



**QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE**

## **BUSINESS PAPER ORDINARY COUNCIL MEETING 24 APRIL 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 24 April 2024** commencing at **9.30 am**.

Hein Basson  
**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

# AGENDA

**COMMUNITY CONSULTATION (PUBLIC ACCESS) 9am** (*if any applications are received*)

## **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**

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## **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**

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**OUR ENVIRONMENT**

**OUR GOVERNANCE**

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**12. NOTICES OF MOTION**

**13. RESOLUTION REGISTER**

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**14. CONFIDENTIAL BUSINESS**

**15. MEETING CLOSED**

**(ITEM MIN6/24) 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:**

- **Ordinary Council Meeting – 27 March 2024**

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

**ATTACHMENTS**

- 1** Unadopted Minutes - Ordinary Council Meeting - 27 March 2024 21 Pages

# MINUTES



**QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE**

## **MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 27 MARCH 2024**

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the "Koreelah Room", 247 Rouse St, Tenterfield NSW 2372 on Wednesday 27 March 2024 commencing at 9.35 am

**ATTENDANCE**

Councillor Bronwyn Petrie (Mayor)  
Councillor John Macnish (Deputy Mayor)  
Councillor Peter Petty (VIA ZOOM)  
Councillor Tim Bonner  
Councillor Tom Peters  
Councillor Kim Rhodes  
Councillor Greg Sauer  
Councillor Geoff Nye  
Councillor Peter Murphy

**ALSO IN ATTENDANCE**

General Manager (Glenn Wilcox)  
Executive Assistant & Media (Elizabeth Melling)  
Acting Chief Corporate Officer (Roy Jones)  
Director Infrastructure (Matthew Francisco)

*Clause 254(b) of the Local Government (General) Regulation 2005 requires that the names of the mover and seconder of the motion or amendment are recorded and shown in the Minutes of the meeting.*



**COMMUNITY CONSULTATION (PUBLIC ACCESS)**

Nil.

**WEBCASTING OF MEETING**

*I advise all present that this meeting is being recorded for placement on Council's website 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.*

**OPENING AND WELCOME**

**CIVIC 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.*

**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."*

**APOLOGIES**

that there were no apologies.

**DISCLOSURE & DECLARATIONS OF INTEREST**

That councillors now disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.

| <b>Name</b> | <b>Type</b> | <b>Item</b> |
|-------------|-------------|-------------|
| Nil.        |             |             |
|             |             |             |

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

**40/24**

**Resolved** that the Minutes of the following Meetings of Tenterfield Shire Council:

- Ordinary Council Meeting – 28 February 2024.

As amended and re-circulated, be confirmed and signed as a true record of the proceedings of these meetings.

(Kim Rhodes/Greg Sauer)

**Motion Carried**

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

**41/24**

**Resolved** 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.

(Kim Rhodes/Tom Peters)

**Motion Carried**

**TABLING OF DOCUMENTS**

Nil.

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

Nil.

**MAYORAL MINUTE**

**ITEM 1: Seek Expressions of Interest to Lease 157 Rouse Street, Tenterfield and Ten FM be offered Commercial Lease**

In light of the improved, but nevertheless tight, budget I move that Tenterfield Shire Council seek Expressions of Interest to lease the previous Visitors Information Centre at 157 Rouse St Tenterfield.

Secondly that Tenterfield Shire Council offer Ten FM a commercial lease of their current premises at 142 Manners St Tenterfield at \$300/week plus outgoings including rates and charges with an option to lease to buy.

**ITEM 2: Lobby QLD Government regarding railway between Wallangarra and Stanthorpe**

That Council authorises the Mayor to lobby the Queensland Government to reverse their recent decision to permanently close the railway between Wallangarra and Stanthorpe.

Cr. Bronwyn Petrie  
**Mayor**

*Supported Unanimously by all Councillors*

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

**42/24**

**Resolved** that the follow items be considered in the Confidential Section of the Meeting:-

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

(Peter Murphy/Greg Sauer)

**Motion Carried**

**OPEN COUNCIL REPORTS**

**OUR COMMUNITY**

Nil.

**OUR ECONOMY**

**(ITEM ECO4/24) TENTERFIELD CHILDCARE CENTRE - LEASE RENEWAL  
OPTIONS**

**SUMMARY**

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

**43/24**

**Resolved** that Council:

- (1) Accept the rent offer of \$20,000 for one year, noting that sewer and water charges and cosmetic maintenance/improvements will be the responsibility of the Tenterfield Childcare Centre and Council will be responsible for rates and structural maintenance of the council owned building, 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.

(Kim Rhodes/Geoff Nye)

**Motion Carried**

**OUR ENVIRONMENT**

**(ITEM ENV4/24) WASTE VOUCHERS**

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

(Kim Rhodes/Greg Sauer)

**AMENDMENT:**

That Council:

- (1) Honour all Vouchers issued for a three-year statutory period from 2021/22 financial year.
- (2) All Vouchers have a three year life from 2024/2025.
- (3) Investigate an alternative means of providing service covered by the existing Voucher.

(Peter Murphy/Tim Bonner)

**Amendment Carried**

**44/24**

**Resolved that Council:**

- (1) Honour all Vouchers issued for a three-year statutory period from 2021/22 financial year.
- (2) All Vouchers have a three year life from 2024/2025.
- (3) Investigate an alternative means of providing service covered by the existing Voucher.

(Peter Murphy/Tim Bonner)

**Motion Carried unanimously**

**OUR GOVERNANCE**

**(ITEM GOV20/24) NEW ENGLAND WEEDS AUTHORITY - TRIAL**

**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.

**45/24**

**Resolved** 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, with quarterly reporting, and
- (2) To transfer all grant and other operational funding to the County Council for the agreed period.

(Peter Petty/Kim Rhodes)

**Motion Carried**

#### **SUSPENSION OF STANDING ORDERS**

**46/24** **Resolved** that Standing Orders be suspended.

(Kim Rhodes/Tim Bonner)

**Motion Carried**

*The meeting adjourned for morning tea, the time being 10.23 am.*

#### **RESUMPTION OF STANDING ORDERS**

**47/24** **Resolved** that Standing Orders be resumed.

(Peter Petty/Kim Rhodes)

**Motion Carried**

*The meeting reconvened, the time being 10.47 am.*

#### **(ITEM GOV21/24) TENTERFIELD SHIRE COUNCIL - DRAFT BUDGET REPORT 2024/2025**

##### **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.

**48/24**

**Resolved** that Council:

- (1) That the Draft Operational Budget for 2024/25 be endorsed by Council and included in Council's Delivery Program 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.
- (6) Council will take all reasonable actions to reduce actual rates levied to levels below the approved SRV for each financial year.
- (7) 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.
- (8) 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.
- (9) 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.
- (10) 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.
- (11) 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.
- (12) That Council undertake a review of all plant (heavy and light) to develop a long-term plant requirement and replacement policy.

- (13) 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
- (14) 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.
- (15) That Council include in the Draft Budget Capital Expenditure items for Drake Community Hall with grant funding to be sought including installation of air conditioning, skillion roof, bathroom reconfiguration for the installation of a shower, lights, fans and solar panels to allow use as an emergency evacuation centre.
- (16) Develop a Grant Application Policy.

(Peter Petty/Peter Murphy)

**Motion Carried**

**(ITEM GOV22/24) TENTERFIELD SHIRE COUNCIL OPERATIONAL PLAN 2024/2025 INCLUDING STATEMENT OF REVENUE POLICY 2024/2025**

**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.

**49/24**

**Resolved** 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 with the following amendments:-

Draft Long Term Financial Plan 2024-2025:-

- Page 5 "Own Source Operating Revenue Ratio of 60% " Notation that this is a State Government Target.
- Page 10 "Explanatory Notes around should the FAGS Grant increase then Council's financial position will reflect an improvement." , and

- (c) Tenterfield Shire Council Fees and Charges for 2024/2025 with the following amendments;-  
Draft Fees & Charges 2024-2025:-

- \* Page 28 Parks in General – Weddings & Private Functions \$500.00;
- \* Page 145 – Rates and Property – Copy Rate Notice and Receipts \$0.
- \* Page 148 – Works within Road Reserve – Notation that this excludes “farmers” .
- \* Page 47 – Venue Hire – Memorial Hall & RSL Pavilion – add Tenterfield Physical Culture Group Inc. – Special Hire Rate \$5 per hour
- \* Must be left in a clean state – to both Tenterfield Playgroup and Tenterfield Physical Culture Group Inc.

- (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 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;
  - (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 annum;
  - (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 kilolitres 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 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:

$$AC + SDF \times (C + UC)$$

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.

- (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.

(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       |
| 5  | Tenterfield High School                  | Presentation Night                                 | 150.00       |
| 6  | Urbenville Public School                 | Presentation Night                                 | 150.00       |
| 7  | Woodenbong Public School                 | Presentation Night                                 | 150.00       |
| 8  | Drake Primary School                     | Learn to Swim – contribution to transport          | 550.00       |
| 9  | Urbenville Public School                 | Learn to Swim – contribution to transport          | 550.00       |
| 10 | Westpac Helicopter Rescue Service        | Helicopter Rescue Service – Annual Contribution    | 2,000.00     |
| 11 | Liston Hall Committee                    | Annual contribution to assist with operating costs | 500.00       |
| 12 | Bolivia Hall Committee                   | Annual contribution to assist with operating costs | 500.00       |
| 13 | Legume Hall Committee                    | Annual contribution to assist with operating costs | 500.00       |
| 14 | Drake Hall Committee                     | Annual contribution to assist with operating costs | 500.00       |
| 15 | Urbenville Hall Committee                | Annual contribution to assist with operating costs | 500.00       |
| 16 | Steinbrook Hall Committee                | Annual contribution to assist with operating costs | 500.00       |
| 17 | Sunnyside Hall Committee                 | Annual contribution to assist with operating costs | 500.00       |
| 18 | Mingoola Hall Committee                  | Annual contribution to assist with operating costs | 500.00       |

|    |                                                              |                                                    |          |
|----|--------------------------------------------------------------|----------------------------------------------------|----------|
| 19 | Torrington Hall Committee                                    | Annual contribution to assist with operating costs | 500.00   |
| 20 | Tenterfield Highlander Pipe Band                             | For Australia Day Performance                      | 500.00   |
| 21 | Urbenville Community                                         | Bus Registration Costs                             | 850.00   |
| 22 | Tenterfield Seniors Week Committee                           | Seniors Week Activities                            | 1000.00  |
|    | Total External organisations Contributions and Donations     |                                                    | \$11,000 |
| 23 | Donation - Water for Parks and Recreation Facilities         | Donation from Water fund                           | \$20,000 |
| 24 | Donation - Water for Swimming Pool                           | Donation from Water fund                           | \$15,000 |
| 25 | Donation - Provision of Public Conveniences in various Parks | Donation from Sewerage fund                        | \$15,000 |
| 26 | Donation - Provision of Public Conveniences at swimming pool | Donation from Sewerage fund                        | \$10,000 |
| 27 | Donation - Community and Events waste disposal               | Donation from Waste Fund                           | \$15,000 |
|    | Total Inter Council Donations                                |                                                    | \$75,000 |
|    | Total Council Donations and Contribution                     |                                                    | \$86,000 |

(Peter Petty/Peter Murphy)

**Motion Carried**

**MOTION**

**50/24** **Resolved** that the DRAFT Fees and Charges 2024/2025 be amended to reflect that on page 28 "Parks in General – Weddings & Private Functions be increased to \$500.00 per approval."

(Peter Murphy/Greg Sauer)

**Motion Carried**

**(ITEM GOV23/24) MONTHLY OPERATIONAL REPORT FOR FEBRUARY 2024**

**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.

**51/24** **Resolved** that Council:

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

(Peter Petty/Kim Rhodes)

**Motion Carried**

Glenn Wilcox – General Manager left the meeting, the time being 12.14 pm.

Glenn Wilcox – General Manager returned to the meeting, the time being 12.16 pm.

**(ITEM GOV24/24) FINANCE & ACCOUNTS - PERIOD ENDED 29 FEBRUARY 2024**

**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.

**52/24** **Resolved** that Council note the Finance and Accounts Report for the period ended 29 February 2024.

(Kim Rhodes/Geoff Nye)

**Motion Carried**

**(ITEM GOV25/24) NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT 2024 - MOTIONS FOR DEBATE**

**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.

**53/24** **Resolved** 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 increase funding for local government Financial Assistance Grants to a level of at least 1% of Commonwealth taxation revenue.
  - (ii) 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.
  - (iii) 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.



- (iv) 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.
- (v) 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.
- (vi) 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.
- (vii) 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.
- (viii) 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.
- (ix) 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.
- (x) 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.
- (xi) 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.
- (xii) 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.

(Greg Sauer/Peter Petty)

**Motion Carried**

*Cr. Peter Murphy left the meeting,, the time being 12.53 pm.*

*Cr. Peter Murphy returned to the meeting, the time being 12.56 pm.*

**(ITEM GOV26/24) FUTURE COUNCILLOR STRUCTURE - 2028**

**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?**
  - (iii) Change the method for electing the Mayor.**

**(Peter Petty/Greg Sauer)**

**Upon being put to the meeting, the motion was declared lost.**

For the Motion were Crs G Sauer and PP Petty Total (2).

Against the Motion were Crs TP Peters, J Macnish, TB Bonner, B Petrie, K Rhodes, Nye and PM Murphy Total (7).

**Motion lost**

**REPORTS OF DELEGATES & COMMITTEES**

Nil.

**NOTICES OF MOTION**

Nil.

**RESOLUTION REGISTER**

**(ITEM RES2/24) COUNCIL RESOLUTION REGISTER - FEBRUARY 2024**

**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.

**54/24**

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

(Kim Rhodes/Tom Peters)

**Motion Carried**

**CONFIDENTIAL BUSINESS**

**SUSPENSION OF STANDING ORDERS**

**55/24**

**Resolved** that Standing Order be suspended.

(Kim Rhodes/Greg Sauer)

**Motion Carried**

*The recording device was turned off and the meeting moved into Closed Committee, the time being 1.10 pm.*

*Gillian Marchant - Manager Water & Waste entered the meeting, the time being 1.11 pm.*

**(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.

**SUMMARY**

The purpose of this report is to request Council to consider the award of the Integrated Water Catchment Management (IWCM) through Section 55 of the Local Government Act 1993.

**56/24**

**Resolved** that Council:

- (1) Note the Department of Planning and Environment assessed the Integrated Water Catchment Management tender/s, and that
- (2) Procurement of these project work/s is under Section 55 (3) (b) of the Local Government Act 1993, and
- (3) Award the Tender to Public Works Advisory for the upper limit fee of \$1,031,827, noting that Council will be responsible for funding 25% of this amount.

(Greg Sauer/Peter Petty)

**Motion Carried**

*Gillian Marchant – Manager Waste & Water left the meeting, the time being 1.32pm*

**RESUMPTION OF STANDING ORDERS**

**57/24** **Resolved** that Standing Orders be resumed.

(Kim Rhodes/John Macnish)

**Motion Carried**

*The meeting moved out of Closed Committee and the recording device was turned on, the time being 1.40 pm.*

*In accordance with Section 253 of Local Government Regulations (General) 2005, the Mayor read the resolutions as resolved whilst in Closed Committee*

**MEETING CLOSED**

There being no further business the Mayor declared the meeting closed at 1.40 pm.

.....  
Councillor Bronwyn Petrie  
Mayor/Chairperson

|                      |                                                      |
|----------------------|------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                 |
| <b>Submitted by:</b> | Lee Mathers, Manager Arts Culture & Library Services |
| <b>Reference:</b>    | <b>ITEM COM2/24</b>                                  |
| <b>Subject:</b>      | <b>TENTERFIELD PUBLIC LIBRARY SERVICE REVIEW</b>     |

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

|                      |                                                                                                                                                       |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>     | <b>Community</b> - Tenterfield Shire is a vibrant, inclusive, and safe community where diverse backgrounds and cultures are respected and celebrated. |
| <b>CSP Strategy:</b> | Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.           |

#### **SUMMARY**

The purpose of this report is to provide the reporting outcomes of the Library Service Review. The review consisted of a Library User Satisfaction Survey facilitated by Council staff and an assessment review conducted by the State Library of NSW with reference to State Library Annual reporting statistics and the NSW Public Library Standards (Living Learning Libraries) benchmarks.

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

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

- (1) Receives and notes the Report;**
- (2) Library staff develop and implement staged actions over the medium term to:**
  - Promote library services,**
  - Increase membership,**
  - Implement participation engagement programs i.e., libraries as creative spaces and life-long learning,**
  - Enhance services for Aboriginal and Torres Strait Islander Peoples,**
  - Collection development and management priorities of renewal and acquisition, increase culturally diverse offerings, digital local studies assets incorporated into catalogue.**
- (3) A progress Library Service Review be undertaken within 3 years to review and assess progress on medium term outcomes and setting future strategic priorities in alignment with Councils Delivery Program and Operational Plans, Long Term Financial Plan and Workforce Management Strategy.**

#### **BACKGROUND**

A library service review project was undertaken as part of Council's Annual Operational Plan 2023 – 2024 (*Action 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*) reporting requirements. The library service review included a Library

Our Community No. 2 Cont...

User Satisfaction Survey facilitated by library staff and a Library Assessment Report prepared by the State Library NSW.

The Library User Satisfaction Survey feedback provides user insight on the overall use and access of Tenterfield Public Library Services and audience demographics. Feedback was invited from Thursday 21 December 2023 through until Friday 26 January 2024. The survey format was developed using the State Library NSW guidelines '*Library User Satisfaction Survey – A model for NSW Public Libraries*'. A total of 124 responses were received which included 26 physical survey forms and 98 online forms. The Library User Satisfaction Survey Report Summary is included as an attachment with this report.

The Library Assessment Report – Tenterfield Shire Council was prepared by the State Library NSW and finalised on 14 March 2024. The report analysis and recommendations are based on a visit to Tenterfield Public Library in August 2023; our library's annual '*Public Library Statistics – Public Library Services in New South Wales*' reporting data to the State Library NSW and the NSW Public Library Standards (*Living Learning Libraries*) benchmarks. The full Library Assessment Report is included as an attachment with this report.

#### **REPORT:**

Overall feedback across library services and facilities obtained from the Library User Survey show 96.7% of user's satisfaction levels are extremely positive and 3.3% (4 respondents) dissatisfied. Overall satisfaction with the new library refurbishment was also extremely positive with 96.7% of users enjoying the new library and environs with practical suggestions to improve utility of the space in relation to public pc's and the new children's area.

The Library Assessment report by the State Library of NSW identifies some library service's usage indicators that are lower than the median benchmarks of NSW Public Library Standards (*Living Learning Libraries*) and provides recommendation to improve those priority services in the medium term.

The following priority actions are based on recommendations outlined in the State Library report and feedback from the community:

- Increase promotion of library services.
- Increase membership.
- Establish participation engagement programs i.e., libraries as creative spaces and life-long learning.
- Enhance services for Aboriginal and Torres Strait Islander Peoples.
- Collection development and management priorities of renewal and acquisition, increase culturally diverse offerings, digital local studies assets incorporated into catalogue.

These priority actions would require a staged implementation due to the financial challenges of Council and current reduced staffing of the library. Actions would be staged over a five-year period with a progress service review undertaken each council term. Ongoing visitor survey feedback is being collected through a smart-device digital user survey and printed survey forms located at the library circulation desk. This will provide valuable community feedback for library staff to provide continual service improvement ongoing.

Recommendations and feedback from community to be considered in long-term planning when the financial position of council improves and increased staffing possible include extending the library opening hours (regular evenings or weekends), investigate

Our Community No. 2 Cont...

establishing of a mobile library service; regular renewal of public use IT equipment and viability of installing free-standing privacy pod spaces for meetings or people with auditory sensitivities.

### **COUNCIL IMPLICATIONS:**

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

The Library User Survey invited community feedback from Thursday 21 December 2023 through until Friday 26 January 2024. The survey collection method included an online survey promoted through all of Council's media streams, media release and a library member e-invitation. Physical survey forms were available at the Library, Urbenville Library Resource Hub and Council Customer Service Centre.

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

- Local Government Act 1993 and Local Government Regulations 2005
- Library Act 1939 and associated State Library Guidelines

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

Nil. Actions would be implemented in alignment with allocated Annual Budgets and LTFP. Grant funding would be sought for special projects when available.

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

Technical support for IT assets as required to minimize potential for any faults/issues and Council technical staffing support.

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

Nil – Actions would be incrementally implemented over the medium term (2 - 5 years) to ensure feasibility within current reduced library workforce resources.

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

Nil.

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

Statistical data outcomes gathered as part of Tenterfield Public Library's 'Public Library Services Reporting' provided Annually to the State Library of NSW.

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

Nil.

**Roy Jones**

**Acting Chief Corporate Officer**

|                               |                                                                |          |
|-------------------------------|----------------------------------------------------------------|----------|
| Prepared by staff member:     | Lee Mathers, Manager Arts Culture & Library Services           |          |
| Approved/Reviewed by Manager: | Roy Jones, Acting Chief Corporate Officer                      |          |
| Department:                   | Office of the Chief Executive                                  |          |
| Attachments:                  | <b>1</b> Library Assessment Report - Tenterfield Shire Council | 12 Pages |
|                               | <b>2</b> Tenterfield Public Library User Survey Feedback       | 15 Pages |



Lee Mathers  
Manager Arts, Culture & Library Services  
Tenterfield Shire Council  
PO Box 214  
Tenterfield, NSW, 2372

28 March 2024

Dear Lee

**Library assessment report Tenterfield Shire Council**

The State Library has prepared the attached report based on a visit in August 2023. The report includes discussion and analysis of your library's data with reference to statistics and the NSW Public Library Standards (*Living Learning Libraries*) benchmarks.<sup>1</sup> Some of the library service's usage indicators are lower than the median, and this is the main area for addressing over the medium term.

The library service has lower than median membership with 35.16% of the community who are members of the library. It is noted that this is an increase from the 2018-19 membership of 33.91% of the community which is an achievement. The Tenterfield Library membership level of 35.16% indicates that close to 65% of the community, as non-members, miss out on the many benefits that library membership brings including access to collections, eresources and programs.

It is acknowledged that Tenterfield Shire is large with isolated populations, and there are national parks and wilderness areas separating small towns and villages. For people in some parts of the Shire their closest library services will be provided by Southern Downs Regional Council in Queensland, for example at Stanthorpe, or Warwick rather than Tenterfield. It may be that some of the residents are members of Queensland public libraries rather than at Tenterfield. However, a membership campaign and regular outreach services are recommended to ensure that the community is aware of library services and how to access them. A medium sized metropolitan library recently ran a membership campaign and has achieved membership of over 50% of its population. This library service has an annual membership drive to encourage connection and engagement with the library. -

Tenterfield Library could consider a membership promotion, however, a challenge for Tenterfield would be the time required for undertaking the outreach to the community to raise awareness of the library. It is important for the library staff to be able to go out to smaller

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<sup>1</sup> *Living Learning Libraries* <https://www.sl.nsw.gov.au/public-library-services/content/living-learning-libraries>  
[accessed 11 March 2024]



communities to show what the library has to offer and, provided there is sufficient internet connectivity, demonstrate the content that the community can access without leaving their community. Any outreach needs to take place at locations and times which suit the community, so it may be at weekends for sport, or at other local events. The outreach should also take place regularly, every few weeks, with different groups and in different locations. As part of the outreach up it should be possible for people to join the library and potentially borrow straight away, so including a Wi-Fi hub as part of an outreach program is to be considered. It is acknowledged that this will be a challenge with current staffing. Having a library presence at events like the Tenterfield Show and community barbeques can help to raise awareness of the resources and programs provided by the library.

Staffing levels are 2.8 equivalent full-time staff for Tenterfield Library. The number of staff makes outreach and extended hours for the library difficult. It is noted that in 2018-2019 Tenterfield Library had 4.55 equivalent full-time staff. The current number of staff means a significant reduction in what it is possible for the library to provide for the community.

Visits to the library for 2022-2023 are 14,601 which is 2.12 visits per capita. In 2018-2019 there were 3.15 visits per capita. This could be impacted by the time the library was closed for renovations; however, this should increase as people come into the renovated library. Statewide there are still some impacts from the COVID-19 pandemic library closures and restrictions. Locally this data may also be impacted by the decrease in staff numbers at Tenterfield Library.

As the library has information provided on the Tenterfield Shire Council Facebook page, it is recommended that a link to this Facebook page is placed on the library part of the council website, and that there is information about this in the library too. As well as promoting the Council Facebook page it will help people to find out about Council programs and services.

In 2023/2024 Tenterfield Shire Council received \$86,912 in library subsidy payments. This is an increase from \$34,617 in the 2018/2019 funding. It is noted that while Tenterfield Shire Council has maintained expenditure on the library, as shown in the table below, operating costs have increased. There may need to be some analysis of these figures to ensure they are comparable, given that there were more library staff in 2018/19.

|                          | Total<br>2018/2019 | Total<br>2019/2020 | Total<br>2020/2021 | Total<br>2021/2022 | Total<br>2022/2023 | Total<br>2023/2024 |
|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Library<br>subsidy       | \$34,617           | \$80,693           | \$81,245           | \$81,576           | \$82,961           | \$86,912           |
| Operating<br>expenditure | \$487,355          | \$543,175          | \$543,616          | \$586,067          | \$545,681          | \$533,563          |

Please feel free to contact the State Library to discuss any aspects of the attached report, and to assist with planning future library strategies.

Yours sincerely

Ellen Forsyth  
Consultant, Public Library Services

### **G1. Library management**

*To provide the community with a library service that is equitable, accessible, cost effective and efficient*

It is noted that a library service is a core service for Tenterfield Shire Council given that the council adopted the Library Act 1939 and undertook to operate free public library services.<sup>2</sup>

The adoption of the Library Act 1939 is of significance because there are conditions connected to this. To revoke the adoption of the Library Act there must first be a poll or referendum of the community, and it must pass by a majority, see ss8(2) and (4) below:

(2) A local authority which has adopted this Act may, by resolution passed by the local authority after a proposal in that behalf has been approved by a poll of electors, revoke the adoption of this Act.

(4) Where a local authority revokes the adoption of this Act an adjustment shall be made of the interests of the local authority and of the Crown in any property to the provision of which subsidy under this Act has contributed.<sup>3</sup>

### **G2. Opening hours**

*To open at times which enable the community to make the most effective use of the library service and to ensure that the library's resources and services are as widely available as possible.*

The library is open 10.00am to 5.00pm Monday to Friday. It is unusual for a public library not to open at the weekend, however, to extend the library opening hours there would need to be additional staff employed for the library, or a redistribution of opening hours. From the recent survey it appears there is interest in a later closing time for the library at least once a week. Some libraries open later one or two days a week so they can close later in the day. This would retain the same number of opening hours but provide an evening where people could borrow from the library, and possibly allow for events or programs in the library such as a reading group.

Some libraries are implementing unstaffed after-hours access for members. This may be worth investigating.

### **G3 Library buildings**

*To provide a physical facility which will serve the identified needs of the community. The building should be attractive, designed for efficiency and sustainability, flexible and functional.*

*To provide libraries that are convenient and accessible to the public.*

In 2021-2022 Tenterfield Shire Council received a Public Library Infrastructure grant of \$196,886 for the refurbishment of the library. This was to improve access in the library, maximising space for the collection, providing space for people to use the collection as well as to be able to spend time in the library with different kinds of seating. The library looks

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<sup>2</sup> The Library Act 1939 was adopted by Tenterfield Shire Council 21 May 1951. The library service was started 8 July 1952.

<sup>3</sup> Library Act 1939 Division 1 <https://legislation.nsw.gov.au/view/html/inforce/current/act-1939-040#pt.3-div.1> [accessed 12 February 2024]

appealing after the renovation. It is suggested that library staff monitor the self-check kiosk so that it can be restarted after power or internet outages. Self-check kiosks can be very useful as part of library service delivery.

It is understood that Urbenville, opens three hours a week, and has 500 items which are rotated quarterly with stock at Tenterfield. More regular rotation may increase loans, although it is acknowledged that current stock rotation takes one day of staff time. It is suggested that as well as the quarterly stock rotation that there stock top-ups when other council staff are in Urbenville as part of their work. Being able to run library programs at Urbenville as well as in the smaller settlements may be helpful for the community.



*Photograph 1 Showing refurbished library with comfortable seating and excellent natural light.*



*Photograph 2 Showing reading nooks*

#### **G4. Mobile libraries**

*To provide a public library service via a specially designed and equipped vehicle to those people who cannot reach a normal branch or central library.*

The library does not have a mobile library. A mobile library van may be worth investigating for outreach and access to the many villages and isolated communities across Tenterfield Shire.

#### **G5. Marketing and promotion**

*To ensure that all members of the community are made aware of library services and programs. To facilitate easy access to library facilities, services and programs for all members of the community.*

Because of staffing levels there is limited capacity to provide programs for the community. It is noted that there are weekly story times during school terms. The library could consider providing programs in partnership with local organisations or other groups, however not having access to a dedicated meeting room is potentially a problem for this. Events could be run in the library during opening hours.

Library programs are promoted on the council Facebook page. A link to this should be visible on the library part of the website. It should be easy to find on the council website too. Often councils have a link to their Facebook page on each page of their website. It is suggested that this is considered.

It is recommended that as well as the library having an alphabetic listing of online resources and ebooks on the website, that there is an option to look at the ebooks and comics together,

as this could help people find the resources. It is suggested that these are promoted on the council Facebook page as well as in the library.

**G6 Information and readers' advisory services**

*To offer information and readers' advisory services to all library customers. To ensure that these services provide customers with the information and/or reading materials that suit their requirements in an appropriate time frame. To offer education programs to support information and digital literacy, and effective use of library resources and facilities.*

Tenterfield Library has been collecting data for the enquiry completion rate. This demonstrates that there are a mix of information requests and customer service requests undertaken by library staff.

For displays in the library it is recommended that new titles from language collections from the State Library's collection are included. It will raise an awareness of collections available with a minimum time investment. This can be done as part of every library display at each branch to improve visibility and awareness of multilingual collection items.



Photograph 3 Carlingford Library new book display

We suggest including items in languages other than English in each display to be welcoming and to promote the availability of these collections to people who may not have been aware that they were looking for them. The recent research by Dr Jane Garner for *First language reading and the role of public libraries* highlights that it is an emotional and an important cultural experience to be able to read in your first language. As one of the people interviewed for the research stated:

*Because it's my first language so I really – very relaxed when it come to the book, I know every word meaning, I know ever sentence's meaning, and I don't need to guess. I don't need to read the dictionary<sup>4</sup>.*

While Tenterfield has lower numbers of people who speak additional languages to English, this is a simple way to be welcoming for them.



Photograph 4 Service desks at Tenterfield Library

The service desks at Tenterfield Library are attractive and enable roving services so that staff can assist people wherever they are in the library. It is suggested that staff at Tenterfield Library undertake the self-paced *Reference excellence* training.<sup>5</sup>

### **G8 Library staffing**

*To ensure that the size and mix of library staff support a range of services and programs which meet the needs of the community.*

*Each public library must have paid qualified staff of one or more persons, including a suitably qualified library manager.*

The staffing levels have declined from 4.55 staff in 2018-2019 to 2.8 equivalent full-time staff in 2022-2023.

If the library had the recommended amount of staff for the population, then types of services such as participation engagement/libraries as creative spaces could be possible.

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<sup>4</sup> Garner, Jane *First language reading and the role of public libraries* <https://www.sl.nsw.gov.au/public-library-services/first-language-reading> February 2022 [accessed 7 August 2023]

<sup>5</sup> Reference excellence [https://wiki.libraries.nsw.gov.au/doku.php?id=reference\\_excellence\\_-\\_self\\_paced\\_reference\\_and\\_information\\_services\\_training](https://wiki.libraries.nsw.gov.au/doku.php?id=reference_excellence_-_self_paced_reference_and_information_services_training) [accessed 19 January 2024]

### **G9 Collection development and management**

*To develop and manage a broad collection which meets the needs of the community, inspires intellectual curiosity and anticipates future need.*

*To provide information and reference resources, recreational reading, literacy development and education support materials. A public library collection should comprise a rich and diverse mix of content.*

Access to library collections and the physical experience of interacting with them remains a fundamental role of public libraries. Recent research found that the main reason library members visit their local library (80%) is to browse and borrow collection items<sup>6</sup>. When libraries were closed to the public during the COVID-19 lockdown periods, the thing library members reported missing most was access to the library collection, and the ability to browse and borrow material<sup>7</sup>. It is important that libraries continue to fund and build collections for their communities.

Tenterfield Library has 27,605 items which is 4.01 items per capita. Smaller libraries like Tenterfield need to have a higher number of items per capita than larger communities to ensure enough range for readers. The State Library considers that 4.01 items per capita is a solid fit for the community. The number of items per capita should not further decrease as this would provide little choice for the community.

Ideally the library would be acquiring more items per capita than the 1,255 it acquired in 2022-2023, however that is dependent upon the budget. The acquisitions per capita have declined from 0.24 reported in 2018-2019 to 0.18 in 2022-2023. This is a low rate of acquisition, and work should be undertaken to source funding to be able to at least return this to 2018-2019 level. This is likely to have impacted the turnover of stock which has declined from 0.75 to 0.70 as well as the circulation per capita which has significantly declined from 4.55 per capita in 2018-2019 to 2.75 loans per capita. It is acknowledged that the COVID-19 years will have affected these figures to an extent.

With 25.23% of the collection acquired in the last 5 years and 30.63% in the last 10 years it shows that Tenterfield Library has an older collection in comparison with other NSW public libraries. Work has been done on the age of collection with a significant weeding project in the last 12 months.

Tenterfield Library submitted their data to the adult fiction stock quality health check which was undertaken by the State Library of NSW in 2023. The complete report for the statewide data will be available later this year. Tenterfield, as a smaller library held 19.4% of the titles on the list. Its holdings across the areas of representation were higher for titles written by Aboriginal and Torres Strait Islander people (26.73%), while they were lower for people who are LGBTQIA+ (7.89%) and who are culturally and linguistically diverse (4.55%). The library had significantly higher holders for Australian authors and holds many authors from different countries as well, including some titles in translation. For the genres, there were higher holdings for *action adventure*, *crime mystery* and *science fiction* much higher holdings

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<sup>6</sup> NSW Department of Planning and Environment *Project report: Using behavioural insights to increase access to public libraries* <https://www.sl.nsw.gov.au/sites/default/files/using-behavioural-insights-to-increase-access-to-public-libraries.pdf> [accessed 7 August 2023]

<sup>7</sup> Charles Sturt University Libraries Research Group *The importance of the physical spaces of NSW public libraries: What users miss, and why.* [accessed 7 August 2023]

for *historical* (38.18%) and lower holdings for *contemporary*, *horror* and *thriller suspense* while *fantasy* and *romance* were close to the over all holdings percentage.

**G10. Local studies collections**

*To collect resources that document, illustrate and record the history and cultural heritage of the local area. To provide access to, preserve and maintain a collection that relates to the history and development of the local community.*

One of the important areas for a local studies collection is of collecting current and historic material about the area, including local publications. The local museums have a role in providing information about the area, but there is an important role for the library and council staff as well. The library could be the place to bring the information together through the library catalogue. As well, Tenterfield Shire Council staff are photographing parks, building sites, streets and events and these would all make excellent local studies material as these photographs can be used to document the area. Collecting this digital material now helps to manage digital preservation better. As these photographs are likely to be taken by Council staff this means that they can be made available on the library catalogue, or Flickr or another service using a Creative Commons attribution license. Ideally, they would be catalogued as part of the library collection. The library could consider working with the Moombahlene Land Council to include information about the local Aboriginal people in the local studies collection too.

**G14. Services for culturally diverse communities**

*To meet the library needs of culturally and linguistically diverse communities (CALD)*

While the Tenterfield local government area has low numbers of people who speak additional languages to English, there is still a role for the library in serving the culturally and linguistically diverse people in the community. As mentioned earlier it is suggested that the library borrow display collections of items in languages other than English. These items can be used both in displays in the library and made available for loan. Given the information in the Census it is suggested that the library request a display box containing books in German, Italian, Punjabi and Filipino. The State Library of NSW does not hold any titles written in Afrikaans. Having these items for display and loan may prompt further discussion and lead to requests in additional languages.

**G15 Services for Aboriginal and Torres Strait Islander Peoples**

*To engage and consult with local Aboriginal and Torres Strait Islander peoples and communities to ensure the library provides a welcoming and safe cultural space, services and collections, representative of their needs and aspirations.*

The State Library's *Indigenous Spaces in Library Places: Building a Vibrant Public Library Network Inclusive of Indigenous Peoples and Communities*<sup>8</sup> provides guidance on how libraries can enhance services dedicated to the local Indigenous population even if population figures are small. Tenterfield has 7.5% of the community who are Aboriginal and or Torres Strait Islander people.

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<sup>8</sup> *Indigenous spaces in library places* <https://www.sl.nsw.gov.au/public-library-services/services/indigenous-spaces-library-places> [accessed 19 January 2024]



It is recommended that the library include an Acknowledgement of Country in the library. There is a downloadable and customisable sign available through the *Indigenous spaces*<sup>9</sup> website. It is suggested that this is discussed with local Aboriginal Elders.

**G17. Services for young people**

To provide access to materials and services which meet the identified needs of children and young people in the community. For the purposes of this guideline and program delivery the following definitions are used:

- children (0–12 years)
- young adults (13–18 years)



*Photograph 5 Refurbished area for children at Tenterfield Library*

The refurbishment at Tenterfield Library has provided attractive spaces for children and young people. As shown in the photograph above there is easy to browse shelving for children, as well as beanbags and other comfortable seating for children.

The weekly children's story time is key programming for the library as this helps children develop pre-literacy skills which are critical for their ability to learn to read.

For slightly older children it may be possible to run Code Club.<sup>10</sup> This would be dependent on partnerships and or an increase in staffing.

<sup>9</sup>Create welcoming and trusted environments for Indigenous peoples in library places  
<https://www.sl.nsw.gov.au/public-library-services/services/indigenous-spaces/welcome-indigenous-peoples-your-library> [accessed 19 January 2024]

<sup>10</sup> Code Club Australia <https://codeclubau.org/> [accessed 23 January 2024]

**G18. Services for older people**

*To ensure that older members of the community can access and use library collections, services and programs.*

While there are collections for older people, there are currently few services targeting older people. This is an important area of the community to serve given that the median age for Tenterfield is 55 years of age. Tenterfield has significantly higher percentages of people in the 60-64, 65-69, 70-74 age groups than either NSW or Australia.

With increased staffing the library could consider participating in Tech Savvy Seniors.<sup>11</sup> Even with varied connectivity throughout the Tenterfield area, this could assist ageing members of the community.

**G19. Home library services**

*To provide access to library information and resources for those community members who are unable to physically access their local library for any reason.*

Home library services are provided for people who live in the town of Tenterfield. The possibility was discussed of being able to provide a home library service by mail to other sections of Tenterfield Shire. As well as staffing costs, this would include postal costs. It is suggested that costs of providing this are estimated for inclusion in future budgets.

**G20. Programs**

*To provide the community with a range of activities related to library services and collections that enrich the lives of community members who choose to attend. A library program is an ongoing series or sequence of activities provided by library staff or library staff in partnership with other community or business organisations and usually related to a particular library service, library collection or population demographic. Library programs are usually delivered in library buildings but can be conducted in other community spaces, e.g. schools; senior citizen centres*

Library programs can be an excellent way to help connect the community to the collections and to other information as well. The programs may be provided by a library or run in partnership with other organisations with the library as a trusted and safe space. Both methods of providing these programs take time, as both require time to organise even if some are being run by other organisations. As well there is the option to pay for programs to be provided. This requires a dedicated budget for this to be possible.

Tenterfield Library runs regular storytime programs for children, with few other programs. The current staffing levels make running extensive programs difficult.

Tenterfield has higher percentages than both NSW and Australia of people whose highest education attainment was completing school in year 9 or completing school in year 10, while it has less than half the statewide percentage of people who completed a Bachelors degree or higher. This may mean that there may be opportunities for working with people on literacy and numeracy, although in smaller communities this is going to be complex because of issues of privacy. The library could consider working with *Reading writing hotline*<sup>12</sup> or other literacy providers.

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<sup>11</sup> Tech savvy seniors <https://www.sl.nsw.gov.au/public-library-services/services/information-working-groups/older-peoples-services/tech-savvy-5> [accessed 23 January 2024]

<sup>12</sup> Reading writing hotline <https://www.readingwritinghotline.edu.au/> [accessed 23 January 2023]

The Tenterfield Library has the potential, although it would need additional staffing to consider information-based programs. For example, some other councils provide information sessions through their library services, for example about composting, or providing fire awareness sessions in partnership with the Rural Fire Service<sup>13</sup>. Some of the work that BackTrack<sup>14</sup> is undertaking could potentially involve a partnership with the library.



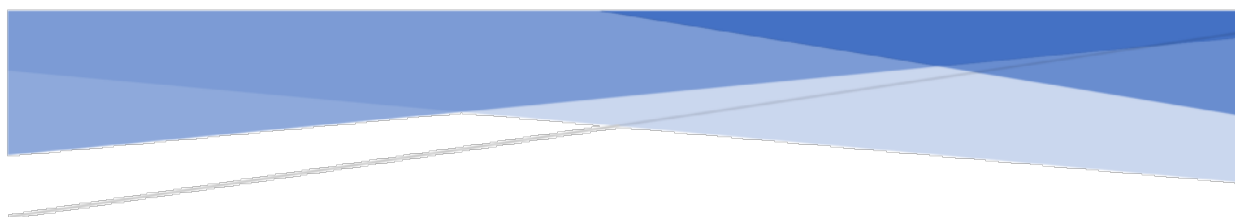
Photograph 6 This shows when the local RFS visited Kiama Library for storytime<sup>15</sup>

| Follow up required   | Follow up done                                                                                                                                                                                                                                                |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BIU report           | <a href="https://www.sl.nsw.gov.au/public-library-services/advice-and-best-practice/research-projects/using-behavioural-insights">https://www.sl.nsw.gov.au/public-library-services/advice-and-best-practice/research-projects/using-behavioural-insights</a> |
| CSU research reports | <a href="https://www.sl.nsw.gov.au/public-library-services/research-projects">https://www.sl.nsw.gov.au/public-library-services/research-projects</a>                                                                                                         |

<sup>13</sup> NSW Rural Fire Service has a list of books for children which provide information about bush fires and fire safety in the home see <https://nswrfs.intersearch.com.au/cgi-bin/koha/opac-showpage.pl?pageid=Children+Bush+Fire+Collection> [accessed 23 January 2024]

<sup>14</sup> BackTrack <https://www.nsw.gov.au/departments-and-agencies/department-of-regional-nsw/news-updates/backtrack-recovery-team-rolls-up-its-sleeves-following-tenterfield-fires> [accessed 19 January 2024]

<sup>15</sup> RFS visiting Kiama Library for storytime for bushfire awareness <https://www.instagram.com/p/CywwQRhNbGf/> [accessed 23 January 2024]



**TENTERFIELD PUBLIC LIBRARY**  
**USER SURVEY FEEDBACK**  
REPORT SUMMARY

**JANUARY 2024**

## Background

Survey feedback was sought to provide user insight on the overall use and access of Tenterfield Public Library as well as our audience demography. The information gathered aims to identify priorities for action to improve services now and the long-term strategic priorities into the future in alignment with the *Library Council of NSW – Living Learning Libraries – a population approach: standards and guidelines for NSW public libraries*.

Feedback was invited from Thursday 21 December 2023 through until Friday 26 January 2024. The survey collection method included an online survey promoted through all Council's media streams, media release and library member e-invitation. Physical survey forms were also made available at the Library, Urbenville Library Resource Hub and Council Customer Service centre. A total of 124 responses were received which included 26 physical survey forms and 98 online forms.

The survey questions are itemised across the following service area categories:

- A. Overall Use and Access
- B. Sources of Information
- C. Programs, Collections, Services and Technology
- D. Facilities and Staff
- E. Overall Satisfaction
- F. Our Audience

Overall feedback across library services and facilities from this survey show 96.7% of users satisfaction levels are extremely positive and 3.3% (4 respondents) of users were dissatisfied. Overall satisfaction with the new library refurbishment was also extremely positive with 96.7% of users being satisfied with the new look library and environs and some practical suggestions to improve utility of the space provided.

Referencing both the responses to the questions and the written feedback some key areas for improvement identified are collection development, extending operating hours, multi-channel communication methods, event program offerings and requests for separate quiet meeting rooms. It should be noted that whilst the suggestions provided would improve access and amenity of the services there are some limitations due to the library being in a leased heritage listed building which prevents construction of private rooms and current staffing shortages due to Council's financial position make extending the library opening hours to include evening or weekends currently unfeasible. Feedback in relation to implementing a safety screen between the new children's area and the automatic entry/exit door were already being investigated and a solution is being actioned. Solutions were already being investigated for the installation of privacy partitions on the new public computer desk spaces at the time of this reporting and a quote being sourced however procurement and installation will be dependent on available funding.

Management of the collection is ongoing and prior to the library refurbishment a significant weeding of the collection was undertaken as part of standard collection management process. Post refurbishment the collection is now being developed further and increased including updating the reference section with new up to date current items.

An e-news communication solution is currently being explored with Liberos, the library's collection/member management system to better promote library services to its members. In the interim and in alignment with our available resourcing, library staff have established a communication process promoting library services/events utilising Council's Facebook page, media releases, posters and flyers displayed in the library and distributed in the retail hub of Tenterfield CBD.

## **Service Area Summaries**

### **A. OVERALL USE AND ACCESS**

This feedback category provides insight into the user recency, library access location, if users attend independently or others and the primary services accessed.

Of the 124 respondents 99.2% were users from the Tenterfield main branch and .08% (1 respondent) utilising Urbenville. The majority, being 50% of respondents have been members for 5+ years and 41% members of between 1 – 5 years. This information identifies that 91% of the feedback received are from experienced users of the library with long-term knowledge on the history and progression of library services over time.

Most respondents (86.1%) are users that attend the library on their own; and 8.2% with their spouse or partner and 7.4% attending with children. The service area with the highest awareness amongst respondents were 'Books for loan' totalling 97.5%, use of 'Computers, Printers and Scanners' 69.7% followed closely by DVDs & CDs for loan (68.9%) and 'Free Internet Access' showing 65.6% highlighted a high awareness of traditional library services available. Contemporary library services such as Online Resources, Talking Books, the Home Library Service and Inter-Library Loans show a moderate awareness from respondents highlighting an opportunity to promote these services for future user engagement.

### **B. SOURCES OF INFORMATION**

Responses to this section of the survey will assist with development of communication strategy and the preferred direct communication channels for promoting library services to library users in the future. Currently the library communication channels are passive due to limited staff resourcing to develop and manage regular and multi-channel communication content.

Of the 124 respondents 91.8% advised the primary access of library services is from visiting the library in person, followed by 27.9% access information via the library website. When asked the preferred communication method to learn about library services 66.4% advised email, 35.2% advised Facebook followed closely with 26.2% respondents noting advertising in the library and 18% noting flyers/posters in public places as a likely way to learn about library activities.

### **C. PROGRAMS, COLLECTIONS, SERVICES AND TECHNOLOGY**

Understanding respondent's feedback on quality of programs, collections, services and technology will provide valuable information on areas of improvement to best meet the needs specific to our users and members. The number of users of specific collections, activities and technology also provides valuable data on future priorities for program and collection development and new technologies.

The highest rated events respondents would be interested in attending at the library were Author events/talks (49.2%) followed by film showings (44.3%), Creative/Craft Events (38.5%) and Adult Technology programs (29.5%).

Over the last 12 months respondents identified the Adult Fiction Book collection (58.7%) as the most valuable followed closely by Adult Non-Fiction (48.39%), Local History (23.39%), Online resources (20.16%). The highest collection items noted as not utilised were Items in languages other than English (82.26%), Children's Toys and puzzles (79.03%), Graphic Novels (76.61%) and Children's books (71.77%). This data is reflective of the respondents who participated in the survey being 50 years + and the 49 years and under user demographic making up just 16.13% of the 124 respondents.

Borrower records for children and young adult collection items over the last 12 demonstrate good use with potential for increasing engagement particularly now with new dedicated youth and children's areas of the library space. Liberos borrowing data for children and young adult collection items make up 25.4% of issues and the 49 years and under demographic make up 35.14% of active member records over the last 12-month period. Further consultation should be undertaken to better capture feedback from this audience demographic to ensure future planning incorporates their needs.

The highest rated library services accessed by respondents included assistance with finding books or information, technical support access to services through the library website with the lowest utilised service e-services assistance to government services websites i.e. Centrelink and the home library service. It should be noted that Service NSW now offers support for accessing government e-services via their customer service centres.

#### **D. FACILITIES AND STAFF**

A higher number of respondents indicated they haven't used many of the library facility/resources available. Of the facilities/resources listed respondents consistently indicated the most useful to be technology based with the highest rated free internet/wifi, printing & photocopying, public computers and scanning services.

The majority (approx. 90%) of respondents rated staff service provision high and good with a clear area of improvement for staff to develop skills in expanding members understanding on the broad range of library services available. Similarly, most respondents rated the overall performance of the library across collection, services, facilities and technology high or good. The areas identified for improvement by a small proportion of respondents included ease of using the self-check kiosk and the collection meeting their needs with enough resources for the number of users.

#### **E. OVERALL SATISFACTION**

Most respondents (96.7%) rated their overall satisfaction High (63.1%) or Good with only 3.3% (4 respondents) rating their satisfaction as Low. Similarly, most respondents (96.7%) rated the new refurbished library facilities and environment High or Good with the same 4 respondents (3.3%) giving a Low satisfaction rating.

Suggestions were invited as part of this section of the survey 'if respondents could make one improvement to library services or environment what that would be' and the top priorities in order of most comments received were as follows:

1. Increased size and diversity of collection items (both physical and digital)
2. Extended opening times for people who work i.e. evenings or weekends
3. Review of public computer layout location for more privacy
4. Improved communications about library services and programs
5. Private spaces for meetings or people with auditory sensitivities
6. Increase public participation programs (creative and technology)

*(Note: points 4 to 6 received equal number of comments)*

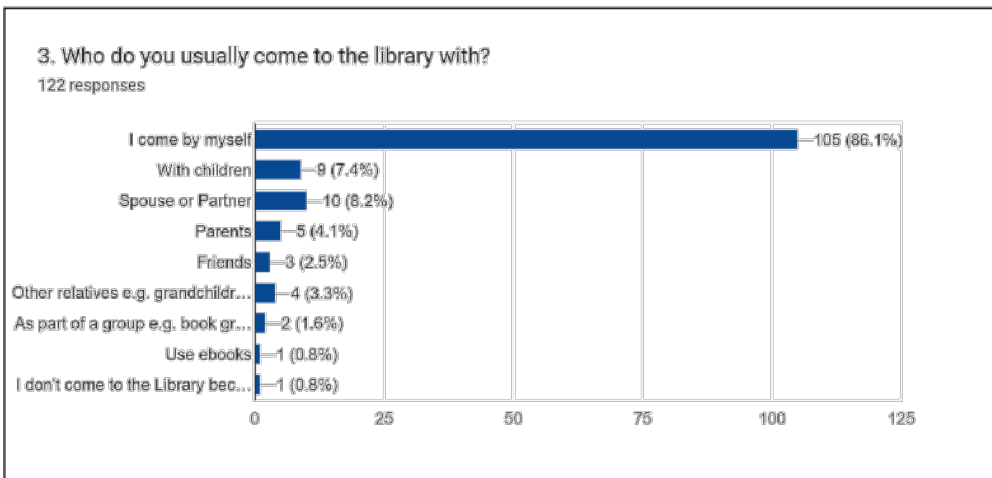
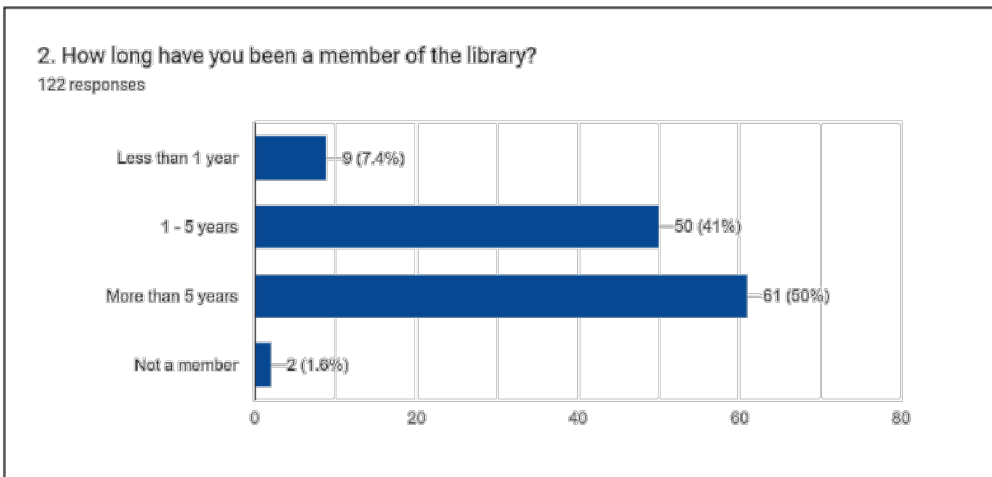
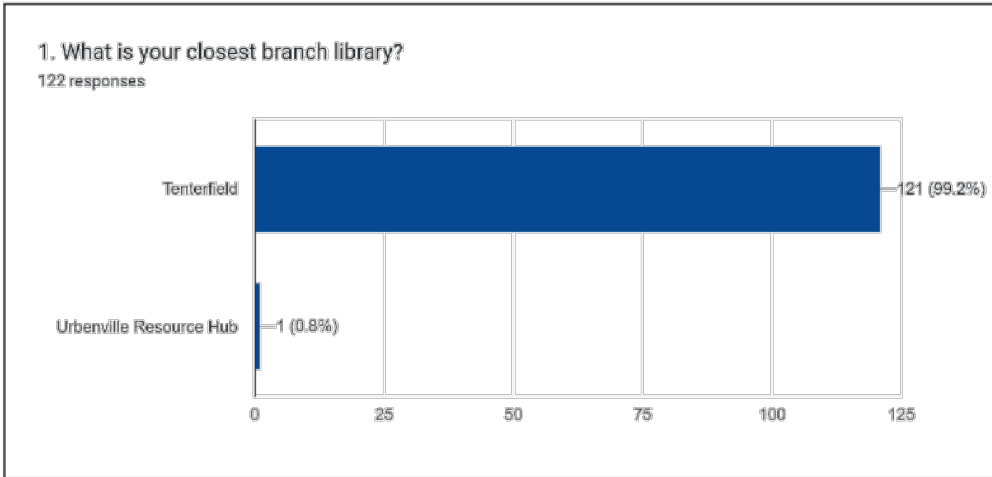
#### **F. OUR AUDIENCE**

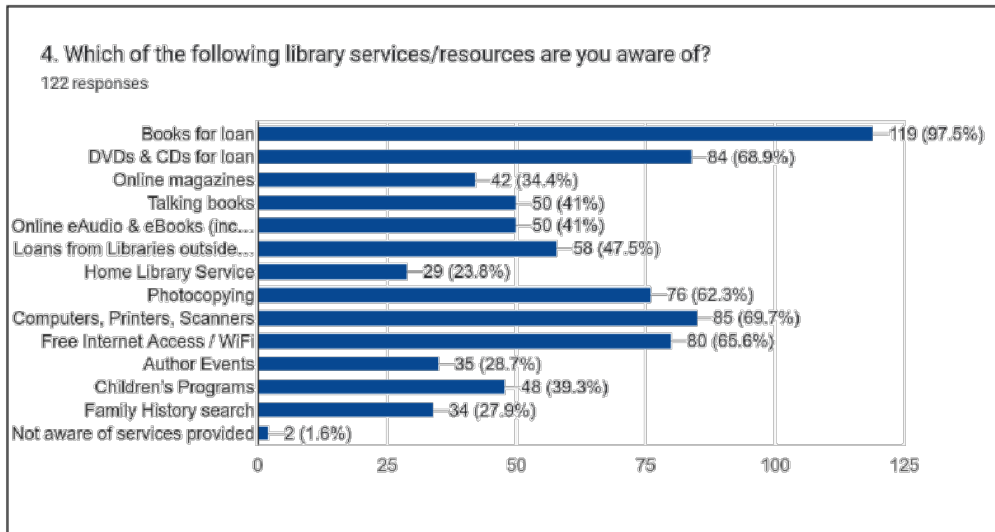
Of the 124 respondents 75.4% were Female and 24.6% Male, 33.6% are aged within the 70 – 84 years demographic followed by 29.5% aged 60 – 69 years and 18.9% 50 – 59 years with the remaining 18.3% aged 49 years and under.

Most respondents (89.3%) do not read in languages other than English. Languages noted by the 9% who do read in other languages listed Spanish, French, German and Dutch.

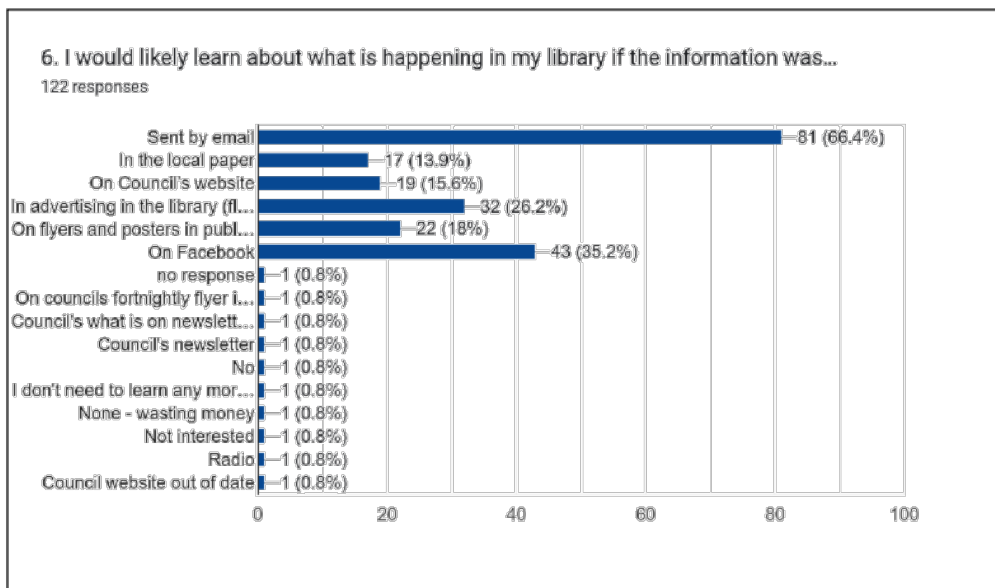
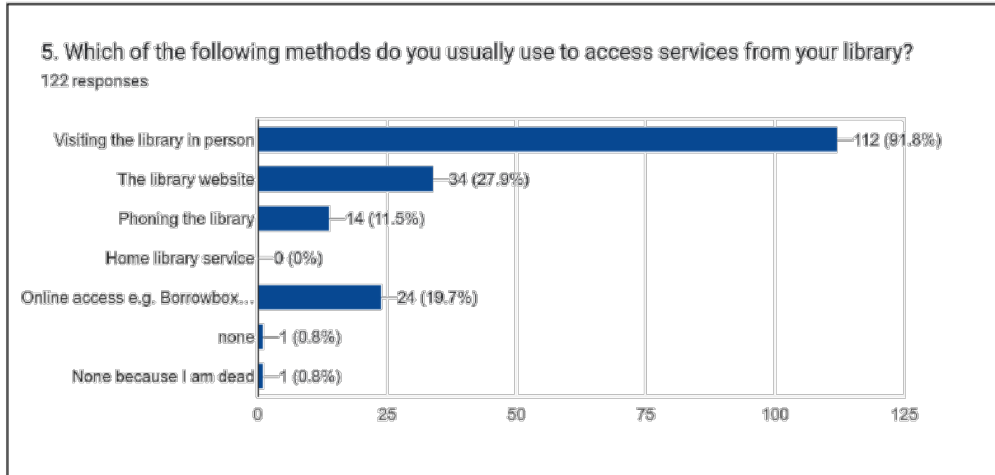


**A. OVERALL USE AND ACCESS**

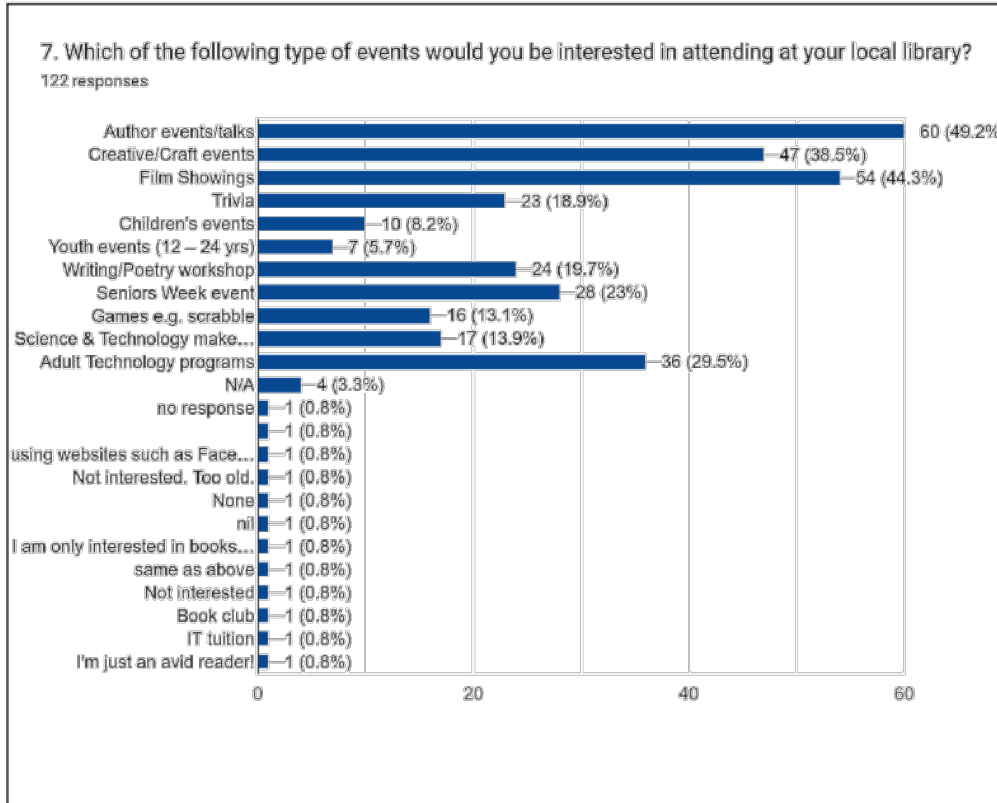




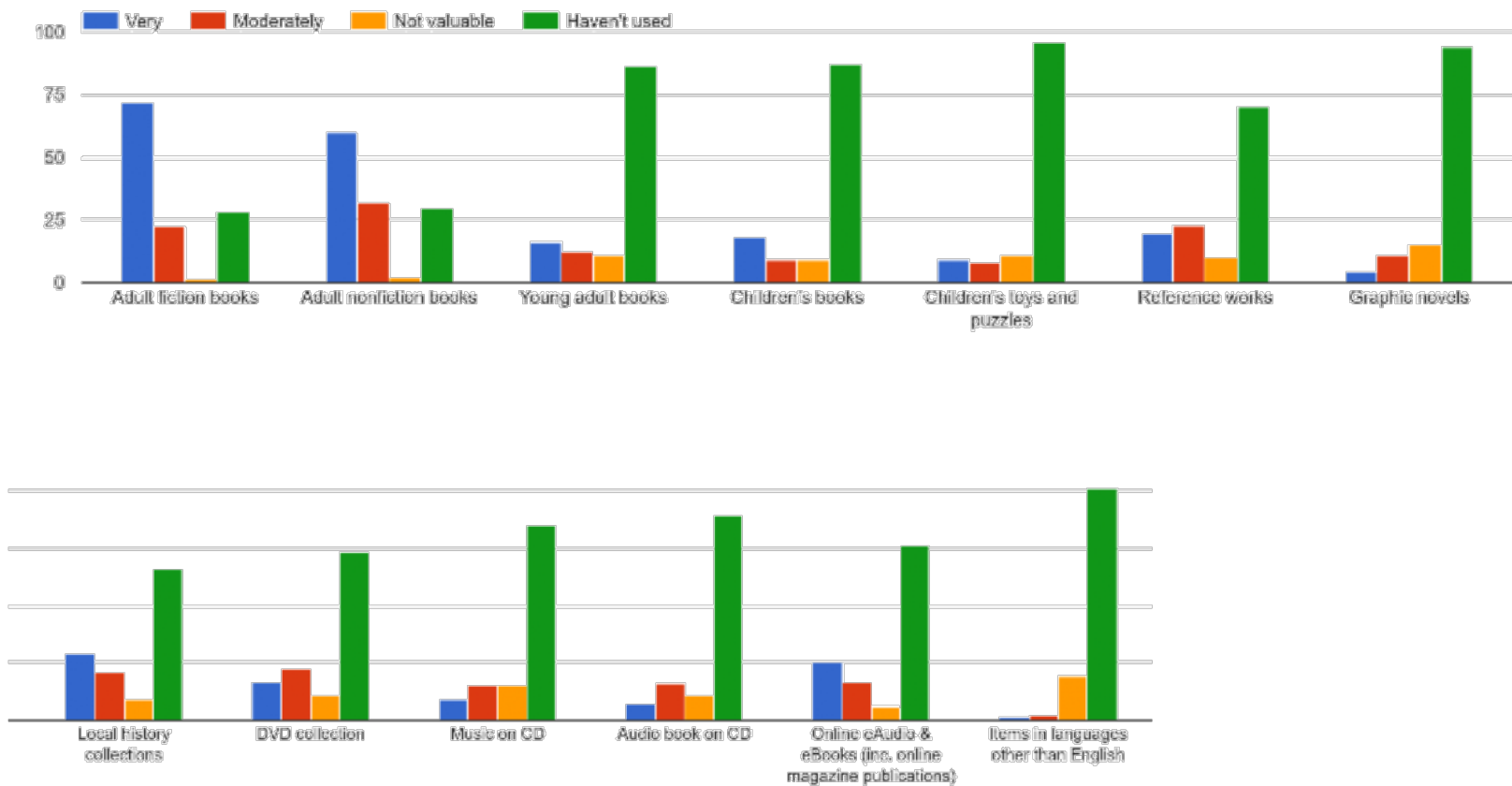
**B. SOURCES OF INFORMATION**



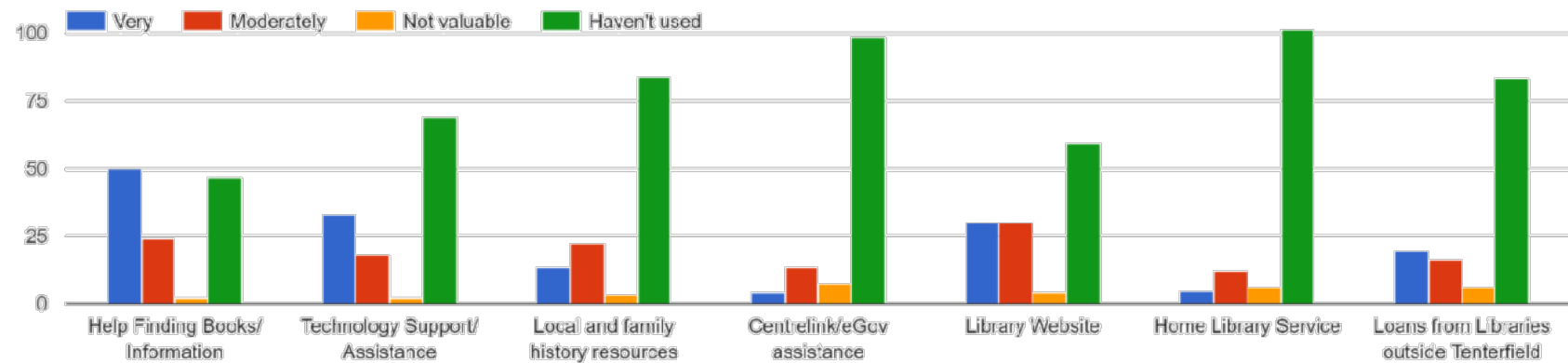
**C. PROGRAMS, COLLECTIONS, SERVICES AND TECHNOLOGY**



8. If you have used these library collections in the past 12 months please rate how valuable are they to you?

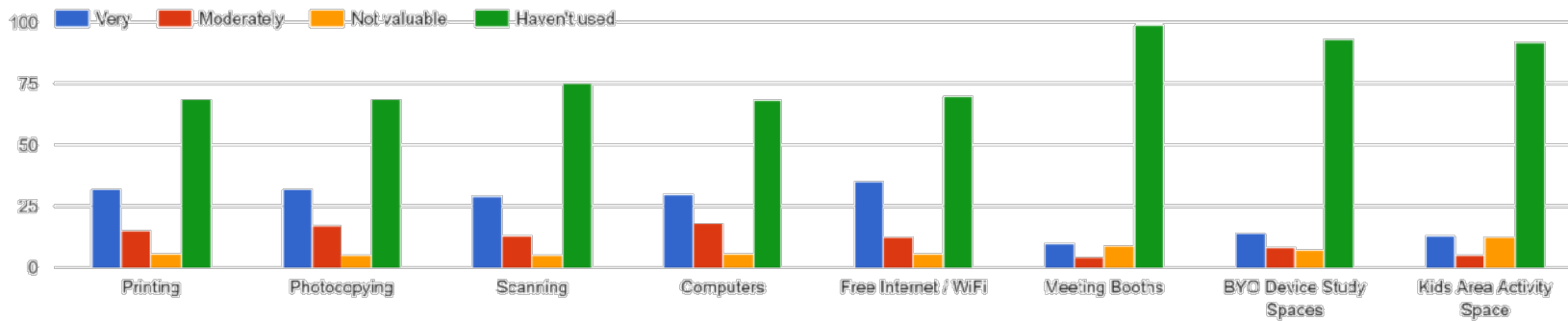


9. In the past 12 months have you used any of these library services, and how valuable are they to you?

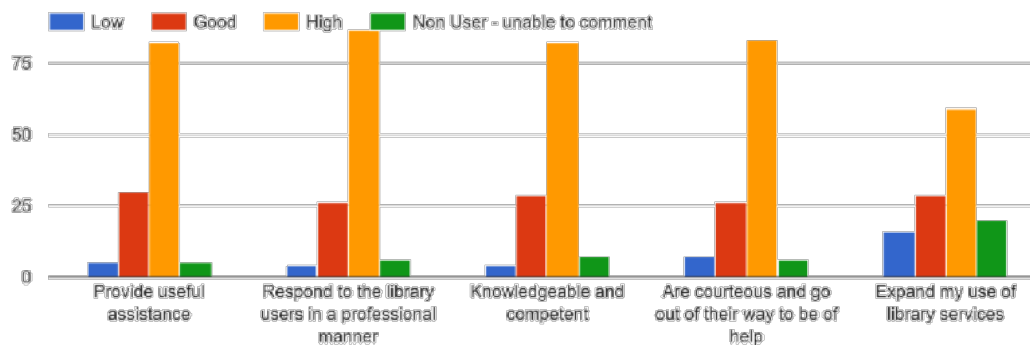


**D. FACILITIES AND STAFF**

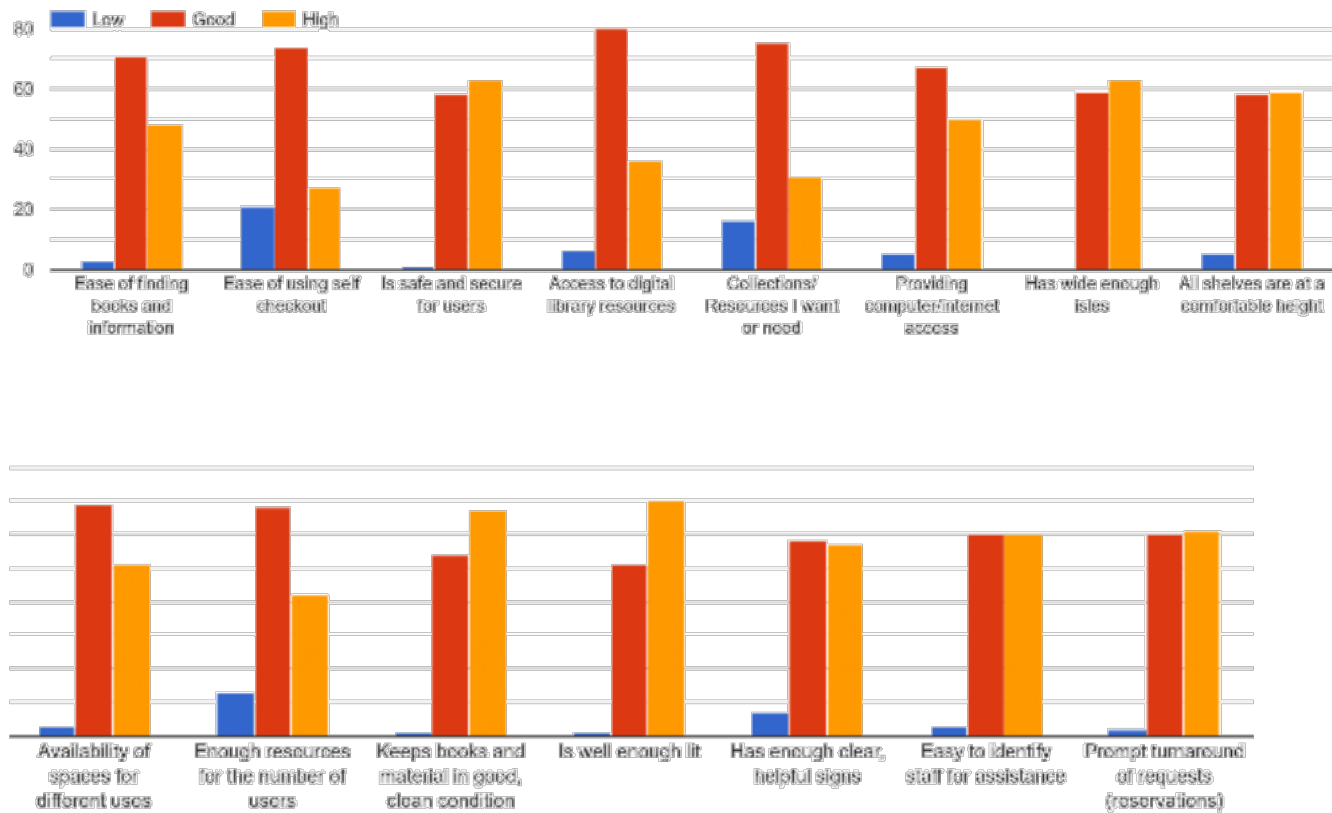
10. In the past 12 months have you used any of these library facilities/resources, and how valuable are they to you?



11. How do you rate the staff service provision at your local library?

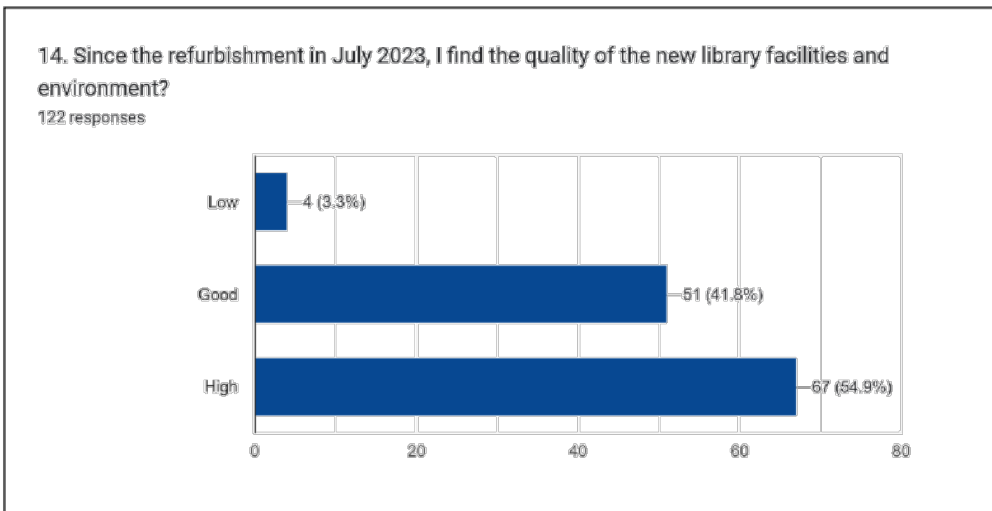
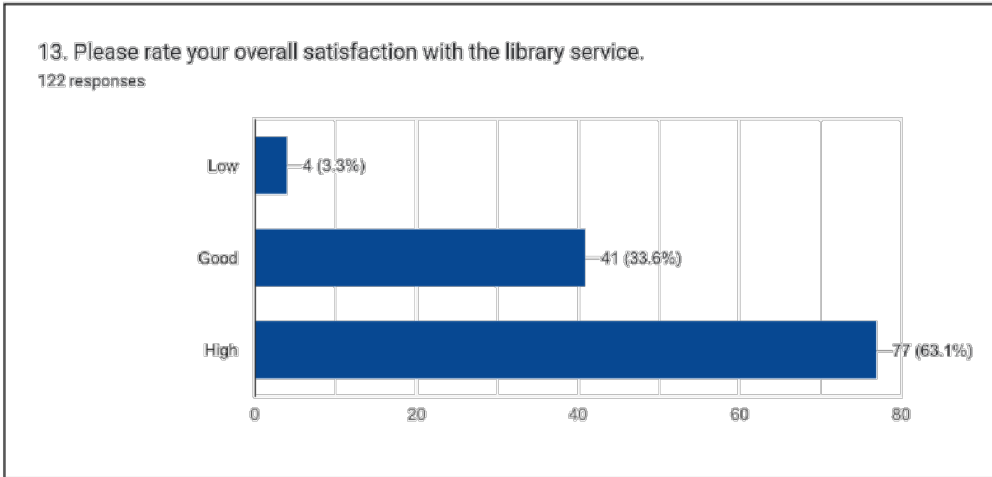


12. How well do you think your local library performs on the following?





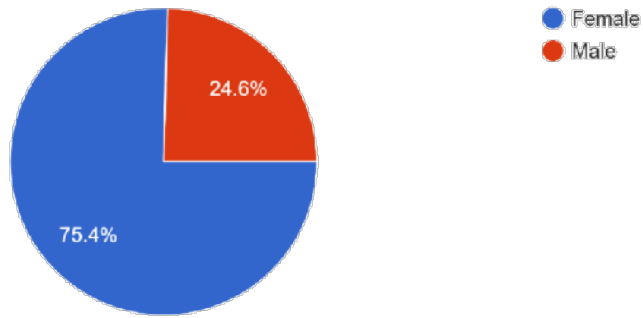
**E. OVERALL SATISFACTION**



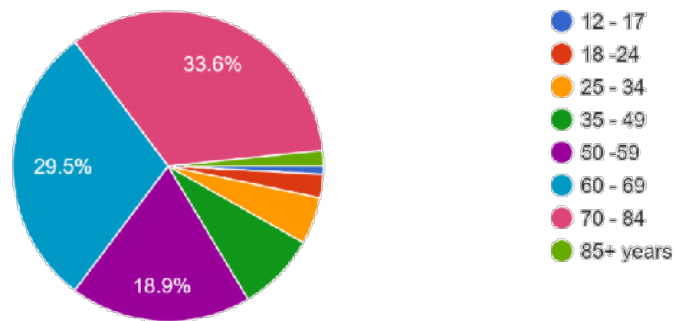
Q 15 Feedback Comments (Refer Attachment 1)

**F. OUR AUDIENCE**

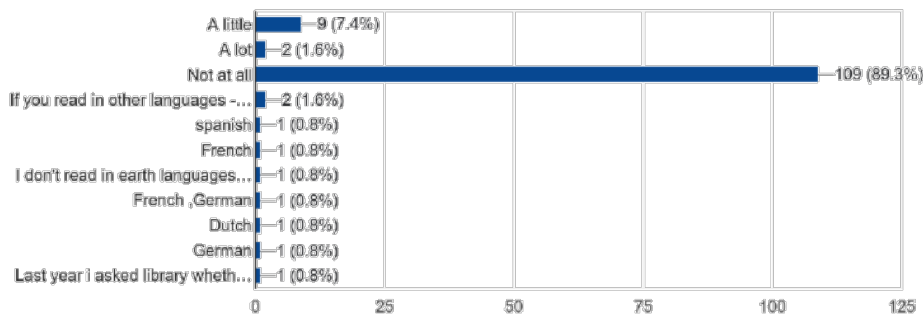
16. I am:  
 122 responses



17. I am aged:  
 122 responses



18. I read in languages other than English:  
 122 responses



|                      |                                                  |
|----------------------|--------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>     |
| <b>Submitted by:</b> | Lee Sisson, Governance Officer                   |
| <b>Reference:</b>    | <b>ITEM GOV27/24</b>                             |
| <b>Subject:</b>      | <b>MONTHLY OPERATIONAL REPORT FOR MARCH 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:**

**Notes the status of the Monthly Operational Report for March 2024.**

**Roy Jones**  
**Acting Chief Corporate Officer**

|                               |                                                     |             |
|-------------------------------|-----------------------------------------------------|-------------|
| Prepared by staff member:     | Lee Sisson, Governance Officer                      |             |
| Approved/Reviewed by Manager: | Roy Jones, Acting Chief Corporate Officer           |             |
| Department:                   | Office of the Chief Corporate Officer               |             |
| Attachments:                  | <b>1</b> Monthly Operational Report -<br>March 2024 | 51<br>Pages |

# Monthly Operational Report

Tenterfield Shire Council March 2024

Council Meeting 24 April 2024



**TENTERFIELD**

Monthly Operational Report – March 2024

**1. CIVIC OFFICE**

| Delivery Program:<br>1.1.1<br>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<br>Improve and maintain communication methods in accordance with the Community Engagement Strategy.                                                                                        | General Manager | Preparation for an updated Community Engagement Strategy commenced in March 2024. Council is assessing the proposal sent by independent consultant to undertake this process. |
| 1.1.1.2<br>Provide opportunities for the community to participate in decision making.                                                                                                              | General Manager | Draft Integrated Planning & Reporting documents were put on public exhibition for community comment in March. The closing date to collate submissions is 25 April 2024.       |
| Delivery Program:<br>1.1.2<br>Continue to support and partner with the local Aboriginal communities for improved and inclusive outcomes.                                                           |                 |                                                                                                                                                                               |
| Action                                                                                                                                                                                             | Responsibility  | Progress Comment                                                                                                                                                              |
| 1.1.2.1<br>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.                                                |

Monthly Operational Report – March 2024

|                                                                                                                                                                                                         |                       |                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Delivery Program:</b><br>1.1.4<br>Promote and recognise the work of volunteers in the community.                                                                                                     |                       |                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Action</b>                                                                                                                                                                                           | <b>Responsibility</b> | <b>Progress Comment</b>                                                                                                                                                                                                                                                                                                                                         |
| 1.2.4.1<br>Promote and recognise the work of volunteers in the community.                                                                                                                               | General Manager       | We would like to thank “Make it Tenterfield” for their ongoing support at the Library for ‘Storytime’, and also the volunteers of the School of Arts.                                                                                                                                                                                                           |
| <b>Delivery Program:</b><br>2.1.3<br>Improve heavy vehicle access across the shire and improve links to regional transport infrastructure to facilitate and support regional development opportunities. |                       |                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Action</b>                                                                                                                                                                                           | <b>Responsibility</b> | <b>Progress Comment</b>                                                                                                                                                                                                                                                                                                                                         |
| 2.1.3.1<br>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. |

Monthly Operational Report – March 2024

| <p>Delivery Program:<br/>                     5.1.1<br/>                     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.</p> |                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                                                                                                                                                                                   | Responsibility                                                                                                    | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>5.1.1.9<br/>                     Influence and advocate support from Federal and State government in relation to promotion of Tenterfield community objectives.</p>                                                                                                                                   | <p>General Manager</p>                                                                                            | <p>Council has an ongoing commitment to advocate for the Tenterfield Shire and community in its dealings with all levels of governments across all forums.</p>                                                                                                                                                                                                                                        |
| <p>5.1.1.10<br/>                     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<br/>                     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<br/>                     Communications &amp;<br/>                     Economic Development</p> | <p>TSC Facebook page<br/>                     Post reach for March 4597<br/>                     New followers 28</p> <p>Top posts for March:<br/>                     2363 - TENTERFIELD SWIMMING POOL CLOSED MONDAY, 4 MARCH – 1/3<br/>                     1398 - NOTICE OF TEMPORARY ROAD CLOSURE Pelham St – 7/3<br/>                     1271 - COUNCIL APPOINTS NEW GENERAL MANAGER – 14/3</p> |

Monthly Operational Report – March 2024

|                                                                                                                                                                                                                             |                        |                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>5.1.1.12<br/>                 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> |
| <p>Delivery Program:<br/>                 5.2.2<br/>                 Work with key stakeholders and the community to lobby for adequate health services in our region.</p>                                                  |                        |                                                                                                                                                                                                                                   |
| <p>Action</p>                                                                                                                                                                                                               | <p>Responsibility</p>  | <p>Progress Comment</p>                                                                                                                                                                                                           |
| <p>5.2.2.1<br/>                 Advocate for health services throughout the Region and ensure future government planning aligns with community needs.</p>                                                                   | <p>General Manager</p> | <p>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.</p>                                |



Monthly Operational Report – March 2024

**2. ORGANISATION LEADERSHIP**

| Delivery Program:<br>1.2.3<br>Recognise and plan for the accessibility needs of our community.                                                                                                       |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                                                                               | Responsibility  | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1.2.3.1<br>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:<br>5.1.2<br>Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.                                                             |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Action                                                                                                                                                                                               | Responsibility  | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5.1.2.4<br>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 was presented to Council in March Council meeting.<br><br>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.<br><br>As part of the long term financial strategy the Council was presented with 3 different SRV scenarios to be consulted with the community consultation process. |

Monthly Operational Report – March 2024

|                                                                                                    |                                                      |                                                                                                           |
|----------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| 5.1.2.5<br>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<br>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. |

Monthly Operational Report – March 2024

### 3. ECONOMIC GROWTH

| Delivery Program:<br>2.1.1<br>Develop and facilitate a diversified and growing economy that is a balance of all economic contributors.                        |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                                        | Responsibility                                          | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2.1.1.1<br>Seek opportunities that aligns with the Regional Economic Development Strategy (REDS).                                                             | Senior Advisor<br>Communications & Economic Development | Officer is continuing to work with Glen Innes Severn Shire as lead on the Regional Drought Resilience Plan for both shires. GHD consultants have been appointed to run the stakeholder consultation and preparation of DRAFT plan.<br><br>Officer has continued to work at the School of Arts on maintenance/repair matters, including replacement of theatre/cinema dimmer unit at the rear of the theatre and work with volunteers at the re-opened facilities. |
| 2.1.1.2<br>Deliver and manage Destination Marketing Plan and marketing campaigns and activities.                                                              | Senior Advisor<br>Communications & Economic Development | No longer relevant, since Council contracted Tenterfield Chamber of Tourism, Industry & Business to undertake tourism information and marketing.                                                                                                                                                                                                                                                                                                                  |
| Delivery Program:<br>5.2.3<br>Lobby and support government and local service providers to enhance communications infrastructure across the Tenterfield Shire. |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Action                                                                                                                                                        | Responsibility                                          | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5.2.3.1<br>Support future proposals for improved                                                                                                              | Senior Advisor<br>Communications                        | Amplitel (part of Telstra)                                                                                                                                                                                                                                                                                                                                                                                                                                        |

Monthly Operational Report – March 2024

|                                    |                        |                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| telecommunications infrastructure. | & Economic Development | Amplitel has advised Council it has completed its public consultation process for the proposed new mobile tower at 8801c New England Highway, Tenterfield (Lot 1 DP855229). No submissions were received. Amplitel intends to proceed with installation of the new tower, with construction expected to start second half of 2024. |
|------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Monthly Operational Report – March 2024

#### 4. ARTS, CULTURE & LIBRARY SERVICES

| Delivery Program:<br>1.1.3<br>Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.                                                                                      |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                                                                                                                                         | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1.1.3.1<br>Provide and support access to arts and culture activities and opportunities that are inclusive and for all age groups such as National Youth Week activities, Arts North West opportunities and the Museums & Galleries NSW Museum Advisor Program. | Manager Arts, Culture and Library Services | During the March reporting period Arts North West (ANW) continued to provide region wide arts development support for local artists and activities with co-promotion via the ANW website and Online Artist Directory along with information sharing of current arts funding available to local artists. Other specific Tenterfield focused support included: <ul style="list-style-type: none"> <li>• 200 x Lanterns provided by Arts North West for the commemoration event</li> <li>• National Indigenous Arts Fair EOI for Mentees to attend.</li> <li>• Music in the regions negotiated to come to Tenterfield</li> <li>• 1 – on – 1 ‘s with: Make It Tenterfield; Moombahlene LALC CEO and Chair; Cr Kim Rhodes; TSC - Lee Mathers and Glenn Wilcox; Pater Harris; Josh Monahay</li> </ul> Online sessions with NAVA – <ul style="list-style-type: none"> <li>• Ethical practices for working with first nations artists</li> <li>• Understanding good practice around artists’ copyright and IP</li> <li>• Understanding nava’s code of practice</li> </ul> Trail of Sound and Light in Tabulam Event - Offered 9 x artists in Tenterfield to be part of the Trail of Sound and Light at Tabulam – Linda Nye will be attending with Josh Monahay, Helen Duroux and Matthew Sing.<br><br>The Museum Advisor attended Tenterfield on Tuesday 12 to Thursday 14 March 2024 and provided advisory support services to Tenterfield Railway Museum to finalise and authorise interpretative panels re history of Timber & Brick Barrack buildings. Discussion re Stage 1 |

Monthly Operational Report – March 2024

|                                                                                                                                                                    |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                    |                                            | of Station Entrance upgrade – Development of four Interpretative Panels; and the Isolation Block volunteer groups to discuss planning for 2024 projects.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 1.1.3.2<br>Provide inclusive library services and programs that reflect contemporary needs for all age groups.                                                     | Manager Arts, Culture and Library Services | During the March reporting period the library recorded 1574 visitors through the doors (11% increase from the same period last year). During this period the library services provided included 1558 physical loans (6% increase from the same period last year) and 364 digital items borrowed with 249 individuals spending 280.25 hours using the public computers. The home Library service delivered 37 items to 28 home Library members. Storytime was attended by 28 children and 18 parents across 3 sessions and continues to be presented in partnership with Make-It Tenterfield who develop exciting new creative activities for each session. |
| 1.1.3.4<br>Undertake a service review of arts, culture and library services in alignment with Councils Workforce Management Strategy and Long-Term Financial Plan. | Manager Arts, Culture and Library Services | The library service review commenced in December 2023 in consultation with the State Library of NSW and has been completed. Final report will be submitted at the April Ordinary Council Meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

Monthly Operational Report – March 2024

## 5. WORKFORCE DEVELOPMENT

| Delivery Program:<br>5.1.1<br>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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5.1.1.4<br>Develop, manage and deliver the Workforce Management Strategy.                                                                                                                                                                             | Manager Human Resources, Workforce Development & Safety | <p>March has seen the finalisation of current critical technical skilled positions that were recruited for, with the Community Compliance Officer (Ranger) to commence in June 2024.</p> <p>Implementation of some specific Workforce Management Strategies are being impeded by current financial constraints. The current head count - 73 (comprising of 30 Indoor Staff and 42 Outdoor Staff) (Note: this count has not been finalised due to the continued workforce review, organisational change and the required Award instrument processes).<br/>                 Current Casual count - 6 (Note: casuals are not included in the head count and work is varied).<br/>                 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<br>Facilitate worker health and wellbeing consultation, communication, and                                                                                                                                                                    | Manager Human Resources, Workforce Development & Safety | <p>Management and supervisors are providing regular onsite workplace health and safety discussions/meetings with staff/crews adhering to their responsibilities under the Workplace Health &amp; Safety legislation and Council Policy.</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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

Monthly Operational Report – March 2024

|                                                                                               |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| participation processes.                                                                      |                                                         | <p>Health and Wellbeing initiatives are being sought for 2024.</p> <p>Flu vaccinations for this year have been organized for staff, occurring around May 2024.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5.1.1.6<br>Develop, manage and deliver skills targeted training plans.                        | Manager Human Resources, Workforce Development & Safety | <p>Certificate III in Civil Construction Plant Operations ongoing.<br/> Diploma in Facilities Management ongoing.<br/> Consultative Committee Training<br/> Quarry Management Training<br/> Traineeship - Certificate III in Business Administration.<br/> Working Near Overhead Powerlines Course is being discussed for later in 2024.<br/> Code of Conduct &amp; Dignity &amp; Respect Training is being organised for all employees for 2024 date to be advised.</p> <p>Regulatory training is being reviewed with various training to be organised in 2024.<br/> Government incentives and initiatives are being investigated for future learning and development programs and is ongoing.</p> |
| 5.1.1.7<br>Develop, manage and deliver Employer of choice recruitment and retention services. | Manager Human Resources, Workforce Development & Safety | <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 some essential technical skilled positions has occurred and have been finalised.</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.<br/> Implementation of some specific Workforce Management Strategies are being impeded by the organisation’s current financial constraints.</p>                                |
| 5.1.1.8<br>Manage and report on Council’s Enterprise                                          | Manager Human Resources,                                | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



Monthly Operational Report – March 2024

|                                              |                                |                                                                                                                                                                                                                                   |
|----------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Risk Management Framework and Risk Register. | Workforce Development & Safety | Commencement on Council's Risk Management Framework has begun and is underway.<br>Statewide Mutual insurance renewal questionnaires are near completion.<br>Northern Inland Risk Management Group meeting scheduled for May 2024. |
|----------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Monthly Operational Report – March 2024

## 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.

| Action                                                                                | Responsibility                     | Progress Comment                                                                                                                                                    |
|---------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1.6.1<br>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.<br><br>RFS Service Levy Agreement (SLA) meeting to be held in April 2024. |

Monthly Operational Report – March 2024

## 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<br>Manage and deliver finance services. | Manager<br>Finance &<br>Technology | <p>Council continues to seek to provide affordable services and delivery whilst ensuring finances are operated effectively.</p> <p><b>Financial Management</b></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><b>Special Rate Variation FY 2024/2025</b></p> <p>On 15 November 2023 Council deferred to apply for a Special Rate Variation for the FY 2024/25. Council resolved that:</p> <ol style="list-style-type: none"> <li>1) Advise IPART that it will not be applying for a Special Rate Variation for the 2024/25 Financial Year.</li> <li>2) Advise IPART that it will require a Special Rate Variation in the 2025/2026 Financial Year and shall prepare an application for submission during 2024/25 financial year.</li> </ol> |

Monthly Operational Report – March 2024

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>3) Advise the public through the Council newsletters that:</p> <ul style="list-style-type: none"><li>a) A Special Rate Variation will be required in the future to ensure that roads and services are maintained, and</li><li>b) Council has delayed the request to seek a Special Rate Variation in the 2024/25 Financial Year, based on the continuing cost of living pressures, the impact of bushfires on the community, the low stock and commodity prices and that Council will take time to plan and develop its works programs and service levels to match a future need for the Special Rate Variation.</li></ul> <p>As of March 2024, the draft Operational Budget was adopted by Council for public exhibition. The Operational Budget for FY 2024/2025 will be presented after assessing community comments and any changes of required in Council meeting for May or June 2024.</p> <p>Council is undertaking a comprehensive revaluation of its transport assets such as roads and bridges which will assist in the decision-making process for amendments to be made in the Long-Term Financial Plan.,</p> <p><b>Corporate Market Loan</b></p> <p>Councils Corporate Market Loan facility remains in place to assist in working capital. During the month of March 2024, the Corporate Market Loan was not drawn down.</p> <p><b>Unrestricted Cash Position</b></p> <p>Council was positive unrestricted cash as at end March 2024. 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, this has resulted in a higher unrestricted cash position.</p> |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Monthly Operational Report – March 2024

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|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>5.1.2.2<br/>         Manage and report on Council’s Long-Term Financial Plan and facilitate and support internal and external audits.</p> | <p>Manager<br/>         Finance &amp;<br/>         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.</p> <p>The draft LTFP is currently on public exhibition which presents three different scenarios for a Special Rate Variation.</p> |
| <p>5.1.2.3<br/>         Manage investments – Plan develop and manage Council’s investment portfolio.</p>                                     | <p>Manager<br/>         Finance &amp;<br/>         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 March 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 31 March 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

Monthly Operational Report – March 2024

| Delivery Program:<br>5.1.4<br>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 March 2024</p> |

Monthly Operational Report – March 2024

## 8. CORPORATE & GOVERNANCE

| Delivery Program:<br>1.1.3<br>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<br>Manage all corporate art, artefacts, honour boards and memorabilia (including audit and security).                                                                                                                                         | Manager<br>Customer Service,<br>Governance &<br>Records | Civic artefacts continue to be stored in Council's main administration building and Records House in Manners Street, Tenterfield in March 2024.                                                                                                                                                                                                                                                                                                         |
| Delivery Program:<br>5.1.1<br>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<br>Develop, manage and deliver Customer Services, in accordance with the Customer Service Charter.                                                                                                                                            | Manager<br>Customer Service,<br>Governance &<br>Records | Compliments for March 2024 - 3<br>Complaints for March 2024 - 1<br>Abusive customers for March 2024 - 0<br>Customer Service General Enquiries for March 2024 -<br>Phone system call statistics not available following changeover of Council's phone system in March 2024.<br><br>Customer service staff receipted and registered the following applications in March 2024:<br>Section 10.7 Planning Certificates - 30<br>Section 603 Certificates - 17 |

Monthly Operational Report – March 2024

|                                                                                                                                                                                                                                                             |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                             |                                                                                                                          | <p>Dwelling Permissibility Search - 10<br/>                 Section 735A - 2<br/>                 Sewer Diagrams - 13<br/>                 Drainage Diagrams – 12</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>5.1.1.2<br/>                 Develop, manage and deliver Governance Services, in accordance with OLG Compliance Guide, IP&amp;R Framework and Reporting including the Monthly Operational Report, GIPA and PIDS and facilitate and support the ARIC.</p> | <p>Manager<br/>                 Customer Service,<br/>                 Governance &amp;<br/>                 Records</p> | <p>Public Interest Disclosures for January 2023 to June 2023 reported on 31 July 2023 to the NSW Ombudsman's Office via the online PID Reporting Tool. Council reported 0 (zero) PIDs for the period.</p> <p>Annual Report with draft financial statements adopted by Council on 22 November 2023.</p> <p>Annual Government Information Public Access Act reporting for 2022/2023 submitted to the Information and Privacy Commission on 28 November 2023. Council received 36 GIPA applications during the previous financial year.</p> <p>Annual Code of Conduct reporting for period 2022/2023 submitted to the Office of Local Government on 19 December 2023. Council received two formal Code of Conduct complaints during the reporting period.</p> <p>Audit Risk and Improvement Committee Meeting of March 2024 cancelled by GM.</p> |
| <p>5.1.1.3<br/>                 Develop, manage and deliver Records Management Services, in accordance with legislation.</p>                                                                                                                                | <p>Manager<br/>                 Customer Service,<br/>                 Governance &amp;<br/>                 Records</p> | <p>Records staff submitted Council's notification of access directions to NSW Museums of History on 11 January 2024. The notification details records which are available for open access, limited access, and no access after designated periods of time.</p> <p>The Records Management Assessment Program is being progressed during March 2024. This is a mandatory requirement for Council, under the State Records Act. Selected Council services have completed the required compliance reporting.</p>                                                                                                                                                                                                                                                                                                                                  |



Monthly Operational Report – March 2024

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.

| Action                                                                 | Responsibility                                       | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.2.1.1<br>Deliver independent bi-annual Customer Satisfaction Survey. | Manager<br>Customer Service,<br>Governance & Records | Customer Satisfaction Survey is undertaken every two years as required by the NSW Office of Local Government Integrated Planning and Reporting Guidelines (page 15) and Tenterfield Shire Council's Community Engagement Strategy (page 14) to undertake surveys. The survey will be carried out in Financial Year 2024/2025, in line with Council's reduction of services to achieve financial sustainability. |

Monthly Operational Report – March 2024

## 9. ENVIRONMENTAL MANAGEMENT

| Delivery Program:<br>3.1.2<br>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<br>Enforce Companion Animals, Illegal Dumping and Parking Control regulations.                                                                                            | Manager Parks, Gardens & Open Spaces | 3 Dogs impounded and rehomed.<br>5 feral cats caught and euthanized<br>1 illegal dumping reported and removed<br>No parking regulation enforced due to no Ranger.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 3.1.2.2<br>Manage and deliver the Weeds Management Program, Council's Weeds Action Plan and regional weeds management plans.                                                      | Manager Parks, Gardens & Open Spaces | <p><b><u>Weed officer Report for March 2024</u></b></p> <ul style="list-style-type: none"> <li>• <u>Black Knapweed</u> – Inspections and control works on Private properties and along Bellevue and Aldershot Rds.</li> <li>• <u>Tropical Soda Apple</u> – in the Urbenville area,</li> <li>• <u>Giant Parramatta Grass</u> – Harrigan's Lane.</li> <li>• <u>Council Lands</u> – Tenterfield Cemetery                         <ul style="list-style-type: none"> <li>- Tenterfield Water Treatment Plant</li> <li>- Tenterfield Sewage Plant and Ponds</li> <li>- Tenterfield water reservoirs, pumpstations and water bores</li> </ul> </li> <li>• <u>Property inspections</u> – 5 inspections done; no compliance letters sent.</li> <li>• <u>High Risk Pathway inspections</u> - completed along the New England Highway, Mt Lindsey Highway, Tooloom Rd., Bruxner Way, Bruxner Highway. No new incursions found.</li> </ul> <p><u>Meetings</u> – Tropical Soda Apple Taskforce meeting in Coffs Harbour.<br/> <u>Training</u> – Vehicle Hygiene Course in Armidale</p> |

Monthly Operational Report – March 2024

|                                                                                                                                                        |                                      |                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------------------------|
| 3.1.2.3<br>Notices and Orders to be issued or served where necessary as per the Local Government Act, EPA Act and POEO Act and Associated Regulations. | Manager Parks, Gardens & Open Spaces | 2 intentions to issue notices issued for overgrown / untidy blocks |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------------------------|

Monthly Operational Report – March 2024

**10. LIVESTOCK SALEYARD**

| Delivery Program:<br>2.1.2<br>Manage Council’s Livestock Saleyards in a commercial manner.                                   |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                    |          |              |                  |          |              |                     |            |                |              |                   |                       |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------|--------------|------------------|----------|--------------|---------------------|------------|----------------|--------------|-------------------|-----------------------|
| Action                                                                                                                       | Responsibility                       | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |          |              |                  |          |              |                     |            |                |              |                   |                       |
| 2.1.2.1<br>Manage and deliver commercial Saleyard Services, including improving hard standing surface at double height ramp. | Manager Parks, Gardens & Open Spaces | <p><b>March 2024</b></p> <table border="0"> <tr> <td>Prime Cattle Sales</td> <td>375 head</td> <td>\$376,793.32</td> </tr> <tr> <td>Private Weighing</td> <td>253 head</td> <td>\$247,168.00</td> </tr> <tr> <td>Feature weaner Sale</td> <td>2,785 head</td> <td>\$2,759,945.20</td> </tr> <tr> <td><b>Total</b></td> <td><b>3,413 head</b></td> <td><b>\$3,383,906.52</b></td> </tr> </table> <p>Through put to date 6,534 head \$6,389,654.11</p> <p>Awaiting further hard standing surface in front of loading ramps.</p> | Prime Cattle Sales | 375 head | \$376,793.32 | Private Weighing | 253 head | \$247,168.00 | Feature weaner Sale | 2,785 head | \$2,759,945.20 | <b>Total</b> | <b>3,413 head</b> | <b>\$3,383,906.52</b> |
| Prime Cattle Sales                                                                                                           | 375 head                             | \$376,793.32                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |          |              |                  |          |              |                     |            |                |              |                   |                       |
| Private Weighing                                                                                                             | 253 head                             | \$247,168.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |          |              |                  |          |              |                     |            |                |              |                   |                       |
| Feature weaner Sale                                                                                                          | 2,785 head                           | \$2,759,945.20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |          |              |                  |          |              |                     |            |                |              |                   |                       |
| <b>Total</b>                                                                                                                 | <b>3,413 head</b>                    | <b>\$3,383,906.52</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    |          |              |                  |          |              |                     |            |                |              |                   |                       |

Monthly Operational Report – March 2024

## 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<br>Monitor and deliver the Tenterfield Local Environmental Plan 2013 and Development Control Plan 2014 (as amended). | Manager<br>Planning &<br>Development<br>Services | March – All applications assessed in accordance with Tenterfield LEP and DCP. Thirteen (13) Development Applications lodged, thirteen (13) approved. Thirty (30) 10.7 Planning Certificates issued.                             |
| 3.1.1.2<br>Manage and deliver heritage advisory services.                                                                    | Manager<br>Planning &<br>Development<br>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<br>Manage and deliver development, building and construction regulatory services.                                    | Manager<br>Planning &<br>Development<br>Services | Construction certificates, S68 on site sewage management approvals, mandatory inspections for construction work. Majority of food premises inspections completed in March, final premises in villages to be completed in April. |

**Applications Lodged March 2024**

| <b>DA Number</b> | <b>Applicant</b>                         | <b>Address</b>                     | <b>Description of Work</b>                                  |
|------------------|------------------------------------------|------------------------------------|-------------------------------------------------------------|
| 2024.023         | Puglisi                                  | Rouse Street, Tenterfield          | Shed                                                        |
| 2024.024         | Rickard                                  | 955 Rivertree, Undercliffe         | Dwelling                                                    |
| 2024.025         | Tenterfield Surveys (Rhodes-Roberts)     | Bellevue Road, Tenterfield         | Four (4) Lot Subdivision                                    |
| 2024.026         | Johnson                                  | 1021B Long Gully Road, Drake       | Use Of Existing Building As A Dwelling                      |
| 2024.027         | Tenterfield Surveys (Seary)              | 176 Logan Street, Tenterfield      | Three (3) Lot Boundary Adjustment                           |
| 2024.028         | Tenterfield Surveys (Tyce Pty Ltd)       | 369 Rouse Street, Tenterfield      | Two (2) Lot Boundary Adjustment                             |
| 2024.029         | Tenterfield Surveys (Holley)             | 192 Kildare Road, Tenterfield      | Two (2) Lot Rural Subdivision                               |
| 2024.030         | Tenterfield Surveys (Donges)             | 246 Gunyah Road, Tenterfield       | Three (3) Lot Rural Subdivision                             |
| 2024.031         | Tenterfield Surveys (Claydon)            | 5687 Bruxner Highway, Mingoola     | Five (5) Lot Boundary Adjustment                            |
| 2024.032         | Tenterfield Surveys (J & R Wild Pty Ltd) | 58 Homestead Road, Tenterfield     | Six (6) Lot Boundary Adjustment                             |
| 2024.033         | Sgarlata                                 | 52B Neagles Lane, Tenterfield      | Dwelling                                                    |
| 2024.034         | Tentefield Surveys (McWhinney)           | 1768 Silent Grove Road, Torrington | Four (4) Lot Rural Subdivision                              |
| 2024.035         | Brauer                                   | 72 Homestead Road, Tenterfield     | Shed- Vehicle Body Repair Workshop & Vehicle Repair Station |

**Applications Determined March 2024**

| DA Number   | Applicant                                                    | Address                             | Description of Work            |
|-------------|--------------------------------------------------------------|-------------------------------------|--------------------------------|
| 2023.123    | Campbell                                                     | 1632 Torrington Road, Stannum       | Dwelling                       |
| 2023.124    | Wes Smith Building                                           | 789A Bruxner Way, Tenterfield       | Dwelling                       |
| 2024.009    | Tenterfield Surveys (Koch)                                   | 436 Bellevue Road, Tenterfield      | Subdivision- Three (3) lots    |
| 2024.012    | Blacket                                                      | Lot 46 Geyers Road, Tenterfield     | Dwelling                       |
| 2024.013    | Rowling (Killarney State School P & C Assoc Trail Bike Ride) | Multiple addresses – Legume         | Trail Bike Ride                |
| 2024.014    | Kennedy                                                      | 1713 Back Creek Road, Back Creek    | Manufactured Dwelling (Use of) |
| 2024.015    | Valle                                                        | 3 High St, Jennings                 | Shed/carport                   |
| 2024.016    | Phillips                                                     | 11 Clifton Street, Tenterfield      | Carport                        |
| 2024.017    | Pentland (Petrie)                                            | 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                       |
| CDC2024.022 | Allen & Ashman                                               | 90 Kingfisher Road Urbenville       | Shed                           |

**Applications Outstanding –March 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<br><br>Applicant has indicated they wish to pursue DA.                       |
| 2021.012  | Corbett                           | Bluff River Road, Tenterfield   | Primitive Camp Ground                                       | Insufficient Information provided to complete assessment<br><br>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<br><br>Application negotiating with adjoining owner for easement                                  |
| 2022.068  | Tenterfield Surveys               | 531A Long Gully Road, Drake     | Two (2) Lot Subdivision                                     | Information required from applicant<br><br>Applicant addressing RFS requirements for compliance                                       |
| 2023.076  | Leechs Gully Progress Association | Leechs Gully Road               | Hall Installation - Entertainment Facility                  | Awaiting updated plans from applicant                                                                                                 |
| 2023.126  | Jordan                            | 211 Castlerag Road, Deepwater   | Dwelling                                                    | Under assessment/RFS referral                                                                                                         |



|          |                                          |                                    |                                                             |                                                |
|----------|------------------------------------------|------------------------------------|-------------------------------------------------------------|------------------------------------------------|
| 2024.021 | Blissner (Untamed Border Run)            | Multiple Addresses (LEGUME)        | Community Event- Run                                        | Awaiting additional information from applicant |
| 2024.023 | Puglisi                                  | Rouse Street, Tenterfield          | Shed                                                        | Under assessment                               |
| 2024.024 | Rickard                                  | 955 Rivertree, Undercliffe         | Dwelling                                                    | Under assessment                               |
| 2024.025 | Tenterfield Surveys (Rhodes-Roberts)     | Bellevue Road, Tenterfield         | Four (4) Lot Subdivision                                    | Under assessment                               |
| 2024.026 | Johnson                                  | 1021B Long Gully Road, Drake       | Use Of Existing Building As A Dwelling                      | Under assessment                               |
| 2024.027 | Tenterfield Surveys (Seary)              | 176 Logan Street, Tenterfield      | Three (3) Lot Boundary Adjustment                           | Under assessment                               |
| 2024.028 | Tenterfield Surveys (Tyce Pty Ltd)       | 369 Rouse Street, Tenterfield      | Two (2) Lot Boundary Adjustment                             | Under assessment                               |
| 2024.029 | Tenterfield Surveys (Holley)             | 192 Kildare Road, Tenterfield      | Two (2) Lot Rural Subdivision                               | Under assessment/RFS referral                  |
| 2024.030 | Tenterfield Surveys (Donges)             | 246 Gunyah Road, Tenterfield       | Three (3) Lot Rural Subdivision                             | Under assessment/RFS referral                  |
| 2024.031 | Tenterfield Surveys (Claydon)            | 5687 Bruxner Highway, Mingoola     | Five (5) Lot Boundary Adjustment                            | Under assessment/RFS referral                  |
| 2024.032 | Tenterfield Surveys (J & R Wild Pty Ltd) | 58 Homestead Road, Tenterfield     | Six (6) Lot Boundary Adjustment                             | Under assessment/RFS referral                  |
| 2024.033 | Sgarlata                                 | 52B Neagles Lane, Tenterfield      | Dwelling                                                    | Under assessment                               |
| 2024.034 | Tenterfield Surveys (McWhinney)          | 1768 Silent Grove Road, Torrington | Four (4) Lot Rural Subdivision                              | Under assessment/RFS referral                  |
| 2024.035 | Brauer                                   | 72 Homestead Road, Tenterfield     | Shed- Vehicle Body Repair Workshop & Vehicle Repair Station | Under assessment                               |

| FY 23/24 Development Statistics     |       |                 |                                                    |                              |                                   |             |                        |                           |                           |
|-------------------------------------|-------|-----------------|----------------------------------------------------|------------------------------|-----------------------------------|-------------|------------------------|---------------------------|---------------------------|
|                                     |       | Dwellings       | Additions/<br>Renovations to<br>Existing Dwellings | Garages, Carports &<br>Sheds | Commercial or<br>Industrial Works | Subdivision | Recreation/<br>Tourism | FY 23/24 Monthly<br>Total | FY 22/23 Monthly<br>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.   | 3               | 0                                                  | 1                            | 1                                 | 8           | 0                      | 13                        | 16                        |
|                                     | Value | \$430,000.00    | \$0.00                                             | \$80,000.00                  | \$118,290.00                      | \$0.00      | \$0.00                 | \$628,290.00              | \$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)                  |       | 30              | 6                                                  | 16                           | 3                                 | 23          | 6                      | 84                        |                           |
| FY 23/24 Total Value (Year to Date) |       | \$8,442,120.00  | \$241,930.00                                       | \$1,079,689.37               | \$278,290.00                      | \$0.00      | \$531,680.00           | \$10,573,709.37           |                           |
| 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           |

Monthly Operational Report – March 2024

## 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.2.1.4<br>Develop and deliver the Property Management Strategy. | Manager<br>Planning &<br>Development | <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><b>Council Buildings</b></p> <ul style="list-style-type: none"> <li>• Staff are currently trying to manage Council property finding it difficult being understaffed and with a reduced budget. Only maintenance that is being completed is items that pose an issue to staff or community safety.</li> <li>• Property Inspections and condition reports are being completed for repairs to commence.</li> <li>• Urbenville Medical Centre hot water system to be repaired, meet plumber in Urbenville in April to discuss new hot water system and install a sump or rubble drain in the back yard to aid in the flooding issues that have been present since the fire in 2019 still ongoing.</li> <li>• Vandalism and graffiti have slowed down.</li> </ul> <p><b>Current Capital Works</b></p> <ul style="list-style-type: none"> <li>• Band Hall has had a building inspection completed and scope of work is being developed for priority a meeting in April with local builder for quote.</li> <li>• Mt McKenzie digital tower Access Road sealing completed and fencing to be scoped and put out for quotes in April.</li> </ul> |

Monthly Operational Report – March 2024

|                                                                                                    |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                    |                                           | <ul style="list-style-type: none"> <li>Resurfacing of netball court – Now Complete in March 2024.</li> </ul>  <ul style="list-style-type: none"> <li>Upgrades to Drake Hall, - Council has received the invoice and is currently drafting up the agreement between Drake Progress Association and Council to complete the work in April.</li> </ul>                                                                                                                                                                                                                                                                                                                                   |
| <p>1.2.1.5<br/>         Manage and update Land and Property Register.</p>                          | <p>Manager Planning &amp; Development</p> | <ul style="list-style-type: none"> <li>Land and Property register is currently being managed as required. Spreadsheets are being updated as needed.</li> <li>Current leases are being looked at and renewed as needed.</li> <li>Council has received notification from Crown Lands that all Plans of Management (PoMs) area 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 – Ongoing.</li> <li>General Manager &amp; staff met with Granite Borders Landcare, Tenterfield Naturalists and Moombahlene representatives in Tenterfield Park (Bird Park Section re developing the area) Group to present to Councillor workshop.</li> </ul> |
| <p>1.2.1.6<br/>         Develop and deliver the Buildings and Amenities Asset Management Plan.</p> | <p>Manager Planning &amp; Development</p> | <p><b>Licences &amp; Agreements on Council owned/managed Land</b></p> <ul style="list-style-type: none"> <li>Tenterfield Total Care draft lease for 136-138 Manners Street, Tenterfield – is still being reviewed by Tenterfield Total Care Committee solicitors are discussing terms - Ongoing.</li> </ul> <p><b>GRANT FUNDING</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                 |

Monthly Operational Report – March 2024

|                                                            |                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                            |                                                                     | <p>Following Grant Projects are still outstanding:</p> <p><b>Drought Communities Programme Extension</b> - 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 - Ongoing.</p> <p><b>National Bushfire Funding</b> - Advertising Campaign Expansion &amp; Brochure Production - ongoing</p> <p><b>Public Spaces Legacy Program</b></p> <ul style="list-style-type: none"> <li>• Tenterfield Youth Precinct &amp; Mountain Bike Trail Head &amp; Jennings Playground Project – plaque to be installed in April.</li> </ul> <p><b>Stronger Country Communities Programs</b></p> <ul style="list-style-type: none"> <li>• Memorial Hall floor - variation has been approved to include a new stage area, padding to be installed onto the retractable seating are being added to the funding deed for signing.</li> </ul> <p><b>Black Summer Funding</b></p> <ul style="list-style-type: none"> <li>• Mingoola Hall Upgrades to include a toilet – Repairs have been completed to the hall and the bathroom improvements will be completed as per schedule – Minor items e.g. painting needs to be completed.</li> <li>• 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 – Part has arrived in last week of March and will be completed in April 2024.</li> </ul> |
| <p>1.2.1.7<br/>         Manage Crown Lands and prepare</p> | <p>Manager<br/>         Planning &amp;<br/>         Development</p> | <p>Aboriginal Land Claims – all requests for response have been completed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

Monthly Operational Report – March 2024

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| designated Native Title Advice. |  | Staff completed Native Title Training through Crown Lands in March |
|---------------------------------|--|--------------------------------------------------------------------|

Monthly Operational Report – March 2024

**13. PARKS, GARDENS & OPEN SPACE**

| Delivery Program:<br>1.2.1<br>Provide safe and accessible public spaces and places that are well maintained, clean and fun.                                             |                                     |                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                                                  | Responsibility                      | Progress Comment                                                                                                                                                                                                                                                                                                                                                           |
| 1.2.1.1<br>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<br>Mowing<br>Brush cutting<br>Spraying<br>Tree pruning/ limb pick up<br>1 dead Plane tree removed in Wood Street<br>Graffiti removal<br>Cemetery maintenance<br>Garden maintenance<br>Event coordination setup<br>Attending to many maintenance issues and complaints. |
| 1.2.1.2<br>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<br>Any projects undertaken are within budget                                                                                                                                                                                                                                                                                               |

Monthly Operational Report – March 2024

|                                                   |                                           |         |
|---------------------------------------------------|-------------------------------------------|---------|
| 1.2.1.3<br>Implement the tree<br>management plan. | Manager Parks,<br>Gardens & Open<br>Space | Ongoing |
|---------------------------------------------------|-------------------------------------------|---------|



Monthly Operational Report – March 2024

## 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<br>Manage the Tenterfield War Memorial Baths (TWMB) Management Plan and contribute to service delivery. | Manager Planning & Development | <p><b>Management Plan</b></p> <ul style="list-style-type: none"> <li>• Current Management Plan to be implemented in the 2023 summer season. This plan is currently under review with the new contract for the 2024 season.</li> <li>• Air bubbles, cracks forming and paint peeling off both the 33 m and Wade pool through season with some sharp edges still present.</li> <li>• Roof of the Amenities building has been identified that it needs to be replaced in the near future due to age.</li> <li>• Pool contract is currently under review and will need to be out to tender by the end April 2024.</li> </ul> <p><b>Month Review</b></p> <p><b>March Programs</b><br/>Swimming Playgroup, Water Familiarisation classes, Birthday Parties, THS Sports, Break up parties, Royal Life Saving had Senior Program, Tenterfield hospital had a fundraiser, Lap swimming, Gym, Swim Club Learn to Swim Classes, Transitional, Squad Lessons, Parents &amp; Baby Classes &amp; Meta Aqua</p> <p><b>Outstanding Maintenance</b></p> <ul style="list-style-type: none"> <li>• Grandstand and Gym lights – awaiting electrician.</li> <li>• Auto Vacuum to be repaired or replaced.</li> <li>• Cistern replacement for the male urinal and plumber to inspect further.</li> </ul> <p><b>Staff Training in March</b></p> <ul style="list-style-type: none"> <li>• Food Safety</li> <li>• Emergency Fire Drill</li> </ul> |

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- CPR Drill

**Pool Closures due to storms**

- One (1) pool closure over the month of March 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        |
| <b>Total</b>       | <b>103</b> | <b>72</b> | <b>49</b> | <b>61</b> | <b>90</b> | <b>75</b> |

**Total Attendances**

|         | October | November | December | January | February | March | YTD           |
|---------|---------|----------|----------|---------|----------|-------|---------------|
| 2018/19 | 1,037   | 2,372    | 2,972    | 4,196   | 2,904    | 1,275 | <b>14,756</b> |
| 2019/20 | 732     | 3,984    | 1,318    | 5,006   | 2,560    | 930   | <b>14,530</b> |
| 2020/21 | 1,459   | 4,144    | 2,568    | 4,383   | 2,759    | 1,064 | <b>16,377</b> |
| 2021/22 | 1,684   | 1,456    | 2,673    | 3,291   | 2,523    | 1,779 | <b>13,406</b> |
| 2022/23 | 1,573   | 2,770    | 2,693    | 3,366   | 3,577    | 2,171 | <b>16,150</b> |
| 2023/24 | 2,007   | 2,916    | 3,916    | 3,493   | 3,819    | 2,248 | <b>18,399</b> |

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**15. ASSET MANAGEMENT & RESOURCING**

| Delivery Program:<br>5.1.3<br>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<br>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<br>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<br>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<br>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. |

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## 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<br>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. |

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## 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<br>Implement the Stormwater Asset Management Plan. | Manager Asset & Program Planning | Some works for stormwater replacement are programmed, with Landers St/ Martin St pipe replacement complete. Further detail and planning required for stormwater infrastructure. |

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**18. TRANSPORT NETWORK**

| Delivery Program:<br>4.1.1<br>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<br>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<br>Manage and deliver maintenance services for transport infrastructure.                                                                                                                               | Manager Works                    | <p><b><u>April 2024 Grading &amp; Works Report</u></b></p> <p><b>Grading Schedule</b></p> <p><b>Northern Area:</b></p> <p>Completed:</p> <p>Undercliffe Rd is sealed from Rivertree Rd to Wilson’s Downfall on Mount Lindesay. Wallaroo Range Rd, Cullendore Ck Rd and Maryland Cullendore Rd are graded. Approx 30 metres has been sealed down Wallaroo Range Rd and Red Ridge Road as part of the Undercliffe sealing works.</p> <p><b>In progress:</b></p> <p>Grading Bondi Rd, Dalmoak Rd (touch up where needed), Maryland Lane, Liston Town Streets, Catarins Rd (if possible), Bonners Rd, Kingfisher Rd and grading shoulders on Mt Lindesay Rd between Liston and Legume.</p> |

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|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p><b>Central Area:</b><br/><b>Completed:</b><br/>Graded Brassington Ck Rd and Mt MacKenzie Rd (resheet to Gunyah).</p> <p><b>In progress:</b><br/>Currently grading Tarban Loop Rd, Brushabers Rd, Branch Creek Rd, Bald Rock Rd and on to Pyes Ck Rd followed by Koch’s Road construction.</p> <p>Construction to seal a section of Western Boundary Street adjacent to the Cemetery.</p> <p>Minor works on Bungulla Platform Rd and Bungulla Rd to allow stock transport access following recent rains.</p> <p><b>Western Area:</b><br/><b>Completed:</b><br/>Graded Mole Station Rd, Bluff River Rd, Robertson’s Lane and Kiernans Rd.</p> <p><b>In progress:</b><br/>Currently grading Silent Grove Rd.</p> <p><b>Eastern Area:</b><br/><b>Completed:</b><br/>Graded Billirimba Rd.</p> <p><b>In progress:</b><br/>Grading Rocky River Rd, Upper Rocky River Rd, drainage work and grading Old Main Camp Rd, Main Camp Rd and Morgan’s Creek Rd.</p> |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Pushing up gravel to gravel resheet sections of Boorook Rd, Gilgurry Rd and Harrigans Lane. Plains Stn Rd remains under signage through Fraser’s Cutting.</p> <p><b>Replacement of the footpath</b> 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.</p> <p><b>Koch’s Rd LRCI</b><br/>Council’s drainage works on Koch’s Rd has been delayed. Koch’s Rd causeway design is progressing.</p> <p><b>BLACK SUMMER BUSHFIRES RECOVERY GRANTS PRORAM (BSBR)</b><br/><b>REMOVAL OF DEAD TREES ON COUNCIL ROADS</b><br/>Timbarra Rd has had the tree canopy opened up and Scrub Road (from the town dam to Tenterfield Creek) has had the regrowth sprayed.</p> <p>The following roads have an REF completed, therefore tree canopy opening will commence on Brushabers Road, Billirimba Road (from the town dam to Swamp Oak Creek Bridge) and Schroders Rd in the coming weeks.</p> <p><b>Across the Shire:</b><br/>Trimming of trees on Mt Lindesay to allow easier vehicle access commencing in the coming months.</p> <p>Replacement of a pipe at the intersection of Landers St and Martin St is complete.</p> <p>Paddy’s Flat Rd South rehabilitation from Bruxner Highway to Hootens Rd, under FLR 4, has commenced.</p> <p>Dumaresq Overflow Bridge replacement on Bruxner way has commenced piling.</p> |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



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|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>Some approvals for DRFA have started to filter through, majority are still with TfNSW for approval.</p> <p>Drake Village Revitalization has drainage completed and streets asphalted. Footpath and bus shelter yet to be completed.</p> |
|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Monthly Operational Report – March 2024

**19. PLANT, FLEET & EQUIPMENT**

| Delivery Program:<br>5.1.3<br>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<br>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<br>Develop and implement the Depot Master Plan.                                                                                                    | Manager Asset & Program Planning | Draft Depot Master Plan is under review.                                                                                                                      |

Monthly Operational Report – March 2024

**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<br>Deliver and manage Waste and Recycling services. | Manager Water & Waste | <p>The Torrington Waste Transfer Station is awaiting final fencing installation, negotiations with neighbour over access will be concluded March 2024.</p> <p>Cell 5, RFT and RFQ awarded with weekly progress meetings with Council’s QA consultants Tonkin and Councils construction contractor Townes Contracting Commenced this month. Monthly EPA progress reports continue. Drone survey and Ecological surveys completed in March 2024.</p> <p>Council to received \$773,692 for improvements, from EPA and Heritage Trust at Boonoo Boonoo and Torrington, Variation was requested and agreed to alter scope to include new fluted compactor wheels requested updated prices, ordered in March 2024. Compulsory acquisition has been sent to the minister’s office, expected PAN in April 2024 to enable finalisation.</p> <p>Geyer’s Pit Clean-up order commenced in July 2023, Routine monthly and quarterly monitoring continues into 2024.</p> <p>Alternative cover landfill (Posi-shell) spray unit deployed to Boonoo Boonoo Landfill (Site 51) six month trial granted by EPA in September 2023.</p> <p>Quarterly toolbox meeting occurred, April 2024.</p> <p>Replacement truck expected delivery April 2024.</p> <p>Truck rollover occurred in March 2024, driver minor injuries, insurance investigations occurring.</p> |

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**21. WATER SUPPLY**

| Delivery Program:<br>3.1.3<br>Deliver total water cycle management approach including water conservation and complying with relevant acts and legislation. |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                                     | Responsibility        | Responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3.1.3.1<br>Implement Water Service Strategic Plan in accordance with NSW Office of Water Guidelines.                                                       | Manager Water & Waste | <p>Bore at Shirley Park has new larger casing including deeper drilling from 97m to 150m, installation commenced in December, completion in April 2024.</p> <p>Works for the New Water Filtration Plant on Scrub Road are completed, the final POP (proof of performance testing) will be undertaken in April 2024 (due to laboratory closures) when Tenterfield town will begin receiving potable water! Noting final POP testing scheduled for winter conditions.</p> <p>Urbenville -new grid grant has Section 60 approvals in March 2024, for Lagoon construction, RFT released in December 2023 negotiations underway decisions pending. New Tank for Urbenville completed in March 2024. Cage replacement is underway with track and pad to lift structure expected to be completed in April 2024.</p> <p>Highway main replacement, (Cowper Street) commenced in February 2024 and continues, potential delays may be encountered, Council wishes to extend our thanks for the continued patience of our Tenterfield residents.</p> <p>Water supply, is provided to the community under Australian Drinking Water Guidelines (ADWG), current usage at Tenterfield is currently 919.8KL/day increasing by 87KL/day. Current usage at Urbenville is 198.5KL/day providing a decrease in consumption of 78.6KL/day for the 3 communities.</p> <p>Tenterfield Dam Level is <b>87% new data loggers place level at 89%</b> receiving 34 mm for the month of March 2024; Urbenville Tooloom Creek Level is <b>100%</b> receiving 91mm for the month of March 2024.</p> <p><b>Tenterfield</b></p> <p><b>2</b> major main; <b>0</b> new meter; <b>0</b> new service connections; <b>0</b> water limiters installed; <b>0</b> water limiters removed; <b>0</b> disconnection, <b>13</b> broken services repaired; <b>0</b> services leaks repaired; <b>0</b> valve replacements;</p> |

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|                                                                                                                |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                |                                                                            | <p>mains flushing occurred in 5 location and 0 hydrant replacements. Note. 0 section 67 private works jobs completed. Reservoir cleaned by Aqualift. 0 interim meter reads. Operator training continuing at New WTP. Hydrant and service valve raising along Pelham Street.</p> <p><b>Jennings</b></p> <p>0 including meter; 0 meter replacements; 0 broken services repaired; 0 Major main break. New main installed 120m Carpenter Lane.</p> <p><b>Urbenville</b></p> <p>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. Hydrants marked and painted. New submersible extraction pumps, scheduled for replacement at Urbenville completed November 2023.</p> <p>Water quality information is also available in monthly water health cards available at <a href="https://www.tenterfieldshire.nsw.gov.au/water-health-cards">Water Health Cards   Tenterfield Shire Council (nsw.gov.au)</a></p> |
| <p>3.1.3.2<br/>                 Deliver and manage the Water and Drought Management Plans and Flood Study.</p> | <p>Manager<br/>                 Water &amp;<br/>                 Waste</p> | <p>Urbenville flood risk assessment RFQ in development.</p> <p>Tenterfield update of the flood risk study awarded in March 2024. Initial meetings completed.</p> <p>Council was awarded \$92,522 DPE-Water Regional Leakage Reduction Program, expected installation to commence in April 2024.</p> <p>The Integrated water catchment management grant (IWCM) engagement of consultants expected in April 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 17 months) Legume licence obtained, Crown licences required, approved, and provided in December 2023, Legume water allocation has been purchased in January 2024.</p>                                                                                                                                                                                        |

Monthly Operational Report – March 2024

**22. SEWERAGE SERVICES**

| Delivery Program:<br>3.1.5<br>Deliver affordable and effective wastewater management solution for the community. |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                           | Responsibility        | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3.1.5.1<br>Maintain and operate the sewerage network, in line with the Asset Management Strategy.                | Manager Water & Waste | <p>Molesworth/Miles Street pumping station review and design amendment under development.</p> <p>RFQ's for sewer relining and manhole relining 2024 under development.</p> <p>PS2 at Urbenville, failure of duty and standby pumps, rectified valve failures, pump 2 was able to be started pump 1 sent for repairs, spare pump ordered November 2023 and arrived February, pending installation 2024.</p> <p><b>Tenterfield</b></p> <p>Sewer connections <b>1</b>; Major pump station clearing <b>1</b>; Blockages were reported and cleared at <b>2</b> locations; <b>2</b> broken main repair; with <b>0</b> mains visually checked with new CCTV, <b>0</b> major manhole repair, <b>0</b> broken main repairs <b>0</b> manholes raised, and <b>0</b> section 67 private works jobs completed in this reporting period. Pump refurbishment/repair <b>0</b> at STP July 2022, Major pumpstation maintenance <b>1</b>. Surcharge event <b>0</b>. STP Repairs <b>3</b>.</p> <p><b>Urbenville</b></p> <p>Sewer connections <b>0</b>; Major pump station clearing <b>0</b>; Blockages were reported and cleared at <b>0</b> locations; <b>0</b> broken main repair; with <b>0</b> mains visually and <b>0</b> major manhole repair, <b>0</b> broken main repairs and <b>0</b> 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 <b>0</b> section 67 private works jobs completed, in this reporting period.</p> <p>Average time for response to sewer chokes remained at <b>25</b> minutes while the median response time is at <b>22</b> minutes.</p> |

|                      |                                                            |
|----------------------|------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>               |
| <b>Submitted by:</b> | Roy Jones, Manager Finance & Technology                    |
| <b>Reference:</b>    | <b>ITEM GOV28/24</b>                                       |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 31 MARCH 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 notes the Finance and Accounts Report for the period ended 31 March 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 31 March 2024.

Cash Book Balances on this date were as follows: -

Our Governance No. 28 Cont...

|                        |                  |        |
|------------------------|------------------|--------|
| General (Consolidated) | \$ 29,853,782.00 | 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 31 March 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 17 applications for 603 Certificates in February 2024.

In the calendar year to date, there have been 57 applications compared to 58 applications for the same period last year.

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

| <b>RESTRICTED CASH ANALYSIS</b>                                                | <b>AS AT 31 MARCH<br/>2024</b> | <b>AS AT 30 JUNE<br/>2023</b> |
|--------------------------------------------------------------------------------|--------------------------------|-------------------------------|
|                                                                                |                                |                               |
| <b>TOTAL CASH &amp; INVESTMENTS</b>                                            | <b>\$42,924,041</b>            | <b>\$34,891,004</b>           |
|                                                                                |                                |                               |
| <b>EXTERNALLY RESTRICTED CASH</b>                                              | <b>\$38,993,741</b>            | <b>\$28,078,266</b>           |
|                                                                                |                                |                               |
| <b><i>INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)</i></b>         | <b>\$16,442,371</b>            | <b>\$9,285,089</b>            |
| GRANT-RELATED - <i>GENERAL</i> (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES) | \$16,295,683                   | \$8,670,754                   |
| GRANT-RELATED - <i>WATER</i> (EXCL DEVELOPER CONTRIBUTIONS)                    | \$40,843                       | \$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>\$1,196,392</b>             | <b>\$870,032</b>              |
| DEVELOPER CONTRIBUTIONS - <i>GENERAL</i>                                       | \$920,420                      | \$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>                                         | \$92,124                       | \$63,921                      |
| DEVELOPER CONTRIBUTIONS - <i>STORMWATER</i>                                    | \$7,073                        | \$6,677                       |
|                                                                                |                                |                               |



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|                                                                                                       |                     |                     |
|-------------------------------------------------------------------------------------------------------|---------------------|---------------------|
| <b>INCLUDED IN RFS RESERVES</b>                                                                       | <b>\$114,278</b>    | <b>\$111,166</b>    |
| RFS RESERVES                                                                                          | \$114,278           | \$111,166           |
|                                                                                                       |                     |                     |
| <b>INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER EXCL GRANT RELATED, DC AND RFS ABOVE)</b> | <b>\$21,240,699</b> | <b>\$17,811,979</b> |
| WATER                                                                                                 | \$2,316,078         | \$1,210,136         |
| SEWER                                                                                                 | \$7,418,001         | \$6,763,527         |
| WASTE                                                                                                 | \$10,398,522        | \$8,464,494         |
| STORMWATER                                                                                            | \$1,039,023         | \$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>\$2,830,300</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                                                        | (1,180)           | -18.91%                         | 7,422                              |
| <b>TOTAL OPERATING INCOME</b>            | <b>32,113</b>          | <b>40,840</b>                          | <b>0</b>                              | <b>72,953</b>                                                | <b>66,323</b>     | <b>90.91%</b>                   | <b>8,215</b>                       |
| <b>Operating Expenditure</b>             |                        |                                        |                                       |                                                              |                   |                                 |                                    |
| Library Wages & Administration Expenses  | 390,382                | 128,344                                | 0                                     | 518,726                                                      | 257,088           | 49.56%                          | 261,638                            |
| Library Resources (Books, DVDs, etc)     | 25,910                 | 0                                      | 0                                     | 25,910                                                       | 16,603            | 64.08%                          | 9,307                              |
| 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                                                        | 4,271             | 47.25%                          | 4,769                              |
| Cleaning                                 | 19,038                 | 0                                      | 0                                     | 19,038                                                       | 8,262             | 43.40%                          | 10,776                             |
| 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                                                        | 3,322             | 44.07%                          | 4,216                              |
| 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                             | 64,627                 | (12,171)                               | 0                                     | 52,456                                                       | 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>362,551</b>    | <b>50.66%</b>                   | <b>353,140</b>                     |
| <b>NET OPERATING SURPLUS / (DEFICIT)</b> | <b>(585,491)</b>       | <b>(57,247)</b>                        | <b>0</b>                              | <b>(642,738)</b>                                             | <b>(296,228)</b>  |                                 | <b>(344,925)</b>                   |

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**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                                                       | 45,029            | 96.18%                          | 1,789                              |
| WHS Surcharge Income                     | 17,167                 | 0                                      | 0                                     | 17,167                                                       | 16,121            | 93.91%                          | 1,046                              |
| Agents Licence Fees Income               | 13,109                 | 0                                      | 0                                     | 13,109                                                       | 13,118            | 100.07%                         | 9                                  |
| Sundry Income - Saleyards                | 2,722                  | 0                                      | 0                                     | 2,722                                                        | 3,515             | 129.12%                         |                                    |
| <b>TOTAL OPERATING INCOME</b>            | <b>79,816</b>          | <b>0</b>                               | <b>0</b>                              | <b>79,816</b>                                                | <b>77,783</b>     | <b>97.45%</b>                   | <b>2,844</b>                       |
| <b>Operating Expenditure</b>             |                        |                                        |                                       |                                                              |                   |                                 |                                    |
| Operation Costs                          | 25,821                 | 0                                      | 15,000                                | 40,821                                                       | 29,600            | 72.51%                          | 11,221                             |
| Saleyards Asset Maintenance              | 45,286                 | 0                                      | 0                                     | 45,286                                                       | 26,816            | 59.22%                          | 18,470                             |
| 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>97,678</b>     | <b>57.92%</b>                   | <b>70,952</b>                      |
| <b>NET OPERATING SURPLUS / (DEFICIT)</b> | <b>(69,852)</b>        | <b>(3,962)</b>                         | <b>(15,000)</b>                       | <b>(88,814)</b>                                              | <b>(19,895)</b>   |                                 | <b>(68,107)</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) | 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             | 100.07%                         | (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                                                | 9,703             | 73.24%                          | 3,546                              |
| 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>29,160</b>     | <b>90.29%</b>                   | <b>3,136</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                                                | 4,866             | 34.16%                          | 9,376                              |
| 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                                                | 11,171            | 53.16%                          | 9,842                              |
| 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                                                 | 4,015             | 76.19%                          | 1,254                              |
| Cleaning                                         | 22,050                 | 0                                      | 0                                     | 22,050                                                | 16,729            | 75.87%                          | 5,321                              |
| 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                                                | 14,504            | 109.63%                         | (1,274)                            |
| Building & Asset Maintenance                     | 14,043                 | 0                                      | 0                                     | 14,043                                                | 6,788             | 48.34%                          | 7,255                              |
| 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>136,238</b>    | <b>71.82%</b>                   | <b>53,449</b>                      |
| <b>NET OPERATING SURPLUS / (DEFICIT)</b>         | <b>(255,211)</b>       | <b>113,820</b>                         | <b>(16,000)</b>                       | <b>(157,391)</b>                                      | <b>(107,078)</b>  |                                 | <b>(50,313)</b>                    |

### 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                                                       | 14,754            | 58.18%                          | 10,604                             |
| Interest & Other Income                           | 10,419                 | 0                                      | 110,000                               | 120,419                                                      | 8,045             | 6.68%                           | 112,374                            |
| 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>2,976,547</b>  | <b>94.08%</b>                   | <b>187,324</b>                     |
| <b>Operating Expenditure</b>                      |                        |                                        |                                       |                                                              |                   |                                 |                                    |
| Management & Administration                       | 532,881                | 5,000                                  | 0                                     | 537,881                                                      | 346,884           | 64.49%                          | 190,997                            |
| Operations - Sewer Mains - Tenterfield            | 105,673                | 40,000                                 | 0                                     | 145,673                                                      | 111,075           | 76.25%                          | 34,598                             |
| Operations - Sewer Mains - Urbenville             | 22,595                 | 25,000                                 | 0                                     | 47,595                                                       | 24,757            | 52.02%                          | 22,838                             |
| Operations - Sewer Pumping Stations - Tenterfield | 67,482                 | 10,000                                 | 0                                     | 77,482                                                       | 21,254            | 27.43%                          | 56,228                             |
| Operations - Sewer Pumping Stations - Urbenville  | 24,852                 | 41,000                                 | 0                                     | 65,852                                                       | 12,912            | 19.61%                          | 52,940                             |
| Operations - Sewer Treatment - Tenterfield        | 318,629                | 135,000                                | 0                                     | 453,629                                                      | 209,409           | 46.16%                          | 244,220                            |
| Operations - Sewer Treatment - Urbenville         | 97,326                 | 14,000                                 | 0                                     | 111,326                                                      | 41,269            | 37.07%                          | 70,057                             |
| 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>1,166,489</b>  | <b>52.71%</b>                   | <b>1,046,518</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>1,810,058</b>  |                                 | <b>(859,194)</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) | 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                                             | 788,663           | 54.84%                          | 649,363                            |
| Fees Income                                                    | 24,208                 | 0                                      | 28,500                                | 52,708                                                | 52,099            | 98.84%                          | 609                                |
| Interest & Other Income                                        | 4,368                  | 0                                      | 35,000                                | 39,368                                                | 5,200             | 13.21%                          | 34,168                             |
| 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>2,234,257</b>  | <b>54.64%</b>                   | <b>1,854,887</b>                   |
| <b>Operating Expenditure</b>                                   |                        |                                        |                                       |                                                       |                   |                                 |                                    |
| Management & Administration                                    | 627,106                | 57,500                                 | 0                                     | 684,606                                               | 526,428           | 76.90%                          | 158,178                            |
| Operations - Dams & Weirs                                      | 22,803                 | 7,846                                  | 0                                     | 30,649                                                | 29,750            | 97.07%                          | 899                                |
| Operations - Water Mains - Tenterfield                         | 206,137                | 44,000                                 | 4,000                                 | 254,137                                               | 191,726           | 75.44%                          | 62,411                             |
| 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                                                | 54,240            | 80.30%                          | 13,303                             |
| Operations - Water Reservoirs - Tenterfield                    | 5,519                  | 0                                      | 0                                     | 5,519                                                 | 730               | 13.22%                          | 4,789                              |
| 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                                                | 46,668            | 62.64%                          | 27,834                             |
| Operations - Water Pumping Stations & Bores - Urbenville       | 38,713                 | 0                                      | 15,000                                | 53,713                                                | 29,609            | 55.12%                          | 24,104                             |
| Operations - Water Treatment - Tenterfield                     | 324,850                | 16,000                                 | 65,000                                | 405,850                                               | 362,265           | 89.26%                          | 43,585                             |
| Operations - Water Treatment - Urbenville                      | 149,535                | 0                                      | 0                                     | 149,535                                               | 95,611            | 63.94%                          | 53,924                             |
| Operations - Meters & Reading Expenses                         | 24,533                 | 0                                      | 16,000                                | 40,533                                                | 26,286            | 64.85%                          | 14,247                             |
| Operations - Water Purchases - Southern Downs Regional Council | 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                                               | 242,623           | 100.00%                         | (0)                                |
| 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>2,155,491</b>  | <b>48.46%</b>                   | <b>2,292,691</b>                   |
| <b>NET OPERATING SURPLUS / (DEFICIT)</b>                       | <b>143,711</b>         | <b>(46,332)</b>                        | <b>(456,417)</b>                      | <b>(359,038)</b>                                      | <b>78,766</b>     |                                 | <b>(437,804)</b>                   |

Our Governance No. 28 Cont...

**Waste Management Operating**

| Waste Management                                            | 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                                       | 2,961,928              | 0                                      | 0                                     | 2,961,928                                                    | 3,096,072         | 104.53%                         | (134,144)                          |
| User Charges Income                                         | 314,493                | 0                                      | 0                                     | 314,493                                                      | 236,556           | 75.22%                          | 77,937                             |
| Interest & Other Income                                     | 45,630                 | 0                                      | 80,000                                | 125,630                                                      | 90,209            | 71.81%                          | 35,421                             |
| 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>3,422,838</b>  | <b>98.88%</b>                   | <b>38,889</b>                      |
| <b>Operating Expenditure</b>                                |                        |                                        |                                       |                                                              |                   |                                 |                                    |
| Management & Administration                                 | 498,669                | 0                                      | 0                                     | 498,669                                                      | 354,513           | 71.09%                          | 144,156                            |
| Operations - Domestic & Commercial Waste Collection         | 262,967                | 68,000                                 | 0                                     | 330,967                                                      | 237,368           | 71.72%                          | 93,599                             |
| Operations - Trade Waste Collection                         | 47,534                 | 10,000                                 | 0                                     | 57,534                                                       | 38,092            | 66.21%                          | 19,442                             |
| Operations - Recycling Services                             | 297,970                | 0                                      | 0                                     | 297,970                                                      | 146,055           | 49.02%                          | 151,915                            |
| Operations - Transfer Station - Tenterfield                 | 235,297                | 40,000                                 | 10,000                                | 285,297                                                      | 220,465           | 77.28%                          | 64,832                             |
| Operations - Transfer Station - Urbenville, Liston & Legume | 140,713                | 45,000                                 | 5,000                                 | 190,713                                                      | 132,894           | 69.68%                          | 57,819                             |
| Operations - Transfer Station - Drake                       | 115,894                | 4,000                                  | 0                                     | 119,894                                                      | 75,014            | 62.57%                          | 44,880                             |
| Operations - Transfer Station - Torrington                  | 53,013                 | 0                                      | 0                                     | 53,013                                                       | 44,828            | 84.56%                          | 8,185                              |
| Operations - Boonoo Boonoo Landfill                         | 90,883                 | 97,000                                 | 16,000                                | 203,883                                                      | 161,311           | 79.12%                          | 42,572                             |
| Interest on Loans                                           | 138,577                | 0                                      | 0                                     | 138,577                                                      | 138,577           | 100.00%                         | (0)                                |
| 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>1,721,933</b>  | <b>55.42%</b>                   | <b>1,385,366</b>                   |
| <b>NET OPERATING SURPLUS / (DEFICIT)</b>                    | <b>475,576</b>         | <b>(170,148)</b>                       | <b>49,000</b>                         | <b>354,428</b>                                               | <b>1,700,905</b>  |                                 | <b>(1,346,477)</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. 28 Cont...

**Hein Basson**  
**General Manager**

Prepared by staff member: Roy Jones, Manager Finance & Technology  
Approved/Reviewed by Manager: Hein Basson, General Manager  
Department: Office of the Chief Corporate Officer  
Attachments: **1** Investment Report - March 2024 1 Page

**TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 MARCH 2024**

| Financial Institution                   | Issuer Rating | Investment Term | Maturity Date | Interest Rate | Amount                     | Percentage Exposure  |
|-----------------------------------------|---------------|-----------------|---------------|---------------|----------------------------|----------------------|
| NAB                                     | AA-           | 91 Days         | 22/Apr/24     | 5.05%         | 1,500,000.00               | 10.71%               |
| NAB                                     | AA-           | 180 Days        | 28/May/24     | 5.15%         | 1,000,000.00               | 7.14%                |
| NAB                                     | AA-           | 180 Days        | 11/Jun/24     | 5.15%         | 2,000,000.00               | 14.29%               |
| NAB                                     | AA-           | 90 Days         | 17/Apr/24     | 4.25%         | 1,000,000.00               | 7.14%                |
| <b><u>TOTAL NAB INVESTMENTS</u></b>     |               |                 |               |               | <b><u>5,500,000.00</u></b> | <b><u>39.29%</u></b> |
| Commonwealth Bank                       | AA-           | 3 Months        | 18/Jun/24     | 4.74%         | 3,000,000.00               | 21.43%               |
| <b><u>TOTAL CBA INVESTMENTS</u></b>     |               |                 |               |               | <b><u>3,000,000.00</u></b> | <b><u>21.43%</u></b> |
| Westpac                                 | AA-           | 3 Months        | 30/Apr/24     | 4.94%         | 1,500,000.00               | 10.71%               |
| Westpac                                 | AA-           | 6 Months        | 30/May/24     | 5.17%         | 2,000,000.00               | 14.29%               |
| Westpac                                 | AA-           | 6 Months        | 12/Jun/24     | 5.11%         | 2,000,000.00               | 14.29%               |
| <b><u>TOTAL WESTPAC INVESTMENTS</u></b> |               |                 |               |               | <b><u>5,500,000.00</u></b> | <b><u>39.29%</u></b> |
| <b>INVESTMENTS TOTAL</b>                |               |                 |               |               | <b>14,000,000.00</b>       | <b>100.00%</b>       |

**Summary**

I hereby certify that the investments as shown herein, have been invested in accordance with Section 625 of the Local Government Act 1993, and associated Regulations, and in accordance with Council policy and procedures.

\_\_\_\_\_  
**Responsible Accounting Officer**

**By:**

\_\_\_\_\_  
 R.Jones

\* Except as highlighted in the associated Council Report.

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b> |
| <b>Submitted by:</b> | Roy Jones, Manager Finance & Technology      |
| <b>Reference:</b>    | <b>ITEM GOV29/24</b>                         |
| <b>Subject:</b>      | <b>REPORT ON LOAN BALANCES 31 MARCH 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 to inform Council of its loan balances as at 31 March 2024

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

**That Council notes the loan balance as at 31 March 2024 was \$20,190,432.82 (\$20,607,338.08 as at 31 December 2023).**

#### **BACKGROUND**

Council resolved at its meeting on 24 August, 2011 (Resolution 380/11) that a Report be provided every three (3) months summarising Councils debt levels and that the report should include the date the loan is taken out, the amount of the original loan, the current balance owing, the term of the loan, the interest rate and the payment details.

#### **REPORT:**

Loan payments are being made in accordance with the loan agreements. Council's loan balance as at 31 March 2024 was \$20,190,432.82 (\$20,607,338.08 as at 31 December 2023).

#### **New Loans Taken Out between reporting periods 30 June 2023 to 31 March 2024**

No New Loans were taken out during the reporting period.

#### **Bridging Finance**

At the Council Meeting held on 12 January 2022, Council approved the establishment of a Corporate Markets Loan with the National Australia Bank, with a drawdown facility limit of \$5,000,000 for a rollover period of 90 days, to function as a cash reserve to fund external restrictions when required.

On 27 June 2023 Council activated the drawdown facility to manages its cash flow. This was mainly due to delay in the receipt of the Advance Financial Assistance Grant payment. The Office of Local Government has been informed.

Our Governance No. 29 Cont...

As at 31 March 2024 Council did not use any amount from this facility to transfer into its General Fund for business operations.

**Council's Audited Debt Service Cover Ratio based as at 30 June 2023 is 8.3x (benchmark is >2.00x). The ratio has improved primarily due to receipt of Financial Assistance Grant and other revenue from grants in May/June 2023.**

#### **COUNCIL IMPLICATIONS:**

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

Council's projected loan borrowings are included in the 2023/24 Operational Plan. For 2023/24 Operational Plan Council has indicated a Nil Borrowing. The Office of Local Government has been notified of this. If Council seeks to borrow funds for the FY 2023/24 the Office of Local Government will be notified at that time.

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

- Section 621 of the Local Government Act allows a Council to borrow at any time for any purpose allowed under the Act subject to any restrictions imposed by the Minister in accordance with Section 624 of the Act.
- Borrowing Policy

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

**Hein Basson**  
**General Manager**

Prepared by staff member: Roy Jones, Manager Finance & Technology

Approved/Reviewed by Manager: Hein Basson, General Manager

Department: Office of the Chief Corporate Officer

Attachments: **1** Loan Register - as at 31 March 2024

1  
Page



**Tenterfield Shire Council**  
**Loans Schedule**  
**As at 31 March 2024**

| Loan Details                                       |                                                             |           |                                |               |            |                  |                            | Principal \$                          |
|----------------------------------------------------|-------------------------------------------------------------|-----------|--------------------------------|---------------|------------|------------------|----------------------------|---------------------------------------|
| FUND                                               | PURPOSE                                                     | AMOUNT \$ | OBTAINED FROM                  | DATE OBTAINED | DUE DATE   | RATE OF INTEREST | INTERVALS AT WHICH PAYABLE | Principal Balance as at 31 March 2024 |
| General Fund                                       | Transport Infrastructure (and supportive plant items)       | 3,100,000 | Commonwealth Bank of Australia | 29/03/2023    | 31/03/2043 | 5.57%            | Half Yearly                | 3,012,376.22                          |
| General Fund                                       | Transport Infrastructure (and supportive plant items)       | 2,604,612 | Commonwealth Bank of Australia | 31/03/2022    | 31/03/2042 | 4.40%            | Half Yearly                | 2,433,256.37                          |
| General Fund                                       | Infrastructure 2020/21                                      | 4,048,952 | Commonwealth Bank of Australia | 31/03/2021    | 29/03/2041 | 2.69%            | Half Yearly                | 3,569,946.52                          |
| General Fund                                       | Infrastructure 2019/20                                      | 1,000,000 | Commonwealth Bank of Australia | 15/06/2020    | 15/06/2040 | 2.90%            | Half Yearly                | 863,823.09                            |
| General Fund                                       | Main Street Upgrade                                         | 1,200,000 | National Australia Bank        | 25/02/2015    | 25/02/2025 | 3.70%            | Half Yearly                | 140,762.36                            |
| Sewer Fund                                         | Tenterfield Sewerage Treatment Plant                        | 2,500,000 | National Australia Bank        | 30/05/2008    | 30/05/2033 | 7.81%            | Half Yearly                | 1,515,054.02                          |
| Water Fund                                         | Dam Wall Construction (1)                                   | 3,087,672 | CBA (Refinanced from ANZ)      | 29/09/2021    | 30/09/2041 | 2.59%            | Half Yearly                | 2,783,611.21                          |
| Water Fund                                         | Dam Wall Construction (2)                                   | 2,684,880 | CBA (Refinanced from CBA)      | 6/07/2022     | 7/07/2042  | 5.73%            | Half Yearly                | 2,572,839.96                          |
| Water Fund                                         | Urbenville Water Treatment Plant                            | 375,000   | National Australia Bank        | 5/02/2009     | 5/02/2033  | 6.47%            | Half Yearly                | 227,928.57                            |
| Waste Fund                                         | Waste Management - Boonoo Boonoo Landfill (Develop Stage 5) | 3,300,000 | Commonwealth Bank of Australia | 31/03/2022    | 31/03/2042 | 4.40%            | Half Yearly                | 3,070,834.50                          |
| <b>TOTAL Principal Balance as at 31 March 2024</b> |                                                             |           |                                |               |            |                  |                            | <b>20,190,432.82</b>                  |

|                      |                                                       |
|----------------------|-------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>          |
| <b>Submitted by:</b> | Roy Jones, Manager Finance & Technology               |
| <b>Reference:</b>    | <b>ITEM GOV30/24</b>                                  |
| <b>Subject:</b>      | <b>CAPITAL EXPENDITURE REPORT AS AT 31 MARCH 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 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> | Collaborate and deliver resources with other organisations to ensure a variety of cost effective services across the service area.                                                                                      |

#### **SUMMARY**

The purpose of this report is to show the Year-to-date (YTD) financial progress of Capital Works projects against the budget.

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

**That Council notes the Capital Expenditure Report for the period ended 31 March 2024.**

#### **BACKGROUND**

The Capital Expenditure Report indicates to Council the financial progress of each project against the forecast expenditure for that project. The information has also been set out to show which Council service the expenditure relates to.

#### **REPORT:**

The carry-forward budgets for capital projects that are ongoing from the 2022/23 year, in particular grant-funded works, were adopted in the first Quarterly Budget Review at the November 2023 meeting. The budgets for a number of new grants received in the current financial year were also adopted.

The Capital Expenditure Report has been updated to show the current list of approved capital projects, including the budget changes for capital projects that were adopted by Council at the February 2024 meeting (as part of the December 2023 Quarterly Budget Review).

Staff are reminded to proceed with their capital projects as early as possible in the year, so that the funds can be spent within the financial year as per the operational plan and budget. The purpose of this is to avoid excessive carry forward projects across future financial years and to achieve the projects that Council presented in the Operational Plan for the current year.

Our Governance No. 30 Cont...

### **COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

- Local Government Act 1993
- Local Government (General) Regulation 2005
- 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.

**Hein Basson**  
**General Manager**

|                               |                                                                 |
|-------------------------------|-----------------------------------------------------------------|
| Prepared by staff member:     | Roy Jones, Manager Finance & Technology                         |
| Approved/Reviewed by Manager: | Hein Basson, General Manager                                    |
| Department:                   | Office of the Chief Corporate Officer                           |
| Attachments:                  | <b>1</b> March 2024 - Capital Expenditure Report <b>5</b> Pages |





**Tenterfield Shire Council**  
**Capital Expenditure Report as at 31 March 2024**

| Capital Projects                                                                         | Funding Source       | 23/24 Adopted Original Budget \$ | 23/24 Adopted Review 1 Budget \$ | 23/24 Adopted Review 2 Budget \$ | 23/24 YTD Actuals \$ | 23/24 Percentage Spent % (Adopted Review 2 Budget) | Comments                                                                      |
|------------------------------------------------------------------------------------------|----------------------|----------------------------------|----------------------------------|----------------------------------|----------------------|----------------------------------------------------|-------------------------------------------------------------------------------|
| <b>Office of the Chief Executive</b>                                                     |                      | <b>13,246</b>                    | <b>662,801</b>                   | <b>662,801</b>                   | <b>355,805</b>       | <b>53.68%</b>                                      |                                                                               |
| <b>Economic Growth and Tourism</b>                                                       |                      |                                  |                                  |                                  |                      |                                                    |                                                                               |
| 5400511. SCCF5 - 0867 - Tenterfield Youth Precinct Infrastructure Upgrade, Stage 2       | General Fund - Grant | 0                                | 585,197                          | 585,197                          | 322,835              | 55.17%                                             |                                                                               |
| <b>Total Economic Growth and Tourism</b>                                                 |                      | <b>0</b>                         | <b>585,197</b>                   | <b>585,197</b>                   | <b>322,835</b>       | <b>55.17%</b>                                      |                                                                               |
| <b>Arts, Culture and Library Services</b>                                                |                      |                                  |                                  |                                  |                      |                                                    |                                                                               |
| 5000520. Local Priority Grant 2020/21                                                    | General Fund - Grant | 0                                | 10,544                           | 10,544                           | 9,522                | 90.31%                                             |                                                                               |
| 5000522. Local Priority Grant 2021/22                                                    | General Fund - Grant | 0                                | 19,329                           | 19,329                           | 15,123               | 78.24%                                             |                                                                               |
| 5000524. Local Priority Grant 2022/23                                                    | General Fund - Grant | 0                                | 24,900                           | 24,900                           | 553                  | 2.22%                                              |                                                                               |
| 5000523. Public Library Infrastructure Grant - Refurbishment of the Tenterfield Library  | General Fund - Grant | 0                                | 2,631                            | 2,631                            | 2,563                | 97.40%                                             |                                                                               |
| 5000525. Local Priority Grant 2023/24                                                    | General Fund - Grant | 13,246                           | 20,200                           | 20,200                           | 5,209                | 25.79%                                             |                                                                               |
| <b>Total Arts, Culture and Library Services</b>                                          |                      | <b>13,246</b>                    | <b>77,604</b>                    | <b>77,604</b>                    | <b>32,970</b>        | <b>42.49%</b>                                      |                                                                               |
| <b>Office of the Chief Corporate Officer</b>                                             |                      | <b>185,000</b>                   | <b>1,419,215</b>                 | <b>1,305,851</b>                 | <b>633,656</b>       | <b>48.52%</b>                                      |                                                                               |
| <b>Buildings &amp; Amenities</b>                                                         |                      |                                  |                                  |                                  |                      |                                                    |                                                                               |
| 4200507. Admin Building - Air Conditioning Replacement IT Room                           | General Fund         | 0                                | 9,977                            | 9,977                            | 9,977                | 100.00%                                            | Completed                                                                     |
| 4200508. Admin Building - Roof Replacement                                               | General Fund         | 0                                | 296,760                          | 0                                | 0                    | 0.00%                                              | Rescheduled to 25/26                                                          |
| 4210500. Mt McKenzie Tower Construct Access Road (SRV)                                   | General Fund         | 0                                | 67,300                           | 67,300                           | 24,604               | 36.56%                                             | Road sealed, final tidy ups to be undertaken & fencing to be quoted           |
| 4230510. SCCF4-0858 Upgrades to Drake Hall                                               | General Fund - Grant | 0                                | 109,277                          | 109,277                          | 92,762               | 84.89%                                             | External painting to be completed April - agreement with Drake PA for signing |
| 4230512. SCCF4-0948 Improvements to Sunnyside Hall                                       | General Fund - Grant | 0                                | 27,623                           | 27,623                           | 285                  | 1.03%                                              | Completed - awaiting acquittal paperwork from Hall Committee                  |
| 4230513. BSBR000689 - Mingoola Hall Improvements                                         | General Fund - Grant | 0                                | 120,000                          | 120,000                          | 111,600              | 93.00%                                             | Nearing completion - awaiting acquittal                                       |
| 4235000. Tenterfield Memorial Hall Sporting Complex - SCCF-1023                          | General Fund         | 0                                | 52,265                           | 52,265                           | 0                    | 0.00%                                              | Ongoing                                                                       |
| 4235001. Memorial Hall Internal Acoustic, Ventilation & Insulation Treatments            | General Fund - Grant | 0                                | 66,275                           | 66,275                           | 8,233                | 12.42%                                             | Ongoing                                                                       |
| 4235003. BCRRF Stream 1 Memorial Hall                                                    | General Fund         | 0                                | 31,292                           | 31,292                           | 0                    | 0.00%                                              | Ongoing                                                                       |
| 4235005. BSBR000682 - Installation of Ceiling Fans & Emergency Lighting at Memorial Hall | General Fund - Grant | 0                                | 154,000                          | 154,000                          | 50,405               | 32.73%                                             | Ongoing                                                                       |
| 4235006. SCCF4-0949 Floor Refurbishments to Memorial Hall                                | General Fund - Grant | 0                                | 131,117                          | 131,117                          | 59,534               | 45.41%                                             | Practical completion                                                          |
| 4240504. Federation Park Amenities Block - Roof Replacement (SRV 2023)                   | General Fund         | 0                                | 0                                | 60,000                           | 0                    | 0.00%                                              | Being scoped for quotes in May                                                |
| <b>Total Buildings &amp; Amenities</b>                                                   |                      | <b>0</b>                         | <b>1,065,886</b>                 | <b>829,126</b>                   | <b>357,399</b>       | <b>43.11%</b>                                      |                                                                               |
| <b>Finance &amp; Technology</b>                                                          |                      |                                  |                                  |                                  |                      |                                                    |                                                                               |
| 1810501. Computer Equipment - Finance                                                    | General Fund         | 75,000                           | 32,264                           | 32,264                           | 0                    | 0.00%                                              |                                                                               |
| 1810508. Capitalised Software                                                            | General Fund         | 50,000                           | 0                                | 0                                | 0                    | 0.00%                                              |                                                                               |
| <b>Total Finance &amp; Technology</b>                                                    |                      | <b>125,000</b>                   | <b>32,264</b>                    | <b>32,264</b>                    | <b>0</b>             | <b>0.00%</b>                                       |                                                                               |
| <b>Livestock Saleyards</b>                                                               |                      |                                  |                                  |                                  |                      |                                                    |                                                                               |
| 4220504. Improvements to Loading Ramps & Traffic Facilities                              | General Fund         | 0                                | 55,813                           | 55,813                           | 13,910               | 24.92%                                             |                                                                               |
| <b>Total Livestock Saleyards</b>                                                         |                      | <b>0</b>                         | <b>55,813</b>                    | <b>55,813</b>                    | <b>13,910</b>        | <b>24.92%</b>                                      |                                                                               |

\*Report Contains Filters

| Capital Projects                                                                         | Funding Source       | 23/24 Adopted Original Budget \$ | 23/24 Adopted Review 1 Budget \$ | 23/24 Adopted Review 2 Budget \$ | 23/24 YTD Actuals \$ | 23/24 Percentage Spent % (Adopted Review 2 Budget) | Comments                                                |
|------------------------------------------------------------------------------------------|----------------------|----------------------------------|----------------------------------|----------------------------------|----------------------|----------------------------------------------------|---------------------------------------------------------|
| <b>Parks, Gardens and Open Space</b>                                                     |                      |                                  |                                  |                                  |                      |                                                    |                                                         |
| 4215502. Tenterfield Cemetery - Earthworks Preparation for Stage 1 Expansion             | General Fund         | 20,000                           | 20,000                           | 20,000                           | 19,920               | 99.60%                                             | Further slabs to be installed                           |
| 4215505. Tenterfield Cemetery - Memorial Niche Wall                                      | General Fund         | 40,000                           | 40,000                           | 40,000                           | 41,455               | 103.64%                                            | In progress. Slab has been completed, bricks delivered. |
| 4215503. Tenterfield Cemetery - Expansion, Construction of Road Access and Carpark (SRV) | General Fund         | 0                                | 0                                | 110,000                          | 0                    | 0.00%                                              |                                                         |
| 4605514. PSLP - Jennings Playground Precinct                                             | General Fund - Grant | 0                                | 26,953                           | 26,953                           | 27,492               | 102.00%                                            | Plaque to be installed                                  |
| 4605516. SCCF4-0951 Revitalisation of Tenterfield Netball Courts                         | General Fund - Grant | 0                                | 160,000                          | 173,396                          | 173,480              | 100.05%                                            |                                                         |
| <b>Total Parks, Gardens and Open Space</b>                                               |                      | <b>60,000</b>                    | <b>246,953</b>                   | <b>370,349</b>                   | <b>262,347</b>       | <b>70.84%</b>                                      |                                                         |
| <b>Swimming Complex</b>                                                                  |                      |                                  |                                  |                                  |                      |                                                    |                                                         |
| 4600512. Swimming Pool - Equipment Renewal                                               | General Fund         | 0                                | 18,299                           | 18,299                           | 0                    | 0.00%                                              |                                                         |
| <b>Total Swimming Complex</b>                                                            |                      | <b>0</b>                         | <b>18,299</b>                    | <b>18,299</b>                    | <b>0</b>             | <b>0.00%</b>                                       |                                                         |
| <b>Office of the Chief Operating Officer</b>                                             |                      |                                  |                                  |                                  |                      |                                                    |                                                         |
| <b>Asset Management &amp; Resourcing</b>                                                 |                      | <b>8,667,405</b>                 | <b>42,219,951</b>                | <b>55,679,327</b>                | <b>7,202,521</b>     | <b>12.94%</b>                                      |                                                         |
| 6250502. Tenterfield Depot - Wash Down & Recycle Bay                                     | General Fund         | 80,000                           | 50,000                           | 0                                | 0                    | 0.00%                                              |                                                         |
| 6250503. Tenterfield Depot - Water Wise Initiatives                                      | General Fund         | 20,000                           | 20,000                           | 0                                | 0                    | 0.00%                                              |                                                         |
| 6250505. Tenterfield Depot - WHS & Environmental Initiative Enhancements                 | General Fund         | 150,000                          | 75,000                           | 9,700                            | 9,700                | 100.00%                                            |                                                         |
| 6250506. Tenterfield Depot - Fuel Tank Replacement/Remediation                           | General Fund         | 200,000                          | 100,000                          | 0                                | 0                    | 0.00%                                              |                                                         |
| <b>Total Asset Management &amp; Resourcing</b>                                           |                      | <b>450,000</b>                   | <b>245,000</b>                   | <b>9,700</b>                     | <b>9,700</b>         | <b>100.00%</b>                                     |                                                         |
| <b>Plant, Fleet &amp; Equipment</b>                                                      |                      |                                  |                                  |                                  |                      |                                                    |                                                         |
| 6210500. Public Works Plant - Purchases                                                  | General Fund         | 3,737,292                        | 3,737,292                        | 1,499,540                        | 1,651,136            | 110.11%                                            |                                                         |
| 6210501. Public Works Plant - WDV of Asset Disposals                                     | General Fund         | (2,530,441)                      | (2,530,441)                      | (1,563,271)                      | (1,695,346)          | 108.45%                                            |                                                         |
| <b>Sewerage Service</b>                                                                  |                      |                                  |                                  |                                  |                      |                                                    |                                                         |
| 7872502. Tenterfield Mains Relining (1km Year)                                           | Sewer Fund           | 178,100                          | 678,910                          | 613,910                          | 476,351              | 77.59%                                             | RFT in development for 2024                             |
| 7872503. Tenterfield Mains Augmentation                                                  | Sewer Fund           | 71,300                           | 71,300                           | 136,300                          | 135,353              | 99.31%                                             | Continuing                                              |
| 7872505. Tenterfield Man Hole Level Alterations (Water Infiltration)                     | Sewer Fund           | 166,600                          | 166,600                          | 166,600                          | 40,700               | 24.43%                                             | 10 Manholes completed                                   |
| 7872515. Tenterfield Upgrade Road to Tertiary Ponds                                      | Sewer Fund           | 0                                | 7,000                            | 7,000                            | 0                    | 0.00%                                              |                                                         |
| 7872516. Tenterfield Replace Baffles in Tertiary Ponds                                   | Sewer Fund           | 46,100                           | 46,100                           | 46,100                           | 0                    | 0.00%                                              | Upgraded, replacement not required                      |
| 7872517. Tenterfield Scada System Upgrade                                                | Sewer Fund           | 0                                | 21,153                           | 21,153                           | 0                    | 0.00%                                              | Planning stage                                          |
| 7872519. Tenterfield Network Renewal                                                     | Sewer Fund           | 198,600                          | 198,600                          | 198,600                          | 0                    | 0.00%                                              |                                                         |
| 7872520. Biosolids Processing Plant                                                      | Sewer Fund           | 250,000                          | 0                                | 0                                | 0                    | 0.00%                                              | Has been moved to Long Term Financial Plan in 2025/26   |
| 7872524. Tenterfield STP - 3 Bay Shed for Storage                                        | Sewer Fund           | 0                                | 50,000                           | 50,000                           | 0                    | 0.00%                                              | Quotation received                                      |
| 7872526. Tenterfield STP - Refurbishment                                                 | Sewer Fund           | 0                                | 20,000                           | 20,000                           | 0                    | 0.00%                                              | Handrails to procure                                    |
| 7872527. Tenterfield New Pump Station - Molesworth St                                    | Sewer Fund           | 0                                | 200,000                          | 200,000                          | 0                    | 0.00%                                              | Planning stage                                          |
| 7872528. Tenterfield New Pump Station - Trail Lane                                       | Sewer Fund           | 0                                | 150,000                          | 150,000                          | 0                    | 0.00%                                              | Planning stage                                          |
| 7872532. Betterment of Molesworth St Sewer Line Grant                                    | Sewer Fund - Grant   | 0                                | 0                                | 2,500,000                        | 0                    | 0.00%                                              | Planning stage                                          |
| 7872800. Urbenville Dehydrator                                                           | Sewer Fund           | 0                                | 10,000                           | 10,000                           | 0                    | 0.00%                                              |                                                         |
| 7872801. Removal Sludge from Tertiary Ponds/Renewal of Capacity                          | Sewer Fund           | 10,900                           | 10,900                           | 10,900                           | 495                  | 4.54%                                              | Underway                                                |
| 7872804. Urbenville Telemetry Upgrade                                                    | Sewer Fund           | 15,000                           | 15,000                           | 15,000                           | 0                    | 0.00%                                              | Planning stage                                          |
| 7872807. Urbenville Telemetry From PS to STP                                             | Sewer Fund           | 10,300                           | 10,300                           | 10,300                           | 0                    | 0.00%                                              | Planning stage                                          |
| <b>Total Sewerage Service</b>                                                            |                      | <b>946,900</b>                   | <b>1,655,863</b>                 | <b>4,155,863</b>                 | <b>652,899</b>       | <b>15.71%</b>                                      |                                                         |

\*Report Contains Filters

| Capital Projects                                                                                   | Funding Source       | 23/24 Adopted Original Budget \$ | 23/24 Adopted Review 1 Budget \$ | 23/24 Adopted Review 2 Budget \$ | 23/24 YTD Actuals \$ | 23/24 Percentage Spent % (Adopted Review 2 Budget) | Comments                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------|----------------------|----------------------------------|----------------------------------|----------------------------------|----------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stormwater &amp; Drainage</b>                                                                   |                      |                                  |                                  |                                  |                      |                                                    |                                                                                                                                                                                                     |
| 8252502. Drainage Pits - Upgrade                                                                   | Stormwater Fund      | 63,000                           | 63,000                           | 63,000                           | 1,380                | 2.19%                                              |                                                                                                                                                                                                     |
| 8252510. Rouse Street Construction                                                                 | Stormwater Fund      | 210,000                          | 0                                | 0                                | 0                    | 0.00%                                              |                                                                                                                                                                                                     |
| 8252513. Logan & Molesworth Street Construction                                                    | Stormwater Fund      | 80,000                           | 0                                | 0                                | 0                    | 0.00%                                              |                                                                                                                                                                                                     |
| 8252523. Urban Culverts Renewal                                                                    | Stormwater Fund      | 27,200                           | 27,200                           | 27,200                           | 331                  | 1.22%                                              |                                                                                                                                                                                                     |
| 8252526. Stormwater Pipe Renewal                                                                   | Stormwater Fund      | 40,000                           | 40,000                           | 40,000                           | 0                    | 0.00%                                              | Replacement of a pipe at the intersection of Landers St and Martin St is complete.                                                                                                                  |
| <b>Total Stormwater &amp; Drainage</b>                                                             |                      | <b>420,200</b>                   | <b>130,200</b>                   | <b>130,200</b>                   | <b>1,711</b>         | <b>1.31%</b>                                       |                                                                                                                                                                                                     |
| <b>Transport Network</b>                                                                           |                      |                                  |                                  |                                  |                      |                                                    |                                                                                                                                                                                                     |
| 6215110. Regional & Local Roads Traffic Facilities                                                 | General Fund - Grant | 66,000                           | 70,000                           | 70,000                           | 40,717               | 58.17%                                             |                                                                                                                                                                                                     |
| 6215510. Regional Roads Block Grant - Reseals Program                                              | General Fund - Grant | 537,892                          | 878,678                          | 878,678                          | 55,454               | 6.31%                                              | Reseals complete                                                                                                                                                                                    |
| 6215531. Special Grant Mt Lindesay Road (RMS/Fed)                                                  | General Fund - Grant | 0                                | 292,308                          | 292,308                          | 425,638              | 145.61%                                            |                                                                                                                                                                                                     |
| 6215544. BLERF - 0737 - Improve Mt Lindesay Road                                                   | General Fund - Grant | 0                                | 784,216                          | 784,216                          | 238,185              | 30.37%                                             |                                                                                                                                                                                                     |
| 6215550. Footpaths Capital Works                                                                   | General Fund         | 0                                | 140,434                          | 140,434                          | 0                    | 0.00%                                              | To contribute to Miles Street LRCI3 project - works commenced.                                                                                                                                      |
| 6215552. Roads to Recovery 2019-24                                                                 | General Fund - Grant | 1,044,335                        | 1,044,335                        | 1,044,335                        | 639                  | 0.06%                                              | Asphalt work in Pelham street commencing April                                                                                                                                                      |
| 6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel               | General Fund - Grant | 0                                | 11,316,071                       | 11,316,071                       | 758,813              | 6.71%                                              | Disaster Recovery works - consultants provided concept design and reconstruction estimate for approval by Transport for NSW & Resilience NSW for bridge replacement/extension. Piling has commenced |
| 6215572. FLR300128 - Tooloom Road West Rehabilitation                                              | General Fund - Grant | 0                                | 427,373                          | 427,373                          | 323,052              | 75.59%                                             | Pavement widening works are continuing                                                                                                                                                              |
| 6215575. ROSI - Sunnyside Platform Road Upgrade                                                    | General Fund         | 0                                | 68,887                           | 68,887                           | 54,998               | 79.84%                                             |                                                                                                                                                                                                     |
| 6215576. BSBR000641 - Drake Village Revitalisation                                                 | General Fund - Grant | 0                                | 2,868,302                        | 2,868,302                        | 1,564,199            | 54.53%                                             | Drainage completed and streets asphalted. Footpath and bus shelter yet to be completed.                                                                                                             |
| 6215579. Local Roads & Community Infrastructure Program - Round 3                                  | General Fund - Grant | 0                                | 275,703                          | 275,703                          | 50,383               | 18.27%                                             | Miles Street footpath replacement has commenced. Asphalt work complete in Drake.                                                                                                                    |
| 6215584. FLR400104 - Paddys Flat Road South, Tabulam                                               | General Fund - Grant | 0                                | 2,996,498                        | 2,996,498                        | 11,966               | 0.40%                                              | Paddy's Flat Rd South rehabilitation from Bruxner Highway to Hootens Rd, under FLR 4, has commenced.                                                                                                |
| 6215585. RNSW2787 - Mt Lindesay Road, NE Hwy to Washpool Ck Bridge                                 | General Fund - Grant | 0                                | 0                                | 4,019,887                        | 0                    | 0.00%                                              | Mt Lindesay Rd from New England Highway to Washpool Creek Bridge (London Bridge) is awaiting REF and is funded from Fixing Country Roads/ Restart funding.                                          |
| 6215587. Repair Program 2023/24                                                                    | General Fund - Grant | 565,572                          | 0                                | 0                                | 0                    | 0.00%                                              |                                                                                                                                                                                                     |
| 6215588. Local Roads & Community Infrastructure Program - Round 4                                  | General Fund - Grant | 0                                | 1,646,730                        | 1,646,730                        | 168,821              | 10.25%                                             | Designs commenced for Koch's Road. Undercliffe Road is sealed.                                                                                                                                      |
| 6215590. DRFA AGRN1012 Integrated Smart Infrastructure System (Category D)                         | General Fund - Grant | 0                                | 600,000                          | 600,000                          | 0                    | 0.00%                                              |                                                                                                                                                                                                     |
| 6220270. Boonoo Boonoo Bridge, Mt Lindesay Road - Restart NSW Funding                              | General Fund - Grant | 0                                | 0                                | 0                                | (25,807)             | 0.00%                                              | final retention payment to be made                                                                                                                                                                  |
| 6220272. Bridges Renewal Program - Kangaroo Creek Bridge Replacement                               | 50% Grant Funded     | 0                                | 240,612                          | 240,612                          | 14,233               | 5.92%                                              |                                                                                                                                                                                                     |
| 6220274. Bridges Renewal Program - Unknown Creek Bridge (67203) Replacement, Paddy's Flat Road Nth | General Fund - Grant | 0                                | 127,900                          | 127,900                          | 2,386                | 1.87%                                              |                                                                                                                                                                                                     |
| 6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Road             | General Fund - Grant | 0                                | 164,423                          | 164,423                          | 17,471               | 10.63%                                             |                                                                                                                                                                                                     |
| 6220279. FCBP - Acacia Creek Bridge - Patersons Road, Legume                                       | General Fund - Grant | 0                                | 767,229                          | 767,229                          | 55,398               | 7.22%                                              | 100% design, awaiting completed REF's and Fisheries                                                                                                                                                 |
| 6220281. FCBP - Acacia Creek Bridge - Tooloom Street, Legume                                       | General Fund - Grant | 0                                | 713,128                          | 713,128                          | 57,090               | 8.01%                                              | 100% design, awaiting completed REF's and Fisheries                                                                                                                                                 |
| 6220282. FCBP - Koreelah Creek Bridge - White Swamp Road, Koreelah                                 | General Fund - Grant | 0                                | 1,416,420                        | 1,416,420                        | 50,055               | 3.53%                                              | 50% design, awaiting REF and Fisheries                                                                                                                                                              |
| 6220283. FCBP - Mole River Bridge - Springfield Road, Mole River                                   | General Fund - Grant | 0                                | 1,308,221                        | 1,308,221                        | 39,031               | 2.98%                                              | 100% design, awaiting completed REF's and Fisheries                                                                                                                                                 |

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|------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 6220284. Betterment of Molesworth St Bridge (Category B EPAR) Grant    | General Fund - Grant                                           | 0                                | 0                                | 150,413                          | 0                    | 0.00%                                              | TfNSW will be engaged to design and construct the Molesworth St Bridge, part of this process will include public consultation. |
| 6220285. Betterment of Molesworth St Bridge (Category D RRTRP) Grant   | General Fund - Grant                                           | 0                                | 0                                | 7,335,363                        | 0                    | 0.00%                                              |                                                                                                                                |
| 6220500. Urban Streets - Reseal Program                                | General Fund                                                   | 122,000                          | 152,789                          | 152,789                          | 37,037               | 24.24%                                             | Completed                                                                                                                      |
| 6220501. Road Renewal - Gravel Roads                                   | General Fund                                                   | 325,760                          | 587,345                          | 587,345                          | 232,933              | 39.66%                                             |                                                                                                                                |
| 6220503. Gravel Resheets                                               | General Fund                                                   | 316,226                          | 496,508                          | 496,508                          | 47,653               | 9.60%                                              |                                                                                                                                |
| 6220505. Kerbing & Guttering                                           | General Fund                                                   | 0                                | 40,000                           | 40,000                           | 0                    | 0.00%                                              |                                                                                                                                |
| 6220506. Bridges / Causeways (SRV to 2023/24)                          | General Fund                                                   | 460,000                          | 460,000                          | 460,000                          | 0                    | 0.00%                                              |                                                                                                                                |
| 6220507. Rural Roads - Reseal Program                                  | General Fund                                                   | 280,165                          | 470,245                          | 470,245                          | 132,848              | 28.25%                                             | Completed                                                                                                                      |
| 6220512. Rural Culverts & Pipes                                        | General Fund                                                   | 150,000                          | 150,000                          | 150,000                          | 29,912               | 19.94%                                             | In progress                                                                                                                    |
| 6220513. Concrete Bridges                                              | General Fund                                                   | 105,111                          | 125,334                          | 125,334                          | 0                    | 0.00%                                              |                                                                                                                                |
| 6240101. Gravel Pit Rehabilitation                                     | General Fund                                                   | 60,877                           | 292,678                          | 292,678                          | 185,118              | 63.25%                                             | Rehab for Geyers Road pit as per EPA                                                                                           |
| 6240503. Rural Road Rehabilitation                                     | General Fund                                                   | 120,000                          | 120,000                          | 120,000                          | 55,550               | 46.29%                                             | Completed                                                                                                                      |
| 6240507. Urban Road Rehabilitation                                     | General Fund                                                   | 125,000                          | 125,000                          | 125,000                          | 16,571               | 13.26%                                             | Completed                                                                                                                      |
| 6240508. Urban Streets - Unsealed Resheet                              | General Fund                                                   | 20,000                           | 20,000                           | 20,000                           | 0                    | 0.00%                                              |                                                                                                                                |
| 6240509. SCCF4-0946 Extension to Urbenville Footpath                   | General Fund - Grant                                           | 0                                | 91,526                           | 91,526                           | 92,571               | 101.14%                                            | Completed                                                                                                                      |
| <b>Total Transport Network</b>                                         |                                                                | <b>4,298,938</b>                 | <b>31,278,893</b>                | <b>42,784,556</b>                | <b>4,732,914</b>     | <b>11.06%</b>                                      |                                                                                                                                |
| <b>Waste Management</b>                                                |                                                                |                                  |                                  |                                  |                      |                                                    |                                                                                                                                |
| 7080500. 240L Wheelie Bins                                             | Waste Fund                                                     | 2,154                            | 5,154                            | 20,154                           | 17,483               | 86.75%                                             | Ongoing                                                                                                                        |
| 7080503. Industrial Bins                                               | Waste Fund                                                     | 6,462                            | 6,462                            | 6,462                            | 128                  | 1.99%                                              | Ongoing                                                                                                                        |
| 7080506. Waste Plant Purchases                                         | Waste Fund                                                     | 0                                | 0                                | 358,945                          | 0                    | 0.00%                                              | Investigating new bailer/glass crusher                                                                                         |
| 7080554. Boonoo Boonoo - Landfill Cover                                | Waste Fund                                                     | 10,000                           | 10,000                           | 10,000                           | 0                    | 0.00%                                              |                                                                                                                                |
| 7080555. Boonoo Boonoo - Cell Remediation Asset                        | Waste Fund                                                     | 50,000                           | 50,000                           | 50,000                           | 0                    | 0.00%                                              |                                                                                                                                |
| 7080560. EPA Bushfire Recovery Program for Council Landfills           | Waste Fund - Grant                                             | 0                                | 601,018                          | 601,018                          | 352,998              | 58.73%                                             | Acquisition underway, Compactor wheels underway                                                                                |
| 7080563. Torrington - Landfill Closure & Transfer Station Construction | Waste Fund                                                     | 0                                | 20,000                           | 20,000                           | 340                  | 1.70%                                              | Completed                                                                                                                      |
| 7080564. Boonoo Boonoo - Develop Stage 5                               | Waste Fund                                                     | 600,000                          | 3,118,061                        | 3,118,061                        | 24,153               | 0.77%                                              | RFT awarded planning underway                                                                                                  |
| 7080720. Mingooda - Open Transfer Station                              | Waste Fund                                                     | 70,000                           | 70,000                           | 0                                | 0                    | 0.00%                                              | Has been moved to Long Term Financial Plan in 2024/25                                                                          |
| 7080752. Urbenville - Recycling Infrastructure                         | Waste Fund                                                     | 50,000                           | 0                                | 0                                | 0                    | 0.00%                                              | Has been moved to Long Term Financial Plan in 2027/28                                                                          |
| 7080810. Tenterfield WTS Recycling Infrastructure                      | Waste Fund                                                     | 100,000                          | 0                                | 0                                | 0                    | 0.00%                                              | Has been moved to Long Term Financial Plan in 2024/25                                                                          |
| 7080811. Tenterfield WTS Groundwater Bores                             | Waste Fund                                                     | 0                                | 117,663                          | 117,663                          | 746                  | 0.63%                                              | Planning commenced for new well                                                                                                |
| <b>Total Waste Management</b>                                          |                                                                | <b>888,616</b>                   | <b>3,998,358</b>                 | <b>4,302,303</b>                 | <b>395,849</b>       | <b>9.20%</b>                                       |                                                                                                                                |
| <b>Water Supply</b>                                                    |                                                                |                                  |                                  |                                  |                      |                                                    |                                                                                                                                |
| 7484501. Tenterfield Mains Augmentation                                | Water Fund                                                     | 10,900                           | 10,900                           | 10,900                           | 0                    | 0.00%                                              |                                                                                                                                |
| 7484505. Tenterfield Mains Replacement                                 | Water Fund                                                     | 290,000                          | 290,000                          | 290,000                          | 111                  | 0.04%                                              | Infrastructure ordered for work to new WTP                                                                                     |
| 7484506. Tenterfield Meter Replacement                                 | Water Fund                                                     | 23,200                           | 23,200                           | 23,200                           | 0                    | 0.00%                                              | Ongoing - undertaken where required for faulty meters                                                                          |
| 7484514. Tenterfield Air Scour Pipe Renewal Program                    | Water Fund                                                     | 60,000                           | 60,000                           | 60,000                           | 0                    | 0.00%                                              | Planning stage                                                                                                                 |
| 7484522. Tenterfield Water Treatment Plant Construction                | Water Fund Grants - State \$7 million, Federal \$2.645 million | 0                                | 363,341                          | 363,341                          | 493,996              | 135.96%                                            | POP 1 test completed, POP2 remain                                                                                              |
| 7484538. BLERF 0377 - Tenterfield Villages Emergency Water Program     | Water Fund - Grant \$960,000; Council contribution \$20,000    | 0                                | 642,832                          | 642,832                          | 15,112               | 2.35%                                              | Planning complete, infrastructure purchased, drillers engaged, awaiting approvals from NRAR                                    |
| 7484539. Tenterfield - Smart Water Meters (Rouse St 100 Businesses)    | Water Fund                                                     | 60,000                           | 0                                | 0                                | 0                    | 0.00%                                              | Planning for installation in May 2024                                                                                          |

\*Report Contains Filters

| Capital Projects                                                                | Funding Source                                                 | 23/24 Adopted Original Budget \$ | 23/24 Adopted Review 1 Budget \$ | 23/24 Adopted Review 2 Budget \$ | 23/24 YTD Actuals \$ | 23/24 Percentage Spent % (Adopted Review 2 Budget) | Comments                                                                                   |
|---------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------|
| 7484540. Bulk Water Metering Grant                                              | Water Fund - Grant \$36,844; Council contribution \$12,281     | 0                                | 40,241                           | 40,241                           | 16,046               | 39.87%                                             | Completed                                                                                  |
| 7484541. New Grid Urbenville Water Supply Project                               | Water Fund - Grant \$2,098,000; Council contribution \$100,000 | 0                                | 1,359,468                        | 2,000,118                        | 511,262              | 25.56%                                             | Budget revision required, bore completed, cage underway.                                   |
| 7484543. Cowper St Mains Replacement - Transport NSW Works                      | Water Fund - Grant                                             | 0                                | 342,155                          | 342,155                          | 103,968              | 30.39%                                             | Waiting on infrastructure to be delivered, additional funding requested to commence works. |
| 7484544. Regional Leakage Reduction Program Grant                               | Water Fund - Grant \$69,391; Council contribution \$23,131     | 0                                | 92,522                           | 92,522                           | 18,900               | 20.43%                                             | Underway                                                                                   |
| 7484545. Shirley Park Bore Refurbishment                                        | Water Fund                                                     | 0                                | 209,312                          | 209,312                          | 283,132              | 135.27%                                            | Underway                                                                                   |
| 7484811. Urbenville Water Treatment Plant Upgrade                               | Water Fund                                                     | 0                                | 0                                | 15,000                           | 9,051                | 60.34%                                             | Continuing options received and agreed DPE                                                 |
| 7484812. Urbenville Sewer Scada Renewal                                         | Water Fund                                                     |                                  | 9,439                            | 9,439                            | 2,080                | 22.04%                                             | Planning stage, Contractor assessment to commence April                                    |
| 7484901. Jennings Mains Replacement                                             | Water Fund                                                     | 11,800                           | 11,800                           | 11,800                           | 0                    | 0.00%                                              |                                                                                            |
| 5400510. LF027 Tenterfield Dam Recreational Precinct - Stage 1 Fishing Platform | General Fund - Grant                                           | 0                                | 249,576                          | 249,576                          | 0                    | 0.00%                                              |                                                                                            |
| <b>Total Water Supply</b>                                                       |                                                                | <b>455,900</b>                   | <b>3,704,786</b>                 | <b>4,360,436</b>                 | <b>1,453,658</b>     | <b>33.34%</b>                                      |                                                                                            |
| <b>Grand Total</b>                                                              |                                                                | <b>8,865,651</b>                 | <b>44,301,967</b>                | <b>57,647,979</b>                | <b>8,191,981</b>     | <b>14.21%</b>                                      |                                                                                            |

\*Report Contains Filters

|                      |                                                                                                              |
|----------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                                                         |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media                                                               |
| <b>Reference:</b>    | <b>ITEM GOV32/24</b>                                                                                         |
| <b>Subject:</b>      | <b>CIVIC OFFICE - UPDATE OF POLICY -COUNCILLOR'S ACCESS TO INFORMATION AND INTERACTION WITH STAFF POLICY</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 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>                                   | Promote and support community involvement in Council decision making process.                                                                                                                                           |

## SUMMARY

The purpose of this report is to update the listed policy to be aligned with current staff.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Adopts the updated policy – "Councillors Access to Information and Interaction with Staff Policy ."**

## REPORT:

The policy has been reviewed and amended for accuracy, where required:

### **Councillor Expenses and Facilities Policy 1.163**

This policy was previously amended and adopted by Council on 26 October 2022. This policy needs to be review/updated and adopted by Council to reflect recent staff changes. These changes are only minor and therefore do not require any public exhibition period.

Schedule 1 – Authorised Staff Contacts for Councillors to streamline and limit staff accessibility to Councillors in the process of receiving, assessing and responding to Councillors requests for information.

## COUNCIL IMPLICATIONS:

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

Policy documents provide guidance to staff and clear guidelines on Council business to the community. The existing policies have been developed in accordance with the engagement process at their time of writing. Exhibition of the minor amendments and administrative corrections is not required.

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

As detailed in policy

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Up to date and clear policies assists in mitigating the risk of staff not abiding by the Local Government Act 1993, Local Government (General) Regulations and other legislative requirements.

**7. Performance Measures**

Council's policies are current, up to date and readily available to the community and Council staff.

**8. Project Management**

Nil.

**Hein Basson  
General Manager**

|                               |                                                                                                           |             |
|-------------------------------|-----------------------------------------------------------------------------------------------------------|-------------|
| Prepared by staff member:     | Elizabeth Melling, Executive Assistant & Media                                                            |             |
| Approved/Reviewed by Manager: | Hein Basson, General Manager                                                                              |             |
| Department:                   | Office of the Chief Executive                                                                             |             |
| Attachments:                  | <b>1</b> Updated Policy - V7.0 Councillor's<br>Access to Information and<br>Interaction with Staff Policy | 12<br>Pages |



**COUNCILLOR'S ACCESS TO INFORMATION AND INTERACTION WITH STAFF POLICY**

**Summary:**

The purpose of this policy is to outline the legislative requirements as well as Councils position and procedures with regard to Councillors access to information and the interaction between Councillors and staff.

It further aims to ensure that the differing roles of Councillors, the General Manager and Staff are understood and respected and that any inappropriate interactions are avoided.

|                                 |                                                                                                                                                                                                                                                               |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy Number</b>            | 1.163                                                                                                                                                                                                                                                         |
| <b>Document version</b>         | V7.0                                                                                                                                                                                                                                                          |
| <b>Adoption Date</b>            | 26 October 2022                                                                                                                                                                                                                                               |
| <b>Approved By</b>              | Council                                                                                                                                                                                                                                                       |
| <b>Endorsed By</b>              | General Manager                                                                                                                                                                                                                                               |
| <b>Minute Number</b>            | XX/24                                                                                                                                                                                                                                                         |
| <b>Consultation Period</b>      | Nil.                                                                                                                                                                                                                                                          |
| <b>Review Due Date</b>          | October 2026                                                                                                                                                                                                                                                  |
| <b>Department</b>               | Civic Office                                                                                                                                                                                                                                                  |
| <b>Policy Custodian</b>         | General Manager                                                                                                                                                                                                                                               |
| <b>Superseded Documents</b>     | 1.163 – Councillor Access to Information and Interaction with Staff Policy (V6.0)                                                                                                                                                                             |
| <b>Related Documents</b>        | TSC Code of Conduct<br>TSC Code of Meeting Practice<br>TSC Privacy Management Plan<br>TSC Publications Guide<br>Office of Local Government NSW Circular 22-08 / 7 April 2022 / A806228<br>OLG NSW Model Policy – Councillor and Staff Interaction Policy 2022 |
| <b>Delegations of Authority</b> | General Manager, Acting Chief Corporate Officer, Director Infrastructure and Staff                                                                                                                                                                            |

**Part 1 – Introduction**

- 1.1.1 *The Councillor and Staff Interaction Policy* (the Policy) provides a framework for councillors when exercising their civic functions by specifically addressing their ability to interact with, and receive advice from, authorised staff.
- 1.1.2 The Policy complements and should be read in conjunction with Tenterfield Shire Council's *Code of Conduct* (the Code of Conduct).
- 1.1.3 The aim of the Policy is to facilitate a positive working relationship between councillors, as the community's elected representatives, and staff, who are employed to administer the operations of the Council. The Policy provides direction on interactions between councillors and staff to assist both parties in carrying out their day-to-day duties professionally, ethically and respectfully.
- 1.1.4 It is important to have an effective working relationship that recognises the important but differing contribution both parties bring to their complementary roles.

**Part 2 – Application**

- 2.1.1 This Policy applies to all councillors and council staff.
- 2.1.2 This Policy applies to all interactions between councillors and staff, whether face-to-face, online (including social media and virtual meeting platforms), by phone, text message or in writing.
- 2.1.3 This Policy applies whenever interactions between councillors and staff occur, including inside or outside of work hours, and at both council and non-council venues and events.
- 2.1.4 This Policy does not confer any delegated authority upon any person. All delegations to staff are made by the General Manager.
- 2.1.5 The Code of Conduct provides that council officials must not conduct themselves in a manner that is contrary to the Council's policies. A breach of this Policy will be a breach of the Code of Conduct.

### **Part 3 – Policy objectives**

3.1.1 The objectives of the Policy are to:

- a) establish positive, effective and professional working relationships between councillors and staff defined by mutual respect and courtesy
- b) enable councillors and staff to work together appropriately and effectively to support each other in their respective roles
- c) ensure that councillors receive advice in an orderly, courteous and appropriate manner to assist them in the performance of their civic duties
- d) ensure councillors have adequate access to information to exercise their statutory roles
- e) provide direction on, and guide councillor interactions with, staff for both obtaining information and in general situations
- f) maintain transparent decision making and good governance arrangements
- g) ensure the reputation of Council is enhanced by councillors and staff interacting consistently, professionally and positively in their day-to-day duties
- h) provide a clear and consistent framework through which breaches of the Policy will be managed in accordance with the Code of Conduct.

### **Part 4 – Principles, roles and responsibilities**

4 Several factors contribute to a good relationship between councillors and staff. These include goodwill, understanding of roles, communication, protocols, and a good understanding of legislative requirements.

4.1 The Council's governing body and its administration (being staff within the organisation) must have a clear and sophisticated understanding of their different roles, and the fact that these operate within a hierarchy. The administration is accountable to the General Manager, who in turn, is accountable to the Council's governing body.

4.2 Section 232 of the *Local Government Act 1993* (the LGA) states that the role of a councillor is as follows:

- a) to be an active and contributing member of the governing body
- b) to make considered and well-informed decisions as a member of the governing body

- c) to participate in the development of the integrated planning and reporting framework
- d) to represent the collective interests of residents, ratepayers and the local community
- e) to facilitate communication between the local community and the governing body
- f) to uphold and represent accurately the policies and decisions of the governing body
- g) to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.

4.3 The administration’s role is to advise the governing body, implement Council’s decisions and to oversee service delivery.

4.4 It is beneficial if the administration recognises the complex political environments in which elected members operate and acknowledge that they work within a system that is based on democratic governance. Councillors similarly need to understand that it is a highly complex task to prepare information and provide quality advice on the very wide range of issues that Council operations cover.

4.5 Council commits to the following principles to guide interactions between councillors and staff:

| <b>Principle</b>                     | <b>Achieved by</b>                                                                                                                                                                               |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Equitable and consistent</b>      | Ensuring appropriate, consistent and equitable access to information for all councillors within established service levels                                                                       |
| <b>Considerate and respectful</b>    | Councillors and staff working supportively together in the interests of the whole community, based on mutual respect and consideration of their respective positions                             |
| <b>Ethical, open and transparent</b> | Ensuring that interactions between councillors and staff are ethical, open, transparent, honest and display the highest standards of professional conduct                                        |
| <b>Fit for purpose</b>               | Ensuring that the provision of equipment and information to councillors is done in a way that is suitable, practical and of an appropriate size, scale and cost for a client group of ten people |
| <b>Accountable and measurable</b>    | Providing support to councillors in the performance of their role in a way that can be measured, reviewed and improved based on qualitative and quantitative data                                |

4.6 Councillors are members of the Council’s governing body, which is responsible for directing and controlling the affairs of the Council in accordance with the LGA. Councillors need to accept that:



- a) responses to requests for information from councillors may take time and consultation to prepare and be approved prior to responding
  - b) staff are not accountable to them individually
  - c) they must not direct staff except by giving appropriate direction to the General Manager by way of a council or committee resolution, or by the mayor exercising their functions under section 226 of the LGA
  - d) they must not, in any public or private forum, direct or influence, or attempt to direct or influence, a member of staff in the exercise of their functions
  - e) they must not contact a member of staff on council-related business unless in accordance with this Policy
  - f) they must not use their position to attempt to receive favourable treatment for themselves or others.
- 4.7 The General Manager is responsible for the efficient and effective day-to-day operation of the Council and for ensuring that the lawful decisions of the Council are implemented without undue delay. Council staff need to understand:
- a) they are not accountable to individual councillors and do not take direction from them. They are accountable to the General Manager, who is in turn accountable to the Council's governing body
  - b) they should not provide advice to councillors unless it has been approved by the General Manager or a staff member with a delegation to approve advice to councillors
  - c) they must carry out reasonable and lawful directions given by any person having the authority to give such directions in an efficient and effective manner
  - d) they must ensure that participation in political activities outside the service of the Council does not interfere with the performance of their official duties
  - e) they must provide full and timely information to councillors sufficient to enable them to exercise their civic functions in accordance with this Policy.

#### **Part 5 – The councillor requests system**

- 5.1 Councillors have a right to request information provided it is relevant to councillor's exercise of their civic functions. This right does not extend to matters about which a councillor is merely curious.

- 5.2 Councillors do not have a right to request information about matters that they are prevented from participating in decision-making on because of a conflict of interest, unless the information is otherwise publicly available.
- 5.3 The General Manager may identify Council support staff (Executive Assistant & Media) under this Policy for the management of requests from councillors.
- 5.4 Councillors can use the councillor requests system to:
- a) request information or ask questions that relate to the strategic position, performance or operation of the Council
  - b) bring concerns that have been raised by members of the public to the attention of staff
  - c) request Information and Communications Technology or other support from the Council administration
  - d) request that a staff member be present at a meeting (other than a meeting of the council) for the purpose of providing advice to the meeting.
- 5.5 Councillors must, to the best of their knowledge, be specific about what information they are requesting, and make their requests respectfully. Where a councillor's request lacks specificity, the General Manager or staff member authorised to manage the matter is entitled to ask the councillor to clarify their request and the reason(s) why they are seeking the information.
- 5.6 Staff must make every reasonable effort to assist councillors with their requests and do so in a respectful manner.
- 5.7 The General Manager or the staff member authorised to manage a councillor request will provide a response within (7 working days). Where a response cannot be provided within that timeframe, the councillor will be advised, and the information will be provided as soon as practicable.
- 5.8 Requests under clause 5.4 (d) must be made (7 working days) before the meeting. The General Manager, or members of staff that are listed at Schedule 1 of this Policy, are responsible for determining:
- a) whether a staff member can attend the meeting; and
  - b) which staff member will attend the meeting.
- Staff members who attend such meetings must be appropriately senior and be subject matter experts on the issues to be discussed at the meeting.
- 5.9 Councillors are required to treat all information provided by staff appropriately and to observe any confidentiality requirements.
- 5.10 Staff will inform councillors of any confidentiality requirements for information they provide so councillors can handle the information appropriately.

- 5.11 Where a councillor is unsure of confidentiality requirements, they should contact the General Manager, or the staff member authorised to manage their request.
- 5.12 The General Manager may refuse access to information requested by a councillor if:
- a) the information is not necessary for the performance of the councillor's civic functions, or
  - b) if responding to the request would, in the General Manager's opinion, result in an unreasonable diversion of staff time and resources, or
  - c) the councillor has previously declared a conflict of interest in the matter and removed themselves from decision-making on it, or
  - d) the General Manager is prevented by law from disclosing the information.
- 5.13 Where the General Manager refuses to provide information requested by a councillor, they must act reasonably. The General Manager must advise a councillor in writing of their reasons for refusing access to the information requested.
- 5.14 Where a councillor's request for information is refused by the General Manager on the grounds referred to under clause 5.12 (a) or (b), the councillor may instead request the information through a resolution of the council by way of a notice of motion. This clause does not apply where the General Manager refuses a councillor's request for information under clause 5.12 (c) or (d).
- 5.15 Nothing in clauses 5.12, 5.13, and 5.14 prevents a councillor from requesting the information in accordance with the *Government Information (Public Access) Act 2009*.
- 5.16 Where a councillor persistently makes requests for information which, in the General Manager's opinion, result in a significant and unreasonable diversion of staff time and resources the council may, on the advice of the General Manager, resolve to limit the number of requests the councillor may make.
- 5.17 Councillor requests are state records and must be managed in accordance with the *State Records Act 1998*.
- 5.18 A report will be provided to Council (Monthly Operational Report) regarding the performance and efficiency of the councillor requests system against established key performance indicators.

**Part 6 – Access to Council staff**

- 6.1.1 Councillors may directly contact members of staff that are listed in Schedule 1 of this Policy. The General Manager may amend this list at any time and will advise councillors promptly of any changes.
- 6.1.2 Councillors can contact staff listed in Schedule 1 about matters that relate to the staff member's area of responsibility.
- 6.1.3 Councillors should as far as practicable, only contact staff during normal business hours.
- 6.1.4 If councillors would like to contact a member of staff not listed in Schedule 1, they must receive permission from the General Manager.
- 6.1.5 If a councillor is unsure which authorised staff member can help with their enquiry, they can contact the General Manager or Executive Assistant & Media who will provide advice about which authorised staff member to contact.
- 6.1.6 The General Manager or a member of the Council's executive leadership team may direct any staff member to contact councillors to provide specific information or clarification relating to a specific matter.
- 6.1.7 A councillor or member of staff must not take advantage of their official position to improperly influence other councillors or members of staff in the performance of their civic or professional duties for the purposes of securing a private benefit for themselves or for another person. Such conduct should be immediately reported to the General Manager or Mayor in the first instance, or alternatively to the Office of Local Government, NSW Ombudsman, or the NSW Independent Commission Against Corruption.

**Part 7 – Councillor access to council buildings**

- 7.1.1 Councillors are entitled to have access to the council chamber, meeting rooms, and public areas of Council's buildings during normal business hours for meetings. Councillors needing access to these facilities at other times must obtain approval from the General Manager.
- 7.1.2 Councillors must not enter staff-only areas of Council buildings without the approval of the General Manager.

**Part 8 – Appropriate and inappropriate interactions**

8.1.1 Examples of appropriate interactions between councillors and staff include, but are not limited to, the following:

- a) councillors and council staff are courteous and display a positive and professional attitude towards one another
- b) council staff ensure that information necessary for councillors to exercise their civic functions is made equally available to all councillors, in accordance with this Policy and any other relevant Council policies
- c) council staff record the advice they give to councillors in the same way they would if it was provided to members of the public
- d) council staff, including Council's executive team members, document councillor requests via the councillor requests system
- e) council meetings and councillor briefings are used to establish positive working relationships and help councillors to gain an understanding of the complex issues related to their civic duties
- f) councillors and council staff feel supported when seeking and providing clarification about council related business
- g) councillors forward requests through the councillor requests system and staff respond in accordance with the timeframes stipulated in this Policy

8.1.2 Examples of inappropriate interactions between councillors and staff include, but are not limited to, the following:

- a) councillors and council staff conducting themselves in a manner which:
  - i) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
  - ii) constitutes harassment and/or bullying within the meaning of the Code of Conduct, or is unlawfully discriminatory
- b) councillors approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters
- c) staff approaching councillors to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters
- d) subject to clause 5.12, staff refusing to give information that is available to other councillors to a particular councillor

- e) councillors who have lodged an application with the council, discussing the matter with staff in staff-only areas of the council
  - f) councillors being overbearing or threatening to staff
  - g) staff being overbearing or threatening to councillors
  - h) councillors making personal attacks on staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of the Code of Conduct in public forums including social media
  - i) councillors directing or pressuring staff in the performance of their work, or recommendations they should make
  - j) staff providing ad hoc advice to councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community
- 8.1.3 Where a councillor engages in conduct that, in the opinion of the General Manager, puts the health, safety or welfare of staff at risk, the General Manager may restrict the councillor's access to staff.
- 8.1.4 Any concerns relating to the conduct of staff under this Policy should be raised with the General Manager.

#### **Part 9 – Complaints**

- 9.1.1 Complaints about a breach of this policy should be made to the General Manager (if the complaint is about a councillor or member of council staff), or the Mayor (if the complaint is about the General Manager).
- 9.1.2 Clause 9.1 does not operate to prevent matters being reported to OLG, the NSW Ombudsman, the NSW Independent Commission Against Corruption or any other external agency.

**Schedule 1 – Authorised staff contacts for councillors (table)**

1. Clause 6.1 of this Policy provides that councillors may directly contact members of staff that are listed below. The General Manager may amend this list at any time.
2. Councillors can contact staff listed below about matters that relate to the staff member’s area of responsibility.
3. Councillors should as far as practicable, only contact staff during normal business hours.
4. If councillors would like to contact a member of staff not listed below, they must receive permission from the General Manager or their delegate.
5. If a councillor is unsure which authorised staff member can help with their enquiry, they can contact the General Manager or Executive Assistant & Media who will provide advice about which authorised staff member to contact.
6. In some instances, the General Manager or a member of the Council’s executive leadership team may direct a council staff member to contact councillors to provide specific information or clarification relating to a specific matter.

| <b>Authorised staff members<br/>name</b> | <b>Position</b> |
|------------------------------------------|-----------------|
|------------------------------------------|-----------------|

|                                     |                                |
|-------------------------------------|--------------------------------|
| <i>[Insert staff member's name]</i> | <i>[Insert position title]</i> |
| Hein Basson                         | General Manager                |
| Roy Jones                           | Acting Chief Corporate Officer |
| Elizabeth Melling                   | Executive Assistant & Media    |
| Matthew Francisco                   | Director Infrastructure        |
|                                     |                                |
|                                     |                                |

**Schedule 2 - Related Legislation, Standards & Guidelines**

Key legislative requirements and other directions are located in the following:

- NSW Local Government Act 1993 (as amended);
- NSW Local Government (General) Regulations 2005;
- Government Information Public Access Act 2009 (GIPA);
- Privacy and Personal Information Protection Act 1998 (PPIPA);
- Health Records and Information Privacy Act 2002;
- NSW Ombudsman –Conduct and Administrative Practices, Guidelines for Councils;
- ICAC – Under Careful Consideration – Key Issues for Local Government;
- TSC Privacy Management Plan;
- TSC Code of Conduct;
- TSC Code of Meeting Practice;
- TSC Publications Guide; and
- All other relevant guidelines issued by the Office of Local Government.

**Version Control and Change History**

| <b>Version</b> | <b>Date</b> | <b>Modified by</b> | <b>Details</b>                                                     |
|----------------|-------------|--------------------|--------------------------------------------------------------------|
| V1.1           | 28/03/2012  | Council            | Adoption of Policy – 117/12                                        |
| V2.1           | 18/12/2013  | Council            | Policy revision – 468/13                                           |
| V3.1           | 17/12/2014  | Council            | Policy revision – 460/14                                           |
| V4.1           | 26/08/2015  | Council            | Policy revision – 269/15                                           |
| V5.0           | 13/10/2016  | GM                 | Reconstruction of Policy – 250/16                                  |
| V6.0           | 26/10/2022  | Council            | Reconstruction of Policy – LG NSW Model Policy – Resolution 221/22 |
| V7.0           | XX/4/2024   | GM                 | Policy revision – XX/24                                            |



|                      |                                                         |
|----------------------|---------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                    |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media          |
| <b>Reference:</b>    | <b>ITEM GOV31/24</b>                                    |
| <b>Subject:</b>      | <b>EXECUTIVE POSITIONS - MURRAY DARLING ASSOCIATION</b> |

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

|                             |                                                                                                                                                             |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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>        | Work with key stakeholders and the community to lobby for adequate health services in our region.                                                           |
| <b>CSP Delivery Program</b> | Identify, represent, advocate and lobby for inclusion of the Shire's needs in regional and state planning.                                                  |

#### **SUMMARY**

The purpose of this report is to seek Council endorsement for Council delegates on the Murray Darling Association to nominate for the positions of Chair or as an Executive Committee member.

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

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

- (1) Endorses the nomination of Council delegate Cr Greg Sauer for the position of Chair or Executive Committee member of the Murray Darling Association, Region 11;**
- (2) Notes nominations to be lodged with the Returning Officer prior to the Annual General Meeting to be held on Thursday 16 May 2024.**

#### **BACKGROUND**

Councillor Greg Sauer currently represents Tenterfield Shire Council on the Murray Darling Association, Region 11. Councillor Greg Sauer currently holds an Executive position.

#### **REPORT:**

Guidelines and Notice of Annual General Meeting have been received inviting interested parties to nominate for the positions of Chair or Executive Committee member.

The Guidelines require a copy of the extract of Council Minutes including the resolution of Council to be included in the nomination.

#### **COUNCIL IMPLICATIONS:**

- 1. Community Engagement / Communication (per engagement strategy)**  
Nil.
- 2. Policy and Regulation**
  - 2023/2024 Committee Register
  - Council Policy 1.160 – Councillor Expenses & Facilities

Our Governance No. 31 Cont...

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

Travel and accommodation amount for delegate attendance have been budgeted in the 2024/2025 Operational Budget.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Roy Jones**

**Acting Chief Corporate Officer**

|                               |                                                |
|-------------------------------|------------------------------------------------|
| Prepared by staff member:     | Elizabeth Melling, Executive Assistant & Media |
| Approved/Reviewed by Manager: | Roy Jones, Acting Chief Corporate Officer      |
| 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 RES3/24</b>                             |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - MARCH 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 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.                                                             |

#### **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 March 2024.**

**Roy Jones**  
**Acting Chief Corporate Officer**

|                               |                                                |          |
|-------------------------------|------------------------------------------------|----------|
| Prepared by staff member:     | Elizabeth Melling, Executive Assistant & Media |          |
| Approved/Reviewed by Manager: | Roy Jones, Acting Chief Corporate Officer      |          |
| Department:                   | Office of the Chief Executive                  |          |
| Attachments:                  | <b>1</b> Actions Register Report - March 2024  | 23 Pages |

|                                     |                                                 |
|-------------------------------------|-------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Thursday, 18 April 2024<br>10:59:06 AM |
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:                          |

| Meeting            | Date       | Officer            | Title                                                                                                         | Target     |
|--------------------|------------|--------------------|---------------------------------------------------------------------------------------------------------------|------------|
| Council 27/02/2019 | 27/02/2019 | Francisco, Matthew | <b>Compulsory Acquisition of Crown Land for the Mount Lindesay Road Upgrade, 0-6km Section East of Legume</b> | 13/03/2019 |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>30/19</b> | <p><b>Resolved</b> that Council:</p> <ol style="list-style-type: none"> <li>(1) Proceed with the compulsory acquisition of the land described as part of Lot 7016 DP 1073681, Lot 7017 DP 1106730 and Lot 7020 DP 1106731 for the purpose of operational land being for road widening in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991 and subject to the Undetermined Aboriginal Land Claim being withdrawn; and</li> <li>(2) Make an application to the Minister and the Governor for approval to acquire part of Lot 7016 DP 1073681, Lot 7017 DP 1106730 and Lot 7020 DP 1106731 by compulsory process under section 177(1) and 177(2)(b) of the Roads Act 1993; and</li> <li>(3) Requests the Minister for Local Government approve a reduction in the notification period from 90 days to the minimum 60 days.</li> </ol> <p style="text-align: right;">(Greg Sauer/Gary Verri)</p> |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <p><b>Notes</b></p> <p><b>12 Oct 2022 3:26pm Counsell, David</b><br/>Meeting has been held with land surveyor to complete survey work now that fencing is complete and finalise acquisition plan preparation.</p> <p><b>14 Sep 2022 12:40pm Counsell, David</b><br/>Matter is still awaiting land surveyor to complete on site boundary pegging and preparation of the survey plan for lodgement.</p> <p><b>12 Aug 2022 4:33pm Melling, Elizabeth - Reallocation</b><br/>Action reassigned to Counsell, David by Melling, Elizabeth - as Jess Gibbins is away reallocated to Dave Counsell.</p> <p><b>14 Feb 2022 2:56pm Gibbins, Jessica</b><br/>Awaiting final survey plans.</p> <p><b>02 Dec 2021 12:48pm Fitzpatrick, Christie</b><br/>Data imported from Resolution Register:<br/>18.3.19 Awaiting Final plans to be sent with application to Minister.<br/>12.4.19 No change to status.<br/>10.5.19 No change.<br/>12.7.19 Final plans being reviewed.<br/>19.8.19 Pricing being sought from registered surveyors for the initial set out of proposed acquisition areas.<br/>15.11.19 No change to status.<br/>10.2.20 Section of existing boundary between 0.1 to 1 km has been pegged in consultation with RMS design review.<br/>Advice of determination of Land Claim received for Lots 7016, 7017 &amp; 7020 received at start of November. Likely impacts to the project to be discussed with RMS.<br/>11.5.20 Interim section 0.1km to 1.0km agreed with RMS for commencement of works once water is again available for construction. Drainage materials have been ordered and remaining sections to be surveyed with a view to minimise any compulsory acquisition required.<br/>1.7.20 Survey of design centreline has been initially done on Legume 0-6.0km section and minor adjustments being considered to minimise extent of works impacting on adjacent properties.<br/>7.8.20 The set out of a slightly modified alignment has commenced that should minimise extent of acquisition required. Revised construction design plans have been sent to the consultant land surveyors for use in defining the land acquisition boundaries.<br/>14.4.21 Land surveyors from Tenterfield are currently pegging proposed acquisition boundaries although access for this task has been hampered by recent wet ground conditions.<br/>7.5.21 Surveyors are back on site continuing with field work.<br/>7.6.21 Land surveyors are preparing plans for proposed acquisition.<br/>14.10.21 Land surveyors have been delayed by wet weather to complete the field work to peg acquisition boundaries.<br/>10.11.21 Ongoing process with surveyors to prepare survey plans.</p> |
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| Meeting            | Date       | Officer            | Title                                                             | Target     |
|--------------------|------------|--------------------|-------------------------------------------------------------------|------------|
| Council 22/07/2020 | 22/07/2020 | Francisco, Matthew | <b>Tenterfield Common Easement and Lot Compulsory Acquisition</b> | 27/07/2020 |

|               |                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>133/20</b> | <p><b>Resolved</b> that Council:</p> <ol style="list-style-type: none"> <li>(1) Proceed with the compulsory acquisition of the interest in the land described as right of carriageway and easement for water supply within Lot 7023 DP1126222 and within Lot 7022 DP 1126834 for the purpose of creating and obtaining an easement for water supply and right of carriage way to the</li> </ol> |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                     |                                                 |
|-------------------------------------|-------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Thursday, 18 April 2024<br>10:59:06 AM |
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:                          |

| Meeting                       | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                              | Target |
|-------------------------------|------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                               |      |         | water source and pump infrastructure in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;                                                                                                                                                                                                                                               |        |
| (2)                           |      |         | Proceed with the compulsory acquisition of the land described as subdivided Lot 7022 DP 1126834 for the purpose of subdivision and acquisition of the newly-formed Lot for the purposes of developing water infrastructure on the site and security infrastructure around the site in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; |        |
| (3)                           |      |         | Make an application to the Minister and the Governor for approval to acquire interest in the land described as right of carriageway and easement for water supply within Lot 7023 DP1126222 by compulsory process under section 186(1) of the Local Government Act;                                                                                                                |        |
| (4)                           |      |         | Make an application to the Minister and the Governor for approval to acquire the subdivided Lot 7022 DP 1126834 by compulsory process under section 186(1) of the Local Government Act;                                                                                                                                                                                            |        |
| (5)                           |      |         | Classifies the land as operational land;                                                                                                                                                                                                                                                                                                                                           |        |
| (6)                           |      |         | Requests the Minister for Local Government approve a reduction in the notification period from 90 days to 30 days;                                                                                                                                                                                                                                                                 |        |
| (7)                           |      |         | Proceed with the subdivision of the land described as Lot 7022 DP1126834 and all other processes required for the purpose of compulsory acquisition of the newly-formed Lot in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;                                                                                                        |        |
| (8)                           |      |         | Proceed with the compulsory acquisition of the land described as 'Proposed Lot 1' for the purpose of developing a site for established emergency water infrastructure in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.                                                                                                              |        |
| (Brian Murray/Michael Petrie) |      |         |                                                                                                                                                                                                                                                                                                                                                                                    |        |

**Notes**  
**19 Mar 2024 2:37pm Melling, Elizabeth - Reallocation**  
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC  
**10 Feb 2023 2:14pm Melling, Elizabeth - Reallocation**  
Action reassigned to Counsell, David by Melling, Elizabeth - James Pryor no longer works for Council.  
**02 Dec 2021 1:17pm Fitzpatrick, Christie**  
Data imported from Resolution Register:  
13.8.20 Jennings & Kneipp instructed to develop the 88B instrument for the easement.  
CA application drafted.  
No response from the Common Trust regarding their concurrence within the allotted timeframe.  
9.9.20 Jennings & Kneipp are to develop the 88B instrument for the easement. No response from Common Trust regarding their concurrence within the allotted timeframe. CA application drafted and signed by CE.  
15.10.20 Compulsory Land Acquisition submitted to Crown Lands for processing.  
3.12.20 Sent to OLG as advised by Crown to begin next steps.  
9.2.21 Register Acquisition Plan being finalised between surveyor and OLG.  
10.3.21 Registered Acquisition Plan with NSW Land Registry Services for advice.  
20.4.21 This acquisition has stalled as the Common Trust Board have not signed the papers for the Agreement.  
11.6.21 Resending papers to trust.  
Waiting on response  
9.9.21 Adviseements underway to proceed with acquisition due to second attempt with no response.  
11.11.21 Several attempts made by phone and letter to the Common Trust since April 2021, however no response has been received.  
Works are being scheduled to proceed.

| Meeting            | Date                                                                                                                                                                                              | Officer            | Title                                                                             | Target                      |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------|-----------------------------|
| Council 26/08/2020 | 26/08/2020                                                                                                                                                                                        | Francisco, Matthew | <b>NOTICE OF MOTION - MARYLAND CULLENDORE ROAD THROUGH MARYLAND NATIONAL PARK</b> | 9/09/2020                   |
| <b>176/20</b>      | <b>Resolved</b> that Council contact Crown Lands Department and National Parks & Wildlife Service informing them that Tenterfield Shire Council wishes to keep the Maryland Cullendore Road open. |                    |                                                                                   | (Gary Verri/Bronwyn Petrie) |

**Notes**  
**10 Feb 2023 2:15pm Melling, Elizabeth - Reallocation**  
Action reassigned to Condric, Jodie by Melling, Elizabeth - Neville Coonan no longer works for Council

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|-------------------------------------|-------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Thursday, 18 April 2024<br>10:59:06 AM |
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:                          |

| Meeting                                                                                                                                        | Date                  | Officer | Title        | Target |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------|--------------|--------|
| 02 Nov 2022 9:38am                                                                                                                             | Coonan, Neville       |         |              |        |
| No action taken                                                                                                                                |                       |         |              |        |
| 20 Sep 2022 8:33am                                                                                                                             | Coonan, Neville       |         |              |        |
| No action taken to date                                                                                                                        |                       |         |              |        |
| 18 Jul 2022 4:01pm                                                                                                                             | Melling, Elizabeth    |         | Reallocation |        |
| Action reassigned to Coonan, Neville by Melling, Elizabeth - This was previously in Cr Petrie's name.                                          |                       |         |              |        |
| 02 Dec 2021 1:24pm                                                                                                                             | Fitzpatrick, Christie |         |              |        |
| Data imported from Resolution Register:                                                                                                        |                       |         |              |        |
| 11.9.20 Letter forwarded to NPWS dated 3 September 2020, awaiting response.                                                                    |                       |         |              |        |
| 12.2.21 Phone meeting held NPWS & EO 14.12.20 further details to be discussed through CE & Manager EDCE                                        |                       |         |              |        |
| 12.3.21 Meeting held with Acting CE,DI,EO & Manager EDCE. EO to provide response to NPWS.                                                      |                       |         |              |        |
| 19.4.21 NPWS has confirmed that gazettal documents have been withdrawn from the Ministers Office. Meeting to be arranged between TSC and NPWS. |                       |         |              |        |
| 10.5.21 Making arrangements for NPWS to attend June 2021 Councillor Workshop.                                                                  |                       |         |              |        |
| 10.6.21 Councillor workshop with NPWS 10.06.21                                                                                                 |                       |         |              |        |
| 18.8.21 NPWS looking at all paper roads through NP. Will prioritise Maryland NP. TSC to pay for survey.                                        |                       |         |              |        |
| 14.10.21 Estimate of survey costs and any other expenses being arranged for consideration.                                                     |                       |         |              |        |

| Meeting                                                                                                                      | Date                                                                                                                                                                                                                                                | Officer           | Title                                                                      | Target    |
|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------------------------------------------------------------|-----------|
| Council 23/09/2020                                                                                                           | 23/09/2020                                                                                                                                                                                                                                          | Marchant, Gillian | <b>NOTICE OF MOTION - TENTERFIELD TOWN DAM FOR RECREATIONAL ACTIVITIES</b> | 7/10/2020 |
| <b>202/20</b>                                                                                                                | <b>Resolved</b> that Council investigate the opportunities that may be available near and including the town dam for recreational activities with a view to producing a master plan for presentation to the Council and subsequently the community. |                   |                                                                            |           |
|                                                                                                                              | (Bob Rogan/Greg Sauer)                                                                                                                                                                                                                              |                   |                                                                            |           |
| <b>Notes</b>                                                                                                                 |                                                                                                                                                                                                                                                     |                   |                                                                            |           |
| 18 Jul 2022 4:34pm Marchant, Gillian                                                                                         |                                                                                                                                                                                                                                                     |                   |                                                                            |           |
| Note masterplan grant applied for 14/07/2022                                                                                 |                                                                                                                                                                                                                                                     |                   |                                                                            |           |
| Fishing Platform fence has been altered to accommodate platform, requotations supplied and approved, meeting due 21/07/2022. |                                                                                                                                                                                                                                                     |                   |                                                                            |           |
| 18 Jul 2022 4:19pm Melling, Elizabeth - Reallocation                                                                         |                                                                                                                                                                                                                                                     |                   |                                                                            |           |
| Action reassigned to Marchant, Gillian by Melling, Elizabeth - Returned to GM.                                               |                                                                                                                                                                                                                                                     |                   |                                                                            |           |
| 18 Jul 2022 4:04pm Melling, Elizabeth - Reallocation                                                                         |                                                                                                                                                                                                                                                     |                   |                                                                            |           |
| Action reassigned to Keneally, Fiona by Melling, Elizabeth - Cr Rogan no longer involved with Council.                       |                                                                                                                                                                                                                                                     |                   |                                                                            |           |
| 18 Jul 2022 4:03pm Melling, Elizabeth - Reallocation                                                                         |                                                                                                                                                                                                                                                     |                   |                                                                            |           |
| Action reassigned to Marchant, Gillian by Melling, Elizabeth - Cr Bob Rogan no longer involved with Council.                 |                                                                                                                                                                                                                                                     |                   |                                                                            |           |
| 02 Dec 2021 1:34pm Fitzpatrick, Christie                                                                                     |                                                                                                                                                                                                                                                     |                   |                                                                            |           |
| Data imported from Resolution Register:                                                                                      |                                                                                                                                                                                                                                                     |                   |                                                                            |           |
| 1.10.20 Scheduled for discussion at Councillor Workshop 21/10. Meeting with invited community members (due to COVID) 27/10.  |                                                                                                                                                                                                                                                     |                   |                                                                            |           |
| 1.12.20 Meetings held, results consolidated and provided for comment. Survey of parks underway. Focus group established.     |                                                                                                                                                                                                                                                     |                   |                                                                            |           |
| 15.4.21 Site inspection with focus group held, preliminary designs under investigation                                       |                                                                                                                                                                                                                                                     |                   |                                                                            |           |
| 6.5.21 Investigation into possible grants underway                                                                           |                                                                                                                                                                                                                                                     |                   |                                                                            |           |
| 11.6.21 - 9.9.21 Investigations continue-note awarded fishing platform grant                                                 |                                                                                                                                                                                                                                                     |                   |                                                                            |           |
| 18.10.21 Signed Deeds of Grant                                                                                               |                                                                                                                                                                                                                                                     |                   |                                                                            |           |
| 12.11.21 Platform planning underway.                                                                                         |                                                                                                                                                                                                                                                     |                   |                                                                            |           |

| Meeting            | Date                                                                                                                                                                                                                                                                                                                             | Officer           | Title                                                                | Target    |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------------------------------------------------------|-----------|
| Council 23/09/2020 | 23/09/2020                                                                                                                                                                                                                                                                                                                       | Marchant, Gillian | <b>Mingoola Waste Transfer Station Site - Compulsory Acquisition</b> | 7/10/2020 |
| <b>187/20</b>      | <b>Resolved</b> that Council:                                                                                                                                                                                                                                                                                                    |                   |                                                                      |           |
|                    | (1) Proceed with the compulsory acquisition of the land described as Lot 7013 in DP 1075621 for the purpose of developing the Mingoola Waste Transfer Station in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and                                                                |                   |                                                                      |           |
|                    | (2) Proceed with the compulsory acquisition of the land described as the western portion of subdivided Lot 7018 in DP 1075621 for the purpose of subdivision, acquisition and developing the Mingoola Waste Transfer Station in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and |                   |                                                                      |           |
|                    | (3) Make an application to the Minister and the Governor for approval to acquire Lot 7013 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and                                                                                                                                              |                   |                                                                      |           |

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|-------------------------------------|-------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Thursday, 18 April 2024<br>10:59:06 AM |
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:                          |

| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Target |
|---------|------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|         |      |         | <p>(4) Make an application to the Minister and the Governor for approval to acquire the western portion of the subdivided Lot 7018 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and</p> <p>(5) Classify the land as operational land; and</p> <p>(6) Proceed with the subdivision of the land described as Lot 7018 in DP 1075621 for the purpose of compulsory acquisition of the newly-formed Lot in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and</p> <p>(7) Arrange the survey of the formed road, known as Springfield Road, that traverses through Lot 7013 in DP 1075621 and dedicate this as a Public Road; and</p> <p>(8) Make an application to the Minister and the Governor for approval to acquire the newly-formed Road Lot that traverses through Lot 7013 in DP 1075621 by compulsory process under section 177(1) or 177(2)(a) or 177(2)(b) of the Roads Act.</p> <p style="text-align: right;">(Brian Murray/Michael Petrie)</p> |        |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Notes</b></p> <p><b>17 Oct 2022 4:36pm Marchant, Gillian</b><br/>Negotiations ongoing</p> <p><b>14 Sep 2022 1:46pm Marchant, Gillian</b><br/>Negotiations ongoing.</p> <p><b>14 Sep 2022 1:42pm Melling, Elizabeth - Reallocation</b><br/>Action reassigned to Marchant, Gillian by Melling, Elizabeth - Waste Management matter</p> <p><b>18 Jul 2022 4:07pm Melling, Elizabeth - Reallocation</b><br/>Action reassigned to Counsell, David by Melling, Elizabeth - James Pryor no longer involved with Council. Jessica Gibbins is on 6 months leave.</p> <p><b>02 Dec 2021 1:26pm Fitzpatrick, Christie</b><br/>Data imported from Resolution Register:<br/>15.10.20 TSC working with Crown Lands in relation to the compulsory acquisition.<br/>6.11.20 Ongoing<br/>4.12.20 Scoping the exact area required to negotiate with ALC. NSWALC providing advice on process.<br/>9.2.21 Negotiations underway with local Aboriginal Council requesting the ALC to be amended to exclude the part required for the project. Awaiting their response.<br/>10.3.21 This is awaiting response. NSW LALC are the claimant but won't change the claim until MLALC agree to.<br/>20.4.21 Continues to stall awaiting advice from Aboriginal Land Council. Negotiations continue.<br/>6.5.21 Project handover, negotiations continue.<br/>11.6.21 Project negotiations continue.</p> <p>19.7.21-18.10.21 Negotiations continue, arrangements to visit site once lockdown ended.<br/>11.11.21 Negotiations continue.</p> |
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| Meeting                                                                                                                                                                                                                                                                                                                                | Date                          | Officer            | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Target    |
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| Council 24/03/2021                                                                                                                                                                                                                                                                                                                     | 24/03/2021                    | Francisco, Matthew | Snake Creek Road - Road Reserve Update                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 7/04/2021 |
| <b>60/21</b>                                                                                                                                                                                                                                                                                                                           | <b>Resolved</b> that Council: |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |
|                                                                                                                                                                                                                                                                                                                                        |                               |                    | <p>(1) Proceed with the compulsory acquisition of the land described as part of Lot 7301 DP 1145839 for the purpose of dedicating a road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;</p> <p>(2) Make an application to the Minister and the Governor for approval to acquire part of Lot 7301 DP 1145839 by compulsory process under section 177 (2)(b) of the Roads Act 1993.</p> <p style="text-align: right;">(Greg Sauer/Bronwyn Petrie)</p> |           |
| <p><b>Notes</b></p> <p><b>12 Mar 2023 8:35pm Counsell, David</b><br/>Staff resources being allocated to this matter in April to revise the application.</p> <p><b>10 Feb 2023 2:17pm Melling, Elizabeth - Reallocation</b><br/>Action reassigned to Counsell, David by Melling, Elizabeth - Jess Gibbins on extended leave. Feb 23</p> |                               |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |

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|-------------------------------------|-------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Thursday, 18 April 2024<br>10:59:06 AM |
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:                          |

| Meeting                                                                                                   | Date | Officer | Title | Target |
|-----------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| 15 Nov 2022 4:12pm Melling, Elizabeth                                                                     |      |         |       |        |
| Staff member currently on extended leave until January 2023                                               |      |         |       |        |
| 14 Feb 2022 2:58pm Gibbins, Jessica                                                                       |      |         |       |        |
| Collating documents for the new application to send to OLG                                                |      |         |       |        |
| 02 Dec 2021 1:54pm Fitzpatrick, Christie                                                                  |      |         |       |        |
| Data imported from Resolution Register:                                                                   |      |         |       |        |
| 10.5.21 Office of Local Government application required.                                                  |      |         |       |        |
| 15.6.21-19.7.21 Office of Local Government Application being drafted.                                     |      |         |       |        |
| 18.8.21 Application and attachments sent 17/8/21 OUT21/61C3BA5A.                                          |      |         |       |        |
| 14.10.21 Application rejected as need updated searches & correspondence. Being arranged for resubmitting. |      |         |       |        |

| Meeting            | Date                                                                                                                                                                                                            | Officer            | Title                                                                                              | Target    |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------|-----------|
| Council 23/02/2022 | 23/02/2022                                                                                                                                                                                                      | Francisco, Matthew | ACQUISITION OF PART OF PRIVATE LAND REQUIRED FOR ROAD WIDENING PURPOSES - BRUXNER WAY, TENTERFIELD | 9/03/2022 |
| 45/22              | <b>Resolved</b> that Council proceed with the recommendations as contained within this report to finalise this matter regarding acquisition of land for road realignment purposes for Bruxner Way, Tenterfield. |                    |                                                                                                    |           |
|                    | (John Macnish/Kim Rhodes)                                                                                                                                                                                       |                    |                                                                                                    |           |
|                    | <b>Motion Carried</b>                                                                                                                                                                                           |                    |                                                                                                    |           |

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| <b>Notes</b>                                                                                                                                                     |  |  |  |  |
| 12 Oct 2023 9:05pm Counsell, David<br>Matter will be finalised with solicitors.                                                                                  |  |  |  |  |
| 12 Mar 2023 8:39pm Counsell, David<br>Survey plan completed, solicitors processing final title transfers. Final completion of matter to be confirmed.            |  |  |  |  |
| 10 Feb 2023 2:17pm Melling, Elizabeth - Reallocation<br>Action reassigned to Counsell, David by Melling, Elizabeth - Jess Gibbins is on extended leave 10.2.2023 |  |  |  |  |
| 15 Nov 2022 4:13pm Melling, Elizabeth<br>Staff member responsible on extended leave until January 2023                                                           |  |  |  |  |
| 14 Apr 2022 12:09pm Gibbins, Jessica<br>Correspondence sent to applicable land owners.                                                                           |  |  |  |  |

| Meeting            | Date                                                                                                                                                                                                                                                                                                         | Officer            | Title                                                                               | Target    |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------|-----------|
| Council 22/06/2022 | 22/06/2022                                                                                                                                                                                                                                                                                                   | Francisco, Matthew | McCliftys Road & Bungulla Reserve Road - Public Gate & Vehicle By-pass Applications | 6/07/2022 |
| 124/22             | <b>Resolved</b> that Council as the Roads Authority under the Roads Act 1993:-                                                                                                                                                                                                                               |                    |                                                                                     |           |
|                    | (1) Approves the installation of a public gate and vehicular by-pass on McCliftys Road at approx. 0.316km west of the New England Highway intersection and Bungulla Reserve Road at the intersection with Rosehill Road in accordance with Council Policy No 2.162 - Public Gates and Vehicle By-passes; and |                    |                                                                                     |           |
|                    | (2) Provide applicant with Council Consent as outlined in 4.2 Council's Internal Administrative Procedures of Policy 2.162.                                                                                                                                                                                  |                    |                                                                                     |           |
|                    | (3) Advertise the approval with proposed installation 1 month after advertising as required by the Roads Regulation 2008.                                                                                                                                                                                    |                    |                                                                                     |           |
|                    | (Giana Saccon/Tom Peters)                                                                                                                                                                                                                                                                                    |                    |                                                                                     |           |
|                    | <b>Motion Carried</b>                                                                                                                                                                                                                                                                                        |                    |                                                                                     |           |

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| <b>Notes</b>                                                                                                                                                     |  |  |  |  |
| 19 Mar 2024 2:40pm Melling, Elizabeth - Reallocation<br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC   |  |  |  |  |
| 12 Oct 2023 9:07pm Counsell, David<br>Inspection yet to be undertaken for finalisation of matter.                                                                |  |  |  |  |
| 12 Mar 2023 8:41pm Counsell, David<br>Consents have been issued and works have commenced on both matters. Application process is complete.                       |  |  |  |  |
| 10 Feb 2023 2:18pm Melling, Elizabeth - Reallocation<br>Action reassigned to Counsell, David by Melling, Elizabeth - Jess Gibbins is on extended leave 10.2.2023 |  |  |  |  |



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| <b>OUTSTANDING ACTIONS REPORT</b>   |  | Printed: Thursday, 18 April 2024<br>10:59:06 AM |
| Division:<br>Committee:<br>Officer: |  | Date From:<br>Date To:                          |

| Meeting                                                     | Date | Officer | Title | Target |
|-------------------------------------------------------------|------|---------|-------|--------|
| 15 Nov 2022 4:13pm Melling, Elizabeth                       |      |         |       |        |
| Staff member currently on extended leave until January 2023 |      |         |       |        |

| Meeting            | Date       | Officer            | Title                                                                         | Target     |
|--------------------|------------|--------------------|-------------------------------------------------------------------------------|------------|
| Council 27/07/2022 | 27/07/2022 | Francisco, Matthew | Policy 2.130 Construction & Maintenance of Property Access from Council Roads | 10/08/2022 |

|               |                                                                                                                                                                                                                                            |                            |
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| <b>160/22</b> | <b>Resolved</b> that Council:<br><br>Place Policy 2.130 Construction & Maintenance of Property Access from Council Roads on public display for 28 days to seek community input prior to reviewing the policy.<br><br><b>Motion Carried</b> | (Peter Petty/Peter Murphy) |
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| <b>Notes</b><br>15 May 2023 12:48pm Melling, Elizabeth<br>Councillor Worksop - 10 May 2023<br>12 Mar 2023 8:43pm Counsell, David<br>Report to Council meeting planned for April meeting.<br>08 Dec 2022 12:58pm Counsell, David<br>Revised drawings to be compiled and report to Council yet to be completed.<br>14 Sep 2022 12:26pm Counsell, David<br>Public exhibition period has been held and a report will be prepared for Council to review the Policy<br>12 Aug 2022 4:30pm Melling, Elizabeth<br>Policy on Public Display for 28 days - TSC Website. |
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| Meeting            | Date       | Officer            | Title                                          | Target     |
|--------------------|------------|--------------------|------------------------------------------------|------------|
| Council 27/07/2022 | 27/07/2022 | Francisco, Matthew | Policy 2.162 Public Gates and Vehicle Bypasses | 10/08/2022 |

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| <b>159/22</b> | <b>Resolved</b> that Council:<br><br>Place Policy 2.162 Public Gates and Vehicle Bypasses on public display for 28 days to seek community input prior to reviewing the policy.<br><br><b>Motion Carried</b> | (Peter Petty/Peter Murphy) |
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| <b>Notes</b><br>15 May 2023 12:48pm Melling, Elizabeth<br>Councillor Workshop - 10 May 2023<br>12 Mar 2023 8:43pm Counsell, David<br>Report to Council planned for April meeting.<br>08 Dec 2022 12:59pm Counsell, David<br>Report to Council yet to be completed.<br>14 Sep 2022 12:24pm Counsell, David<br>Public exhibition period has been held and a report will be prepared for Council to review the Policy.<br>12 Aug 2022 4:26pm Melling, Elizabeth<br>Put on Public Display - Website. 28 days on display. |
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| Meeting            | Date       | Officer            | Title                             | Target     |
|--------------------|------------|--------------------|-----------------------------------|------------|
| Council 27/07/2022 | 27/07/2022 | Francisco, Matthew | AM White Drive reserve dedication | 10/08/2022 |

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| <b>148/22</b> | <b>Resolved</b> that Council proceed with action to formally dedicate Part of Lot 2 DP 815097 as a Public Road Reserve along A M White Drive from New England Highway to Bolivia Hall.<br><br><b>Motion Carried</b> | (Tim Bonner/Peter Petty) |
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| <b>Notes</b><br>19 Mar 2024 2:41pm Melling, Elizabeth - Reallocation |
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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Thursday, 18 April 2024<br>10:59:06 AM |
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| Meeting                                                                                                                                                                                                                             | Date | Officer | Title | Target |
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| Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC                                                                                                                              |      |         |       |        |
| <b>12 Mar 2023 8:42pm Counsell, David</b><br>Submission to TfNSW continuing.                                                                                                                                                        |      |         |       |        |
| <b>08 Dec 2022 1:01pm Counsell, David</b><br>Details being compiled for submission to TfNSW to undertake dedication.                                                                                                                |      |         |       |        |
| <b>14 Sep 2022 12:16pm Counsell, David</b><br>Crown Lands have confirmed status of the land and do not object to proposed dedication. Matter will now be referred to Transport for NSW to progress the formal dedication as a road. |      |         |       |        |
| <b>17 Aug 2022 12:50pm Melling, Elizabeth</b><br>Matter to be raised with Crown Lands for discussion of process.                                                                                                                    |      |         |       |        |

| Meeting               | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Officer            | Title                                                                             | Target     |
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| Council 28/09/2022    | 28/09/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Francisco, Matthew | <b>ACQUISITION OF LAND REQUIRED FOR ROAD ALIGNING PURPOSES ALONG KILDARE ROAD</b> | 12/10/2022 |
| <b>202/22, 203/22</b> | <p><b>Resolved</b> that Council:</p> <ol style="list-style-type: none"> <li>(1) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes on various curves being widened under the BLER Fund project; and</li> <li>(2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.</li> </ol> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> <p><b>Resolved</b> that Council:</p> <ol style="list-style-type: none"> <li>(1) Agree to the acquisition of land along Kildare Road for road aligning purposes; and</li> <li>(2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners in consideration to close an existing road reserve in exchange.</li> </ol> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> |                    |                                                                                   |            |

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| <p><b>Notes</b></p> <p><b>13 Apr 2023 4:01pm Counsell, David</b><br/>Surveyor is still preparing acquisition plan as the matter is complex given nature and extent of the road alignment.</p> <p><b>12 Mar 2023 8:48pm Counsell, David</b><br/>Survey plans are still being compiled and have not yet been received from the land surveyors.</p> <p><b>31 Jan 2023 9:30am Counsell, David</b><br/>Surveyor has now completed field work pegging of proposed boundaries and plans are being compiled.</p> <p><b>08 Dec 2022 12:57pm Counsell, David</b><br/>Surveyor has been engaged and field survey work is partially undertaken with pegging of proposed boundary.</p> <p><b>12 Oct 2022 3:36pm Counsell, David</b><br/>Preliminary meeting held with registered surveyor to commence road reserve alignment process.</p> |
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| Meeting                                                                                                                                                                                                                                                                                                                                                                                                   | Date       | Officer         | Title                                                     | Target     |
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| Council 28/09/2022                                                                                                                                                                                                                                                                                                                                                                                        | 28/09/2022 | Davidson, Tamai | <b>OPTIONS TO MANAGE 142 MANNERS STREET, TENTERFIELD.</b> | 12/10/2022 |
| <p><b>OFFICER'S RECOMMENDATION:</b></p> <p>That Council delegate authority to the Chief Executive to:</p> <ol style="list-style-type: none"> <li>1. Leave the current lessee in occupation of 'The Property' on a month to month basis at the same rent or;</li> <li>2. Commence negotiations for new commercial agreement(s) over 'The Property' with the existing tenant at market rents or;</li> </ol> |            |                 |                                                           |            |

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| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                           | Target |
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|         |      |         | 3. Commence negotiations for new commercial agreement(s) over 'The Property' with the existing tenant at a concessional annual payment or rent or;<br><br>4. Investigate putting 'The Property' to the market for lease or;<br><br>5. Investigate the sale of 142 Manners Street with vacant possession or subject to a lease at a market rent. |        |

**Notes**  
**15 May 2023 12:50pm Melling, Elizabeth**  
 Further Report will be provided to the June 2023 Ordinary Council Meeting  
**14 Feb 2023 9:30am Melling, Elizabeth**  
 Further Report to will be provided to the May 2023 Ordinary Council Meeting.  
**10 Feb 2023 2:21pm Melling, Elizabeth - Reallocation**  
 Action reassigned to Davidson, Tamai by Melling, Elizabeth - Neville Coonan no longer works for Council  
**02 Nov 2022 9:48am Coonan, Neville**  
 No action required at this time.  
**19 Oct 2022 1:13pm Condrick, Jodie**  
 Letter has been sent to the current lessee

| Meeting            | Date       | Officer         | Title                                                                                                                 | Target     |
|--------------------|------------|-----------------|-----------------------------------------------------------------------------------------------------------------------|------------|
| Council 28/09/2022 | 28/09/2022 | Condrick, Jodie | Commence negotiations with the current occupier of Reserve R83670 with the intent of entering into a long term lease. | 12/10/2022 |

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

- (1) Ratify the Letter of Support (Attachment A) to current occupier to apply for a grant to revitalise the clubhouse by extending the kiosk function area and construct amenities, noting that any additional asset cost will be on Councils Asset Register until a Lease is effected;
- (2) Prepare and have approved a Plan of Management (PoM) for the Reserve (Reserve R83670 - Lot 599 DP 704008) in consultation with the occupiers, and
- (3) Provide 'in principle' approval for the Chief Executive to commence negotiations for a long-term Lease over the Reserve. The 'in principle' approval is provided subject to the satisfactory resolution of community consultation processes, necessary Crown Land approvals, satisfactory site analysis, Lease negotiation and development approval process.

**Notes**  
**10 Feb 2023 2:24pm Melling, Elizabeth - Reallocation**  
 Action reassigned to Condrick, Jodie by Melling, Elizabeth - Neville Coonan no longer works for Council.  
**19 Oct 2022 1:11pm Condrick, Jodie - Reallocation**  
 Action reassigned to Coonan, Neville by Condrick, Jodie - Neville needs to complete POM and arrange lease  
**19 Oct 2022 1:09pm Condrick, Jodie**  
 Letter of Support was sent and POM and lease are still being investigated

| Meeting            | Date       | Officer            | Title                                                                             | Target     |
|--------------------|------------|--------------------|-----------------------------------------------------------------------------------|------------|
| Council 28/09/2022 | 28/09/2022 | Francisco, Matthew | ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - SUNNYSIDE PLATFORM ROAD | 12/10/2022 |

**200/2 Resolved** that Council:

- (1) Agree to the acquisition of land adjacent to Sunnyside Platform Road for road widening purposes at the intersection of Bruxner Way; and
- (2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.

(Peter Petty/Tom Peters)

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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Thursday, 18 April 2024<br>10:59:06 AM |
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| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Date | Officer | Title                 | Target |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |      |         | <b>Motion Carried</b> |        |
| <b>Notes</b><br>13 Apr 2023 3:47pm Counsell, David<br>Registered valuer has been engaged to assess the value for this matter along with other similar tasks underway at present.<br>12 Mar 2023 8:44pm Counsell, David<br>Acquisition plan completed and are with Solicitors to arrange to execute acquisition process.<br>31 Jan 2023 9:37am Counsell, David<br>Surveyor is completing field work and acquisition plan to be prepared during February.<br>08 Dec 2022 12:53pm Counsell, David<br>Surveyor has been engaged for acquisition plan and works to undertaken adjusted fencing has been programmed.<br>12 Oct 2022 3:31pm Counsell, David<br>Preliminary meeting held with registered surveyor to assist in acquisition process. |      |         |                       |        |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Officer            | Title                                                                                       | Target     |
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| Council 28/09/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 28/09/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Francisco, Matthew | <b>ACQUISITION OF LAND REQUIRED FOR ROAD REALIGNMENT PURPOSES ON PADDYS FLAT ROAD NORTH</b> | 12/10/2022 |
| <u>201/22</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Resolved</b> that Council: <ol style="list-style-type: none"> <li>(1) Agree to the acquisition of land adjacent to Paddys Flat Road North for road realignment and widening purposes at Kangaroo Creek Bridge; and</li> <li>(2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.</li> </ol> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <b>Motion Carried</b> |                    |                                                                                             |            |
| <b>Notes</b><br>13 Apr 2023 3:47pm Counsell, David<br>Survey and acquisition plan preparation is continuing with the surveyors.<br>12 Mar 2023 8:46pm Counsell, David<br>Survey field work is yet to be completed.<br>31 Jan 2023 9:35am Counsell, David<br>Bridge approach works being finalised and surveyor is planning to undertake field work at the end of February.<br>08 Dec 2022 12:55pm Counsell, David<br>Surveyor has been engaged for acquisition plan. Fencing has been undertaken for new boundary.<br>12 Oct 2022 3:33pm Counsell, David<br>Meeting held with registered surveyor to assist in realignment acquisition process. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |                                                                                             |            |

| Meeting               | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Officer            | Title                                                                                          | Target     |
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| Council 28/09/2022    | 28/09/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Francisco, Matthew | <b>ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - MT LINDESAY ROAD BLER PROJECT</b> | 12/10/2022 |
| <u>202/22, 203/22</u> | <b>Resolved</b> that Council: <ol style="list-style-type: none"> <li>(1) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes on various curves being widened under the BLER Fund project; and</li> <li>(2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.</li> </ol> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <b>Motion Carried</b><br><br><b>Resolved</b> that Council: <ol style="list-style-type: none"> <li>(1) Agree to the acquisition of land along Kildare Road for road aligning purposes; and</li> </ol> |                    |                                                                                                |            |

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| Meeting | Date | Officer                                                                                                                                                                                                     | Title | Target |  |
|---------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------|--|
|         | (2)  | Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners in consideration to close an existing road reserve in exchange. |       |        |  |
|         |      | (Peter Petty/Tom Peters)                                                                                                                                                                                    |       |        |  |
|         |      | <b>Motion Carried</b>                                                                                                                                                                                       |       |        |  |

**Notes**  
 12 Mar 2023 8:47pm Counsell, David  
 Solicitors are continuing the acquisition process with the two property owners.  
 31 Jan 2023 9:32am Counsell, David  
 Survey plans are completed and with Council's Solicitors for legal processing.  
 08 Dec 2022 12:56pm Counsell, David  
 Surveyor engaged, survey work undertaken and acquisition plan being compiled.  
 02 Nov 2022 9:44am Counsell, David  
 Field survey works have commenced for the acquisition.  
 12 Oct 2022 3:35pm Counsell, David  
 Preliminary meeting held with registered surveyor to assist in road widening acquisition with survey and plan preparation.

| Meeting            | Date       | Officer            | Title                                                                                | Target     |
|--------------------|------------|--------------------|--------------------------------------------------------------------------------------|------------|
| Council 21/12/2022 | 21/12/2022 | Francisco, Matthew | TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING - THURSDAY 1 DECEMBER 2022 | 11/01/2023 |

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |  |
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| <b>251/22</b> | <b>Resolved that Council:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |
|               | <p>(1) Receive and note the report of the Tenterfield Shire Council Local Traffic Committee meeting of 1 December 2022;</p> <p>(2) Adopt the recommendations from the meeting as follows:-</p> <p>a) <b>Traffic Accident - Tooloom Street, Urbenville</b><br/>                 TfNSW recommends a traffic signage review of the area and applying for Fatal Crash Response funding if upgrades are required.</p> <p>b) <b>Manners Street, Tenterfield – request for pedestrian crossing.</b><br/>                 Transport for NSW to assess the site in respect to the request for a pedestrian crossing given the close proximity to the New England Highway. Council to send a letter to TfNSW requesting assessment.</p> <p>c) <b>Rouse Street Telstra Driveway.</b><br/>                 All line marking of the parking bays be reviewed and renewed in CBD.</p> <p>d) <b>Cycle Event.</b><br/>                 That Committee note the application and recommend the event be approved subject to any requirements of Transport for NSW and NSW Police in liaison with The Saddlers Mountain Bike Club Tenterfield Inc. prior to event.</p> <p>e) <b>Manners Street Bus Stop.</b><br/>                 That the Committee note the request and prior to considering any change to the existing bus stop in Manners Street, seek comments from Transport for NSW Traffic Section in respect to any traffic impacts to the Rouse Street (New England Highway) traffic and parking arrangement implications.</p> <p>f) <b>Proposed meeting dates for 2023</b><br/>                 Committee accept meeting dates as presented.</p> <p style="text-align: right;">(Tom Peters/Tim Bonner)</p> |  |  |  |
|               | <b>Motion Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |  |

**Notes**  
 19 Mar 2024 2:43pm Melling, Elizabeth - Reallocation

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| <b>OUTSTANDING ACTIONS REPORT</b>   |  | Printed: Thursday, 18 April 2024<br>10:59:06 AM |
| Division:<br>Committee:<br>Officer: |  | Date From:<br>Date To:                          |

| Meeting                                                                                                | Date | Officer | Title | Target |
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| Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC |      |         |       |        |
| <b>13 Apr 2023 4:02pm Counsell, David</b>                                                              |      |         |       |        |
| Outstanding actions are to be actioned when possible.                                                  |      |         |       |        |
| <b>12 Mar 2023 8:49pm Counsell, David</b>                                                              |      |         |       |        |
| Actions from the meeting are being programmed as resources allow.                                      |      |         |       |        |
| <b>01 Feb 2023 9:49am Melling, Elizabeth - Reallocation</b>                                            |      |         |       |        |
| Action reassigned to Counsell, David by Melling, Elizabeth - Kelly Pitkin no longer works for Council. |      |         |       |        |

| Meeting            | Date       | Officer            | Title                                                                                | Target     |
|--------------------|------------|--------------------|--------------------------------------------------------------------------------------|------------|
| Council 22/02/2023 | 22/02/2023 | Francisco, Matthew | TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING - THURSDAY 2 FEBRUARY 2023 | 15/03/2023 |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b>18/23</b> | <p><b>Resolved</b> that Council:</p> <p>Receive and note the minutes of the Tenterfield Shire Local Traffic Committee meeting of 2 February 2023;</p> <p>(1) Adopt the following recommendations from General Business a) thru d):</p> <p>(a) ROUSE STREET VISITOR INFORMATION CENTRE PARKING SIGNS - That Council amend the regulatory parking signs for the Rouse Street parking spaces immediately in front of the Visitor Information Centre to 30-minute time limited parking;</p> <p>(b) TENTERFIELD HIGH SCHOOL CROSS COUNTRY EVENT - That Council approve the annual Tenterfield High School Cross Country event subject to Police approval and standard conditions;</p> <p>(c) ANZAC DAY – TENTERFIELD - That Council offer no objection to the temporary closure of roads including sections of Manners Street, Rouse Street and Molesworth Street associated with the annual ANZAC Day ceremony 25 April 2023 subject to approval by NSW Police and Transport NSW with standard conditions;</p> <p>(d) ANZAC DAY – URBENVILLE - That Council offer no objection to the temporary closure of streets including sections of Beauray Street, Tooloom Street and Clarence Way in Urbenville associated with the annual ANZAC Day ceremony 25 April 2023 subject to approval by NSW Police and Transport NSW with standard conditions.</p> <p style="text-align: right;">(Giana Saccon/Tom Peters)</p> <p><b>Motion Carried</b></p> |
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|------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| <b>Notes</b>                                                                                                     |  |  |  |  |
| <b>19 Mar 2024 2:43pm Melling, Elizabeth - Reallocation</b>                                                      |  |  |  |  |
| Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC           |  |  |  |  |
| <b>20 Jul 2023 11:21am Melling, Elizabeth</b>                                                                    |  |  |  |  |
| Signs updated. Need further inspection for accuracy.                                                             |  |  |  |  |
| <b>10 May 2023 4:12pm Counsell, David</b>                                                                        |  |  |  |  |
| VIC Parking sign amendments to be programmed.                                                                    |  |  |  |  |
| <b>13 Apr 2023 4:03pm Counsell, David</b>                                                                        |  |  |  |  |
| Outstanding actions to be actioned, noting that signage upgrading near Bookookoorara bridge has been undertaken. |  |  |  |  |
| <b>12 Mar 2023 8:50pm Counsell, David</b>                                                                        |  |  |  |  |
| Actions from the February meeting are being programmed as staffing resources allow.                              |  |  |  |  |

| Meeting            | Date       | Officer         | Title                                      | Target     |
|--------------------|------------|-----------------|--------------------------------------------|------------|
| Council 22/03/2023 | 22/03/2023 | Davidson, Tamai | LEASING OF 136 MANNERS STREET, TENTERFIELD | 12/04/2023 |

|              |                                                                                                                                                                                                                                                        |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>42/23</b> | <p><b>Resolved</b> that Council:</p> <p>(1) Accept the offer from Tenterfield Total Care in the amount of \$9,000.00 per annum plus GST with annual CPI increases from the first adversary date of lease, for the duration of the lease agreement.</p> |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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| <b>OUTSTANDING ACTIONS REPORT</b>                        |  | <b>Printed:</b> Thursday, 18 April 2024<br>10:59:06 AM |
| <b>Division:</b><br><b>Committee:</b><br><b>Officer:</b> |  | <b>Date From:</b><br><b>Date To:</b>                   |

| Meeting                  | Date | Officer                                                                                                                                                                                                | Title | Target |
|--------------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------|
|                          | (2)  | Commence drafting of a lease agreement for a five (5) year lease term with an option for a further five (5) years after that, to include minor internal maintenance as a responsibility of the lessee. |       |        |
|                          | (3)  | Commence the lease from 1 April 2023.                                                                                                                                                                  |       |        |
| (Kim Rhodes/Peter Petty) |      |                                                                                                                                                                                                        |       |        |
| <b>Motion Carried</b>    |      |                                                                                                                                                                                                        |       |        |

**Notes**  
 18 Mar 2024 12:40pm Davidson, Tamai  
 Contact made with solicitors to check on progress from Total Care - awaiting their sign off on lease  
 20 Jul 2023 11:18am Melling, Elizabeth  
 Total Care Executive are happy for solicitors to apply the changes to Lease. Meeting next Wednesday afternoon so could get it signed if Lease is ready beforehand.  
 20 Apr 2023 9:30am Davidson, Tamai  
 Request for lease sent to solicitors for drafting

| Meeting            | Date       | Officer            | Title                                                                                   | Target     |
|--------------------|------------|--------------------|-----------------------------------------------------------------------------------------|------------|
| Council 26/04/2023 | 26/04/2023 | Francisco, Matthew | TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING MINUTES THURSDAY 6 APRIL 2023 | 17/05/2023 |

**58/23 Resolved** that Council:

Receive and note the minutes of the Tenterfield Shire Council Local Traffic Committee meeting of 6 April 2023;

(1) And adopt the following recommendations from General Business a) thru c);

(a) UNTAMED BORDER RUN - That Council offer no objection to the Killarney Show and Rodeo Society Inc to hold the Untamed Border Run event subject to Police approval and standard conditions;

(b) CBD LOADING ZONE - That Council not install any further loading zone in the main CBD area along Rouse Street;

(c) LIGHT HORSE DRIVE - Council noted that maintenance of Light Horse Drive is not Council responsibility and that the issue be raised with Crown Lands to request road maintenance be undertaken for the benefit of Police vehicles and therefore the community.

(Tom Peters/John Macnish)

**Motion Carried**

**Notes**  
 19 Mar 2024 2:43pm Melling, Elizabeth - Reallocation  
 Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC  
 20 Jul 2023 11:17am Melling, Elizabeth  
 Contact from NSW Police to quote of repairs to pavement Sec 67  
 10 May 2023 4:09pm Counsell, David  
 Actions from minutes being programmed

| Meeting            | Date       | Officer            | Title                                    | Target     |
|--------------------|------------|--------------------|------------------------------------------|------------|
| Council 24/05/2023 | 24/05/2023 | Francisco, Matthew | MOLESWORTH STREET DRAINAGE PIPE EASEMENT | 14/06/2023 |

**67/23 Resolved** that Council:

(1) Agree to seek an easement over the drainage pipe in Lot 4 Molesworth Street and payment of any compensation of the affected land; and

(2) Authorise the Chief Executive to approve any compensation amount once an independent valuation has been undertaken and execute any associated documents to finalise the easement.

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| <b>OUTSTANDING ACTIONS REPORT</b>   |  | Printed: Thursday, 18 April 2024<br>10:59:06 AM |
| Division:<br>Committee:<br>Officer: |  | Date From:<br>Date To:                          |

| Meeting                                                                                                                                                        | Date | Officer | Title | Target                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|-------|--------------------------|
|                                                                                                                                                                |      |         |       | (Peter Petty/Kim Rhodes) |
| <b>Motion Carried</b>                                                                                                                                          |      |         |       |                          |
| <b>Notes</b>                                                                                                                                                   |      |         |       |                          |
| 19 Mar 2024 2:44pm Melling, Elizabeth - Reallocation<br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC |      |         |       |                          |
| 20 Jul 2023 11:12am Melling, Elizabeth<br>Surveyor to amend plans after liaising with owners of land.                                                          |      |         |       |                          |

| Meeting                                                                                                                                                        | Date                                                                                                         | Officer            | Title                               | Target                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------|---------------------------|
| Council 24/05/2023                                                                                                                                             | 24/05/2023                                                                                                   | Francisco, Matthew | DISPOSAL OF DAMAGED STEEL STRUCTURE | 14/06/2023                |
| 69/23                                                                                                                                                          | <b>Resolved</b> that Council agree to the disposal of the damaged steel structure as surplus scrap material. |                    |                                     | (Greg Sauer/Peter Murphy) |
| <b>Motion Carried</b>                                                                                                                                          |                                                                                                              |                    |                                     |                           |
| <b>Notes</b>                                                                                                                                                   |                                                                                                              |                    |                                     |                           |
| 19 Mar 2024 2:44pm Melling, Elizabeth - Reallocation<br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC |                                                                                                              |                    |                                     |                           |
| 12 Oct 2023 9:20pm Counsell, David<br>Asset is yet to be advertised for sale due to resourcing.                                                                |                                                                                                              |                    |                                     |                           |
| 20 Jul 2023 11:11am Melling, Elizabeth<br>Inspection required for full description and access.                                                                 |                                                                                                              |                    |                                     |                           |

| Meeting                                                                                                                                                        | Date                                                                                                                                     | Officer            | Title                                               | Target                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------|-------------------------|
| Council 24/05/2023                                                                                                                                             | 24/05/2023                                                                                                                               | Francisco, Matthew | SHERRATT ROAD TORRINGTON - ROAD RESERVE ACQUISITION | 14/06/2023              |
| 66/23                                                                                                                                                          | <b>Resolved</b> that Council:                                                                                                            |                    |                                                     |                         |
|                                                                                                                                                                | (1) Agree to commence investigations for the formalisation of a road reserve for Sherratt Road, Tomtoy Avenue and Eschman Lane, and      |                    |                                                     |                         |
|                                                                                                                                                                | (2) Undertake necessary searches, survey and plan preparation for the compulsory acquisition of Crown Land to form public road reserves. |                    |                                                     |                         |
|                                                                                                                                                                |                                                                                                                                          |                    |                                                     | (Tom Peters/Kim Rhodes) |
| <b>Motion Carried</b>                                                                                                                                          |                                                                                                                                          |                    |                                                     |                         |
| <b>Notes</b>                                                                                                                                                   |                                                                                                                                          |                    |                                                     |                         |
| 19 Mar 2024 2:45pm Melling, Elizabeth - Reallocation<br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC |                                                                                                                                          |                    |                                                     |                         |
| 12 Oct 2023 9:19pm Counsell, David<br>Information being compiled for meeting with Crown Lands office.                                                          |                                                                                                                                          |                    |                                                     |                         |
| 20 Jul 2023 11:12am Melling, Elizabeth<br>Liaising with Crown Lands to determine surveyors scope.                                                              |                                                                                                                                          |                    |                                                     |                         |

| Meeting            | Date                                                                                                                                                    | Officer            | Title                                             | Target     |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------------------------|------------|
| Council 24/05/2023 | 24/05/2023                                                                                                                                              | Francisco, Matthew | MT LINDESAY ROAD BRYANS GAP ROAD LAND ACQUISITION | 14/06/2023 |
| 64/23              | <b>Resolved</b> that Council:                                                                                                                           |                    |                                                   |            |
|                    | (1) Agree to commence investigation of the Mt Lindesay Road public road reserve with respect to proposed rehabilitation works near Bryans Gap Road, and |                    |                                                   |            |
|                    | (2) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes necessary for road rehabilitation, and                     |                    |                                                   |            |



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| <b>OUTSTANDING ACTIONS REPORT</b>   |  | Printed: Thursday, 18 April 2024<br>10:59:06 AM |
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| Meeting               | Date | Officer | Title                                                                                                                                            | Target                  |
|-----------------------|------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
|                       |      |         | (3) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners. |                         |
|                       |      |         |                                                                                                                                                  | (Tim Bonner/Kim Rhodes) |
| <b>Motion Carried</b> |      |         |                                                                                                                                                  |                         |

**Notes**  
 19 Mar 2024 2:45pm Melling, Elizabeth - Reallocation  
 Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC  
 12 Oct 2023 9:15pm Counsell, David  
 Surveyor boundary identification near the intersection has been completed. Further design work on hold pending Government review of funding grant.  
 20 Jul 2023 11:16am Melling, Elizabeth  
 Sent request to surveyor to confirm five boundary points.

| Meeting            | Date       | Officer            | Title                                             | Target     |
|--------------------|------------|--------------------|---------------------------------------------------|------------|
| Council 24/05/2023 | 24/05/2023 | Francisco, Matthew | MT LINDESAY ROAD – BOUNDARY ROAD LAND ACQUISITION | 14/06/2023 |

|                       |                               |                                                                                                                                                  |  |                         |
|-----------------------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------|
| <b>65/23</b>          | <b>Resolved</b> that Council: |                                                                                                                                                  |  |                         |
|                       | (1)                           | Agree to commence investigation of Mt Lindesay Road for the purpose of detailed design of a future roundabout at Boundary Road intersection, and |  |                         |
|                       | (2)                           | Agree to the acquisition of land adjacent to Mt Lindesay Road for the purpose of future roundabout construction, and                             |  |                         |
|                       | (3)                           | Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.     |  |                         |
|                       |                               |                                                                                                                                                  |  | (Kim Rhodes/Tim Bonner) |
| <b>Motion Carried</b> |                               |                                                                                                                                                  |  |                         |

**Notes**  
 19 Mar 2024 2:45pm Melling, Elizabeth - Reallocation  
 Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC  
 12 Oct 2023 9:17pm Counsell, David  
 No further action to date due to resourcing levels - low priority as no capital works are funded in current program.  
 20 Jul 2023 11:15am Melling, Elizabeth  
 Updating correspondence to landowners. Preparing brief for surveyor.

| Meeting            | Date       | Officer            | Title                                                            | Target     |
|--------------------|------------|--------------------|------------------------------------------------------------------|------------|
| Council 23/08/2023 | 23/08/2023 | Francisco, Matthew | SUNNYSIDE HALL ROAD - PUBLIC GATE & VEHICLES BY-PASS APPLICATION | 13/09/2023 |

|                       |                               |                                                                                                                                                                       |  |                          |
|-----------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------|
| <b>134/23</b>         | <b>Resolved</b> that Council: |                                                                                                                                                                       |  |                          |
|                       | (1)                           | Approve the alteration of an existing public gate with a new grid (gate and vehicular by-pass) installation on Sunnyside Hall Road located 100m from Bruxner Way; and |  |                          |
|                       | (2)                           | Provide the applicant with Council Consent in accordance with Policy 2.162 subject to no objections being received.                                                   |  |                          |
|                       | (3)                           | Advertise the approval with proposed installation 1 month after advertising as required by the Roads Regulation 2008.                                                 |  |                          |
|                       |                               |                                                                                                                                                                       |  | (Peter Petty/Tom Peters) |
| <b>Motion Carried</b> |                               |                                                                                                                                                                       |  |                          |

**Notes**  
 19 Mar 2024 2:46pm Melling, Elizabeth - Reallocation  
 Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

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| Division:<br>Committee:<br>Officer: |                                                                           |

| Meeting                                                                           | Date | Officer | Title | Target |
|-----------------------------------------------------------------------------------|------|---------|-------|--------|
| 12 Oct 2023 9:20pm Counsell, David                                                |      |         |       |        |
| No objections have been received and approval for installation is being prepared. |      |         |       |        |
| 19 Sep 2023 11:48am Ritchie, Hayley                                               |      |         |       |        |
| Advertised in Your Local News, Website. Submissions closed 13 September 2023.     |      |         |       |        |

| Meeting            | Date       | Officer           | Title                               | Target     |
|--------------------|------------|-------------------|-------------------------------------|------------|
| Council 27/09/2023 | 27/09/2023 | Marchant, Gillian | REPLACEMENT SIDE LOADER WASTE TRUCK | 18/10/2023 |

**OFFICER'S RECOMMENDATION:**

**That Council:**

- (1) Note that market testing has been undertaken to ensure fairness, accountability and transparency and that substantial time has been consumed in tendering procedures and undertakings; and**
- (2) Procure the project works in accordance with Local Government (General) Regulation 2021 - 178(3)(e) as detailed in the report; and**
- (3) Delegate to the Chief Executive authority to negotiate, with other tenderers and award the contract to deliver the side loader truck waste tender**

**Notes**

13 Apr 2024 8:21am Marchant, Gillian  
Waiting delivery

17 Feb 2024 10:36am Marchant, Gillian  
Completed order raised

10 Nov 2023 4:39pm Marchant, Gillian  
Negotiations continue

13 Oct 2023 3:39pm Marchant, Gillian  
Negotiations underway

| Meeting            | Date       | Officer            | Title                                                                                                                               | Target     |
|--------------------|------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------|
| Council 25/10/2023 | 25/10/2023 | Francisco, Matthew | REPORTS OF COMMITTEES & DELEGATES - TENTERFIELD SHIRE COUNCIL - LOCAL TRAFFIC COMMITTEE - MEETING MINUTES - THURSDAY 5 OCTOBER 2023 | 15/11/2023 |

23/23, 24/23, 25/23

**Resolved**  
**That Council receive this report for Discussion** (Kim Rhodes/Tim Bonner)

**Motion Carried**

**RECOMMENDATION**

**That the report and recommendations from the Tenterfield Shire Local Traffic Committee meeting of 5 October 2023 be received and noted.**

**RECOMMENDATIONS ARISING FROM MINUTES:**

- **LIGHTING REQUEST IN ROUSE STREET (NEW ENGLAND HIGHWAY)**  
Noted that Transport NSW will continue to progress this matter with new consultants.
- **DRAKE REVITALISATION – BRUXNER HIGHWAY**  
Noted that Council staff will meet with Transport NSW staff in relation to the Bruxner Highway aspects of the project in Drake.
- **HIGH STREET BUS ZONE**  
The Committee recommended that the existing bus zone be removed and that the two bus zone signs be removed.
- **AMOSFIELD ROAD ACCIDENT**

|                                     |                                                 |
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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Thursday, 18 April 2024<br>10:59:06 AM |
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:                          |

| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Target |
|---------|------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|         |      |         | <ul style="list-style-type: none"> <li>• Noted the accident details and recommended that an assessment be undertaken of curve signage along the road for any required maintenance and safety enhancement, particularly along Dalmoak Road.</li> <li>• <b>STANTHORPE STREET CLOSURE, LISTON</b><br/>That no objection be made to a temporary closure of Stanthorpe Street in Liston for the event, subject to concurrence from Council staff and NSW police once documents are received to hold a public event, closing of road including traffic control arrangements, notification of the public by the organisers, public liability insurance and payment of any applicable fees and charges.</li> <li>• <b>MT LINDESAY ROAD CULVERT</b><br/>That the committee recommended that the widening of the culvert be considered with any road formation upgrading through the village if external grant funding can be obtained for design or construction.</li> <li>• <b>MT LINDESAY ROAD TREES</b><br/>It was noted that this would be referred to the works department to assess for any maintenance required to ensure the path of large vehicles is not obstructed.</li> <li>• <b>MT LINDESAY ROAD SURFACE DEPRESSIONS</b><br/>It was noted that the works department has already been assessing these locations for a program of maintenance the correct the surface travel condition.</li> <li>• <b>B DOUBLE ROUTE ASSESSMENTS</b><br/>The Committee recommended that if external grant funding can be obtained, assessment be undertaken of future B-Double Routes along the Regional Road Network within the Shire to identify any likely restrictions and opportunities.</li> </ul> <p><b>Resolved</b><br/> <b>That Council receive this report for Discussion.</b></p> <p style="text-align: right;">(Kim Rhodes/Tim Bonner)</p> <p><b>Motion Carried</b></p> <p><b>AMENDMENT</b></p> <p><b>That the report and recommendations from the Tenterfield Shire Local Traffic Committee meeting of 5 October 2023 be received and noted, with an amendment to HIGH STREET BUS ZONE item as outlined below.</b></p> <p><b>RECOMMENDATIONS ARISING FROM MINUTES:</b></p> <ul style="list-style-type: none"> <li>• <b>LIGHTING REQUEST IN ROUSE STREET (NEW ENGLAND HIGHWAY)</b><br/>Noted that Transport NSW will continue to progress this matter with new consultants.</li> <li>• <b>DRAKE REVITALISATION – BRUXNER HIGHWAY</b><br/>Noted that Council staff will meet with Transport NSW staff in relation to the Bruxner Highway aspects of the project in Drake.</li> <li>• <b>HIGH STREET BUS ZONE</b><br/>The Committee recommended that the existing bus zone be removed and that the two bus zone signs be removed. <b>Council wishes to defer this decision to allow further consultation.</b></li> <li>• <b>AMOSFIELD ROAD ACCIDENT</b></li> <li>• Noted the accident details and recommended that an assessment be undertaken of curve signage along the road for any required maintenance and safety enhancement, particularly along Dalmoak Road.</li> <li>• <b>STANTHORPE STREET CLOSURE, LISTON</b><br/>That no objection be made to a temporary closure of Stanthorpe Street in Liston for the event, subject to concurrence from Council staff and NSW police once documents are received to hold a public event, closing of road including traffic control arrangements, notification of the public by the organisers, public liability insurance and payment of any applicable fees and charges.</li> </ul> |        |

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| Division:<br>Committee:<br>Officer: |                                                                           |

| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Target |
|---------|------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|         |      |         | <ul style="list-style-type: none"> <li>• <b>MT LINDESAY ROAD CULVERT</b><br/>That the committee recommended that the widening of the culvert be considered with any road formation upgrading through the village if external grant funding can be obtained for design or construction.</li> <li>• <b>MT LINDESAY ROAD TREES</b><br/>It was noted that this would be referred to the works department to assess for any maintenance required to ensure the path of large vehicles is not obstructed.</li> <li>• <b>MT LINDESAY ROAD SURFACE DEPRESSIONS</b><br/>It was noted that the works department has already been assessing these locations for a program of maintenance the correct the surface travel condition.</li> <li>• <b>B DOUBLE ROUTE ASSESSMENTS</b><br/>The Committee recommended that if external grant funding can be obtained, assessment be undertaken of future B-Double Routes along the Regional Road Network within the Shire to identify any likely restrictions and opportunities.<br/>(Bronwyn Petrie/Greg Sauer)</li> </ul> <p><b><u>Amendment Carried</u></b></p> <p><b><u>Resolved</u></b> that the report and recommendations from the Tenterfield Shire Local Traffic Committee meeting of 5 October 2023 be received and noted, with an amendment to HIGH STREET BUS ZONE item as outlined below.</p> <p><b>RECOMMENDATIONS ARISING FROM MINUTES:</b></p> <ul style="list-style-type: none"> <li>• <b>LIGHTING REQUEST IN ROUSE STREET (NEW ENGLAND HIGHWAY)</b><br/>Noted that Transport NSW will continue to progress this matter with new consultants.</li> <li>• <b>DRAKE REVITALISATION – BRUXNER HIGHWAY</b><br/>Noted that Council staff will meet with Transport NSW staff in relation to the Bruxner Highway aspects of the project in Drake.</li> <li>• <b>HIGH STREET BUS ZONE</b><br/>The Committee recommended that the existing bus zone be removed and that the two bus zone signs be removed. <b><i>Council wishes to defer this decision to allow further consultation.</i></b></li> <li>• <b>AMOSFIELD ROAD ACCIDENT</b></li> <li>• Noted the accident details and recommended that an assessment be undertaken of curve signage along the road for any required maintenance and safety enhancement, particularly along Dalmoak Road.</li> <li>• <b>STANTHORPE STREET CLOSURE, LISTON</b><br/>That no objection be made to a temporary closure of Stanthorpe Street in Liston for the event, subject to concurrence from Council staff and NSW police once documents are received to hold a public event, closing of road including traffic control arrangements, notification of the public by the organisers, public liability insurance and payment of any applicable fees and charges.</li> <li>• <b>MT LINDESAY ROAD CULVERT</b><br/>That the committee recommended that the widening of the culvert be considered with any road formation upgrading through the village if external grant funding can be obtained for design or construction.</li> <li>• <b>MT LINDESAY ROAD TREES</b><br/>It was noted that this would be referred to the works department to assess for any maintenance required to ensure the path of large vehicles is not obstructed.</li> <li>• <b>MT LINDESAY ROAD SURFACE DEPRESSIONS</b><br/>It was noted that the works department has already been assessing these locations for a program of maintenance the correct the surface travel condition.</li> <li>• <b>B DOUBLE ROUTE ASSESSMENTS</b><br/>The Committee recommended that if external grant funding can be obtained, assessment be undertaken of future B-Double Routes along the Regional Road Network within the Shire to identify any likely restrictions and opportunities.</li> </ul> |        |

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| Meeting               | Date | Officer | Title | Target                      |
|-----------------------|------|---------|-------|-----------------------------|
|                       |      |         |       | (Bronwyn Petrie/Greg Sauer) |
| <b>Motion Carried</b> |      |         |       |                             |

**Notes**  
**19 Mar 2024 2:46pm Melling, Elizabeth - Reallocation**  
 Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

| Meeting            | Date       | Officer            | Title                                    | Target     |
|--------------------|------------|--------------------|------------------------------------------|------------|
| Council 25/10/2023 | 25/10/2023 | Francisco, Matthew | <b>ROAD ASSET MANAGEMENT PLAN REVIEW</b> | 15/11/2023 |

**OFFICER'S RECOMMENDATION:**

**That Council:**

- a) **Note the draft Road Asset Management Plan October 2023 review; and**
- b) **Place the Road Asset Management Plan October 2023 review on public display on Council's website for 28 days to allow for any submissions to be considered; and**
- c) **That following the 28 day period, a further report be submitted to Council to consider submissions and to adopt a revised Road Asset Management Plan that complements Council's financial constraints for the ten year projections.**

**AMENDMENT:**

**RECOMMENDATION:**

That the Road Asset Management Plan Review report be deferred to a future meeting of Council.

(John Macnish/Tim Bonner)

**Amendment Carried**

**Notes**  
**19 Mar 2024 2:46pm Melling, Elizabeth - Reallocation**  
 Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

| Meeting                                                          | Date      | Officer            | Title                       | Target     |
|------------------------------------------------------------------|-----------|--------------------|-----------------------------|------------|
| Tenterfield Shire Council - Works & Services Committee 6/12/2023 | 6/12/2023 | Francisco, Matthew | <b>HAWKINS GULLY BRIDGE</b> | 27/12/2023 |

**5/23** **Resolved** that the Works & Services Committee recommend that an application be made under the Bridges Renewal Program to replace Hawkins Gully Bridge with a new two lane concrete bridge; and

That Council allocate \$200,000 in the 2024/25 budget capital works to support a **co contribution** towards a grant application.

(Tim Bonner/Peter Petty)

**Motion Carried**

**Notes**  
**19 Mar 2024 2:47pm Melling, Elizabeth - Reallocation**  
 Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

| Meeting                                                          | Date      | Officer            | Title                            | Target     |
|------------------------------------------------------------------|-----------|--------------------|----------------------------------|------------|
| Tenterfield Shire Council - Works & Services Committee 6/12/2023 | 6/12/2023 | Francisco, Matthew | <b>PLANT REPLACEMENT PROGRAM</b> | 27/12/2023 |

**6/23** **Resolved** that the Works & Services Committee note the proposed plant disposals in the current financial year and plant replacement priorities subject to consolidation of funds into the plant replacement reserve; and

That Council review the funding of Plant replacement in the December Quarterly Budget Review.

|                                     |  |                                                 |
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| <b>OUTSTANDING ACTIONS REPORT</b>   |  | Printed: Thursday, 18 April 2024<br>10:59:06 AM |
| Division:<br>Committee:<br>Officer: |  | Date From:<br>Date To:                          |

| Meeting                                                                                                                                                                        | Date | Officer | Title | Target                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|-------|--------------------------|
|                                                                                                                                                                                |      |         |       | (Peter Petty/Tim Bonner) |
| <a href="#">Motion Carried</a>                                                                                                                                                 |      |         |       |                          |
| <b>Notes</b><br>19 Mar 2024 2:47pm Melling, Elizabeth - Reallocation<br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC |      |         |       |                          |

| Meeting                                                                                                                                                                        | Date                                                                                                              | Officer            | Title                                      | Target     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------|------------|
| Tenterfield Shire Council - Works & Services Committee<br>6/12/2023                                                                                                            | 6/12/2023                                                                                                         | Francisco, Matthew | PEDESTRIAN ACCESS AND MOBILITY PLAN REVIEW | 27/12/2023 |
| <a href="#">2/23</a>                                                                                                                                                           | <a href="#">Resolved</a> that the :                                                                               |                    |                                            |            |
|                                                                                                                                                                                | (1) Works Committee recommend the adoption of the revised Tenterfield Pedestrian Access and Mobility Plan (2023). |                    |                                            |            |
|                                                                                                                                                                                | (2) Works Committee recommend the removal of garden beds in Rouse Street from around electricity power poles.     |                    |                                            |            |
|                                                                                                                                                                                | (Peter Petty/Tim Bonner)                                                                                          |                    |                                            |            |
| <a href="#">Motion Carried</a>                                                                                                                                                 |                                                                                                                   |                    |                                            |            |
| <b>Notes</b><br>19 Mar 2024 2:47pm Melling, Elizabeth - Reallocation<br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC |                                                                                                                   |                    |                                            |            |

| Meeting                                                                                                                                                                        | Date                                                                                                                             | Officer            | Title                 | Target     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------|------------|
| Tenterfield Shire Council - Works & Services Committee<br>6/12/2023                                                                                                            | 6/12/2023                                                                                                                        | Francisco, Matthew | TENTERFIELD BIKE PLAN | 27/12/2023 |
| <a href="#">3/23</a>                                                                                                                                                           | <a href="#">Resolved</a> that the Works & Services Committee recommend the adoption of the revised Tenterfield Bike Plan (2023). |                    |                       |            |
|                                                                                                                                                                                | (Tim Bonner/Peter Petty)                                                                                                         |                    |                       |            |
| <a href="#">Motion Carried</a>                                                                                                                                                 |                                                                                                                                  |                    |                       |            |
| <b>Notes</b><br>19 Mar 2024 2:48pm Melling, Elizabeth - Reallocation<br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC |                                                                                                                                  |                    |                       |            |

| Meeting            | Date                                                                                                                                                                                                                                                                                                                | Officer            | Title                                                                                                                               | Target     |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------|
| Council 20/12/2023 | 20/12/2023                                                                                                                                                                                                                                                                                                          | Francisco, Matthew | REPORT OF COMMITTEES & DELEGATES - TENTERFIELD SHIRE COUNCIL - LOCAL TRAFFIC COMMITTEE - MEETING MINUTES - THURSDAY 7 DECEMBER 2023 | 10/01/2024 |
|                    | <b>That Council resolves.</b>                                                                                                                                                                                                                                                                                       |                    |                                                                                                                                     |            |
|                    | (1) That the minutes of the Local Traffic Committee meeting held Thursday 7 December 2023 be adopted; and                                                                                                                                                                                                           |                    |                                                                                                                                     |            |
|                    | (2) That no objection be raised to the proposal to relocate the Manners Street Bay stop into Rouse Street adjacent to Bruxner Park, and that Council formally advise Transport NSW and NSW TrainLink of support for their Coach Stop Relocation Request; and                                                        |                    |                                                                                                                                     |            |
|                    | (3) That Council install a 30-tonne gross mass limit to be applied on the Hawkins Gully Bridge located 1.6km along Billirimba Road; and                                                                                                                                                                             |                    |                                                                                                                                     |            |
|                    | (4) That Council raise no objection to the Killarney Border Ranges Trail Ride on 23 <sup>rd</sup> and 24 <sup>th</sup> March 2024 subject to NSW Police approval being obtained and standard conditions of compliance including traffic management and safety, as well as public liability insurance being held and |                    |                                                                                                                                     |            |
|                    | (5) That Council request the applicant for proposed transport depot development for Lot 150 Western Boundary Road to submit detailed drawings of the proposed access intersection                                                                                                                                   |                    |                                                                                                                                     |            |

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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Thursday, 18 April 2024<br>10:59:06 AM |
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:                          |

| Meeting                                                                                                                                                        | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                             | Target |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                                                                                                                                                                |      |         | <b>and further information to demonstrate how the operation will comply with Transport NSW suggestions including.</b>                                                                                                                                                                                                                                                                                             |        |
|                                                                                                                                                                |      |         | <p>a) <b>A revised swept path for the largest design vehicle (B-Double) demonstrating site ingress from the northbound lane on Western Boundary Road can be accommodated is provided to Council's satisfaction; and</b></p> <p>b) <b>It is successfully demonstrated that heavy vehicles originating from the New England Highway could feasibly perform a U-turn within the existing local road network.</b></p> |        |
| <b>Notes</b>                                                                                                                                                   |      |         |                                                                                                                                                                                                                                                                                                                                                                                                                   |        |
| 19 Mar 2024 2:48pm Melling, Elizabeth - Reallocation<br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC |      |         |                                                                                                                                                                                                                                                                                                                                                                                                                   |        |

| Meeting                                                                                                                                                               | Date                                                                                                                                                                                                                                                          | Officer           | Title                    | Target     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------|------------|
| Council 20/12/2023                                                                                                                                                    | 20/12/2023                                                                                                                                                                                                                                                    | Marchant, Gillian | <b>BOONOO BOONOO RFT</b> | 20/12/2023 |
| <b>244/23</b>                                                                                                                                                         | <b>Resolved</b> that Council:                                                                                                                                                                                                                                 |                   |                          |            |
|                                                                                                                                                                       | Accept the tender of Townes Contracting for RFT 03 23/24 Tender - Boonoo Boonoo Landfill Cell 5, Leachate and Stormwater Construction for a contract total of \$3,600,421.55 inclusive of GST.<br><span style="float: right;">(Peter Petty/Kim Rhodes)</span> |                   |                          |            |
|                                                                                                                                                                       | <b>Motion Carried</b>                                                                                                                                                                                                                                         |                   |                          |            |
| <b>Notes</b>                                                                                                                                                          |                                                                                                                                                                                                                                                               |                   |                          |            |
| 13 Apr 2024 8:21am Marchant, Gillian<br>Onsite meetings and preparation planning<br>17 Feb 2024 10:38am Marchant, Gillian<br>Initial meetings held contract completed |                                                                                                                                                                                                                                                               |                   |                          |            |

| Meeting            | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Officer         | Title                        | Target     |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------|------------|
| Council 20/12/2023 | 20/12/2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Davidson, Tamai | <b>TENTERFIELD BAND HALL</b> | 10/01/2024 |
| <b>241/23</b>      | <b>Resolved</b> that Council:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 |                              |            |
|                    | <p>(1) Accept the return of the Band Hall offer from Leechs Gully Progress Association;</p> <p>(2) Request the Leechs Gully Progress Association withdraw Development Application 2023.075 for the Removal of the Band Hall from 12 Crown Street, Tenterfield.</p> <p>(3) Raise no objection to Leechs Gully Progress Association amending existing Development Application 2023.076 for the erection of a hall on the site at Leechs Gully Road, Tenterfield at no further cost to Council.</p> <p>(4) Utilise the funds not expended by Leechs Gully Progress Association to undertake priority repairs to the building.</p> <p>(5) Seek Expressions of Interest for the use of the hall.</p> <p><b>AMENDMENT</b></p> <p>(5) Seek Expressions of Interest for the community use of the hall.<br/><span style="float: right;">(Peter Murphy/Greg Sauer)</span></p> <p><b>Amendment Lost.</b><br/>The original Motion was put.<br/><span style="float: right;">(Geoff Nye/Peter Petty)</span></p> <p><b>Motion Carried</b></p> |                 |                              |            |
| <b>Notes</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |                              |            |

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| <b>OUTSTANDING ACTIONS REPORT</b>   |  | Printed: Thursday, 18 April 2024<br>10:59:06 AM |
| Division:<br>Committee:<br>Officer: |  | Date From:<br>Date To:                          |

| Meeting                               | Date | Officer | Title                                                                                                                                                                                                                                                                     | Target |
|---------------------------------------|------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 18 Mar 2024 12:39pm Davidson, Tamai   |      |         | scope of works prepared for builders to provide quotes                                                                                                                                                                                                                    |        |
| 17 Jan 2024 8:54am Melling, Elizabeth |      |         | Leech's Gully Progress Association advised by email of the above and requested to withdraw the DA. Inspection scgeduled in January to identify priority works to request quotes from local builders. Expressions of interest to be sought after priority works completed. |        |

| Meeting            | Date       | Officer           | Title                                                                                            | Target     |
|--------------------|------------|-------------------|--------------------------------------------------------------------------------------------------|------------|
| Council 28/02/2024 | 28/02/2024 | Marchant, Gillian | URBENVILLE, MULLI MULLI, WOODENBONG - URBENVILLE WATER SUPPLY PROJECT LAGOON CONSTRUCTION TENDER | 20/03/2024 |

**32/24 Resolved** that Council:

- (1) Note that market testing has been undertaken to ensure fairness, accountability and transparency and that substantial time has been consumed in tendering procedures and undertakings; and
- (2) Procure the project works in accordance with Local Government (General) Regulation 2021 - 178(3)(e) as detailed in the report; and
- (3) Delegate to the General Manager authority to negotiate with other tenderers and award a contract to deliver the Urbenville lagoon and reticulation construction tender RFT 06-23/24.

(Kim Rhodes/Peter Murphy)

**Motion Carried**

**Notes**  
**13 Apr 2024 8:19am Marchant, Gillian**  
 Discussions with Newgrid Grant Funders (State and Federal) continue

| Meeting            | Date       | Officer       | Title                                                     | Target     |
|--------------------|------------|---------------|-----------------------------------------------------------|------------|
| Council 27/03/2024 | 27/03/2024 | Wilcox, Glenn | TENTERFIELD SHIRE COUNCIL - DRAFT BUDGET REPORT 2024/2025 | 17/04/2024 |

**48/24 Resolved** that Council:

- (1) That the Draft Operational Budget for 2024/25 be endorsed by Council and included in Council's Delivery Program 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.
- (6) Council will take all reasonable actions to reduce actual rates levied to levels below the approved SRV for each financial year.
- (7) 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.



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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Thursday, 18 April 2024<br>10:59:06 AM |
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:                          |

| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                               | Target |
|---------|------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|         |      |         | (8) 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.                                                                                                  |        |
|         |      |         | (9) 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.                                                                                            |        |
|         |      |         | (10) 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.                                                                                                                                    |        |
|         |      |         | (11) 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. |        |
|         |      |         | (12) That Council undertake a review of all plant (heavy and light) to develop a long-term plant requirement and replacement policy.                                                                                                                                                                                                                                |        |
|         |      |         | (13) 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                                                                                                                       |        |
|         |      |         | (14) 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.                                                                                                                                     |        |
|         |      |         | (15) That Council include in the Draft Budget Capital Expenditure items for Drake Community Hall with grant funding to be sought including installation of air conditioning, skillion roof, bathroom reconfiguration for the installation of a shower, lights, fans and solar panels to allow use as an emergency evacuation centre.                                |        |
|         |      |         | (16) Develop a Grant Application Policy.                                                                                                                                                                                                                                                                                                                            |        |
|         |      |         | (Peter Petty/Peter Murphy)                                                                                                                                                                                                                                                                                                                                          |        |
|         |      |         | <b><u>Motion Carried</u></b>                                                                                                                                                                                                                                                                                                                                        |        |

**Notes**  
**18 Apr 2024 10:09am Melling, Elizabeth**  
 Placed on Councils website and hard copies available throughout the Progress Associations, Library and Administration Building.  
 28 Days for feedback

| Meeting            | Date       | Officer           | Title                                                                                                                                                         | Target     |
|--------------------|------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Council 27/03/2024 | 27/03/2024 | Marchant, Gillian | INTEGRATED WATER CATCHMENT MANAGEMENT TENDER/S AWARD                                                                                                          | 17/04/2024 |
| <b>56/24</b>       |            |                   | <b>Resolved</b> that Council:                                                                                                                                 |            |
|                    |            |                   | (1) Note the Department of Planning and Environment assessed the Integrated Water Catchment Management tender/s, and that                                     |            |
|                    |            |                   | (2) Procurement of these project work/s is under Section 55 (3) (b) of the Local Government Act 1993, and                                                     |            |
|                    |            |                   | (3) Award the Tender to Public Works Advisory for the upper limit fee of \$1,031,827, noting that Council will be responsible for funding 25% of this amount. |            |
|                    |            |                   | (Greg Sauer/Peter Petty)                                                                                                                                      |            |
|                    |            |                   | <b><u>Motion Carried</u></b>                                                                                                                                  |            |

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| <b>OUTSTANDING ACTIONS REPORT</b>   |  | Printed: Thursday, 18 April 2024<br>10:59:06 AM |
| Division:<br>Committee:<br>Officer: |  | Date From:<br>Date To:                          |

| Meeting      | Date | Officer | Title | Target |
|--------------|------|---------|-------|--------|
| <b>Notes</b> |      |         |       |        |

| Meeting            | Date       | Officer       | Title                               | Target     |
|--------------------|------------|---------------|-------------------------------------|------------|
| Council 27/03/2024 | 27/03/2024 | Wilcox, Glenn | NEW ENGLAND WEEDS AUTHORITY - TRIAL | 17/04/2024 |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>45/24</b> | <p><b>Resolved</b> that Council:</p> <p>(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, with quarterly reporting, and</p> <p>(2) To transfer all grant and other operational funding to the County Council for the agreed period.</p> <p style="text-align: right;">(Peter Petty/Kim Rhodes)</p> <p><b>Motion Carried</b></p> |
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|---------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| <b>Notes</b>                                                                                                                    |  |  |  |  |
| 18 Apr 2024 10:01am Melling, Elizabeth<br>Awaiting contract to sign                                                             |  |  |  |  |
| 18 Apr 2024 10:00am Melling, Elizabeth<br>Letter & phone call - written to Tim Weeks - Weeds Authority with COuncil's decision. |  |  |  |  |

| Meeting            | Date       | Officer      | Title                                                | Target     |
|--------------------|------------|--------------|------------------------------------------------------|------------|
| Council 27/03/2024 | 27/03/2024 | Mills, Bruce | TENTERFIELD CHILDCARE CENTRE - LEASE RENEWAL OPTIONS | 17/04/2024 |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>43/24</b> | <p><b>Resolved</b> that Council:</p> <p>(1) Accept the rent offer of \$20,000 for one year, noting that sewer and water charges and cosmetic maintenance/improvements will be the responsibility of the Tenterfield Childcare Centre and Council will be responsible for rates and structural maintenance of the council owned building, and</p> <p>(2) Renew the existing Lease to reflect the increase in rent with Tenterfield Childcare Centre, and</p> <p>(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.</p> <p style="text-align: right;">(Kim Rhodes/Geoff Nye)</p> <p><b>Motion Carried</b></p> |
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| <b>Notes</b>                                                                                                                                                                                                                                         |  |  |  |  |
| 18 Apr 2024 10:03am Melling, Elizabeth<br>Officer has contacted TCCC several times about signing new lease. TCCC committee secretary says she has told all, run past all committee, ,but has not advised when this will happen. Asked again 16.4.24. |  |  |  |  |

| Meeting            | Date       | Officer           | Title          | Target     |
|--------------------|------------|-------------------|----------------|------------|
| Council 27/03/2024 | 27/03/2024 | Marchant, Gillian | WASTE VOUCHERS | 17/04/2024 |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>44/24</b> | <p><b>Resolved</b> that Council:</p> <p>(1) Honour all Vouchers issued ofr a three year statutory period from 2021/22 financial year;</p> <p>(2) All Vouchers have a three year life from 2024/2025.</p> <p>(3) Investigate an alternative means of providing service covered by the existing Voucher.</p> <p style="text-align: right;">(Peter Murphy/Tim Bonner)</p> <p><b>Motion Carried Unanimously</b></p> |
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|------------------------------------------------------------------------------------|--|--|--|--|
| <b>Notes</b>                                                                       |  |  |  |  |
| 18 Apr 2024 10:01am Melling, Elizabeth<br>Meeting conveyed to progress this issue. |  |  |  |  |