



**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)

### 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 Jukembal, 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**

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**OUR ECONOMY**

**OUR ENVIRONMENT**

**OUR GOVERNANCE**

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**11. REPORTS OF DELEGATES & COMMITTEES**

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**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

|                      |                                                      |
|----------------------|------------------------------------------------------|
| <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: **1** Library Assessment Report - Tenterfield Shire Council **12** Pages

Our Community No. 2 Cont...

|          |                                                 |          |
|----------|-------------------------------------------------|----------|
| <b>2</b> | Tenterfield Public Library User Survey Feedback | 15 Pages |
|----------|-------------------------------------------------|----------|

|                      |                                                  |
|----------------------|--------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>     |
| <b>Submitted by:</b> | Lee Sisson, Governance Officer                   |
| <b>Reference:</b>    | <b>ITEM 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 |

|                      |                                                            |
|----------------------|------------------------------------------------------------|
| <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>INCLUDED IN GRANT RELATED (EXCL<br/>DEVELOPER CONTRIBUTIONS)</b>        | <b>\$16,442,371</b>            | <b>\$9,285,089</b>            |
| GRANT-RELATED - GENERAL (EXCL DEVELOPER<br>CONTRIBUTIONS AND RFS RESERVES) | \$16,295,683                   | \$8,670,754                   |
| GRANT-RELATED - WATER (EXCL DEVELOPER<br>CONTRIBUTIONS)                    | \$40,843                       | \$168,056                     |
| GRANT-RELATED - SEWER (EXCL DEVELOPER<br>CONTRIBUTIONS)                    | -                              | -                             |
| GRANT-RELATED - WASTE (EXCL DEVELOPER<br>CONTRIBUTIONS)                    | \$105,845                      | \$446,279                     |
| GRANT-RELATED - STORMWATER (EXCL<br>DEVELOPER CONTRIBUTIONS)               | -                              | -                             |
| BRUXNER WAY WIDENING                                                       | -                              | -                             |
|                                                                            |                                |                               |
| <b>INCLUDED IN DEVELOPER CONTRIBUTIONS</b>                                 | <b>\$1,196,392</b>             | <b>\$870,032</b>              |
| DEVELOPER CONTRIBUTIONS - GENERAL                                          | \$920,420                      | \$651,144                     |
| DEVELOPER CONTRIBUTIONS - WATER                                            | \$109,187                      | \$94,296                      |
| DEVELOPER CONTRIBUTIONS - SEWER                                            | \$67,588                       | \$53,994                      |
| DEVELOPER CONTRIBUTIONS - WASTE                                            | \$92,124                       | \$63,921                      |
| DEVELOPER CONTRIBUTIONS - STORMWATER                                       | \$7,073                        | \$6,677                       |
|                                                                            |                                |                               |

Our Governance No. 28 Cont...

|                                                                                                       |                     |                     |
|-------------------------------------------------------------------------------------------------------|---------------------|---------------------|
| <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>                   |

Our Governance No. 28 Cont...

**Livestock Saleyards Operating:**

| Livestock Saleyards                      | 23/24 Full Year Budget | Amendments to Budget for September QBR | Amendments to Budget for December QBR | Adopted 23/24 Review 2 Budget (Anticipated June 2024 Result) | 23/24 YTD Actuals | 23/24 % Spent (Review 2 budget) | Budget Remaining (Review 2 budget) |
|------------------------------------------|------------------------|----------------------------------------|---------------------------------------|--------------------------------------------------------------|-------------------|---------------------------------|------------------------------------|
| <b>Operating Income</b>                  |                        |                                        |                                       |                                                              |                   |                                 |                                    |
| Saleyard Dues Income                     | 46,818                 | 0                                      | 0                                     | 46,818                                                       | 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>                    |



Our Governance No. 28 Cont...

**Sewerage Operating**

| Sewerage Service                                  | 23/24 Full Year Budget | Amendments to Budget for September QBR | Amendments to Budget for December QBR | Adopted 23/24 Review 2 Budget (Anticipated June 2024 Result) | 23/24 YTD Actuals | 23/24 % Spent (Review 2 budget) | Budget Remaining (Review 2 budget) |
|---------------------------------------------------|------------------------|----------------------------------------|---------------------------------------|--------------------------------------------------------------|-------------------|---------------------------------|------------------------------------|
| <b>Operating Income</b>                           |                        |                                        |                                       |                                                              |                   |                                 |                                    |
| Annual Charges Income                             | 2,777,443              | 0                                      | 0                                     | 2,777,443                                                    | 2,838,491         | 102.20%                         | (61,048)                           |
| User Charges Income                               | 210,494                | 0                                      | 0                                     | 210,494                                                      | 115,258           | 54.76%                          | 95,236                             |
| Fees Income                                       | 25,357                 | 0                                      | 0                                     | 25,357                                                       | 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                                                      | 236,566           | 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

|                      |                                              |
|----------------------|----------------------------------------------|
| <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

|                      |                                                       |
|----------------------|-------------------------------------------------------|
| <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 |

|                      |                                                                                                              |
|----------------------|--------------------------------------------------------------------------------------------------------------|
| <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



Our Governance No. 32 Cont...

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

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 Access to Information and Interaction with Staff Policy |
|                               | 12 Pages                                                                                            |

|                      |                                                         |
|----------------------|---------------------------------------------------------|
| <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
- 3. Financial (Annual Budget & LTFP)**

Our Governance No. 31 Cont...

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> |

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

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**SUMMARY**

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

**OFFICER'S RECOMMENDATION:**

**That Council notes the status of the Council Resolution Register to 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 |