonoo Landfill                         | 90,883                       | 97,000                                       | 16,000                                   | 203,883                                                               | 132,276                 | 64.88%                                | 71,607                                |
| Interest on Loans                                           | 138,577                      | 0                                            | 0                                        | 138,577                                                               | 70,080                  | 50.57%                                | 68,497                                |
| Depreciation                                                | 1,024,634                    | (93,852)                                     | 0                                        | 930,782                                                               | 172,816                 | 18.57%                                | 757,966                               |
| <b>TOTAL OPERATING EXPENDITURE</b>                          | <b>2,906,151</b>             | <b>170,148</b>                               | <b>31,000</b>                            | <b>3,107,299</b>                                                      | <b>1,468,814</b>        | <b>47.27%</b>                         | <b>1,638,485</b>                      |
| <b>NET OPERATING SURPLUS / (DEFICIT)</b>                    | <b>475,576</b>               | <b>(170,148)</b>                             | <b>49,000</b>                            | <b>354,428</b>                                                        | <b>1,942,463</b>        |                                       | <b>(1,588,035)</b>                    |

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

Nil.

**2. Policy and Regulation**

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

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

Our Governance No. 24 Cont...

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

|                               |                                               |           |
|-------------------------------|-----------------------------------------------|-----------|
| Prepared by staff member:     | Roy Jones, Chief Corporate Officer            |           |
| Approved/Reviewed by Manager: | Glenn Wilcox, General Manager                 |           |
| Department:                   | Office of the Chief Corporate Officer         |           |
| Attachments:                  | <b>1</b> Investment Report - 29 February 2024 | 1<br>Page |

|                      |                                                                                    |
|----------------------|------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                               |
| <b>Submitted by:</b> | Glenn Wilcox, General Manager                                                      |
| <b>Reference:</b>    | <b>ITEM GOV25/24</b>                                                               |
| <b>Subject:</b>      | <b>NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT<br/>2024 - MOTIONS FOR DEBATE</b> |

|                                                               |                                                                                                                                                                           |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                           |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - Resources and advocacy of Council are aligned to support the delivery of the community vision outlined in the Community Strategic Plan.               |
| <b>CSP Strategy:</b>                                          | Lobby and support government and local service providers to enhance communications infrastructure across the Tenterfield Shire.                                           |
| <b>CSP Delivery Program</b>                                   | Maintain strong relationships with all levels of Government and proactively seek involvement in decision making impacting our Shire and the New England Northwest Region. |

## SUMMARY

The purpose of this report is for Council to consider motions to be submitted for the National General Assembly of Local Government 2024 in Canberra, 2 – 5 July 2024.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Approve the submission of the following motions for the National General Assembly of Local Government 2024:**
  - (i) This National General Assembly again calls on the Australian Government to develop a road funding ratio to increase regional and rural feeder roads funding for rural and remote councils to ensure that produce can easily flow to the National highway system and meet market demand.**
  - (ii) This National General Assembly calls on the Australian Government to develop a national housing shortage review and to investigate the national delivery of housing through the State Governments to meet the demands of regional and rural communities.**
  - (iii) This National General Assembly calls on the Australian Government to identify jobs and skill development opportunities for rural council areas and utilise the delivery through the accredited regional service outlets such as TAFE.**
  - (iv) This National General Assembly calls on the Australian Government to develop professional training paths to allow Councils to support the training of engineers, building surveyors and other professional staff.**
  - (v) This National General Assembly calls on the Australian Government to Develop with State Governments programs to support essential not for profit organisations to fund and provide services in the**

Our Governance No. 25 Cont...

**community to meet increasing service demand for meals, housing and mental health support.**

- (vi) This National General Assembly calls on the Australian Government to provide additional funding support to rural and remote councils to control roadside vegetation, reducing fire and bio hazard increase.**
- (vii) This National General Assembly calls on the Australian Government to develop a national code for renewable energy component transportation, to ensure that councils are not burdened by additional cost of road improvements and maintenance to allow the construction and servicing of wind turbines.**
- (viii) This National General Assembly calls on the Australian Government to develop a national code on wind farms and wind turbines to require a lifetime bond to ensure removal and site rehabilitation following the closure of the wind farm.**
- (ix) This National General Assembly calls on the Australian Government to continue to support the rollout of mobile phone towers in regional and rural Australia to ensure that all residents have a similar level of service and access to communications as those in city centres.**
- (x) This National General Assembly calls on the Australian Government to work with State and Local Government Authorities to roll out emergency preparedness containers within each rural council area to allow rapid service access in times of emergency to reduce delays being experienced due to a need to transport required provisions from city areas.**
- (xi) This National General Assembly calls on the Australian Government to work with State Governments to identify health professionals required within rural areas and provide direct support by reducing HECs debts for people moving to rural or remote areas for a set period of time.**

## **BACKGROUND**

At the 14<sup>th</sup> of February 2024 Councillor Workshop, motions for debate were discussed. The Motion submission closing date has been extended until 11.59 pm, Tuesday 30 April 2024.

The theme of the 2023 National General Assembly is "*Building Community Trust*".

The NGA aims to generate ideas for new federal programs and policies that will support Council's to build stronger communities in the future.

A significant number of motions will be put to the Assembly, generating lively, vigorous and constructive debate. All of the motions that are supported at the NGA are submitted to the Australian Local Government Association (ALGA) Board for consideration and aim,

Our Governance No. 25 Cont...

ultimately, to advance the cause of Local Government and the communities we seek to serve.

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor or the NGA, motions must meet the following criteria:

- Be relevant to the work of Local Government nationally;
- Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications;
- Be consistent with the themes of the NGA
- Complement or build on the policy objectives of ALGA and your state and territory Local Government Association;
- Be from a Council which is a financial member of their state or territory Local Government Association;
- Propose a clear action and outcome; and
- Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, Local Government.
- Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
- Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

*This National General Assembly calls on the Australian Government to ...*

This has resulted in the allocation of additional time for debate on motions at the 2024 NGA and amended the criteria with a view to improving the quality and relevance of motions included in the Business Papers. (Criteria attached)

#### **REPORT:**

As a result of the Councillor Workshop held 14th February 2024, submissions for the following motions are proposed to be submitted:

- (1) This National General Assembly again calls on the Australian Government to develop a road funding ratio to increase regional and rural feeder roads funding for rural and remote councils to ensure that produce can easily flow to the National highway system and meet market demand.

## Our Governance No. 25 Cont...

- (2) This National General Assembly calls on the Australian Government to develop a national housing shortage review and to investigate the national delivery of housing through the State Governments to meet the demands of regional and rural communities.
- (3) This National General Assembly calls on the Australian Government to identify jobs and skill development opportunities for rural council areas and utilise the delivery through the accredited regional service outlets such as TAFE.
- (4) This National General Assembly calls on the Australian Government to develop professional training paths to allow Councils to support the training of engineers, building surveyors and other professional staff.
- (5) This National General Assembly calls on the Australian Government to Develop with State Governments programs to support essential not for profit organisations to fund and provide services in the community to meet increasing service demand for meals, housing and mental health support.
- (6) This National General Assembly calls on the Australian Government to provide additional funding support to rural and remote councils to control roadside vegetation, reducing fire and biohazard increase.
- (7) This National General Assembly calls on the Australian Government to develop a national code for renewable energy component transportation, to ensure that councils are not burdened by additional cost of road improvements and maintenance to allow the construction and servicing of wind turbines.
- (8) This National General Assembly calls on the Australian Government to develop a national code on wind farms and wind turbines to require a lifetime bond to ensure removal and site rehabilitation following the closure of the wind farm.
- (9) This National General Assembly calls on the Australian Government to continue to support the rollout of mobile phone towers in regional and rural Australia to ensure that all residents have a similar level of service and access to communications as those in city centres.
- (10) This National General Assembly calls on the Australian Government to work with State and Local Government Authorities to roll out emergency preparedness containers within each rural council area to allow rapid service access in times of emergency to reduce delays being experienced due to a need to transport required provisions from city areas.
- (11) This National General Assembly calls on the Australian Government to work with State Governments to identify health professionals required within rural areas and provide direct support by reducing HECs debts for people moving to rural or remote areas for a set period of time.



Our Governance No. 25 Cont...

**COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

The above motions if accepted will require changes to the Federal Government's grant guidelines in some instances and will also require changes to the Federal Governments budget policy in relation to the Financial Assistance Grants.

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

In order for Councils, particularly Regional and Rural Councils to become more financially sustainable, these motions need to be adopted and accepted by the Federal Government.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Glenn Wilcox  
General Manager**

Prepared by staff member:

Glenn Wilcox, General Manager

Approved/Reviewed by Manager:

Glenn Wilcox, General Manager

Department:

Office of the Chief Executive

Attachments:

**1** 2024 National General Assembly - 24  
Discussion Paper Pages

|                      |                                           |
|----------------------|-------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>      |
| <b>Submitted by:</b> | Glenn Wilcox, General Manager             |
| <b>Reference:</b>    | <b>ITEM GOV26/24</b>                      |
| <b>Subject:</b>      | <b>FUTURE COUNCILLOR STRUCTURE - 2028</b> |

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

**CSP Goal:** **Leadership** - Resources and advocacy of Council are aligned to support the delivery of the community vision outlined in the Community Strategic Plan.

**CSP Strategy:** Services to our community are provided in an equitable, safe, professional, friendly and timely manner consistent with our corporate values.

#### **SUMMARY**

Council may undertake a review of its future Councillor structure prior to each General Election and determine if it wishes to hold a Poll to review its Councillor numbers and Ward system.

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

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

- (1) Determine if it would like to hold a Poll or Constitutional referendum on the number of wards and Number of Councillors to be elected at the 2028 General Election; and**
- (2) That the following questions be asked in a YES or NO context similar to;**
  - (i) Do you agree that at the 2028 general council election that Tenterfield Shire Council should have three electoral Wards?**
  - (ii) Do you agree that at the 2028 general council election that Six (6) Councillors are elected being two Councillors in each Ward?**

#### **BACKGROUND**

Councillors may advise the Electoral Commission to hold a Poll at a General Election to ask the community to vote on changes to Councillor numbers and Wards.

#### **REPORT:**

As part of the review of Councils Long Term Finances, discussion in the community raised a review into the possibility of reducing the number of Wards from five (5) to Three (3) and the subsequent reduction in Councillor numbers from Ten (10) to Six (6).

Every four years a Council has an opportunity to ask its residents questions at an official Poll undertaken with the general election. Council may wish to conduct a poll or a constitutional referendum at the September 2024 Local Government Elections.

A Council may take a poll of electors for its information and guidance on any matter.

A constitutional referendum is a poll initiated by a Council in order to give effect to the following matters:

Our Governance No. 26 Cont...

- Dividing an area into wards or abolishing all wards
- Changing the method for electing the Mayor
- Increasing or decreasing the number of Councillors
- Changing the method of election of Councillors for an area divided into Wards

Voting at a poll is not compulsory. Voting at a constitutional referendum is compulsory.

It is important that referendum and poll questions are carefully drafted. Questions should be clear and capable of being answered 'yes' or 'no'.

This report is to ask Council to consider conducting a poll or referendum at the September 2024 elections.

### **COUNCIL IMPLICATIONS:**

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

A poll or referendum would be undertaken if Council agrees to undertaking such.

**2. Policy and Regulation**

- n/a

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

|                               |                                           |
|-------------------------------|-------------------------------------------|
| Prepared by staff member:     | Glenn Wilcox, General Manager             |
| Approved/Reviewed by Manager: | Glenn Wilcox, General Manager             |
| Department:                   | Office of the Chief Executive             |
| Attachments:                  | There are no attachments for this report. |

|                      |                                                    |
|----------------------|----------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>               |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media     |
| <b>Reference:</b>    | <b>ITEM RES2/24</b>                                |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - FEBRUARY 2024</b> |

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

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**SUMMARY**

The purpose of this Report is to provide a standing monthly report to the Ordinary Meeting of Council that outlines all Resolutions of Council previously adopted and yet to be finalised.

**OFFICER'S RECOMMENDATION:**

**That Council notes the status of the Council Resolution Register to February 2024.**

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

|                               |                                                |
|-------------------------------|------------------------------------------------|
| Prepared by staff member:     | Elizabeth Melling, Executive Assistant & Media |
| Approved/Reviewed by Manager: | Glenn Wilcox, General Manager                  |
| Department:                   | Office of the Chief Executive                  |
| Attachments:                  | <b>1</b> Actions Report 25 Pages               |