

Monthly Operational Report

Tenterfield Shire Council February 2024

Council Meeting 27 March 2024



TENTERFIELD

1. CIVIC OFFICE

Delivery Program:

1.1.1

The individual unique qualities and strong sense of local identity of Tenterfield Shires towns, villages and community groups is respected, recognised and promoted.

Action	Responsibility	Progress Comment
1.1.1.1 Improve and maintain communication methods in accordance with the Community Engagement Strategy.	General Manager	Preparation for an updated Community Engagement Strategy will commence in March 2024.
1.1.1.2 Provide opportunities for the community to participate in decision making.	General Manager	<p>Community Consultation – Wednesday 28 February 2024 Mr Richard Hicks (Tenterfield Ratepayers Association Inc) Speaking against ITEM NM1/24 MOTION TO RECIND COUNCIL RESOLUTION NO. 256/23</p> <p>Committee Meetings Tenterfield School of Arts, Museum, Cinema & Theatre S355 Committee Thursday 15 February 2024</p> <p>Tenterfield Works & services Committee Meeting Wednesday 14 February 2024</p> <p>Tenterfield Local Traffic Committee Meeting Thursday 1 February 2024</p>

Delivery Program:

1.1.2

Continue to support and partner with the local Aboriginal communities for improved and inclusive outcomes.

Action	Responsibility	Progress Comment
1.1.2.1 Support and contribute to NAIDOC week.	General Manager	Council provided in kind support to Reconstruction NSW officer with promotional materials for the NAIDOC Ball 2023. Completed.

Delivery Program:

1.1.4

Promote and recognise the work of volunteers in the community.

Action	Responsibility	Progress Comment
1.2.4.1 Promote and recognise the work of volunteers in the community.	General Manager	<p>Council thanks the following organisations which presented at the 14 February Councillor Workshop</p> <p>Friends of Tenterfield Aerodrome Inc – presentation on current and future activities (Robert Evans, Peter Jones, Noel Manser & Barry Bicknell)</p> <p>Tenterfield National Monument Association Inc – presentation of past projects and future plans (Zac Curry, Robert Perry)</p> <p>Angry Bull Trails (Development Application for 306 Rouse Street, Tenterfield – Trail Centre) Presentation on architect plans and timeframes moving forward for the project. (Jo Smith, Jacob Smith & Louise Wallace)</p>

Delivery Program:

2.1.3

Improve heavy vehicle access across the shire and improve links to regional transport infrastructure to facilitate and support regional development opportunities.

Action	Responsibility	Progress Comment
2.1.3.1 Investigate, advocate for, and source funding to improve transport infrastructure access across the shire.	General Manager	An application for the replacement of Hawkins Gully Bridge on Billirimba Road through the Commonwealth funded Bridge Renewal Program was submitted in December. Council approved (via the Works and Service Committee) to provide the future budget for a council funded contribution towards the project if successful, which is a requirement of the program.

Delivery Program:

5.1.1

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.

Action	Responsibility	Progress Comment
5.1.1.9 Influence and advocate support from Federal and State government in relation to promotion of Tenterfield community objectives.	General Manager	Council has an ongoing commitment to advocate for the Tenterfield Shire and community in its dealings with all levels of governments across all forums.

Monthly Operational Report – February 2024

<p>5.1.1.10 Advocate to hand back Bruxner Way and Mt Lindesay Road to State Government.</p>	<p>General Manager</p>	<p>Lobbying of State Government regarding the handing back of the Bruxner Way and Mt Lindesay Road is ongoing.</p>
<p>5.1.1.11 Develop and maintain communications, media and information channels and ensure that all channels are fit for purpose with as broad reach as is sustainably possible.</p>	<p>Senior Advisor Communications & Economic Development</p>	<p>TSC FACEBOOK FEB 2024 Followers 943, new followers 18 Post reach 4391 Top posts: 6 Feb Are you eligible for free nbn broadband at home until December 2025 (3036) 13 Feb Cowper Street New Water Main Installation Works (1905) 13 Feb Across the Shire Roadworks (1374)</p>
<p>5.1.1.12 Deliver councillor services and provide support to all councillors in a transparent and non-discriminatory manner including training, research, legislative and evidence-based advice.</p>	<p>General Manager</p>	<p>Standard Operating Procedure, Executive Assistant provides councillor services and support in administrative activities. Whilst the senior staff provide subject matter expertise and evidence-based reporting and advice.</p>

Delivery Program:

5.2.2

Work with key stakeholders and the community to lobby for adequate health services in our region.

Action	Responsibility	Progress Comment
5.2.2.1 Advocate for health services throughout the Region and ensure future government planning aligns with community needs.	General Manager	Advocacy of health services for our region is an ongoing commitment by Council and is lobbied to the other tiers of government which has responsibility for this in the appropriate forums.

2. ORGANISATION LEADERSHIP

Delivery Program:

1.2.3

Recognise and plan for the accessibility needs of our community.

Action	Responsibility	Progress Comment
1.2.3.1 Deliver and report to the OLG on the Council's Disability Inclusion Action Plan.	General Manager	Council's Disability Inclusion Action Plan (DIAP) 2022/2023 was submitted to NSW Department of Communities and Justice in November 2023. Completed.

Delivery Program:

5.1.2

Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.

Action	Responsibility	Progress Comment
5.1.2.4 Implement the long-term financial strategy, aligning the Long-Term Financial Plan with the Asset Management Plan and importantly councils sustainable, financial and resource capability.	General Manager	The Draft budget for FY 2024/2025 will be presented to the March Council meeting. The Long Term Financial Plan as part of the submission has been completed and will be presented as part of this process. The LTFP has been updated with recent inflationary measures, estimated full time equivalent employees and councils assessment on maintenance and asset renewal. Once the revaluation for transport assets are also completed in May 2024 and go through Financial Audit for FY 2023-24 the asset management plan will also be updated and then integrated in LTFP.

Monthly Operational Report – February 2024

5.1.2.5 Ensure the continued review of council's operations to ensure financial sustainability.	General Manager	This is an ongoing program to develop policies and procedures.
5.1.2.6 Council will divest itself of underperforming assets.	Senior Advisor Communications & Economic Development	Staff has ceased efforts to sell the Visitors' Information Centre, pending further decision from Council.

3. ECONOMIC GROWTH

Delivery Program:

2.1.1

Develop and facilitate a diversified and growing economy that is a balance of all economic contributors.

Action	Responsibility	Progress Comment
2.1.1.1 Seek opportunities that aligns with the Regional Economic Development Strategy (REDS).	Senior Advisor Communications & Economic Development	<p>Officer has continued to work with the Glen Innes Severn Shire and State Department staff on the joint Regional Drought Resilience Plan. Tenders have been called and early next month the project management group will select a consultant to prepare the DRAFT Regional Drought Resilience Plan.</p> <p>REAL ESTATE MARKET Tenterfield real estate market remains strong, particularly for median-priced housing. The median house price is now \$465,500 – up 16.4% in the past 12 months (Mar 2023 – Feb 2024). 54 houses sold in the past 12 months. Median time on the market 90 days. 71 houses available in the past month. Rental yield 5.1%</p>
2.1.1.2 Deliver and manage Destination Marketing Plan and marketing campaigns and activities.	Senior Advisor Communications & Economic Development	<p>11 Feb Officer attended SoA volunteer meeting to help organize / collate list of residents interested in volunteering at the SoA museum, theatre & cinema.</p> <p>Officer has organised service of the projector at the School of Arts for the re-opening of the SoA cinema and replacement of back-up power unit for projector.</p> <p>Officer has organised installation of emergency button on the fire exit door at the SoA museum.</p>

Monthly Operational Report – February 2024

		Officer has written to the NSW National Trust requesting permission from the National Trust Board to sub-lease the SoA Resource Centre building to the National Monument Association. Under the lease permission from the trust board and the government is needed to sub-lease.
Delivery Program: 5.2.3 Lobby and support government and local service providers to enhance communications infrastructure across the Tenterfield Shire.		
Action	Responsibility	Progress Comment
5.2.3.1 Support future proposals for improved telecommunications infrastructure.	Senior Advisor Communications & Economic Development	Nil to report.

4. ARTS, CULTURE & LIBRARY SERVICES

Delivery Program:

1.1.3

Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.

Action	Responsibility	Progress Comment
<p>1.1.3.1 Provide and support access to arts and culture activities and opportunities that are inclusive and for all age groups such as National Youth Week activities, Arts North West opportunities and the Museums & Galleries NSW Museum Advisor Program.</p>	<p>Manager Arts, Culture and Library Services</p>	<p>During the February reporting period Arts North West (ANW) continued to provide region wide professional development opportunities for local artists including ‘Elevate you Cultural Practice’, ‘Cultural Tourism’ and ‘Innovative Business Start-up’ series of online Workshops with ABAI, Creative Plus Business Online workshop series: ‘Tax time for Creatives’ and ‘Superannuation for Creatives’. Creative Recovery workshops, ‘CreativiTea’ were held in Drake and Torrington and Tenterfield First Nations artists participated in the ‘Homelands Exhibition’ at 2Rivers Gallery in Tamworth. Co-promotion of local artists and events was also provided via the ANW website and local artist profiles included in the ANW Online Artist Directory along with information sharing of current arts funding available to local artists.</p> <p>The Museum Advisor attended Tenterfield on Monday 5 to Wednesday 6 February 2024 and provided advisory support services to Tenterfield Railway Museum, Centenary Cottage Museum, and the Isolation Block volunteer groups.</p>
<p>1.1.3.2 Provide inclusive library services and programs that reflect contemporary needs for all age groups.</p>	<p>Manager Arts, Culture and Library Services</p>	<p>During the February reporting period the library recorded 1487 visitors through the doors (14.65% increase from the same period last year). During this period the library services provided included 1558 physical loans (7% decrease from the same period last year) and 363 digital items borrowed with 245 individuals spending 267.75 hours using the public computers. The home Library service delivered 80 items to 28 home Library members. Storytime was attended by 19 children and 15 parents across 4 sessions and continues to be presented in partnership with Make-It Tenterfield who develop exciting new creative activities for each session.</p>

<p>1.1.3.4 Undertake a service review of arts, culture and library services in alignment with Councils Workforce Management Strategy and Long-Term Financial Plan.</p>	<p>Manager Arts, Culture and Library Services</p>	<p>The library service review commenced in December 2023 in consultation with the State Library of NSW and final reporting is in progress.</p>
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5. WORKFORCE DEVELOPMENT

Delivery Program: 5.1.1 – 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.

2023/2024 Operational Plan

Action	Responsibility	Progress Comment
5.1.1.4 – Develop, manage and deliver the Workforce Management Strategy.	Manager Human Resources, Workforce Development & Safety	<p>February has seen the recruitment of some critical technical skilled positions being advertised. Council appointed a Director of Infrastructure, who commenced on 11 March 2024, and a General Manager, who will commence on 15 April 2024. Other recruitments are within the final processes of recruitment.</p> <p>Implementation of some specific Workforce Management Strategies are being impeded by current financial constraints. The current head count - 73 (comprising of 31 - 42% Indoor Staff and 42 - 58% Outdoor Staff (Note: this count has not been finalised due to the continued workforce review, organisational change and the required Award instrument processes).</p> <p>Current Casual count - 6 (Note: casuals are not included in the head count and work is varied). Full Time Equivalent (FTE) count has not been finalised due to the continued workforce management strategy and organisational structure review. Organisational change is subject to the required Award instrument processes.</p> <p>Position description reviews continue within the organisation to provide more clarity around roles and associated service delivery accountabilities, and to assist in realigning business strategies aligned with operational and delivery plans.</p>
5.1.1.5 – Facilitate worker health and wellbeing consultation, communication, and participation processes.	Manager Human Resources, Workforce Development & Safety	<p>Management and supervisors are providing regular onsite workplace health and safety discussions/meetings with staff/crews.</p> <p>Council's employee assistance program (EAP) continues with ongoing onsite counselling sessions being provided monthly to all employees and is available to Councillors.</p> <p>Health and Wellbeing initiatives are being sought for 2024.</p> <p>Flu vaccinations for this year have been organized for staff, occurring around March/April.</p>
5.1.1.6 – Develop, manage and deliver skills targeted training plans.	Manager Human Resources, Workforce Development & Safety	<p>Certificate III in Civil Construction Plant Operations ongoing.</p> <p>Diploma in Facilities Management ongoing.</p> <p>Native Title Training</p> <p>Various plant competencies</p> <p>Traineeship - Certificate III in Business Administration.</p> <p>Working Near Overhead Powerlines Course is being discussed for later in 2024.</p>

Monthly Operational Report – February 2024

		<p>Code of Conduct & Dignity & Respect Training is being organised for all employees for 2024.</p> <p>Regulatory training is being reviewed with various training to be organized in 2024.</p> <p>Government incentives and initiatives are being investigated for future learning and development programs and is ongoing.</p>
<p>5.1.1.7 – Develop, manage and deliver Employer of choice recruitment and retention services.</p>	<p>Manager Human Resources, Workforce Development & Safety</p>	<p>Repositioning of staff where possible to ensure resourcing and retention of valuable staff assets remains a priority at this time and is ongoing. Recruitment for essential technical skilled positions has occurred, in which we are currently in the final processes for 3 positions, with appointments being made in two senior staff positions.</p> <p>Structural and workforce considerations moving forward with the fiscal repair strategy aligning with our Operational and Delivery Plan are focus areas, to promote stable and sustainable opportunities for the future in which we are working towards.</p> <p>Implementation of some specific Workforce Management Strategies are being impeded by the organisations current financial constraints.</p>
<p>5.1.1.8 – Manage and report on Council’s Enterprise Risk Management Framework and Risk Register.</p>	<p>Manager Human Resources, Workforce Development & Safety</p>	<p>Council's risk register continues to be monitored, reviewed and updated.</p> <p>Audit and Risk Committee meeting is scheduled to be held in May 2024.</p> <p>Commencement on Council's Risk Management Framework has begun and is underway. Statewide Mutual insurance renewal questionnaires are underway for completion. Northern Inland Risk Management Group meeting scheduled for May 2024.</p>

6. EMERGENCY SERVICES

Delivery Program: 3.1.6 – We are prepared, resourced and educated as a community to deal with natural disasters such as bushfires, storm and flood events.

2023/2024 Operational Plan

Action	Responsibility	Progress Comment
3.1.6.1 – Develop, manage and deliver Emergency Management functions and facilities.	Manager HR & Workforce Development	Local Emergency Management Committee (LEMC) meeting is scheduled to be held in June 2024. The Funding Deed of Agreement for NSW 2022 Storms & Flood Recovery Package – NSW Flood Recovery Grant has been terminated by the NSW Reconstruction Authority, which encompassed the Community Recovery Officer Program. Our LGA has most recently suffered disasters which have encompassed bushfire recovery and drought mitigation. The NSW Flood Recovery Grant funding did not support the community recovery officer program involvement outside the scope of flood recovery. Council would like to take this opportunity to thank Council’s Community Recovery Officer for the important work performed for our local community and for Council.

7. FINANCE & TECHNOLOGY

Delivery Program:

5.1.2

Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.

Action	Responsibility	Progress Comment
5.1.2.1 Manage and deliver finance services.	Manager Finance & Technology	<p>Council continues to seek to provide affordable services and delivery whilst ensuring finances are operated effectively.</p> <p>Financial Management</p> <p>Commencing Financial Year 2023-2024 Council has incorporated the additional \$1.87 Million in Ordinary Rates Revenue. Council continues to work on the recommendations set out by IPART as part of its determination of Council application.</p> <p>Council has continued to put a moratorium on recruitment of positions. This is assisting Council finances and cash flow.</p> <p>Special Rate Variation FY 2024/2025</p> <p>On 15 November 2023 Council deferred to apply for a Special Rate Variation for the FY 2024/25. Council resolved that:</p> <ol style="list-style-type: none"> 1) Advise IPART that it will not be applying for a Special Rate Variation for the 2024/25 Financial Year. 2) Advise IPART that it will require a Special Rate Variation in the 2025/2026 Financial Year and shall prepare an application for submission during 2024/25 financial year.

3) Advise the public through the Council newsletters that:

- a) A Special Rate Variation will be required in the future to ensure that roads and services are maintained, and
- b) Council has delayed the request to seek a Special Rate Variation in the 2024/25 Financial Year, based on the continuing cost of living pressures, the impact of bushfires on the community, the low stock and commodity prices and that Council will take time to plan and develop its works programs and service levels to match a future need for the Special Rate Variation.

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

The Draft Budget for FY 2024/2025 will be presented in March Council meeting.

Corporate Market Loan

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

Unrestricted Cash Position

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

Monthly Operational Report – February 2024

<p>5.1.2.2 Manage and report on Council’s Long-Term Financial Plan and facilitate and support internal and external audits.</p>	<p>Manager Finance & Technology</p>	<p>Council Long Term Financial Plan has been updated and presented to Council as part of the Integrated Planning and Reporting documents. The recommendation of IPART has resulted in Council executive presenting a new service level framework to Council with specific reduction in service level across Council.</p> <p>As part of this new service framework an amended operational plan has been advertised for community consultation and feedback. Council has accepted the amended operational plan and the LTFP has been updated with information so far.</p> <p>As Council continuously works toward a Fiscal Repair Strategy and an updated Roads Asset Management Plan the decisions Council makes will be reflected in the LTFP.</p> <p>As part of the preparation of the Budget 2024/2025 Long term financial plan a number of cost reductions have been presented. The LTFP also incorporates realistic inflation figures and the impact of inflation to council budget. The LTFP will be presented in the March 2024 meeting.</p>
<p>5.1.2.3 Manage investments – Plan develop and manage Council’s investment portfolio.</p>	<p>Manager Finance & Technology</p>	<p>Investments are managed within Council’s Investment Policy guidelines. Investments are reported to Council every month as part of the Finance and Accounts report, with the latest update being provided for February 2024.</p> <p>Council staff aim to invest more liquid funds for short time periods to gain maximum investment return without compromising working capital.</p> <p>Total Investment Balance as at 29 February 2024 is \$14.0 Million.</p> <p>March Update – On 3 March 2024 Council received an outstanding reimbursement amount of \$1.4 Million relating to BLERF – Bushfire Local Economic Recovery Fund – Improve Mount Lindesay Road.</p>

Delivery Program:

5.1.4

Deliver continuous improvements in Council’s business, processes and systems.

Action	Responsibility	Progress Comment
5.1.4.1 Develop, manage and deliver Council’s Technology Strategic Plan.	Manager Finance & Technology	<p>Council’s Technology Strategic Plan is a work in progress, documents are being updated on a regular basis in conjunction with requirements associated with hardware and cyber security. The focus is Cybersecurity and threats originating from external sources. Council IT staff are in continuous training and development with NSW Cybersecurity.</p> <p>Council IT staff are currently at planning stage with its ERP System provider – IT Vision to move towards a cloud-based solution. The purpose of this transition is to release pressure from Council’s server which are approaching its useful life and present a high risk to Council IT infrastructure and business continuance if encountered by hardware issues. A detailed project plan along with estimated cost and time estimated will be presented to Finance and IT Works Committee.</p> <p>No IT related issues or breach were reported in February 2024.</p>

8. CORPORATE & GOVERNANCE

Delivery Program:

1.1.3

Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.

Action	Responsibility	Progress Comment
1.1.3.3 Manage all corporate art, artefacts, honour boards and memorabilia (including audit and security).	Manager Customer Service, Governance & Records	Civic artefacts are stored in Council’s main administration building and Records House in Manners Street, Tenterfield. A Civic artefacts policy is currently under development.

Delivery Program:

5.1.1

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.

Action	Responsibility	Progress Comment
5.1.1.1 Develop, manage and deliver Customer Services, in accordance with the Customer Service Charter.	Manager Customer Service, Governance & Records	The customer service officer registered the following applications in February 2024: Mobile (wheelie) bin applications – 15 Pension Rebate applications – 7 Section 10.7 & Drainage Diagram Planning Certificates – 30 Section 603 Certificates – 40 Dwelling Permissibility Search – 14 Section 735A – 2 Sewer Diagrams – 2 Call Summary for February – 2623 handled

Quarterly Operational Report – February 2024

<p>5.1.1.2 Develop, manage and deliver Governance Services, in accordance with OLG Compliance Guide, IP&R Framework and Reporting including the Monthly Operational Report, GIPA and PIDS and facilitate and support the ARIC.</p>	<p>Manager Customer Service, Governance & Records</p>	<p>Currently updating the Integrated Planning & Reporting (IPR) suite of documents for the 2024/2025 financial year, including Delivery Program and Operational Plan, Statement of Revenue Policy, Fees and Charges, and Long-Term Financial Plan. Monthly Operational Report (MOR) – Standard Operating Procedure.</p> <p>Public Interest Disclosures (PIDs) – Annual reporting completed in Nov 2023. The new PID Act commenced on 1 October 2023, in 2024 the return period will be 1 October 2023 to 30 June 2024. Training will be provided to Managers, as per requirement before 1 April 2024.</p> <p>Next Audit Risk & Improvement Committee Meeting, scheduled for 15 May 2024.</p>
<p>5.1.1.3 Develop, manage and deliver Records Management Services, in accordance with legislation.</p>	<p>Manager Customer Service, Governance & Records</p>	<p>The Records Coordinator is preparing for the annual Records Management Assessment Program as required under the NSW State Records Act. Council must complete this assessment once a year and activities commenced in February due for reporting to State Records by 1 April 2024.</p>
<p>Delivery Program: 5.2.1 Services to our community are provided in an equitable, safe, professional, friendly and timely manner consistent with our corporate values.</p>		
<p>Action</p>	<p>Responsibility</p>	<p>Progress Comment</p>
<p>5.2.1.1 Deliver independent bi-annual Customer Satisfaction Survey.</p>	<p>Manager Customer Service, Governance & Records</p>	<p>Customer Satisfaction Survey will be carried out as per required by the NSW Office of Local Government in the 2024/2025 financial year as part of Tenterfield Shire Councils post-election Community Engagement Strategy.</p>

9. ENVIRONMENTAL MANAGEMENT

Delivery Program:

3.1.2

Our community is educated, encouraged and supported to implement sustainable strategies for the management and protection of our natural resources.

Action	Responsibility	Progress Comment
3.1.2.1 Enforce Companion Animals, Illegal Dumping and Parking Control regulations.	Manager Parks, Gardens & Open Spaces	2 Dogs impounded and rehomed. 3 feral cats caught and euthanized No illegal dumping reported No parking regulation enforced due to no Ranger.
3.1.2.2 Manage and deliver the Weeds Management Program, Council's Weeds Action Plan and regional weeds management plans.	Manager Parks, Gardens & Open Spaces	<p><u>Weed officer Report for February 2024</u></p> <ul style="list-style-type: none"> • <u>Black Knapweed</u> – Inspections and control works on Private properties and along Bellevue and Aldershot Rds. • <u>Blackberrys</u> – Roadsides sprayed along all roads in the Tenterfield region by contractors and council staff. • <u>Tropical Soda Apple</u> – in the Urbenville area and 1 plant found along Plain Station Rd. • <u>Lantana</u> – Rivertree Rd, • <u>Giant Parramatta Grass</u> – Boorook Rd and Harrigans Lane. • <u>Water Hyacinth</u> – on 3 dams in the Legume area. • <u>Tenterfield Park</u> – Blackberrys, Privet, Tree of Heaven and Pyracantha. • <u>Property inspections</u> – 31 inspections done, and 8 compliance letters sent out for the control of Blackberry, Honey Locust and Cape Boom.

Monthly Operational Report – February 2024

		<ul style="list-style-type: none"> • <u>High Risk Pathway inspections</u> - completed along the New England Highway, Mt Lindsey Highway, Tooloom Rd., Bruxner Way, Bruxner Highway and Plain Station Rd. One Tropical Soda Apple plant was found along the roadside on Plain Station Rd. <p><u>Meetings</u> – Regional Weeds Committee meeting in Glen Innes.</p>
<p>3.1.2.3 Notices and Orders to be issued or served where necessary as per the Local Government Act, EPA Act and POEO Act and Associated Regulations.</p>	<p>Manager Parks, Gardens & Open Spaces</p>	<p>3 letters issued for overgrown / untidy blocks ; 2 completed</p>

10. LIVESTOCK SALEYARD

Delivery Program:

2.1.2

Manage Council's Livestock Saleyards in a commercial manner.

Action	Responsibility	Progress Comment									
2.1.2.1 Manage and deliver commercial Saleyard Services, including improving hard standing surface at double height ramp.	Manager Parks, Gardens & Open Spaces	<p>FEBRUARY</p> <table> <tr> <td>Prime Cattle Sales</td> <td>1121 head</td> <td>\$1,182,134.01</td> </tr> <tr> <td>Private Weighing</td> <td>30 head</td> <td>\$28,797.50</td> </tr> <tr> <td>Total</td> <td>1515 head</td> <td>\$1,210,931.51</td> </tr> </table> <p>Awaiting further hard standing surface in front of loading ramps.</p>	Prime Cattle Sales	1121 head	\$1,182,134.01	Private Weighing	30 head	\$28,797.50	Total	1515 head	\$1,210,931.51
Prime Cattle Sales	1121 head	\$1,182,134.01									
Private Weighing	30 head	\$28,797.50									
Total	1515 head	\$1,210,931.51									

11. PLANNING & REGULATION

Delivery Program:

3.1.1

Town and Village planning supports and enhances local place making principles to deliver sustainable land use management practices for our natural environment.

Action	Responsibility	Progress Comment
3.1.1.1 Monitor and deliver the Tenterfield Local Environmental Plan 2013 and Development Control Plan 2014 (as amended).	Manager Planning & Development Services	Feb – All applications assessed in accordance with LEP & DCP. Nine (9) Development applications lodged; twelve (12) applications approved. Thirty (30) 10.7 Planning Certificates issued.
3.1.1.2 Manage and deliver heritage advisory services.	Manager Planning & Development Services	Local Fund recipients completing works in time for May acquittal of funding. Continued advice in relation to proposed works on heritage items.
3.1.1.3 Manage and deliver development, building and construction regulatory services.	Manager Planning & Development Services	Construction certificates, S68 on site sewage management approvals, mandatory inspections for construction work. Food premises inspections to be carried out early March – food premises operators notified in writing of expected dates.

Applications Lodged February 2024

DA Number	Applicant	Address	Description of Work
2024.014	Kennedy	1713 Back Creek Road, Back Creek	Manufactured Dwelling
2024.015	Valle	3 High Street Jennings	Shed/Carport
2024.016	Phillips	11 Clifton Street, Tenterfield	Carport
2024.017	Pentland	83 Mount Lindesay Road, Tenterfield	Shed
2024.018	Smith- Ecoventures Pty Ltd	664C Talmoi Road Jennings	Extension to existing dwelling
2024.019	Giles	69 Clive Street Tenterfield	Shed
2024.020	Clay	28 Cusack Street, Jennings	Dwelling
2024.021	Blissner (Untamed Border Run)	Muliple Addresses(LEGUME)	Community Event- Run
CDC2024.022	Allen & Ashman	90 Kingfisher Road Urbenville	Shed

Applications Determined February 2024

DA Number	Applicant	Address	Description of Work
2023.125	Quinn	10551 Mt Lindesay Rd, Koreelah	Manufactured Dwelling- Dual Occ
2023.122	Wes Smith Building	297 Peru Road, Bolivia	Dwelling/Pool
2024.001	Westblade	189 East Street, Tenterfield	Dwelling- Secondary
2024.002	Rogers	Lower Acacia Church Road Lower Acacia Creek	Deck
2024.003	De Nardi (Miller)	Lot 6 Tooloom Street, Urbenville	Shed Carport

2024.004	Johnson	477 - 493 Rouse Street, Tenterfield	Shed
2024.005	CMC Constructions (Plaice)	49 Molesworth Street, Tenterfield	Shed
2024.006	Minns & Barron	339 Schrodgers Road Tenterfield	Dwelling
2024.007	Salway	86 High Street Tenterfield	Extension to Existing Dwelling
2024.008	Tenterfield Surveys (Dowe)	112 Leeches Gully Road	Subdivision (two) 2 lot boundary adjustment
2024.010	Tenterfield Surveys (Bell)	65 Millers Lane Tenterfield	Subdivision - Three(3) lots
2024.011	Tenterfield Surveys (Clothier & Mason)	79 Bellevue Road Tenterfield	Subdivision- Three (3) lots
2024.015	Valle	3 High Street Jennings	Shed/Carport

Applications Outstanding –February 2024

DA Number	Applicant	Property Address	Description of Work	Status of Application/Comment
2019.055	Rawnsley & Paine	632 Sugarbag Road, Drake	Tourist & Visitor Accommodation (Backpackers Accommodation)	Insufficient Information provided to complete assessment
2019.104	Wilshire & Co Superannuation Fund	1-9 Manners Street, Tenterfield	New Shed & Extension to Existing Shed (Awning)	Insufficient Information provided to complete assessment Applicant has indicated they wish to pursue DA.
2021.012	Corbett	Bluff River Road, Tenterfield	Primitive Camp Ground	Insufficient Information provided to complete assessment

				Awaiting response from applicant to determine if they wish to proceed
2022.043	Tenterfield Surveys	60 Derby Street, Tenterfield	Five (5) Lot Staged Urban Subdivision	Information required from applicant Application negotiating with adjoining owner for easement
2022.068	Tenterfield Surveys	531A Long Gully Road, Drake	Two (2) Lot Subdivision	Information required from applicant Applicant addressing RFS requirements for compliance
2023.076	Leechs Gully Progress Association	Leechs Gully Road	Hall Installation - Entertainment Facility	Awaiting updated plans from applicant
2023.123	Campbell	1632 Torrington Road, Stannum	Dwelling	Under assessment/RFS referral
2023.124	Wes Smith Building	789A Bruxner Way, Tenterfield	Dwelling	Under assessment/RFS referral
2023.126	Jordan	211 Castlerag Road, Deepwater	Dwelling	Under assessment/RFS referral
2024.009	Tenterfield Surveys (Koch)	436 Bellevue Road, Tenterfield	Subdivision- Three (3) lots	Awaiting RFS concurrence/Under assessment
2024.012	Blacket	Lot 46 Geyers Road, Tenterfield	Dwelling	Under assessment/RFS referral
2024.013	Rowling (Killarney State School P & C Assoc Trail Bike Ride)	Multiple addresses – Legume	Trail Bike Ride	Under assessment/neighbour notification
2024.014	Kennedy	1713 Back Creek Road, Back Creek	Manufactured Dwelling (Use of)	Under assessment
2024.016	Phillips	11 Clifton Street, Tenterfield	Carport	Under assessment
2024.017	Pentland (Petrie)	83 Mount Lindesay Road, Tenterfield	Shed	Under assessment

2024.018	Smith- Ecoventures Pty Ltd	664C Talmoi Road Jennings	Extension to existing dwelling	Under assessment
2024.019	Giles	69 Clive Street Tenterfield	Shed	Under assessment
2024.020	Clay	28 Cusack Street, Jennings	Dwelling	Under assessment
2024.021	Blissner (Untamed Border Run)	Multiple Addresses(LEGUME)	Community Event- Run	Under assessment
CDC2024.022	Allen & Ashman	90 Kingfisher Road Urbenville	Shed	Under assessment

FY 23/24 Development Statistics

		Dwellings	Additions/ Renovations to Existing Dwellings	Garages, Carports & Sheds	Commercial or Industrial Works	Subdivision	Recreation/ Tourism	FY 23/24 Monthly Total	FY 22/23 Monthly Total
Jul-23	No.	1	0	1	0	3	2	7	8
	Value	\$370,000.00	\$0.00	\$63,000.00	\$0.00	\$0.00	\$49,000.00	\$482,000.00	\$1,398,600.00
Aug-23	No.	4	1	2	0	2	2	11	16
	Value	\$914,150.00	\$77,000.00	\$124,000.00	\$0.00	\$0.00	\$482,680.00	\$1,597,830.00	\$2,736,200.00
Sep-23	No.	5	2	2	1	1	0	11	14
	Value	\$1,769,447.00	\$44,800.00	\$307,134.37	\$10,000.00	\$0.00	\$0.00	\$2,131,381.37	\$1,417,096.00
Oct-23	No.	5	0	0	0	2	0	7	10
	Value	\$1,394,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,394,000.00	\$971,065.00
Nov-23	No.	1	0	2	1	2	0	6	5
	Value	\$45,000.00	\$0.00	\$90,070.00	\$150,000.00	\$0.00	\$0.00	\$285,070.00	\$938,467.00
Dec-23	No.	6	0	0	0	1	0	7	10
	Value	\$2,845,023.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,845,023.00	\$1,775,000.00
Jan-24	No.	3	2	3	0	4	1	13	7
	Value	\$499,500.00	\$59,000.00	\$118,500.00	\$0.00	\$0.00	\$0.00	\$677,000.00	\$1,722,961.89
Feb-24	No.	2	1	5	0	0	1	9	13
	Value	\$175,000.00	\$61,130.00	\$296,985.00	\$0.00	\$0.00	\$0.00	\$533,115.00	\$547,346.89
Mar-24	No.								16
	Value								\$1,963,598.00
Apr-24	No.								17
	Value								\$2,867,369.00
May-24	No.								14
	Value								\$686,975.00
Jun-24	No.								9
	Value								\$1,481,532.00
No. (Year to Date)		27	6	15	2	15	6	71	
FY 23/24 Total Value (Year to Date)		\$8,012,120.00	\$241,930.00	\$999,689.37	\$160,000.00	\$0.00	\$531,680.00	\$9,945,419.37	
FY 22/23 Total Value		\$14,031,755.00	\$1,570,238.00	\$1,507,750.78	\$1,348,467.00	\$0.00	\$48,000.00		\$18,506,210.78

12. BUILDINGS & AMENITIES

Delivery Program:

1.2.1

Provide safe and accessible public spaces and places that are well maintained, clean and fun.

Action	Responsibility	Progress Comment
<p>1.2.1.4 Develop and deliver the Property Management Strategy.</p>	<p>Manager Planning & Development</p>	<p>Property Strategy - Under review investigations into seeking copies of similar size Council's Property Strategy- This may not get drafted until 2024/2025 due to work requirements and being understaffed within the department - ongoing.</p> <p><u>Council Buildings</u></p> <ul style="list-style-type: none"> • Staff are currently trying to manage Council property finding it difficult being understaffed and with a reduced budget. Only maintenance that is being completed is items that pose an issue to staff or community safety. • Urbenville Medical Centre hot water system need to be repaired, awaiting quote for a replacement system. Investigating the flooding problems that have been present since the fire in 2019 still ongoing. • Vandalism and graffiti have slowed down. <p><u>Current Capital Works</u></p> <ul style="list-style-type: none"> • Band Hall has had a building inspection completed and scope of work is being developed for priority works to be completed meeting with a local builder has been arranged for March. • Mt McKenzie digital tower Access Road sealing works commenced.

		<ul style="list-style-type: none"> Resurfacing of netball court – Work will commence at the start of March and be completed by 15 March 2024. Upgrades to Drake Hall, - Council Staff had a meeting with the Progress Association regarding paint colours and if they would be interested in completing the work, they have advised they would be keen but had to take to a meeting – ongoing.
1.2.1.5 Manage and update Land and Property Register.	Manager Planning & Development	<ul style="list-style-type: none"> Land and Property register is currently being managed as required. Spreadsheets are being updated as needed. Council has received notification from Crown Lands that all Plans of Management (PoMs) are to be completed, exhibited, and approved by the Crown by June 2024. Council Staff are finding this difficult to complete due to the property specialist position being vacant.
1.2.1.6 Develop and deliver the Buildings and Amenities Asset Management Plan.	Manager Planning & Development	<p><u>Licences & Agreements on Council owned/managed Land</u></p> <ul style="list-style-type: none"> Tenterfield Total Care draft lease for 136-138 Manners Street, Tenterfield – is still being reviewed by Tenterfield Total Care Committee solicitors are discussing terms. <p><u>GRANT FUNDING</u></p> <p>Following Grant Projects are still outstanding:</p> <p><u>Drought Communities Programme Extension</u> - Waiting for the acquittal information to be given to Council from TNMA Inc. for it to be forwarded onto the auditors, prior to the acquittal being completed.</p>

		<p><u>National Bushfire Funding</u> - Advertising Campaign Expansion & Brochure Production – ongoing.</p> <p><u>Public Spaces Legacy Program</u></p> <ul style="list-style-type: none"> • Tenterfield Youth Precinct & Mountain Bike Trail Head & Jennings Playground Project – plaque to be installed in both. <p><u>Stronger Country Communities Programs</u></p> <ul style="list-style-type: none"> • Memorial Hall floor, - variation has been approved to include a new stage area, padding to be installed onto the retractable seating. <p><u>Black Summer Funding</u></p> <ul style="list-style-type: none"> • Mingoola Hall Upgrades to include a toilet – Repairs have been completed to the hall and the bathroom improvements will be completed as per schedule. • Memorial Hall installation of Emergency lighting and ceiling fans – Lights have been installed in the memorial Hall and fans are partially installed waiting on a part that was faulty.
<p>1.2.1.7 Manage Crown Lands and prepare designated Native Title Advice.</p>	<p>Manager Planning & Development</p>	<p>Aboriginal Land Claims – responses ongoing.</p> <p>Staff to complete Native Title Training through Crown Lands in March.</p>

13. PARKS, GARDENS & OPEN SPACE

Delivery Program:

1.2.1

Provide safe and accessible public spaces and places that are well maintained, clean and fun.

Action	Responsibility	Progress Comment
1.2.1.1 Implement and deliver maintenance programs for Parks, Gardens and Open Spaces.	Manager Parks, Gardens & Open Space	Daily duties include: Public toilet cleaning Park/street bins BBQ cleaning Playground inspecting Mowing Brush cutting Spraying Tree pruning/ limb pick up 2 large pinoaks removed Graffiti removal Cemetery maintenance Garden maintenance
1.2.1.2 Work with the Tenterfield Shire Village Progress Associations and the Parks, Gardens and Open Space Committee to support individual town and village themes.	Manager Parks, Gardens & Open Space	Limited village representatives Any projects undertaken are within budget

Monthly Operational Report – February 2024

1.2.1.3 Implement the tree management plan.	Manager Parks, Gardens & Open Space	Ongoing
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14. SWIMMING COMPLEX

Delivery Program:

1.2.2

Provide a choice of sporting facilities that cater for the diverse needs of the community.

Action	Responsibility	Progress Comment
1.2.2.1 Manage the Tenterfield War Memorial Baths (TWMB) Management Plan and contribute to service delivery.	Manager Planning & Development	<p><u>Management Plan</u></p> <ul style="list-style-type: none"> • Current Management Plan to be implemented in the 2023 summer season. This plan is to be under review for the 2024 season. • Air bubbles, cracks forming and paint peeling off both the 33 m and Wade pool through February with some sharp edges. • Roof of the Amenities building has been identified that it needs to be replaced in the near future due to age. • Pool contract is currently under review and will need to be out to tender by April 2024. <p><u>Month Review</u></p> <p><u>February Programs</u></p> <p>Lap swimming, Gym, Swim Club Championships, Transitional Squad Lessons, School Swimming Carnivals, Classes & Testing, Learn to Swim Classes, Parents & Baby Classes, Meta Aqua and water familiarisation.</p> <p><u>Outstanding Maintenance</u></p> <ul style="list-style-type: none"> • Grandstand and Gym lights – awaiting electrician. • Auto Vacuum to be repaired or replaced. • Cistern replacement for the male urinal and plumber to inspect further. <p><u>Staff Training in February</u></p> <ul style="list-style-type: none"> • Food Safety • Emergency Fire Drill

Monthly Operational Report – February 2024

- CPR Drill

Pool Closures due to storms

- One (1) pool closure over the month of February closing for one (1) hour.

Season Pass Purchases

	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19
Full Season Family	30	26	27	26	49	39
Half Season Family	15	12	5	9	9	13
Full Season Single	29	16	14	17	25	10
Half Season Single	29	18	3	9	7	13
Total	103	72	49	61	90	75

Total Attendances

	October	November	December	January	February	March	YTD
2018/19	1,037	2,372	2,972	4,196	2,904	1,275	14,756
2019/20	732	3,984	1,318	5,006	2,560	930	14,530
2020/21	1,459	4,144	2,568	4,383	2,759	1,064	16,377
2021/22	1,684	1,456	2,673	3,291	2,523	1,779	13,406
2022/23	1,573	2,770	2,693	3,366	3,577	2,171	16,150
2023/24	2,007	2,916	3,916	3,493	3,819		16,151

15. ASSET MANAGEMENT & RESOURCING

Delivery Program:

5.1.3

Management of Council’s assets will be long term and focused on meeting the needs of the community now, and into the future.

Action	Responsibility	Progress Comment
5.1.3.1 Develop and implement the Asset Management Strategy and associated systems.	Manager Asset & Program Planning	Transport asset revaluation will be undertaken during 2024 and information collection has commenced for this process.
5.1.3.2 Deliver and manage the Pedestrian Access and Mobility Plan (incorporating the Disability Action Plan) and Bike Plan.	Manager Asset & Program Planning	The PAMP is under review for generic information within the document and a review of action list priorities.
5.1.3.3 Infrastructure and assets inspections.	Manager Asset & Program Planning	Routine asset inspections are impacted by the vacancy of the Asset Officer position.
5.1.3.4 Review and update Council’s Risk Register and Intervention programs on an ongoing basis in accordance with inspection schedules.	Manager Asset & Program Planning	Risk Register is updated noting that a key risk remains, resourcing of technical support and supervision of major construction works.

16. COMMERCIAL WORKS

Delivery Program:

5.1.3

Management of Council’s assets will be long term and focused on meeting the needs of the community now, and into the future.

Action	Responsibility	Progress Comment
5.1.3.7 Commercial Works undertaken in accordance with demand.	Manager Works	Council continues to undertake commercial works in a financially responsible manner, within the limitations of Council’s resource pool. Most private works include sealing driveways while adhering to Council’s adopted fees and charges rates.

17. STORMWATER DRAINAGE

Delivery Program:

4.1.2

Deliver an adequate storm water and drainage, infrastructure is provided, maintained and renewed.

Action	Responsibility	Progress Comment
4.1.2.1 Implement the Stormwater Asset Management Plan.	Manager Asset & Program Planning	Some works for stormwater replacement are programmed. Further detail and planning required for stormwater infrastructure.

18. TRANSPORT NETWORK

Delivery Program:

4.1.1

Deliver a well-designed, safe road network, including carparking, footpaths and cycleways, that is suitable for all users now and take into consideration future network demand.

Action	Responsibility	Progress Comment
4.1.1.1 Manage and deliver construction services for transport infrastructure, including footpaths, pavements and cycleways.	Manager Asset & Program Planning	Works programmed to include grant funded projects for Transport infrastructure.
4.1.1.2 Manage and deliver maintenance services for transport infrastructure.	Manager Works	<p><u>March 2024 Grading & Works Report</u></p> <p>Grading Schedule</p> <p>Northern Area:</p> <p><i>Completed:</i> Graded Rivertree Road and Cullen’s Ck Rd. Undercliffe Rd is prepared for sealing, sealing should be complete by Friday 15th March, weather permitting.</p> <p><i>In progress:</i> Grading Wallaroo Range Rd, Bondi Rd, Dalmoak Rd, Marland Lane and Cullendore Ck Rd.</p> <p>Central Area:</p> <p><i>Completed:</i> Graded Cottesbrook, Bald Rock, Snakes Valley, Sandy Flat and Smith’s Lane. Hot reseal Scrub Road rehab job.</p>

In progress:

Currently grading Brassington Ck Rd, Mt MacKenzie Rd (resheet to Gunyah), Bluff River Rd, Robertson’s Lane and Kiernans Rd.

Replacement of the footpath in Miles St between Rouse St and Scott St, with footpath poured from Scott St to Sir Henry Parkes Motel to date. Work continues to Rouse St.

Drainage works will commence on Koch’s Rd after Easter, with causeway remediation works followed by earthworks to form the road by the end of June.

A crew has commenced BLACK SUMMER BUSHFIRES RECOVERY GRANTS PRORAM (BSBR) - BSBR000438 - REMOVAL OF DEAD TREES ON COUNCIL ROADS in February, clearing roadside vegetation and open up the tree canopy on Timbarra Road and Scrub Road (from the town dam to Tenterfield Creek – spraying regrowth).

The following roads are awaiting an REF, Brushabers Road, Billirimba Road (from the town dam to Swamp Oak Creek Bridge), Schrodgers Rd and if funding allows, Council will attend to – Talmoi Rd, Tarban Loop Rd, Schrodgers Rd, Scrub Rd and Rivertree Rd.

Western Area:

Completed:

Graded Mole River Road, Mt Speribo Rd, Currs Rd and Scott’s Gully Rd.

In progress:

Currently grading Mole Stn Rd, Silent Grove Rd, S Robertson’s Lane, Kiernans Rd, Brassington Ck Rd and Scott’s Gully Rd.

Eastern Area:

Completed:

Graded Bruxner Rd, Leslie Ck Rd, O’Driscols Rd, Mudflat Rd, Osbournes Rd, Fairfield Rd and Long Gully Rd.

Monthly Operational Report – February 2024

		<p><i>In progress:</i> Grading Rocky River Rd and Billirimba Rd. Plains Stn remains under signage through Fraser's Cutting.</p> <p><i>Across the Shire:</i> Reseals are complete. Undercliffe Road will be sealed by 15th March 2024, weather permitting.</p>
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19. PLANT, FLEET & EQUIPMENT

Delivery Program:

5.1.3

Management of Council’s assets will be long term and focused on meeting the needs of the community now, and into the future.

Action	Responsibility	Progress Comment
5.1.3.5 Implementation and delivery of the Fleet Asset Management Plan and the Plant Replacement Program.	Manager Asset & Program Planning	Council is reviewing the plant replacement budget as part of the budget process. Plant replacement will be on a priority basis, according to available funds.
5.1.3.6 Develop and implement the Depot Master Plan.	Manager Asset & Program Planning	Draft Depot Master Plan is under review.

20. WASTE MANAGEMENT

Delivery Program:

3.1.4

Deliver an affordable waste management solution for the community to best manage waste and recycling opportunities.

Action	Responsibility	Progress Comment
3.1.4.1 Deliver and manage Waste and Recycling services.	Manager Water & Waste	<p>The Torrington Waste Transfer Station is awaiting final fencing installation expected after final purchase from Glenn Innes June 2022 purchase now completed in May 2023, negotiations with neighbour over access will conclude March 2024.</p> <p>Cell 5, RFT and RFQ were released in October with closing date extended by request as 06/12/2023. Three onsite inspections with potential candidate occurred over November. RFT awarded at December 2024 meeting, RFQ awarded in January 2024, Initial meetings have occurred with winning RFT Townes Contracting, schedules are underway. Weekly progress meetings with Council’s QA consultants Tonkin and Councils construction contractor Townes Contracting Commenced this month. Monthly EPA progress reports continue. Capping plan and hydrological report for new monitoring well completed in February 2024. Drone survey scheduled for March 2024.</p> <p>Upgrade for Mingoola new waste transfer station, has stalled Council entered into leases with Crown lands initially, Council is currently entering into negotiations with the Moombahlene LALC to purchase the site - on hold.</p> <p>Weather stations on-line October 2023 xylem.eagle.io.</p> <p>Council to received \$773,692 for improvements, from EPA and Heritage Trust at Boonoo Boonoo and Torrington, installation of weighbridge completed in November 2023, July installation of remote security camera system. Variation was requested and agreed to alter scope to include new fluted compactor wheels requested updated prices, waiting for revised quotations expected March 2024. Gates completed January 2024. Compulsory acquisition has been sent to the minister’s office, expected PAN in March 2024 to enable finalisation.</p>

The new recycling policy commenced in May 2023, initial warnings have been sent, with 12 recycling bin removals to the end of December 2023.

Green waste and food waste, joint report with Northern Rivers Regional Waste has commenced which will assist Council with new mandatory FOGO (Food Organics and Green Organics) legislation scheduled to commence in 2030.

Geyer's Pit Clean-up order commenced in July 2023, Routine monthly monitoring monthly as upstream and downstream of the site is continuing with the second round of quarterly sampling continues into 2024. Site remediation inspection occurred in February (Figure 1-3) and plan to top dress site with ENM (excavated natural material), approved by EPA is expected to be completed by March 2024.



Figure 1, 2 and 3 Geyer's Pit Inspected February 2024

NIRW have provided new recycling stations for office collection one will be located in the library and one in the community centre at Drake-under investigation.

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

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

Monthly Operational Report – February 2024

		<p>Quarterly toolbox meeting occurred, September 2023 and December 2023. Meeting scheduled for April 2024.</p> <p>Replacement reported to Council's February 2023 meeting, revised quotations received in November 2023, STG provided superior quotation from evaluation and following additional inspections in December 2023 awarded in January 2024. Expected delivery April 2024</p> <p>Replacement of Tenterfield Waste Transfer Station security cameras upgrade is complete, with Drake transfer station also included in the first round of security upgrades.</p> <p>A controlled free waste day in Tenterfield (utilising vouchers), has been requested, interested community members involved in the October 2023 fires are requested to register their interest by the 17th February 2024.</p>
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21. WATER SUPPLY

Delivery Program:

3.1.3

Deliver total water cycle management approach including water conservation and complying with relevant acts and legislation.

Action	Responsibility	Progress Comment
3.1.3.1 – Implement Water Service Strategic Plan in accordance with NSW Office of Water Guidelines.	Manager Water & Waste	<p>Bore sampling program is complete finalisation of analysis results report is now in draft November 2023. Some quotations requested for works expected to be undertaken next financial year. Quotations received for re-casing both Shirley and East street bores, works commenced in October 2023, casing was removed and the opportunity to drill deeper was undertaken this was proven fruitful with an additional 10 Litres/second added to existing production, draw down tests are expected to confirm 20 Litres/second, extending Council’s supply for Shirley Park. New casing was ordered, and installation commenced in December to January expected completion in March 2024.</p> <p>Works have continued for the New Water Filtration Plant on Scrub Road, the project was awarded to contractors LC Water. This month July 2023 the start of the pre-commissioning process, the Geo bags have been placed in position, chemical deliveries, hydraulic testing of valves and pipework to ensure there are no leaks or faults, ground works continues in preparation for AC Hot Mix. Hotmix and fencing was completed August, with installation of automatic front gate, proofing equipment continuing, PAC (powdered activated carbon) room nearing completion with electrical and testing underway. This month of September began with the Opening of the New Water Filtration Plant, the final commissioning testing and trial operation was completed in November 2023. The final POP (proof of performance testing) will be undertaken in March 2024 (due to laboratory closures) when Tenterfield town will begin receiving potable water! Noting final POP testing scheduled for winter conditions.</p> <p>The replacement of the major water main for the new filtration plant to the East Street reservoir, The new main continues along scrub road, to the new water filtration plant to expedite installation gel explosives where utilised to crack the hard granite this occurred in February 2023. Main installation has progressed along scrub road approximately 50m in March, 90m in April, 135m in May 2023. The final 60m connections crossing the road and joining the new main for reticulation and East street reservoir are completed with reticulation water available to the new water plant (this is for fire suppression systems) Final cut into the reservoir is complete with hyperchlorination to disinfect the major main in August 2023.</p>

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

The disabled fishing platform October 2020, additional quotations investigated for a kayak platform as requested by Formerly Fisheries NSW, now DPI. Provided quotation requested release of funds, awaiting reply.

A new opportunity to further the Dam masterplan development with application for grant under Regional Growth Fund, Regional Drought Resilience Planning Program Department of Regional NSW - application submitted February 2023.

Weather stations online -October 2023 xylem.eagle.io.

A grant for water treatment improvement, increased storage capacity and secondary supply at Urbenville has been awarded to Council through New Grid & Water Infrastructure NSW, 1st milestone completed payment pending, engaging geo-technician for site survey undertaken in April 2023. Drillers arrived onsite in April and have commenced, Water has been found, initial bore resilience testing commenced June, final drawdown tests completed July, hydrologist engaged to supervise testing and provide a report. Production bore casing commenced July 2023 completed in September. Sample analysis completed with favourable characteristics, discussed findings with DPE and NSW Health. Section 60 applications completed and lodged November 2023, works pending after approvals expected March 2024, for Lagoon construction, RFT released in December 2023 extended to February 2024, re-released in February 2024, negotiations underway decisions pending. New Tank has been ordered for Urbenville expected delivery in March 2024, with earthworks completed and concreters completed slab in January 2024. Cage replacement is underway with final plans received, works required to provide a track to the Tooloom Creek site to enable plant to undertake removal and lifting, inspections occurred in February 2024 (Figure 1 & 2), with commencement expected in April.



Figure 1 and 2 Inspection for track installation Urbenville

Commencement of the second stage of highway main replacement, (Cowper Street) commenced in February 2024 (Figures 1 & 2), potential delays may be encountered, Council wishes to extend our thanks for the continued patience of our Tenterfield residents.



Figure 3 and 4 Cowper Street Mains Replacement

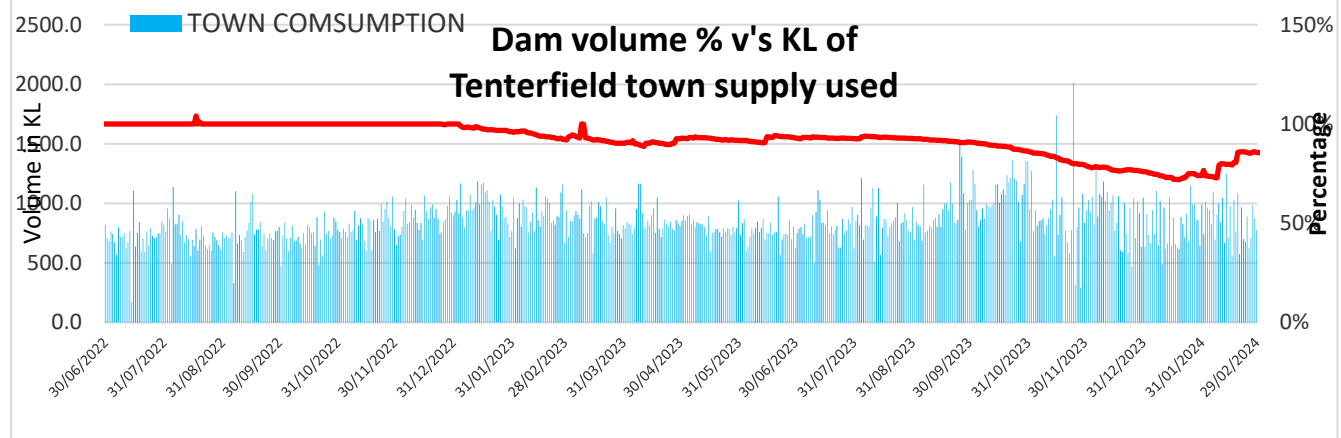
Water supply, is provided to the community under Australian Drinking Water Guidelines (ADWG), current usage at Tenterfield is currently 832.8KL/day decreasing by 31KL/day. Current usage at Urbenville is 277.1 KL/day providing a decrease in consumption of 12.7KL/day for the 3 communities.

Tenterfield Dam Level is **90%-new data loggers place level at 89%** receiving 33 mm for the month of February 2024; Urbenville Tooloom Creek Level is **100%** receiving 161mm for the month of February 2024.

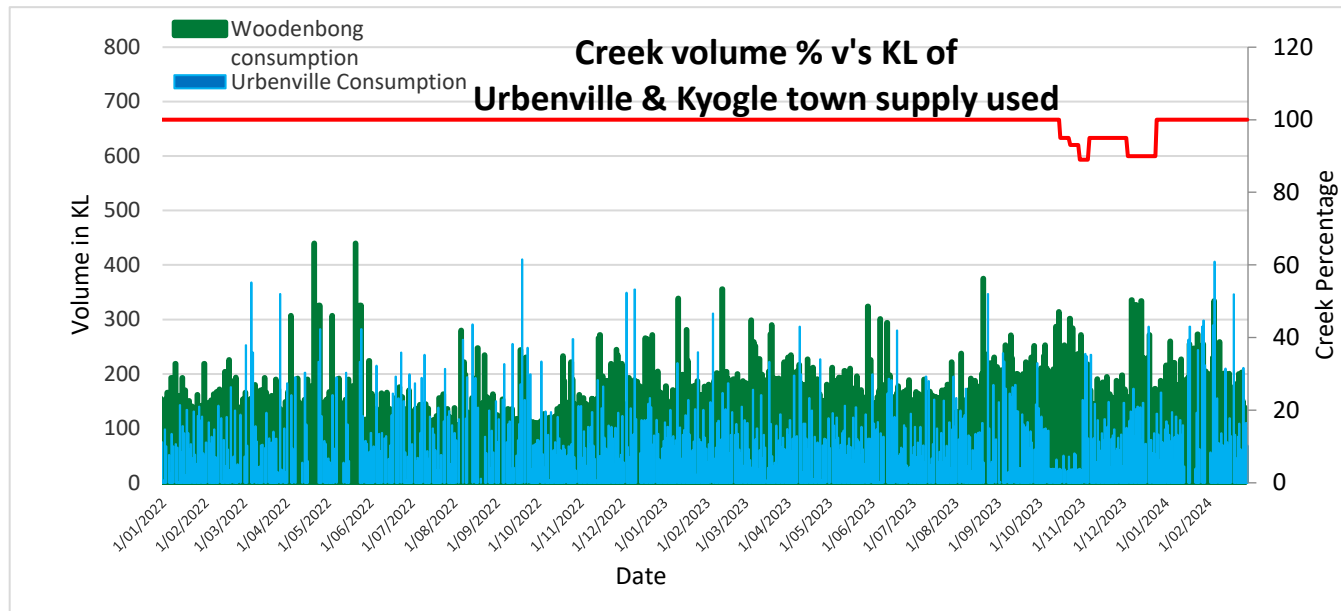
Meter Reading completed in April/May water meter readings completed October/November.

- **Tenterfield** **0** major main; **1** new meter; **1** new service connections; **0** water limiters installed; **0** water limiters removed; **0** disconnection, **5** broken services repaired; **0** services leaks repaired; **0** valve replacements; mains flushing occurred in **3** location and **0** hydrant replacements. Note. **1** section 67 private works jobs completed. Reservoir cleaned by Aqualift. **0** interim meter reads. Meter reading commenced. Notably a concealed leak was discovered during meter reading. 150mm new reservoir water meter installed-leak detection program. Operator training continuing at New WTP, Apex park on-line, Fire services hose connections at Dam. CCTV inspection of Shirley Park Bore. New water main connection in East Street. Non return valve replacement Saddlers Creek.
- **Jennings** **0** including meter; **0** meter replacements; **0** broken services repaired; **0** Major main break. New main installed 120m Carpenter Lane.
- **Urbenville** had **0** major main broken main repairs, mains flushing occurred in **8** location, **0** new meter, **0** meter replacements, **0** water limiters installed and **0** broken service repaired **0**, SCADA Requires upgrade-Note Failure of telemetry (radio equipment) requiring replacement in December 2023 and January2024. Hydrants marked and painted. Replacement Caustic chemical tank, installed as well as serviced Fluoride saturator June 2023. Non return valves replaced July 2023 Major inlet main at WTP repaired. New submersible extraction pumps, scheduled for replacement at Urbenville completed November 2023.

Tenterfield Dam capacity and consumption graphs are provided below (Graph 1); the new data logging probes to assist with raw water information are on-line and delivering a variety of information including a more precise depth measure, allowing dam percentage to be measured more accurately issues with telemetry have stopped retrieval of information. Installation and testing periods are demonstrated by gaps in information (Graph 2); Tooloom Creek capacity and consumption graph is provided below (Graph 2). Water quality information is also available in monthly water health cards available at [Water Health Cards | Tenterfield Shire Council \(nsw.gov.au\)](https://www.nsw.gov.au/water-health-cards)



Graph 1 Tenterfield Town Consumption Vs Dam Percentage Level



Graph 3 Urbenville & Kyogle Consumption Vs Creek Percentage Level

Monthly Operational Report – February 2024

		<p>Staff Training for Tenterfield water crews occurred in June 2023 to February 2024 for the new water filtration plant. Under the new legislation for Non-Urban water metering, Council staff attended training to enable DQP for reading and installation of meters, for bores and intakes.</p> <p>Total Water Mains since 2021 replacement and installation is 4,552m.</p>
<p>3.1.3.2 – Deliver and manage the Water and Drought Management Plans and Flood Study.</p>	<p>Manager Water & Waste</p>	<p>Opportunity to continue the Urbenville flood risk assessment has gained OEH endorsement, grant application completed awarded \$171,428 in January 2024 deeds have been signed and RFQ in development. Tenterfield update of the flood risk study has also gained endorsement and has been shortlisted, grant has been successful, with Council awarded \$89,998. Brief provided to DPE for comments/review released as RFQ in August 2023, closing in October 2023, received one quotation invited re-applications, closed in December 2023, under assessment in February 2024.</p> <p>Council was awarded \$36,843.75 DPE-Water, for installation of new mag-flow meter at East Street reservoir, planning completed equipment received for installation completed July 2023.</p> <p>Council was awarded \$92,522 DPE-Water Regional Leakage Reduction Program, for installation of new meters, Council is taking the opportunity to install smart meters (quotations received and awarded in December), expected installation to commence in April 2024.</p> <p>The Integrated water catchment management grant (IWCM) deeds have been signed February 2022. Under SSWP-DPE funded, second stage of ICWM has been provided to DPE for review (Part one completed 2023), initial quotations supplied. Grant awarded in January 2024 total grant \$1,211,762, deeds signed. Engagement of consultants expected in March 2024.</p> <p>The Tenterfield Sustainable and Disaster Resilient Communities program, for the villages of Drake, Liston, Legume, and Torrington. Water Access Licences completed and registered with NSW Land registry. Note waiting for approvals to drill from NRAR (over 16 months) Legume licence obtained, Crown licences required, approved, and provided in December 2023, Legume water allocation has been purchased in January 2024.</p>

22. SEWERAGE SERVICES

Delivery Program:

3.1.5

Deliver affordable and effective wastewater management solutions for the community.

Action

Responsibility

Progress Comment

3.1.5.1

Maintain and operate the sewerage network, in line with the Asset Management Strategy.

Manager Water & Waste

Molesworth/Miles Street pumping station review and design amendment under development and extending the sewer system to the new water filtration plant has progressed with final designs received in September, planning has commenced for construction with ordering of manholes, pipes and fittings. [Inspection in February \(Figures 1 - 3\).](#)



Figure 1, 2 & 3 Molesworth Street sewer aqueduct

RFQ for sewer relining Council’s contractors with works commenced in July 2023 completed in August 2023.

RFQ’s for sewer relining and manhole relining 2024 under development.

The smoke testing program completed in August 2023.

Arrival of new weather stations online - October 2023 xylem.eagle.io.

Refurbishment program for the Tenterfield STP, handrails (measured and orders pending) and cable trays scheduled.

New sewer main for the WTP, completed August 2023. Final manhole and connections completed in September 2023.

Urbenville STP, bearings on rotor replaced, decanter repaired, PLC reset due to synchronisation issues from power outages, limit switches repaired June 2023.

Council has undertaken additional works as section 67 with 2 new extensions and a third underway June 2023.

Construction of the new Youth precinct hit a snag when the operator dug through a live main temporary repair was undertaken completed August 2023.

PS2 at Urbenville, failure of duty and standby pumps, rectified valve failures, pump 2 was able to be started pump 1 sent for repairs, spare pump to order November 2023 and arrived February 2024.

Our customer base is the public, other Council departments and contractors.

Tenterfield

Sewer connections **1**; Major pump station clearing **0**; Blockages were reported and cleared at **4** locations; **2** broken main repair; with **0** mains visually checked with new CCTV, **0** major manhole repair, **0** broken main repairs **0** manholes raised, and **0** section 67 private works jobs completed

		<p>in this reporting period. Pump refurbishment/repair 0 at STP July 2022, Major pumpstation maintenance 3.</p> <p>Trade Waste inspections. Surcharge event 0. Cleaned foot valve at sludge lagoons, Replaced foot valve on effluent pump, Cleaned culvert Roos Road.</p> <p>Urbenville</p> <p>Sewer connections 0; Major pump station clearing 0; Blockages were reported and cleared at 5 locations; 0 broken main repair; with 0 mains visually and 0 major manhole repair, 0 broken main repairs and 0 effluent line repair. Major pump station refurbishment June technical and failure issues July 2022, competed and functional August 2022 (PS1) adjustment on counters undertaken, and 0 section 67 private works jobs completed, in this reporting period. STP switch repairs to decant process boards, new PLC's under investigation October 2022.</p> <p>Trade Waste inspections. Urbenville sewer main installed new manhole covers for new footpath. Historical park pump replacement due to burnout, new overload switch installed. Note PS2 new pump for replacement. Effluent line repair.</p> <p>Average time for response to sewer chokes increased to 25 minutes while the median response time is at 22 minutes.</p>
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