AGENDA

QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER
ORDINARY COUNCIL MEETING
18 DECEMBER 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 18 December 2024** commencing at **9.30 am**.

Hein Basson
General Manager

Website: www.tenterfield.nsw.gov.au Email: council@tenterfield.nsw.gov.au

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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8. TABLING OF DOCUMENTS

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10. MAYORAL MINUTE

11. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

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15. RESOLUTION REGISTER

16. CONFIDENTIAL BUSINESS

17. MEETING CLOSED

(ITEM MIN15/24) CONFIRMATION OF PREVIOUS MINUTES

REPORT BY: Heather Grasso

RECOMMENDATION

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

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

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

ATTACHMENTS

1 Unadopted Minutes of Ordinary Council Meeting 27 November 2024 17 Pages

MINUTES

QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 27 NOVEMBER 2024

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the "Koreelah Room", 247 Rouse St, Tenterfield NSW 2372 on Wednesday 27 November 2024 commencing at 9.30 am

ATTENDANCE	Councillor Bronwyn Petrie (Mayor) Councillor Greg Sauer (Deputy Mayor) Councillor Owen Bancroft Councillor Tim Bonner Councillor Peter Murphy Councillor Tom Peters Councillor Peter Petty Councillor Greg Purcell Councillor Kim Rhodes Councillor Roger Turner
ALSO IN ATTENDANCE	General Manager (Hein Basson) Acting Executive Assistant & Media (Heather Grasso) Director Corporate Services (Liz Alley) Director Infrastructure Services (Matthew Francisco)

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

Website: www.tenterfield.nsw.gov.au Email: council@tenterfield.nsw.gov.au

COMMUNITY CONSULTATION (PUBLIC ACCESS)
Mrs Cheryl Jacques of Liston addressed Council regarding **ITEM GOV99/24** IDENTIFICATION OF CORE FUNCTIONS FOR A FINANCIALLY SUSTAINABLE, CORE-FUNCTIONS LOCAL GOVERNMENT MODEL.

WEBCASTING OF MEETING
I advise all present that this meeting is being recorded for placement on Council's website for the purposes of broadening knowledge and participation in Council issues, and demonstrating Council's commitment to openness and accountability.

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

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

OPENING AND WELCOME

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

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

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

APOLOGIES

that there were no apologies.

DISCLOSURE & DECLARATIONS OF INTEREST

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

Name	Type	Item
Nil		

(ITEM MIN14/24) CONFIRMATION OF PREVIOUS MINUTES

172/24 **Resolved**

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

- **Ordinary Council Meeting – 23 October 2024**

As typed and circulated, be confirmed and signed as a true record of the proceedings of these meetings, with the correction to Resolution 162/24 of Cr Greg Purcell (and not Cr Greg Sauer) being Council's nominated delegate to the Granite Border Landcare Committee

(Kim Rhodes/Owen Bancroft)

Motion Carried

TABLING OF DOCUMENTS

Nil.

URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

Nil.

MAYOR MINUTE

NIL.

RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

173/24 **Resolved**
That:-

a) the meeting be closed to the public and members of the press because of the need for confidentiality, privilege or security, as specified below and provided for under Section 10A(2) of the Local Government Act, 1993; and

b) the Agenda and associated correspondence, unless specified are not to be released to the Public as they relate to a matter of either personal hardship, personal matters, trade secrets or matters which cannot be lawfully disclosed.

(Greg Sauer/Kim Rhodes)

Motion Carried

OPEN COUNCIL REPORTS

174/24 **Resolved**

That Item GOV92/24 PRESENTATION OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024 be brought forward and be dealt with as the first item in the order of business on the Agenda.

(Peter Petty/Greg Sauer)

Motion Carried

Roy Jones, Manager Finance and Technology entered meeting, the time being at 9.35am.

Mr. Furqan Yousuf, Delegate of the Auditor-General for NSW, and Messrs. Ricky Goel and Paul Cornell from Forsyths Auditors joined the meeting (via ZOOM) at 9.35am.

Mr. Yousuf addressed Council on the financial statements and answered questions from Councillors.

The Mayor thanked the Auditors for their work during the year.

(ITEM GOV92/24) PRESENTATION OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

SUMMARY
The purpose of this Report is to present to Council the Audited Financial Statements for the year ended 30 June 2024, in accordance with the provisions of Section 418 of the *Local Government Act 1993.*

175/24 **Resolved**

That Council:
Notes the Audited Annual Financial Statements for the year ended 30 June 2024.

(Kim Rhodes/Peter Murphy)

Motion Carried

The Manager Finance and technology left the meeting, the time being 10.05am.

Messrs. Furqan Yousuf, Ricky Goel and Paul Cornell left the meeting, the time being 10.05am.

OUR COMMUNITY

(ITEM COM12/24) COUNCILLOR EXPENSES AND FACILITIES POLICY

SUMMARY
The purpose of this report is for Council to consider adding a definition to its Councillor and Expenses Policy; describing what "Civic Duties" under this Policy constitutes and for what types of meetings and duties Councillors would get reimbursed for.

176/24 **Resolved**
That Council:

1. **Adds the following sub-heading with description into its existing Councillor Expenses and Facilities Policy document (pages 12 and 13), to describe what the term "Civic Duties" means for purposes of the effective and efficient functioning of the elected Councillors within the Tenterfield Shire Council – as a rural council with a large geographic area and a ward system of representation, and to facilitate communication between the community and the governing body:**

   18.8 Civic Duties: Duties include the attendance at a reasonable frequency of Progress Association or Hall Committee meetings within the particular Ward for which a Councillor has been elected, and at which meetings Council-related business is discussed. In the instance of both elected Councillors for the Ward being unable to attend a meeting where important Council business will be discussed, the Mayor, or another Councillor authorised by the Mayor, may attend this meeting on behalf of the "Ward Councillor/s".

   Expenses that are claimed for reimbursement for attending meetings, must relate to Council business at which the attending Councillor – viewed reasonably from a Council perspective – "needs to be" or is "supposed to be" present as either a participant or representative.

   The Ratepayers Association of Tenterfield Shire Inc. (RATeS) is generally attended by Councillors living in Tenterfield town; however, when a substantial and important item is under consideration by Council that attracts significant community and ratepayers' attention across the local government area (e.g. the consideration of a Special Rate Variation), the Mayor and General Manager will take these circumstances into consideration when approving reimbursement requests from Councillors living outside of the Tenterfield township, to also attend RATeS' Meetings during these periods of time.

   Notwithstanding the provisions of Clauses 6.16 to 6.19 of this policy, no accommodation and meal costs will be reimbursed to Councillors for attending these above-mentioned types of meetings within the boundaries of the local government area.

   These duties do not include the attendance of social events, parties or other meetings or events where Council is not the organiser, or where Council business is not transacted as a main or important part of the meeting or event.

2. **Also adds into the existing Policy document the following under the sub-heading "Local Travel" (page 13):**

In those instances where Council pool vehicles are considered the most practicable and economical mode of transport, Councillors travelling to fulfil their civic duties as described in clause 18.8 above, are to provide the General Manager with a copy of their valid NSW or Australian driver's licence before the Council vehicle is being driven.

3. **Notes and approves the administrative changes of adding the word "Policy" to the title of the Policy, and superseding the term "Chief Executive" with "General Manager", as well as adding the amended titles of the Director Corporate Services and Director Infrastructure Services to the document.**

4. **Advertises, pursuant to the provisions of Section 253(1) of the *Local Government Act 1993,* the amended Councillor Expenses and Facilities Policy for a minimum period of 28 days for the making of public submissions.**

5. **Considers, pursuant to the provisions of Section 253(2) of the *Local Government Act 1993,* all submissions received within the prescribed period at a future meeting and make any appropriate changes to the draft policy or amendment.**

6. **Adopts and implements the additions described in paragraphs one (1), two (2) and three (3) above in the event that no submissions are submitted within the prescribed period.**

(Greg Sauer/Peter Petty)

Motion Carried

(ITEM COM13/24) ACKNOWLEDGEMENT OF TENTERFIELD TOURISM GROUP QUARTERLY REPORT FROM JULY TO SEPTEMBER 2024

SUMMARY

177/24 **Resolved**

That Council:
Acknowledges Report Four (4) from the Tenterfield Tourism Group for the period from 1 July 2024 to 30 September 2024.

(Peter Petty/Kim Rhodes)

Motion Carried

OUR ECONOMY

OUR ENVIRONMENT

(ITEM ENV13/24) NSW GOVERNMENT DEPARTMENT OF PRIMARY INDUSTRIES PUBLICATION "WEEDS AND THE BIOSECURITY ACT - A HANDBOOK FOR LOCAL COUNCILS AND COUNCILLORS IN NSW"

SUMMARY
As part of the induction of Councillors, it is necessary to ensure that all Councillors have received a copy the Department of Primary Industries publication "Weeds and the Biosecurity Act, A handbook for local councils and councillors in NSW".

178/24 **Resolved**

That Council:
Acknowledges receipt of a copy of the NSW Government Department of Primary Industries publication "Weeds and the Biosecurity Act, A handbook for local councils and councillors in NSW"

(Peter Petty/Tom Peters)

Motion Carried

SUSPENSION OF STANDING ORDERS

179/24 **Resolved**

That the meeting be suspended for morning tea.

(Tim Bonner/Owen Bancroft)

Motion Carried

The meeting adjourned, the time being 10.53 am.

RESUMPTION OF STANDING ORDERS

180/24 **Resolved**

That the meeting reconvene.

(Greg Sauer/Tim Bonner)

Motion Carried

The meeting reconvened, the time being 11.22 am.

Roy Jones, Manager Finance and Technology, entered the meeting, the time being 11.22 am.

OUR GOVERNANCE

(ITEM GOV94/24) REPORT ON LOAN BALANCES 30 SEPTEMBER 2024

SUMMARY
The purpose of this Report is to inform Council of its loan balances as at 30 September 2024.

181/24 **Resolved**

That Council:
Notes the loan balance as at 30 September 2024 was $19,721,148.40 ($20,127,922.63 as at 30 June 2024).

(Peter Petty/Owen Bancroft)

Motion Carried

(ITEM GOV90/24) CAPITAL EXPENDITURE REPORT AS AT 30 SEPTEMBER 2024

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

182/24 **Resolved**

That Council:
Receives and notes the Capital Expenditure Report for the period ended 30 September 2024.

(Kim Rhodes/Gregory Purcell)

Motion Carried

(ITEM GOV91/24) FINANCE & ACCOUNTS - PERIOD ENDED 31 OCTOBER 2024

SUMMARY
The purpose of this Report is for the Responsible Accounting Officer to provide, in accordance with Clause 212 of the *Local Government (General) Regulation 2021* 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.

183/24 **Resolved**

That Council:
Notes the Finance and Accounts Report for the period ended 31 October 2024.

(Peter Petty/Tim Bonner)

Motion Carried

The Mayor ruled for Item GOV93/24 to be dealt with as the next item on the Agenda.

(ITEM GOV93/24) COUNCILLORS - PROVISION OF SUPERANNUATION 2024-2025

SUMMARY

On 23 February 2022 Council resolved through resolution 30/22 that Council:

1) *Notes the Report and Determination of the NSW Parliament; and*
2) *Forgo the payment of superannuation for all current term Councillors until the next election of Council – September 2024.*

On 24 February 2024 Council resolved through resolution 21/24 that Council:

1) *Forgo the payment of superannuation for all current term Councillors until the next Quarterly Budget Review due in October 2024 and subsequently assess Councillor Superannuation on an annual basis.*

The purpose of this report is to seek Council's direction on Councillor Superannuation payments effective for the Financial Year 2024-2025.

A Council may make a payment (a superannuation contribution payment) as a contribution to a superannuation account nominated by a Councillor, starting from the financial year commencing 1 July 2022.

OFFICER'S RECOMMENDATION:
That Council:

1. **Implements superannuation payments for all Councillors post the September 2024 general local government election, under the Commonwealth Superannuation legislation – as if an individual Councillor were an employee of Council; or**

2. **Forgoes the payment of superannuation for all current term Councillors.**

AMENDMENT

That paragraph two (2) in the recommendation be replaced with:

2) Recognises that individual Councillors may opt out of receiving superannuation contribution payments or opt to receive reduced payments and that Councillors must do so in writing.

(Peter Murphy/Greg Purcell)

Amendment Carried

184/24 **Resolved**

That Council:

1. **Implements superannuation payments for all Councillors post the September 2024 general local government election, under the Commonwealth Superannuation legislation – as if an individual Councillor were an employee of Council.**
2. **Recognises that individual Councillors may opt out of receiving superannuation contribution payments or opt to receive reduced payments and that Councillors must do so in writing.**

(Peter Murphy/Gregory Purcell)

Motion Carried

Roy Jones, Manager Finance and Technology left the meeting, the time being 12.52 pm.

(ITEM GOV96/24) ANNUAL REPORT 2023/2024

SUMMARY
The purpose of this Report is for Council to receive the Annual Report, inclusive of the Annual Financial Statements, for the financial year ending 30 June 2024.

185/24 **Resolved**

That Council:
Adopts the Annual Report for 2023/2024.

(Kim Rhodes/Owen Bancroft)

Motion Carried

(ITEM GOV99/24) IDENTIFICATION OF CORE FUNCTIONS FOR A FINANCIALLY SUSTAINABLE, CORE-FUNCTIONS LOCAL GOVERNMENT MODEL

SUMMARY

The purpose of this report is for Council to, given its particular financial position and partial implementation of its Fiscal Repair Strategy, consider what its core functions should be going forward as a preliminary step before the community consultation sessions for the development of a new suite of Integrated Planning and Reporting documents are embarked upon – in order for these identified functions to provide structure to discussions.

OFFICER'S RECOMMENDATION

That Council adopts the following list of core functions for purposes of informing the community consultation sessions associated with the development of a new suite of Integrated Planning and Reporting documents, which suite of documents will direct Council's objectives, strategies and actions over the next four (4) years:

Core Functions (Everyday Doing):

- Infrastructure
  - Transport
    - Roads
    - Bridges
    - Culverts
    - Causeways
  - Stormwater
  - Water
  - Sewerage
  - Waste
  - Plant & Fleet
  - Buildings – including Public Halls & Leases
  - Swimming Pool
  - Sporting Fields
  - Parks & Gardens – including Public Toilets
- Attractive Visitor Economy Environment
  - Parks & Gardens
  - Public Toilets
  - Tourism Signage
  - Parking
  - Traffic Control Assistance & Garbage Removal with Events (captured as donations)
- Regulation
- Governance
- Strategic Planning (IP&R)
- Budgets & Financial Administration
  - Revenue Raising
    - Rates
    - Fees & Charges
    - Non-competitive Grants
    - Competitive Grants (Application & Administration)
  - Expenditure
- Compliance
- Customer Service

- Information Technology
- Library
- Planning & Building
- Crown Lands Management
- School of Arts – Joint Management Committee (Overarching Strategic Management)
- Communications
- Workforce Planning
- Work Health & Safety
- Other Legislative Obligations not mentioned

Non-Core Functions:

Advocacy

- Health
- Connectivity
- Community Safety
- Aerodrome

Facilitation

- School of Arts – School of Arts Tenterfield Inc. (day to day management)

(Greg Sauer/Kim Rhodes)

Motion Carried for discussion

PROPOSED DEFERMENT OF ITEM GOV99/24) IDENTIFICATION OF CORE FUNCTIONS FOR A FINANCIALLY SUSTAINABLE, CORE-FUNCTIONS LOCAL GOVERNMENT MODEL

186/24 **Resolved**

That Council:

Defers this Item to a Councillor Workshop for further information and for consideration at the 18 December 2024 Ordinary Council Meeting.

(Tim Bonner/Peter Murphy)

Motion Carried

(ITEM GOV95/24) MONTHLY OPERATIONAL REPORT FOR OCTOBER 2024

SUMMARY

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

187/24 **Resolved**

That Council:
Notes the status of the Monthly Operational Report for October 2024.

(Peter Petty/Kim Rhodes)

Motion Carried

(ITEM GOV97/24) FLYING OF FLAGS POLICY

SUMMARY
The purpose of this report is to update the Flying of Flags Policy to align with correct position descriptions.

188/24 **Resolved**

That Council:
Adopts the revised Flying of Flags Policy.

(Tim Bonner/Greg Sauer)

Motion Carried

(ITEM GOV98/24) UPDATING OF SOCIAL MEDIA POLICY

SUMMARY
The purpose of the report is for the Social Media Policy to be reviewed by Council.

189/24 **Resolved**

That Council:

1. **Notes the information contained in the report.**
2. **Adopts the updated Social Media Policy as attached as an Annexure to the report.**
3. **Requests the General Manager to update Council's website and records management system with this updated Policy.**

(Kim Rhodes/Owen Bancroft)

Motion Carried

(ITEM GOV100/24) UPDATING OF MEDIA AND COMMUNICATION POLICY

SUMMARY
The purpose of this report is for Council to review and update its Media and Communications Policy.

190/24 **Resolved**

That Council:

1. **Notes the information contained in the report.**
2. **Adopts the updated Media and Communications Policy as attached as an Annexure to the report.**
3. **Requests the General Manager to update Council's website and records management system with this updated Policy.**

(Greg Sauer/Kim Rhodes)

Motion Carried

REPORTS OF DELEGATES & COMMITTEES

(ITEM RC11/24) TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING DRAFT MINUTES - THURSDAY 7 NOVEMBER 2024

191/24 **Resolved**

That Council:

1. **Receives the report and recommendations from the Tenterfield Shire Local Traffic Committee meeting of 7 November 2024.**

2. **Adopts the following recommendations from the Local Traffic Committee:**

   a. **MANNERS STREET BUS STOP**
   TfNSW representatives to discuss the new location of the Manners Street Bus Stop with Council's Director of Infrastructure and Manager Works.

   b. **NEW ENGLAND HIGHWAY – INTERSECTION OF OLD BALLANDEAN ROAD AND BRUXNER WAY**
   Committee provided no objection to Director of Infrastructure Services seeking further funding which may be available for redesign through Transport for NSW.

   c. **REQUEST FOR STOP SIGN OR GIVE WAY SIGN FOR INTERSECTION OF MILES AND SCOTT STREET**
   TfNSW and Council will assess the intersection with Council staff on their visit to Tenterfield in early December.

d. MOUNT LINDESAY ROAD AND OLD BALLANDEAN ROAD, BOUNDARY ROAD INTERSECTION
Director of Infrastructure Services, Works Manager and TfNSW to meet onsite and discuss in further detail the options for traffic calming considerations for this intersection and the intersection of Mount Lindesay and Leeches Gully Road, Council to pursue funding opportunities with TfNSW.

e. HYNES BRIDGE AND BRUXNER WAY INTERSECTION
Council accepts recommendations by TfNSW on a safe alternative to convex mirrors, accept the modified signage by TfNSW and explore future funding for an intersection redesign.

(Peter Petty/Tim Bonner)

Motion Carried

NOTICES OF MOTION

NIL.

CONFIDENTIAL BUSINESS

SUSPENSION OF STANDING ORDERS

192/24 **Resolved**

That the meeting moves into Closed Council.

(Greg Sauer/Gregory Purcell)

Motion Carried

The recording device was turned off and the meeting moved into Closed Council, the time being 1.34 pm.

(ITEM COM14/24) TENDER EVALUATION FOR THE DESIGN & CONSTRUCTION OF EMBANKMENT RESTORATION - AGRN1012 - PLAINS STATION RD SLIPS (RFT 2 24/25)

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) (d(i)) of the Local Government Act, 1993, as the matter involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.

SUMMARY

The purpose of this report is to summarise and present the outcomes of the tender assessment from Infrastructure's recent Design & Construction of Embankment Restoration - AGRN1012 - Plains Station Road Slips (PSR) request for tender (RFT 2 24/25). One Tenderer was concluded to offer a best value for money proposal suitable for Council's needs and is recommended for engagement under the prepared Schedule of Rates contract.

193/24 **Resolved**

That Council:

1. **Awards Civil Mining & Construction Pty Ltd the Contract for the Design & Construction of Embankment Restoration AGRN1012-Plains Station Road slips RFT 2 24/25 for $7,231,230 excluding GST.**
2. **Authorises the General Manager to negotiate and execute commercial mechanisms according to the Contract up to the value stated in the report.**

(Kim Rhodes/Gregory Purcell)

Motion Carried

(ITEM COM15/24) EVALUATION OF RFQ SUBMISSIONS FOR THE SUPPLY AND DELIVERY OF GRAVEL UNDER RFT 02-21/22 SUPPLY OF QUARRY MATERIALS FOR THE PADDYS FLAT ROAD AND TORRINGTON ROAD PROJECTS

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

SUMMARY

The purpose of this report is to provide details of the request for quotation from suppliers listed under Councils Supplier panel for RFT02-21-22 Supply of Quarry Materials. Council has various funded projects requiring high volumes of road base material, therefore, allowing suppliers to submit more competitive pricing based on higher volumes to be supplied.

194/24 **Resolved**

That Council:
Engages the following Quarry Suppliers for the supply and delivery to the nominated site for Class 2 DGB 20 Gravel (TfNSW Specification 3051):

1. **Graham's Quarries Pty Ltd to the value of $1,131,000 for the Paddys Flat Road project.**
2. **A.M Bulmer & K.L Bulmer trading as AB Contracting to the value of $573,000 for the Torrington Road project.**

(Tom Peters/Owen Bancroft)

Motion Carried

RESUMPTION OF STANDING ORDERS

195/24 **Resolved**
That the meeting moves into Open Council again.

(Peter Petty/Kim Rhodes)

Motion Carried

The meeting returned to Open Council, the time being 2.02pm.

The Mayor read the Resolutions adopted out loud, after the recording device had been turned on again.

MEETING CLOSED
There being no further business, the Mayor declared the meeting closed at 2.04 pm.

.....
Councillor Bronwyn Petrie
Mayor/Chairperson

Department:	**Office of the Chief Executive**
Submitted by:	Hein Basson, General Manager
Reference:	**ITEM ECO9/24**
Subject:	**Regional Precincts ad Partnership Program: Council Participation**

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	**Economy** - Develop Tenterfield Shire's economic base into a robust and growing economy that supports employment and business opportunities.
CSP Strategy:	Develop and facilitate a diversified and growing economy that is a balance of all economic contributors.

SUMMARY

The purpose of this report is for Council to note the initiative to form a Regional Precincts Partnership Planning Advisory Committee between Council, the Tenterfield Chamber Tourism Group and a "Working Group" (consisting of professional services) as a framework to work towards attracting funding from the Regional Precincts and Partnership Program for the Tenterfield Shire community, and for Council to nominate the General Manager as Council's delegate onto this mentioned Advisory Committee and for the Mayor to attend meetings in the absence of the General Manager.

OFFICER'S RECOMMENDATION:

That Council:

1. **Notes the initiative to form a Regional Precincts Partnership Planning Advisory Committee between Council, the Tenterfield Chamber Tourism Group and a "Working Group" (consisting of professional services including Angry Bull Trails Limited and Digital Giraffe Marketing and Consulting) as a framework to work towards attracting funding from the Regional Precincts and Partnership Program for the Tenterfield Shire community.**

2. **Nominates the General Manager as Council's delegate onto this above-mentioned Advisory Committee and for the Mayor to attend Advisory Committee meetings in the absence of the General Manager.**

BACKGROUND

The following was received from Mr. Joseph Smith – Director of Angry Bull Trails Limited – in an email dated 25 November 2024:

A few thoughts on the attached on how we could possibly create a framework to work with TSC and TCTIB on the regional precincts & partnerships project.

Essentially, we set up an "Advisory Committee" that includes 3 members, 1 from TSC, 1 from TCTIB and 1 from the Working Group. This Advisory Committee makes determinations and decisions based on the work the "Working Group" generates based on the input from the "Community Reference Group". The WG is where the costs are

Our Economy No. 9 Cont…

incurred (funded by the Regional Precincts & Partnership Grant) for subject matter experts to complete their required tasks.

The Community Reference Group is where we undertake community engagement and idea generation for a list of projects (say 10 No.), that is short listed based on consensus to say 5 No. Then the WG prepares project delivery plans for the 5 No.

Meetings were held on 6 and 25 November between representatives of the Angry Bull Trails Limited, the Tenterfield Chamber of Commerce, and Council (Mayor and three Leadership Executive Team Members).

A visual depiction of how such a Regional Precincts Partnership Planning structure could potentially look like is attached to this report as an **Annexure**. (Provided by Digital Giraffe Marketing & Consulting, in association with Angry Bulls Limited.)

REPORT:

The following proposal has been received from Digital Giraffe Marketing & Consulting, working in association with Angry Bull Trails Limited on this initiative:

Regional Precincts Partnership Planning (rPPP) Community Grant Opportunity

Stream One: Precinct Development and Planning – $500,000 to $5 million

To activate partnerships and deliver an investment ready precinct plan, in partnership with local stakeholders to benefit regional communities.
Funding to be used for master planning, consultation, design, business cases and partnership establishment.

Intended Outcomes:

1. *Establish partnerships – with government, community and businesses with a shared vision*
2. *Community engagement & feedback to drive precinct plans tailored for local area*
3. *Support precincts to become investment ready*

Eligible Expenditure:

1. *Partnership establishment and operational costs*
2. *Labour expenditure and on-costs*
3. *Contract expenditure*
4. *Scoping, planning, design & consultation activities*
5. *Business case & feasibility studies*
6. *Geotechnical surveys, environmental reviews, heritage assessments.*
7. *Financial auditing*
8. *Contingency costs*

Our Economy No. 9 Cont…

The Proposal:
Tenterfield Shire Council (TSC) to partner with Tenterfield Chamber Tourism, Industry & Business (TCTIB) and Angry Bull Trails (ABT) to apply for Tenterfield Shire Adventure Tourism Precinct Master Planning, with Council to be the lead applicant.
A working group to be formed (with representatives from TCTIB, ABT and Council if available) to prepare the application for submission end of February 2025 (applications assessed March/April).
Working group to outline project mission, objectives & aim, plan, budget, timeline and governance. Identify adventure tourism priority precincts based on tourism assets and previous community consultation (top 5). Proposed precincts to date include:

- *Tenterfield Dam*
- *Mt Mackenzie Lookout*
- *Thunderbolt's Lookout & WWII Tank Traps walking/cycling track*
- *First Nations led initiatives*
- *Adventure tourism linkages with Shire villages*

<u>If successful:</u>
Working group to work with TSC and TCTIB to determine most effective and appropriate partnership arrangement moving forward (see potential structure attached) and establish partnership group.
Working group to develop project master plans through community engagement, environmental reviews, designs and feasibility studies/business cases as required.
Operational aspects to be managed by working group, engaging with community reference group. Advisory group provides link between TSC & TCTIB for approvals.
TSC to receive and mange fund payments.
Future management & maintenance of adventure tourism precincts to be investigated as part of this process, to ensure TSC is not burdened by developments, ongoing maintenance and depreciation.

In the interest of thoroughness and for the ease of reference of Councillors, the original "Regional Precincts and Partnership Program" information is also attached to this report as an **Annexure**.

In this document, part of the intended outcomes is stated to "contribute to the Australian Government's current policy priorities, including but not limited to Closing the Gap, transition to net zero economy, Australia's emission reduction goals, social and affordable housing, and National Cultural Policy".

A Google search has brought the following up as current priority areas of the Australian Government:

- **Transitioning to net zero**: The government is working to transition to a net zero future.
- **Supporting communities**: The government is working to support healthy and thriving communities.
- **Protecting the environment**: The government is working to protect and restore Australia's environment.
- **Building a resilient nation**: The government is working to build a secure and resilient nation.

Our Economy No. 9 Cont…

- **Future Made in Australia**: The government is working to build a Future Made in Australia, which includes investing in key industries, making Australia a renewable energy superpower, and strengthening resources and economic security.
- **Development program**: The government is working to assist partners with regional priorities, including climate change, gender equality, health, and infrastructure.
- **National Health Priority Areas**: The government's National Health Priority Areas include cardiovascular health, cancer control, mental health, and diabetes.

(https://www.google.com/search?sca_esv=da052a448206c26a&rlz=1C1GCEU_enAU1108AU1114&sxsrf=ADLYWIJXudCCon80LCAaP1hQuUXNTog__g:1733827705795&q=Australian+Government+priority+areas+2024&sa=X&ved=2ahUKEwiMsIXEg52KAxX3RmwGHZnvNRgQ1QJ6BAhREAE&biw=1920&bih=953)

COUNCIL IMPLICATIONS:

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

   Not necessary at this stage.

2. **Policy and Regulation**

   - *Local Government Act 1993*

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

   No immediate impact.

4. **Asset Management (AMS)**

   Depending on the projects that will potentially attract funding, asset management considerations may become relevant.

5. **Workforce (WMS)**

   Council has scarce resources; financial and human.

6. **Legal and Risk Management**

   All potential projects will have to be assessed from a legal and risk management perspective.

7. **Performance Measures**

   Not applicable at this point in time.

8. **Project Management**
   Nil.

Hein Basson
General Manager

Our Economy No. 9 Cont…

Prepared by staff member:	Hein Basson, General Manager
Approved/Reviewed by Manager:	Hein Basson,General Manager
Department:	Office of the Chief Executive
Attachments:	**1** Regional Precincts Partnership Planning - Potential Structure **2** Regional Precincts and Partnership Program Information

Regional Precincts Partnership Planning (rPPP) Potential Structure

TENTERFIELD SHIRE COUNCIL (TSC)

TENTERFIELD CHAMBER (TCTIB)

RPPP ADVISORY COMMITTEE

TSC x 1
TCTIB x 1
Working group member x 1

RPPP WORKING GROUP

**Submit application & manage project*
Made up of professional services as required.

Project Management	Architect	Marketing	Accounting	Community Engagement
Urban Planner	First Nations	Legal	RDANI	Tourism Group

RPPP COMMUNITY REFERENCE GROUP

**Active during consultation periods*

User Groups	Community groups	Service Organisations	First Nations	Tourism Businesses	Community

Regional Precincts and Partnerships Program –

Stream One: Precinct Development and Planning -

to activate partnerships and to deliver an investment ready precinct plan.

$500,000 to $5 million – develop a precinct idea through to investment-ready stage in partnership with local stakeholders to benefit regional communities.

Master planning, consultation, design, business cases and partnership establishment.

Intended Outcomes

- **establish partnerships** comprised of relevant government entities, community organisations and businesses that have a shared vision for a regional precinct
- deliver precinct plans that are tailored to their local contexts and based on **community feedback and engagement**
- support precinct plans to become investment ready
- contribute to the Australian Government's current policy priorities, including but not limited to Closing the Gap, transition to a net zero economy, Australia's emission reduction goals, social and affordable housing, and National Cultural Policy.

Eligibility:

- open to local government & incorporated not-for-profit organisations.
- Demonstrate in assessment criteria how they will contribute to the successful delivery of the project, including through co-contribution.
- First Nations groups should be involved in the design phase
- Must demonstrate commitment to the precinct – contributions can be cash or in-kind (such as land or resources).
- Must have authority for use of the land or infrastructure – provide a letter to confirm this from land owner.
- Identify intended project partner/s that form partnership supported with a proposed governance structure for your precinct.
- Evidence that the following have been invited to participate in the partnership:
    - State government (Janelle)
    - Local Government
- Evidence that the following have been contacted to seek their support for the concept of the precinct:
    - Regional Development Australia Northern Inland
    - First Nations (invite to partnership)

Eligible Expenditure

- partnership establishment and operational costs (up to 10% of total grant funding)
    - Meeting costs (hiring meeting spaces, hospitality, facilitators, consultation sessions and meeting of partners)
    - Advertising, social media, publicity associated with consultation activities
    - Establishing governance arrangements including professional & legal advice
- labour expenditure and on-costs
    - Direct labour of employees your directly employ on the core elements of the project. Maximum salary is $200,000 per financial year.

  - Technical, administrative & management related to partnership establishment and its ongoing management for the life of the project (20% of total amount of eligible labour expenditure)
  - Can increase eligible salary costs by 30% to cover on-costs (superannuation, payroll tax, workers comp insurance & overheads such as office rent, purchase or provision of computing equipment directly required or related to the delivery of the project.
- contract expenditure
  - Another organisation or an individual engaged under a separate contract
  - All contractors must have a written contract prior to commencement specifying the nature of the work they perform, the applicable fees, charges & other costs payable
  - Legal, architect, design, project management, quantity surveying, building services, business case development, data or research commissioned for the project.
- travel expenditure (domestic accommodation & transportation)
- scoping, planning, design & consultation activities for proposed precinct
- development, formalisation and operation of partnership relationships & responsibilities
- business case and feasibility studies
- geotechnical, surveying, flora & fauna and heritage assessments/investigations.
- Costs associated with consultation sessions (venue hire & refreshments...no alcohol)
- Marketing & branding costs
- Admin costs directly related to project & partnership establishment & management, including communications & consultation materials
- Staff training
- Financial auditing of project expenditure (1% total eligible project expenditure)
- Costs to obtain planning, environmental or other regulatory approvals (can't be fees paid to commonwealth, state, or LGA).
- Contingency costs up to 10%

Precincts & Partnerships:

- Regional Precincts/Places of Purpose are: user-defined geographic areas with a **specific shared need or theme**. (the program does limit the type of precinct that can be considered for funding).
- Eligible applicants are encouraged to partner with key community groups to jointly deliver the project – First nations, private enterprise, Regional Development Australia & community organisations.
- Precincts support better integration of land use and ensure the infrastructure investment complements the broader region and its surrounding communities, spaces, transport and activities.

Assessment Criteria:

1. Project alignment with program objectives and Australian Government Priorities (35 points)
2. Project need (35 points)
3. Community engagement, collaboration & partnership (20 points)
4. Capacity, capability and resources to deliver a sound precinct proposal (10 points)

Notes:

- The project is considered to be a plan for the entire precinct, even if you are only considering future investment in one element of the precinct.
- Demonstrating Value for Money is a key requirement – comparing estimated costs against projected benefits and opportunities created by the project.
- Applications by 'low rate based' councils is a benefit
- If unsuccessful, can submit a new application while round is open.
- If you enter an agreement under this grant opportunity, you cannot receive other grants for the same activities from other Commonwealth granting programs.
- We will make an initial payment on execution of the grant agreement. We will make subsequent payments six monthly in arrears, based on your actual eligible expenditure.
- We set aside 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory end of project report demonstrating you have completed outstanding obligations for the project.
- Progress reports required – progress of agreed activities, total eligible expenditure incurred, evidence of expenditure.
- Provide an independent audit report.

Applications can be submitted anytime and will be batched for assessment twice a year (**March/April** & September/October). Announcements made November/December & May/June.

Complete project by 31 March 2026

Announced Projects:

- Croydon Shire Council ($2.8) – Precinct growth plan to support both economic & population growth (QLD)
- Mareeba Shire Council ($2.1) – CBD Revitalisation precinct plan identifying issues, opportunities & priorities (QLD)
- Colac Otway Shire Council ($2.0) – Adaptable Precincts, a blueprint for future housing delivery – 2 shovel-ready master-planned precincts for affordable housing in Colac & Apollo Bay (VIC)
- Bendigo Kangan Institute ($1.2) – Bendigo East Urban Renewal Precinct activating underutilised land for education, housing and community purposes (VIC)
- Swan Hill Rural City Council ($650,000) – Heart of Swan Hill Precinct supporting the development of a place-based precinct to support the revitalisation of the Swan Hill CBD across six community sites.
- Shire of Broome ($26.4) – Cable Beach Foreshore Redevelopment

Application

ASSESSMENT CRITERIA

1. Project alignment with program objectives and Australian Government priorities.

You should demonstrate this through identifying how your proposal:

a. aligns with regional plans, community priorities and other regional investment strategies and activities
b. supports a place-based approach to planning, including better integration of land use and regional development and/or renewal
c. provides economic opportunities, and enhances productivity, equity and resilience
d. considers and/or measures climate and energy impacts such as disaster risk, emissions reduction, biodiversity, decarbonisation, circular economies, and energy and water efficiency
e. contributes to the achievement of Australian Government policy priorities and program objectives, including but not limited to Closing the Gap, transition to a net zero economy, Australia's emission reduction goals, social and affordable housing, and National Cultural Policy, relative to the type of project being considered.

2. Project Need

You should demonstrate this through identifying:

a. how your proposal will address an existing public infrastructure gap
b. how the precinct will deliver improvements and public benefits and/or services in your region
c. evidence as to why investment in the proposal is needed, including any barriers preventing investment to date
d. rationale for the elements you are considering for inclusion in the precinct and how these link a place with a purpose.

3. Community Engagement, Collaboration, and Partnership

You should demonstrate this through identifying

a. how your precinct development and planning process intends to engage with the local community, draw upon local knowledge and information, and identify and leverage opportunities and address challenges within your region
b. how you and your partnership will work together to achieve the project based on the values of shared design, stewardship and accountability of planned outcomes
c. the proposed governance arrangements of the partnership and how they will support, enhance or achieve community engagement, and collaboration for the project
d. how First Nations groups could be involved in the design and planning phase to help shape the proposal and influence a stronger outcome that incorporates First Nations experiences, culture and design.

4. Capacity, Capability and Resources to deliver a sound precinct proposal.

You should demonstrate this by providing evidence of:

a. your ability to undertake or manage the development of project proposals, including your track record of managing similar projects and your access to personnel with the right skills and experience
b. your proven ability to manage and monitor timeframes, consultation processes, budget and risk management
c. a resource plan that includes how the project will be supported and the cost of that resourcing
d. any contributions you or your partners will be providing that would help to strengthen the delivery of the project. Contributions can be non-monetary.

OTHER INFORMATION

- latest financial year figures (sales revenue, export revenue, R&D expenditure, taxable income, number of employees, number of independent contractors).
- Project title & description
- Project outcomes
- Project duration & milestones
- Project location
- Project Budget & Grant amount sought
- Source of funding & other contributions
- Project partners

Attachments:

- A project plan or preliminary project outline
- A project budget
- Confirmation you have the authority for use of the land or infrastructure at the proposed site/s
- Evidence to support intended partnership (e.g. letter from project partners), including details of all project partners.
- A proposed governance structure for your precinct outlining the roles & responsibilities of each project partner.
- Evidence of support from local community and business as relevant
- Evidence that the relevant State or Territory government and local government has been invited to participate (i.e. email or letter).
- Evidence that the relevant RDA committee and Traditional Owners/First Nations groups for the area have been contacted to seek their support (email or letter)
- Detailed evidence supporting assessment criteria responses

Department:	**Office of the General Manager**
Submitted by:	Hein Basson, General Manager
Reference:	**ITEM GOV101/24**
Subject:	**Identification of Core and Non-Core Functions for a Financially Sustainable Local Government Model**

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	**Leadership** - Resources and advocacy of Council are aligned to support the delivery of the community vision outlined in the Community Strategic Plan.
CSP Strategy:	Lobby and support government and local service providers to enhance communications infrastructure across the Tenterfield Shire.

SUMMARY
The purpose of this report is for Council to, given its particular financial position and partial implementation of its Fiscal Repair Strategy, consider what its core functions should be going forward as an important step for the development of a new suite of Integrated Planning and Reporting documents – in order for these identified functions to provide meaningful structure to future strategies, objectives and actions.

OFFICER'S RECOMMENDATION:

That Council

1. **Adopts the following list of core and non-core functions for purposes of providing meaningful structure for the development of a new suite of Integrated Planning and Reporting documents, which suite of documents will direct Council's objectives, strategies and actions over the next four (4) years:**

   Core Functions:

   Compulsory Everyday Doing:

   - Infrastructure
     - Transport
       - Roads
       - Bridges
       - Culverts
       - Causeways
       - Signage
       - Parking
     - Stormwater
     - Water
     - Sewerage
     - Waste
     - Plant & Fleet
   - Regulatory (including pound)
   - Governance
   - Strategic Planning (IP&R)

Our Governance No. 101 Cont…

- Community Strategic Plan
- Delivery Program and Operational Plans
- Asset Management Plans
- Workforce (& Wellbeing) Plan
- Long Term Financial Plan

- Budgets & Financial Administration
  - Revenue Raising
    - Rates
    - Fees & Charges
    - Non-competitive Grants
    - Competitive Grants (Application & Administration)
  - Expenditure
- Audit, Risk & Improvement Committee
- Customer Service
- Information Technology
- Planning & Building
- Crown Lands Management
- Cemetery
- Communications
- Emergency Management
- Work Health & Safety
- Other Compulsory Compliance Obligations not mentioned
- Other Legislative Obligations not mentioned

Non-Core Functions:

Everyday Doing – Acknowledging Community Service Obligations:

- Infrastructure
  - Swimming Pool
  - Sporting Fields
  - Parks & Gardens – including Public Toilets
  - Buildings – including Public Halls & Leases
- Attractive Visitor Economy Environment
  - Parks & Gardens
  - Public Toilets
  - Tourism Signage
  - Parking (adequate to cater for tourists)
  - Traffic Control Assistance & Garbage Removal with Events (captured as donations)
- Library
- Saleyards
- School of Arts – Joint Management Committee (Overarching Strategic Management)

Facilitation:

- Visitor Economy (Tourism)
- School of Arts – School of Arts Tenterfield Inc. (day to day management)

Advocacy:

Our Governance No. 101 Cont…

- Health
- Connectivity
- Community Safety
- Aerodrome

2. **Recognises the importance of essential services provision, adhering to legislative requirements and compulsory compliance obligations as applicable to the local government sector in NSW, as well as acknowledging community service obligations where necessary and possible to fund – consistent with the list of functions and services provided in paragraph one (1) above.**

3. **Recognises its role as the facilitator of particular functions, and to provide advocacy on behalf of the community in regard to functions that are provided by the State and Federal Governments – consistent with the list of functions provided under these two subheadings in paragraph one (1) above, further, that it be acknowledged that these sub-headings of "facilitation" and "advocacy" require resources (time, human and financial) to achieve outcomes.**

BACKGROUND

The Fiscal Repair Strategy that Council had been following, stated that all services that are not Council's core primary business will need to be ceased.

Council's core primary business had been defined as:

Roads (transport network)
Waste
Water
Sewerage
Legal/legislative obligations not mentioned

The above functions do not, with respect, paint a realistic picture and needs further elaboration and explanation.

REPORT:

In order to develop a better understanding of what exactly the above may mean, an information session was conducted with Councillors on 13 November and 13 December 2024.

It is important to consider the "why" in this regard. Why does Council want or need to have a list of core functions identified?

The short answer to this question is that Council wants and needs to be financial sustainable.

The next question that needs to be entertained is the "how". How is Council going to achieve financial sustainability?

Our Governance No. 101 Cont…

Again, the short answer to partially answer this question is by identifying a list of core functions that it will deliver into the future – and sticking to it – not allowing administrative "creep" or emotive considerations to erode this strategy and render it useless over a period of time.

To quote Liz Ellis: "Success doesn't come by accident, it comes as a result of really good planning and making hard decisions."

The following list of functions have now been developed in this regard; further fleshing out the Core and Non-Core Functions:

Core Functions:

Compulsory Everyday Doing:

- Infrastructure
  - Transport
    - Roads
    - Bridges
    - Culverts
    - Causeways
    - Signage
    - Parking
  - Stormwater
  - Water
  - Sewerage
  - Waste
  - Plant & Fleet
- Regulatory (including pound)
- Governance
- Strategic Planning (IP&R)
  - Community Strategic Plan
  - Delivery Program and Operational Plans
  - Asset Management Plans
  - Workforce Plan (& Wellbeing)
  - Long Term Financial Plan
- Budgets & Financial Administration
  - Revenue Raising
    - Rates
    - Fees & Charges
    - Non-competitive Grants
    - Competitive Grants (Application & Administration)
  - Expenditure
- ARIC
- Customer Service
- Information Technology
- Planning & Building
- Crown Lands Management
- Cemetery
- Communications
- Emergency Management
- Work Health & Safety

Our Governance No. 101 Cont…

- Other Compulsory Compliance Obligations not mentioned
- Other Legislative Obligations not mentioned

Non-Core Functions:

Everyday Doing – Acknowledging Community Service Obligations:

- Infrastructure
  - Swimming Pool
  - Sporting Fields
  - Parks & Gardens – including Public Toilets
  - Buildings – including Public Halls & Leases
- Attractive Visitor Economy Environment
  - Parks & Gardens
  - Public Toilets
  - Tourism Signage
  - Parking (adequate to cater for tourists)
  - Traffic Control Assistance & Garbage Removal with Events (captured as donations)
- Library
- Saleyards
- School of Arts – Joint Management Committee (Overarching Strategic Management)

Facilitation:

- Visitor Economy (Tourism)
- School of Arts – School of Arts Tenterfield Inc. (day to day management)

Advocacy:

- Health
- Connectivity
- Community Safety
- Aerodrome

Therefore, core functions pertain to essential services and legislative/compulsory compliance functions that Council has no option other than to engage with on a day-to-day basis.

It would be wise to acknowledge that the sub-headings of "facilitation" and "advocacy" mentioned above still require resources to achieve outcomes.

COUNCIL IMPLICATIONS:

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

   The identified list of core and non-core functions will inform the development of a new suite of Integrated Planning and reporting documents.

Our Governance No. 101 Cont…

2. Policy and Regulation

- *Local Government Act 1993*
- Fiscal Repair Strategy

3. Financial (Annual Budget & LTFP)

Council needs to be in a position to budget for ongoing operating surpluses in order to be financial sustainable. Unfortunately, Council's current 2024/25 Budget still make provision for an operating deficit of around $2million. This position will deteriorate with some projects that have not been executed in previous years and have been "carried forward", but for which the associated revenue has already been recognised in the previous financial year.

4. Asset Management (AMS)

Proper asset management is key to Council developing a better understanding of the physically inspected condition of its assets (and not only desktop exercises) – which robust data will inform its Long-Term Financial Plan over the next 10 years.

5. Workforce (WMS)

Standards of services and performance form one side of the coin; the other side of this same coin is the availability of adequate resources – both financial and human – to deliver services and fulfil functions. That is the reason why the development of a Workforce Plan forms an integral part of the suite of Integrated Planning and Reporting documents.

6. Legal and Risk Management

Reputational damage and the possibility of an improvement order from the NSW Office of Local Government are potential risks if Council is unable to achieve ongoing financial sustainability. Further, from an enterprise risk management perspective, Council runs the risk of not doing any of its other service and functional obligations well if it does not have ongoing access to adequate financial and human resources.

7. Performance Measures

Council's annual Financial Statements provide key performance indicators of Council's financial health. Unfortunately, these criteria are skewed by a number of factors – as is discussed regularly in financial reports being brought to Council on a regular basis. Further, the information in the set of Financial Reports is dated; looking back at the past and not at the present or future scenarios. This is the reason why Council's Long Term Financial Plan is such an important document for proper strategic financial planning.

8. Project Management

Implementing and adhering to the Council's identified set of Core and Non-Core functions will have to become a particular focus of all Councillors and staff in order to succeed in this project of Council becoming financially sustainable.

Our Governance No. 101 Cont…

Hein Basson
General Manager

Prepared by staff member:	Hein Basson, General Manager
Approved/Reviewed by Manager:	Hein Basson,General Manager
Department:	Office of the General Manager
Attachments:	There are no attachments for this report.

Department:	**Office of the Director Corporate Services**
Submitted by:	Roy Jones, Manager Finance & Technology
Reference:	**ITEM GOV102/24**
Subject:	**QUARTERLY BUDGET REVIEW STATEMENT - SEPTEMBER 2024**

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	**Leadership** - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.
CSP Delivery Program	Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.

SUMMARY
The purpose of this Report is to provide Council with a Quarterly Budget Review Statement in accordance with Regulation 203 of the Local Government (General) Regulation 2021 (the Regulation).

OFFICER'S RECOMMENDATION:

That Council:

Adopts the September 2024 Quarterly Budget Review Statement and recommendations therein that:

(1) No additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless they are offset by other savings (e.g. with road works such as re-sheeting, with a plan to reduce maintenance costs) or grant funded, and even then only where there will be no additional operating costs as a result of the expenditure i.e. if capital related expenditure, it should be for the replacement of existing assets only, not new assets.

(2) Acknowledges the ongoing governance and treasury management difficulties Council faces with the current structure of many grant and disaster funding payments, and advocates for changes to the timing of these cash payments from State and Federal governments.

(3) Council continues to explore increases in operational income by considering selling redundant or superfluous assets.

Our Governance No. 102 Cont…

BACKGROUND

Regulation 203 of the Regulation states that:

(1) Not later than two months after the end of each quarter (except the June quarter), the Responsible Accounting Officer of a Council must prepare and submit to the Council a Budget Review Statement that shows, by reference to the estimate of income and expenditure set out in the Council's Statement of Revenue Policy included in the Operational Plan for the relevant year, a revised estimate of the income and expenditure for that year.

(2) A Budget Review Statement must include or be accompanied by:

(a) a Report as to whether or not the Responsible Accounting Officer believes that the statement indicates that the financial position of the Council is satisfactory, having regard to the original estimate of income and expenditure, and

(b) if that position is unsatisfactory, recommendations for remedial action.

(3) A Budget Review Statement must also include any information required by the Code to be included in such a statement.

The Code referred to is the Code of Accounting Practice and Financial Reporting.

While earlier versions of the Code had an Appendix that listed minimum requirements, these were removed a few years ago as they are of no relevance to the Financial Statements (which is the main purpose of the Code).

In the absence of any instructions in the Code, the Quarterly Budget Review Statement publication issued in 2010 by the then Division of Local Government, NSW Department of Premier and Cabinet has been used as a guide to the preparation of this Quarterly Budget Review.

The quarterly review should act as a barometer of Council's financial health during the year, and it is also a means by which Councillors can ensure that Council remains on track to meet its objectives, targets and outcomes as set out in its Operational Plan.

REPORT:

The original budget adopted by Council indicated that the Net Operating Deficit at the end of the 2024/25 financial year was expected to be ($1,963K). The Operating Deficit was ($1,883K) when capital grants and contributions were included. This was based on budgeted total revenue of $28,300K and budgeted total operating expenditure of $30,183K.

In the September 2024 Quarterly Budget Review, the net effect of changes made has resulted in a decline of ($4,685K) from the projected operating deficit of the original budget, to result in a projected Net Operating Deficit of ($6,647K) excluding capital grants and contributions.

The improved Operating Surplus and Operating Ratio including capital income, resulted from increased budgeted grant capital income not recognised from the previous year of approximately $26 million, in addition to a new capital grant of $800K.

Our Governance No. 102 Cont…

Projects Comprised of $26 Million Not Recognised in Previous Year 2023/2024 (high value projects only)

Project	Income not recognised in 23/24 ($)
C/F Disaster Recovery Funding Agreement (DRFA) program - Capital grant income: DRFA AGRN960 March 2021 EPAR - Dumaresq River Bridge, Bruxner Way	$ 6,788,417
C/F Capital grant income: Fixing Country Roads - Mt Lindesay Road, New England Highway to Washpool Creek Bridge	$ 4,014,231
C/F Capital grant income: Fixing Local Roads (FLR) - Paddys Flat Rd South, Tabulam	$ 2,793,166
C/F Capital grant income: Fixing Country Bridges Program (FCBP) – Koreelah Creek Bridge	$ 1,344,284
C/F Capital grant income: FCBP Mole River Bridge	$ 1,257,660
C/F Capital grant income: BSBR Drake Revitalisation grant	$ 1,062,101
C/F Capital grant income: Betterment of Molesworth St Bridge	$ 949,587
C/F Capital grant income: FCBP Acacia Creek Bridge, Tooloom St	$ 851,078
C/F Capital grant income: FCBP Acacia Creek Bridge, Patersons Rd	$ 700,301
C/F Capital grant income: New Grid Urbenville Water Supply Project	$ 2,561,131

Comment by the Responsible Accounting Officer:
The report indicates that the projected financial position as at 30 June 2025 excluding capital income is unsatisfactory. Noting, this is primarily due to timing of grants (income and expenditure).

It is important to note that a significant portion of the operating deficit is attributed to operational grant expenses which have been carried forward from the previous year where, the income has been recognised in prior accounting periods.

Council's cash position is positively unrestricted as of 30 September 2024 primarily due to the advanced payment of the Financial Assistance Grant in June 2024, an additional $1.82 Million in rate revenue (due to the 43% SRV approval by IPART), increases in interest earned, reduction in payroll associated costs and Council receiving advance payments for disaster related projects as stipulated in the Tripartite Agreement.

As required under the Regulation, some remedial actions continue to be proposed as part of the September review, including that:

a) No additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless they are offset by other savings (e.g. with road works such as re-sheeting, with a plan to reduce maintenance costs) or grant funded, and even then only where there will be no additional operating costs as a result of the expenditure, i.e. if capital related expenditure, it should be for the replacement of existing assets only and not new assets.

Our Governance No. 102 Cont…

b) Acknowledge the ongoing governance and treasury management difficulties Council faces with the current structure of many grant and disaster funding payments, and advocate for changes to the timing of these cash payments from State and Federal governments.

c) Council continues to explore increases in operational income by considering the selling of assets.

While the above will not return the operating position to surplus by 30 June 2025, the aim is to continue to ensure the financial sustainability of Council in the longer term.

Operational Budget Review:
Council has reallocated salary budget savings for a comprehensive Asset Management Strategy and Plan development – which is a key contributor to accurately estimate Councils future asset renewal and upgrade program, along with accurate maintenance schedules. The budget process included a review of the operational expenditure with departmental managers and a further review of capital income and expenditure with a view to align the budget with the original adopted budget.

The September 2024 budget review has increased the Operational Expenditure budget by $10.1 million. The largest portion of this is the many Disaster Recovery Funding Agreement (DRFA) projects added to the operational budget totaling $5 million, as Council has received approval for Essential Public Asset Restoration (EPAR) projects for the AGRN1012 February 2022 disaster event.

In addition, there is $4 million of carried-forward operational grant expenditure budgets (for which $2.9 million had the associated income recognised in earlier financial years) – mainly due to the Regional Emergency Road Repair Fund with $2.07 million and $397K relating to Category D DRFA – Jubullum/Gungyah Aboriginal Community Internal Roads).

Several new operational grants totaling $1.05 million are also included in this budget review:

Service Area	Operational Expenditure Project	Budget
Environmental Management	Weed Incursion Grant – Water Hyacinth	$ 20,000
Environmental Management	Weed Incursion Grant – Tropical Soda Apple	$ 15,400
Environmental Management	Weed Incursion Grant – Serrated Tussock	$ 14,000
Transport Network	Community Assets Program - Tenterfield Creek Stabilisation	$ 998,818

Our Governance No. 102 Cont…

Capital Budget Review:
The Capital Budget Review format allows Council to analyse any additional Capital expenditure to be incurred in the current financial year and the extent to which monies have already been expended. The report also indicates how Council is to fund the Capital expenditure for the year.

The September 2024 budget review has increased the Capital works expenditure budget by $33.2 million, mainly due to the carry-forward of grant projects from 2023/24 totaling $18.5 million, and total DRFA capital projects of $8 million.

The $18.5 Million is categorised as New Assets and Renewal Assets:

New Assets

C/F Capital grant: Stronger County Community Fund (SCCF) Round 5 - Tenterfield Youth Precinct Infrastructure Upgrade Stage 2	$ 159,663.00
C/F Capital grant: Bushfire Local Economic Recovery Fund (BLERF) Tenterfield Villages Emergency Water Program	$ 515,435.00
Capital Grant New Assets	**$ 675,098.00**

Renewal Assets

C/F Capital grant: Local Priority Grant 21/22	$ 4,780.00
C/F Capital grant: Black Summer Bushfire Recovery (BSBR) - Ceiling Fans & Emergency Lighting Memorial Hall	$ 85,870.00
C/F Capital grant: SCCF Round 4 - Floor Refurbishments to Memorial Hall	$ 17,747.00
C/F Capital grant: SCCF Round 4 - Upgrades to Drake Hall	$ 11,307.00
C/F Capital grant: Fixing Country Roads - Mt Lindesay Road, New England Highway to Washpool Creek Bridge	$ 4,014,231.00
C/F Capital grant: Fixing Local Roads (FLR) - Paddys Flat Rd South, Tabulam	$ 2,794,013.00
C/F Capital grant: Fixing Country Bridges Program (FCBP) – Koreelah Creek Bridge	$ 1,344,284.00
C/F Capital grant: FCBP Mole River Bridge	$ 1,257,660.00
C/F Capital grant: FCBP Acacia Creek Bridge, Tooloom St	$ 851,078.00
C/F Capital grant: FCBP Acacia Creek Bridge, Patersons Rd	$ 700,301.00
C/F Capital grant: Local Roads & Community Infrastructure (LRCI) Program Round 4	$ 1,104,174.00
C/F Capital grant: BSBR Drake Revitalisation grant	$ 1,062,101.00
C/F Capital grant: Betterment of Molesworth St Bridge	$ 949,587.00
C/F Capital grant: Bushfire Local Economic Recovery Fund (BLERF) Improve Mt Lindesay Road	$ 542,033.00
C/F Capital grant: FLR Tooloom Rd West	$ 51,806.00
C/F Capital grant: EPA Bushfire Recovery Program for Council Landfills grant	$ 80,253.00
C/F Capital grant: New Grid Urbenville Water Supply Project (includes $100,000 Council contribution)	$ 2,661,131.00
C/F Capital grant: Betterment of Molesworth St - Sewer Line	$ 300,000.00
Capital Grant Renewal Assets	**$ 17,832,356.00**

Our Governance No. 102 Cont…

Capital projects relating to Disaster Recovery Funding Agreement (DRFA) program:

C/F Disaster Recovery Funding Agreement (DRFA) program - Capital works: DRFA AGRN960 March 2021 EPAR - Dumaresq River Bridge, Bruxner Way	$ 6,788,417.00
C/F DRFA program - Capital works: DRFA AGRN1012 February 2022 EPAR - Billirimba Creek Bridge	$ 901,988.00
C/F DRFA program - Capital works: Molesworth Street Bridge	$ 150,413.00
Addition to DRFA funding capital works: DRFA AGRN1012 February 2022 EPAR - Billirimba Creek Bridge	$ 143,653.00
Addition to DRFA funding capital works: DRFA AGRN960 March 2021 EPAR - Dumaresq River Bridge, Bruxner Way	$ 13,000.00
DRFA Capital Renewal Projects	**$ 7,997,471.00**

One new capital grant for 2024/2025 has been added to the proposed QBR budget:

Service Area	Capital Expenditure Project	Budget
Transport Network	Mt Lindesay Road Legume/Woodenbong Upgrade grant (total grant value $3.12 Million)	$ 800,000

Cash and Investment Review:
The cash and investment review provides the balance of the current internal and external restrictions of Council's funds. These figures are updated in the Quarterly Budget Reviews to reflect changes to grant reserve balances and other movements in both internally and externally restricted cash. The forecast balances for the end of the financial year are an estimate based on the assumption of all income and expenditure in the budget being fully realised. As a result, the final balances are not fully determined until the end of the financial year.

As at 30 September 2024, Council had a positive unrestricted cash balance of $8,046K and total internal restrictions of $7,528K.

The Quarterly Budget Review also includes a reconciliation of Council's cash and investments on hand as at 30 September 2024.

This report requires a statement in respect of whether all investments are in accordance with the requirements of Section 625 of the Local Government Act 1993, the accompanying Regulation and Council's Investments Policy. This statement, in combination with the monthly investment report, ensures that Council is complying with these statutory, regulatory and policy requirements.

Further, a declaration as to the preparation of bank reconciliations is also required. Bank reconciliations occur on a daily basis with a full reconciliation performed on a monthly basis. The full reconciliation for the September 2024 quarter occurred on 3 October 2024.

Our Governance No. 102 Cont…

Contracts:
The Reporting Framework requires the identification of contracts entered into in the preceding quarter, which exceed specified expenditure limits. The limit for reporting contracts in the QBRS is one percent (1%) of revenue from continuing operations, or $50,000, whichever is less.

Consultancy and Legal Expenses:
The current expenditure as at 30 September 2024 on qualifying consultancies and legal fees are identified in the QBRS and this expenditure is budgeted for and, given the size and nature of Council's operations, is considered reasonable.

COUNCIL IMPLICATIONS:

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

2. **Policy and Regulation**
   - *Local Government Act 1993*
   - *Local Government (General) Regulation 2021*
   - Local Government Code of Accounting Practice and Financial Reporting
   - Australian Accounting Standards
   - Office of Local Government Circulars

3. **Financial (Annual Budget & LTFP)**
   It is important for Council to note that the adoption of this budget review approves the variations identified in the attached Report and that the cumulative effect of the budget variations should be considered when reviewing this budget.

   In the September 2024 Quarterly Budget Review, the forecast Operating Position has been revised to a surplus of $21,612,000 (including capital grants and contributions) and an **Operating Deficit of ($6,647,000) (excluding capital grants and contributions).**

   As indicated in the report, the deficit excluding capital grants is not a satisfactory outcome and therefore remedial action has been proposed in accordance with the *Local Government (General) Regulation 2021*.

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

5. **Workforce (WMS)**
   Nil.

6. **Legal and Risk Management**
   The Budget Review is submitted to Council in accordance with Clause 203(1) of the *Local Government (General) Regulation 2021*.

   Commentary – General Manager: The operating deficit of ($6,647,000) excluding capital grants and contributions is not a satisfactory outcome, and clearly identifies the risk of Council being financially unsustainable into the future.

Our Governance No. 102 Cont…

7. **Performance Measures**
   The impact of the recommended budget variations on Council's main key performance indicator is detailed in the Quarterly Budget Review Statement.

8. **Project Management**
   Nil.

Liz Alley
Director Corporate Services

Prepared by staff member:	Roy Jones, Manager Finance & Technology
Approved/Reviewed by Manager:	Liz Alley, Director Corporate Services
Department:	Office of the Director Corporate Services
Attachments:	There are no attachments for this report.

Our Governance No. 102 Cont…

Budget review for the quarter ended – 30 September 2024 (12 page insert)

Department:	**Office of the Director Corporate Services**
Submitted by:	Roy Jones, Manager Finance & Technology
Reference:	**ITEM GOV103/24**
Subject:	**FINANCE & ACCOUNTS - PERIOD ENDED 30 NOVEMBER 2024**

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	**Leadership** - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.
CSP Delivery Program	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 2021* 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 30 November 2024.

BACKGROUND
In accordance with Clause 212 of the *Local Government (General) Regulation 2021* 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 30 November 2024.

Our Governance No. 103 Cont…

Cash Book Balances on this date were as follows: -

General (Consolidated)	$ 54,436,646.00	Credit
General Trust	$69,074.00	Credit

Council's General consolidated account earns an interest rate of 4.35% on a variable basis resulting in a reasonably high interest return. This is reviewed on a regular basis as part of cash flow monitoring.

(b) Summary of Investments

Council investments as at 30 November 2024 was $16,000,000.00

The attachment to this report is a certified schedule of all Council's investments as of 30 November 2024 showing the various invested amounts and applicable interest rates.

Concealed Water Leakage Concession Policy Update
For the month of November, no 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 30 applications for 603 Certificates in November 2024.

In the calendar year to date, there have been 293 applications compared to 222 applications for the same period last year.

Cash and Investments – Detailed Analysis of External Restrictions

RESTRICTED CASH ANALYSIS	**AS AT 30 NOVEMBER 2024**	**AS AT 30 JUNE 2024**
TOTAL CASH & INVESTMENTS	**$70,505,720**	**$68,483,919**
EXTERNALLY RESTRICTED CASH	**$52,687,821**	**$52,187,482**
INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)	**$28,601,794**	**$29,702,893**
GRANT-RELATED - *GENERAL* (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES)	$27,540,762	$29,477,868
GRANT-RELATED - *WATER* (EXCL DEVELOPER CONTRIBUTIONS)	$1,061,032	$225,025
GRANT-RELATED - *SEWER* (EXCL DEVELOPER CONTRIBUTIONS)	-	-
GRANT-RELATED - *WASTE* (EXCL DEVELOPER CONTRIBUTIONS)		
GRANT-RELATED - *STORMWATER* (EXCL DEVELOPER CONTRIBUTIONS)	-	-
BRUXNER WAY WIDENING	-	-

Our Governance No. 103 Cont…

INCLUDED IN DEVELOPER CONTRIBUTIONS	**$1,586,222**	**$1,427,923**
DEVELOPER CONTRIBUTIONS - GENERAL	$1,233,906	$1,090,779
DEVELOPER CONTRIBUTIONS - WATER	$130,027	$130,027
DEVELOPER CONTRIBUTIONS - SEWER	$84,578	$84,578
DEVELOPER CONTRIBUTIONS - WASTE	$128,642	$113,882
DEVELOPER CONTRIBUTIONS - STORMWATER	$9,069	$8,657
INCLUDED IN RFS RESERVES	**$31,307**	**$107,261**
RFS RESERVES	$31,307	$107,261
INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER EXCL GRANT RELATED, DC AND RFS ABOVE)	**$22,468,498**	**$20,949,405**
WATER	$2,754,248	$2,347,754
SEWER	$8,825,702	$7,723,951
WASTE*	$9,718,274	$9,771,060
STORMWATER	$1,101,200	$1,037,566
TRUST FUND	$69,074	$69,074
INTERNAL RESTRICTIONS	**$7,206,102**	**$7,595,000**
PLANT AND VEHICLE REPLACEMENT	$850,000	$850,000
EMPLOYEES LEAVE ENTITLEMENTS	$805,000	$805,000
FAG (ROAD COMPONENT ADVANCED)	$963,102	$1,852,000
SPECIAL PROJECTS – INFRASTRUCTURE FLOOD DAMAGE	$2,500,000	$2,500,000
SRV MONEY UNSPENT 2014	$1,048,000	$1,048,000
SRV MONEY UNSPENT 2023	$439,000	$439,000
SALEYARD SPECIFIC PURPOSE	$101,000	$101,000
IT SYSTEM RENEWAL PROJECT	$500,000	
UNRESTRICTED FUNDS	**$10,611,797**	**$8,701,437**

*Waste Fund – The above reserve for the waste fund includes the $3.3 Million loan approved for Waste Management – Boonoo Boonoo Landfill (Develop Stage 5). Of this $3.3 Million as at November $984K has been spent, leaving a balance of $2.31 Million of loan proceeds in the waste reserve.

Our Governance No. 103 Cont…

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 2021*
   - 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.

Liz Alley
Director Corporate Services

Prepared by staff member:	Roy Jones, Manager Finance & Technology
Approved/Reviewed by Manager:	Liz Alley, Director Corporate Services
Department:	Office of the Director Corporate Services
Attachments:	**1** Investment Register as at 30 November 2024

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 30 NOVEMBER 2024

Financial Institution	Issuer Rating	Investment Term		Maturity Date	Interest Rate	Amount	Percentage Exposure
NAB	AA-	91	Days	20/Jan/25	4.95%	1,500,000.00	9.38%
NAB	AA-	182	Days	26/May/25	5.10%	1,000,000.00	6.25%
NAB	AA-	91	Days	09/Dec/24	4.95%	2,000,000.00	12.50%
NAB	AA-	90	Days	25/Feb/25	5.00%	3,000,000.00	18.75%
TOTAL NAB INVESTMENTS						**7,500,000.00**	**46.88%**
Commonwealth Bank	AA-	3	Months	16/Dec/24	4.82%	3,000,000.00	18.75%
TOTAL CBA INVESTMENTS						**3,000,000.00**	**18.75%**
Westpac	AA-	3	Months	30/Jan/25	4.89%	1,500,000.00	9.38%
Westpac	AA-	3	Months	28/Feb/25	4.93%	2,000,000.00	12.50%
Westpac	AA-	3	Months	12/Dec/24	4.92%	2,000,000.00	12.50%
TOTAL WESTPAC INVESTMENTS						**5,500,000.00**	**34.38%**
INVESTMENTS TOTAL						**16,000,000.00**	**100.00%**

Summary

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

By:

Responsible Accounting Officer

R.Jones

* Except as highlighted in the associated Council Report.

Department:	**Office of the Director Corporate Services**
Submitted by:	Lee Sisson, Governance Officer
Reference:	**ITEM GOV104/24**
Subject:	**MONTHLY OPERATIONAL REPORT FOR NOVEMBER 2024**

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	**Leadership** - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	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.

SUMMARY
The purpose of this Report is to provide a report to the Ordinary Meeting of Council that demonstrates staff accountabilities and actions taken against Council's 2024/2025 Operational Plan.

OFFICER'S RECOMMENDATION:

That Council:

Notes the status of the Monthly Operational Report for November 2024.

Liz Alley
Director Corporate Services

Prepared by staff member:	Lee Sisson, Governance Officer		
Approved/Reviewed by Manager:	Liz Alley,Director Corporate Services		
Department:	Office of the Chief Corporate Officer		
Attachments:	**1**	Monthly Operational Report - November 2024	46 Pages

Monthly Operational Report

Tenterfield Shire Council November 2024

Council Meeting 18 December 2024

TENTERFIELD

Monthly Operational Report – November 2024

1. CIVIC OFFICE

Delivery Program: **1.1.1** **The individual unique qualities and strong sense of local identity of Tenterfield Shires towns, villages and community groups is respected, recognised and promoted.**		
Action	**Responsibility**	**Progress Comment**
1.1.1.1 Improve and maintain communication methods in accordance with the Community Engagement Strategy.	General Manager	Bi-monthly Your Local News has been reinstated, with Your Local News going out to communities across the shire in November.
1.1.1.2 Provide opportunities for the community to participate in decision making.	General Manager	A Pre council presentation were delivered by: Mrs Cheryl Jaques, speaking on the financial implications of Council core functions. Staff in conjunction with Centium have been planning and preparation for the community engagement which will take place starting with Your Local News newsletter and website and Facebook posts from 18 November through December.
Delivery Program: **1.1.2** **Continue to support and partner with the local Aboriginal communities for improved and inclusive outcomes.**		
Action	**Responsibility**	**Progress Comment**
1.1.2.1 Support and contribute to NAIDOC week.	General Manager	Council provided in-kind support to Reconstruction NSW officer with promotional materials for the NAIDOC Ball 2023. Staff are currently considering having a NAIDOC week theme in the library in the future.
Delivery Program: **1.1.4**		

Monthly Operational Report – November 2024

Promote and recognise the work of volunteers in the community.		
Action	**Responsibility**	**Progress Comment**
1.2.4.1 Promote and recognise the work of volunteers in the community.	General Manager	Possible establishment of an Incorporated not-for-profit association for the Sir Henry Parkes School of Arts – promoting and recognising the role of volunteers.
Delivery Program: **2.1.3** **Improve heavy vehicle access across the shire and improve links to regional transport infrastructure to facilitate and support regional development opportunities.**		
Action	**Responsibility**	**Progress Comment**
2.1.3.1 Investigate, advocate for, and source funding to improve transport infrastructure access across the shire.	General Manager	The Director of Infrastructure is currently evaluating several grant funding opportunities while also seeking resources to assist with producing the grant applications.
Delivery Program: **5.1.1** **Ensure the performance of Council as an organisation complies with all statutory guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making.**		
Action	**Responsibility**	**Progress Comment**
5.1.1.9 Influence and advocate support from Federal and State government in relation to promotion of Tenterfield community objectives.	General Manager	The Mayor and Deputy Mayor continue to use every opportunity to promote and further Tenterfield community objectives, and advocate for support from Federal and State government.

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5.1.1.10 Advocate to hand back Bruxner Way and Mt Lindesay Road to State Government.	General Manager	Lobbying of State Government regarding the handing back of the Bruxner Way and Mt Lindesay Road is ongoing.
5.1.1.11 Develop and maintain communications, media and information channels and ensure that all channels are fit for purpose with as broad reach as is sustainably possible.	Executive Assistant (Economic Development Officer)	There are current resourcing difficulties achieving this action, however staff continue to deliver information through our social media platform and website.
5.1.1.12 Deliver councillor services and provide support to all councillors in a transparent and non-discriminatory manner including training, research, legislative and evidence-based advice.	General Manager	Councillors took part in further post-election development with: Professional Development Training – Human Behaviour from a Systems Perspective for Local Government Leaders – Hein Basson
Delivery Program: **5.2.2** **Work with key stakeholders and the community to lobby for adequate health services in our region.**		
Action	**Responsibility**	**Progress Comment**
5.2.2.1 Advocate for health services throughout the Region and ensure future government planning aligns with community needs.	General Manager	Ongoing – Council representation on the local Health Advisory Committee.

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2. ORGANISATION LEADERSHIP

Delivery Program: **1.2.3** **Recognise and plan for the accessibility needs of our community.**		
Action	**Responsibility**	**Progress Comment**
1.2.3.1 Deliver and report to the OLG on the Council's Disability Inclusion Action Plan.	General Manager	Council's Disability Inclusion Action Plan (DIAP) 2022/2023 was submitted to NSW Department of Communities and Justice in November 2023. Completed.

Delivery Program: **5.1.2** **Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.**		
Action	**Responsibility**	**Progress Comment**
5.1.2.4 Implement the long-term financial strategy, aligning the Long-Term Financial Plan with the Asset Management Plan and importantly councils sustainable, financial and resource capability.	General Manager	Ongoing - Asset management plans are currently under increased focus, which will flow onto the Long-Term Financial Plan and eventually to Council making informed decisions about its long term financial sustainability.
5.1.2.5 Ensure the continued review of council's	General Manager	A revised Organisation Structure has been developed and largely implemented. Ongoing focus on possible internal savings and efficiencies will be pursued.

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operations to ensure financial sustainability.		
5.1.2.6 Council will divest itself of underperforming assets.	Director Corporate Services in consultation with Director Infrastructure	One Council owned property at Clarence Street, Tenterfield (2.19ha block opposite TAFE) remains on the market. Council will have to develop a particular focus on potentially divesting itself from other properties which add to council's annual depreciation cost, and maintenance and renewal burden.

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3. ECONOMIC GROWTH

Delivery Program: **2.1.1** **Develop and facilitate a diversified and growing economy that is a balance of all economic contributors.**		
Action	**Responsibility**	**Progress Comment**
2.1.1.1 Seek opportunities that aligns with the Regional Economic Development Strategy (REDS). Actively encourage and support increased activation of the Memorandum of Understanding between Tenterfield Shire Council and Southern Downs Regional Council (Queensland). Continue to lobby for major public investment for the shire/region including New England Highway upgrades, and the planned Tenterfield Heavy Vehicle Bypass.	General Manager (Economic Development Officer)	The Senior Advisor Economic Development and Communications has since left Council's service. The Regional Drought Resilience Plan is now completion. Council does not have the resources to allocate for the implementation thereof.

Delivery Program: **5.2.3** **Lobby and support government and local service providers to enhance communications infrastructure across the Tenterfield Shire.**		
Action	**Responsibility**	**Progress Comment**
5.2.3.1 Engage with Federal government representatives, and elected local member, on telecommunications issues in Tenterfield Shire and lobby for upgrades. Engage with representatives of telecommunications service providers on Tenterfield Shire transmission and reception issues, including planned upgrades to improve services.	General Manager (Economic Development Officer)	Council has advocated on the behalf of Tenterfield Shire for enhanced communications infrastructure, stakeholder nbn has developed a Regional Upgrade Program which will benefit the Tenterfield Local Government Area. Many residents in Tenterfield serviced by the nbn network via a Fibre to the Curb (FTTC) can now upgrade to Fibre to the Premises (FTTP), nbn has also started work on upgrading the

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		nbn Fixed Wireless network in the Shire to help those customers access faster speeds and once complete will also allow some customers within the nbn Sky Muster footprint to access the nbn Fixed Wireless network.

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4. ARTS, CULTURE & LIBRARY SERVICES

Delivery Program:
1.1.3
Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.

Action	Responsibility	Progress Comment
1.1.3.1 Provide and support access to arts and culture activities and opportunities that are inclusive and for all age groups such as National Youth Week activities, Arts North West opportunities and the Museums & Galleries NSW Museum Advisor Program.	Director Corporate Services	The Museum Advisor visited Tenterfield in November to provide professional advisory services and support to the Tenterfield Shire. The itinerary provided professional advisory services and support including: • Reporting on the Museum Advisor Program and potential projects for 2024/25 • Support for the Centenary Cottage and the Tenterfield Railway Museum • Conservation and cleaning discussions of the 'Anniversary Quilt' (Tenterfield Shire Council)
1.1.3.2 Provide inclusive library services and programs that reflect contemporary needs for all age groups.	Manager Workforce, Safety, Risk & Records (Director Corporate Services)	During the November reporting period the library recorded 912 visitors through the doors. During this period the library services provided included 1292 physical loans and 184 digital items borrowed with 144 individuals spending 158.75 hours using the public computers. The home Library service delivered 24 items to 9 home Library members. Storytime was attended by 7 children and 6 parents across 2 sessions and continues to be presented in partnership with Make-It Tenterfield who develop exciting new creative activities for each session. The Manager Workforce, Safety, Risk & Records in conjunction with IT, have undertaken an audit of the internet provisions to enhance the customer service and working environment within the library. Approval has been provided to install an internet VPN - NBN connection to council network to resolve the reoccurring network issues. This has been scheduled for January 2025 by the network provider.
1.1.3.4	Director Corporate Services	Service Review of the Arts, Culture & Library Services has been completed.

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Undertake a service review of arts, culture and library services in alignment with Councils Workforce Management Strategy and Long-Term Financial Plan.		The new Librarian will begin on 20 December 2024.

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5. WORKFORCE DEVELOPMENT

Delivery Program:
5.1.1
Ensure the performance of Council as an organisation complies with all statutory guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making.

Action	Responsibility	Progress Comment
5.1.1.4 Develop, manage and deliver the Workforce Management Strategy.	Manager Workforce, Safety, Risk & Records	Recruitment continues for the following positions in Council: • Plant Operator (Water Cart) x2 (Tenterfield & Liston) – final stages of recruitment • Team Leader (Grader) Tenterfield – final stages of recruitment • Executive Assistant & Media • Plant Mechanic • Fleet Coordinator • Librarian – Finalised. Commencing 20 December 2024 • Manager Asset & Program Planning – Re-advertised in November Statistics for Council's organisational structure following recent workforce change. Full Time Equivalent (FTE) 82. The Office of Local Government, as advertised, is providing $252.2 million over 6 years to directly support and assist local Councils to develop sustainable workforces through their 'Apprentice and Traineeship Program'. The NSW Government's Guidelines was released on the 24 October 2024. Two submissions have been placed for round one (1) of the funding, where positions had already been identified in the organisation as critical essential roles, meeting the specific guideline criteria. Notification of applications from Office of Local Government to be provided late November. A Ministerial Announcement will be provided to Councils in December 2024 of successful applications. Implementation of some specific Workforce Management Strategies are being impeded by current financial constraints.

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5.1.1.5 Facilitate worker health and wellbeing consultation, communication, and participation processes.	Manager Workforce Safety, Risk & Records	Management and supervisors are providing regular onsite workplace health and safety discussions/meetings with staff/crews adhering to their responsibilities under the Workplace Health & Safety legislation and Council Policy. Meetings held with StateCover relating to workers compensation and insurance and will continue into December. Meetings held with StateWide Mutual continue, relating to Public Liability and Business Continuity Planning. Council's employee assistance program (EAP) continues with ongoing onsite counselling sessions being provided monthly, provided to all employees and is available to Councillors. Health and Wellbeing initiatives continue to being sought for 2024/2025.
5.1.1.6 Develop, manage and deliver skills targeted training plans.	Manager Workforce, Safety, Risk & Records	Certificate III in Civil Construction Plant Operations ongoing. Diploma in Facilities Management ongoing. Traineeship – Certificate IV in Library & Information Services ongoing. Regulatory training is being reviewed with various training being organised for 2025. Government incentives and initiatives are being investigated for future learning and development programs and is ongoing. Meeting held in November with regional manager of State Training Services NSW to discuss training programs for 2025 and other training initiatives.
5.1.1.7 Develop, manage and deliver Employer of choice recruitment and retention services.	Manager Workforce, Safety, Risk & Records	Recruitment continues for the following positions: • Plant Operator (Water Cart) x2 (Tenterfield & Liston) • Team Leader (Grader) Tenterfield • Executive Assistant & Media • Plant Mechanic • Fleet Coordinator • Manager Asset & Program Planning – Re-advertised in November Implementation of some specific Workforce Management Strategies are being impeded by budgetary and organisational financial constraints.
5.1.1.8 Manage and report on Council's Enterprise Risk	Manager Workforce,	Council's risk register continues to be monitored and reviewed. The process is underway of the development of an Enterprise Risk Management Framework. Once implemented, one of the products following this will be a revised risk register.

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Management Framework and Risk Register.	Safety, Risk & Records	Audit and Risk Committee meeting is scheduled to be held in December 2024. Conversations held with Statewide Mutual regarding the updating of Council's Business Continuity Plan, with plans underway for a workshop to be held in May 2025. Public Liability Claims continue to be managed in conjunction with Statewide Mutual. Northern Inland Risk Management Group meeting scheduled for December 2024.

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6. EMERGENCY SERVICES

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

Action	Responsibility	Progress Comment
3.1.6.1 Develop, manage and deliver Emergency Management functions and facilities.	Manager Workforce, Safety, Risk & Records	Local Emergency Management Committee (LEMC) meeting is scheduled to be held in December 2024. RFS Service Level Agreement (SLA) meeting scheduled to be held in 2025. Scheduled work is being undertaken to maintain emergency services assets/buildings. Northern Inland Bush Fire Management Committee Meeting was scheduled in November 2024.

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7. FINANCE & TECHNOLOGY

Delivery Program:
5.1.2
Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.

Action	Responsibility	Progress Comment
5.1.2.1 Manage and deliver finance services.	Manager Finance & Technology	Council continues to seek to provide affordable services and delivery whilst ensuring finances are operated effectively. **Financial Management** The Budget for Financial Year 2024/2025 has been adopted by Council in June 2024. The additional $1.8 Million in ordinary rates revenue forms part of Council revenue into the future. Council continues to work on the recommendations set out by IPART as part of its SRV determination for Council's earlier SRV application. Council has received a higher interest on investment income compared to previous years which is attributed to an increase in interest rates by Reserve Bank. This is assisting Council finances and cash flow. On 28 June 2024, Council received 85% of Financial Assistance Grants (FAG) for 2024/2025 as an advance payment. This equated to $5,724,438 deposited in Council Bank account on 28 June. The remaining 15% of Financial Assistance Grant is to be distributed quarterly through the Financial Year 2024-2025 commencing mid – August 2024, November 2024, February 2025, and May 2025. **Special Rate Variation FY 2025/2026** On 24 July 2024 Council altered and rescinded parts of motion 96/24 which was adopted on 26 June 2024. In moving the rescission and alternation motion, Council agreed not to proceed with a Special Rate Variation application for FY 2025/2026. **Corporate Market Loan** Councils Corporate Market Loan facility remains in place to assist in working capital. During the month of August and September 2024, the Corporate Market Loan was not drawn down.

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		Effective August, the Corporate Market Loan facility has been reduced from $5,000,000 to $2,670,000 as per resolution 124/24. **Unrestricted Cash Position** Council was positive unrestricted cash as at end November 2024. **Financial Statements Update** Council has completed the audit of the financial statements by external auditors. Council was not required to seek an extension for submission of its statements. Council received an unmodified opinion by auditors. A representative from New South Wales Audit Office presented the Financial Statement to Council on 27 November 2024.
5.1.2.2 Manage and report on Council's Long-Term Financial Plan and facilitate and support internal and external audits.	Manager Finance & Technology	Council's Long Term Financial Plan has been updated and presented to Council as part of the Integrated Planning and Reporting documents. The recommendation of IPART has resulted in Council executive presenting a new service level framework to Council with specific reduction in service levels across Council. As Council continuously works toward a Fiscal Repair Strategy and an updated Asset Management Plan the decisions Council makes will be reflected in the LTFP. As part of the preparation of the Budget 2024/2025 Long term financial plan several cost reductions have been presented. The LTFP also incorporates realistic inflation figures and the impact of inflation to Council's budget. The preliminary finding of the revaluation of infrastructure assets has been considered with realistic depreciation rates and asset useful life. The Final Long Term Financial Plan has been adopted as part of the adopted Budget 2024/2025.
5.1.2.3 Manage investments – Plan develop and manage Council's investment portfolio.	Manager Finance & Technology	Investments are managed within Council's Investment Policy guidelines. Investments are reported to Council every month as part of the Finance and Accounts report, with the latest update being provided for November 2024.

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		Council staff aim to invest more liquid funds for short time periods to gain maximum investment return without compromising working capital. Total Investment Balance as at 30 November 2024 was $16.0 Million. Council continues to earn high interest on its on-call account.
Delivery Program: **5.1.4** **Deliver continuous improvements in Council's business, processes and systems.**		
Action	**Responsibility**	**Progress Comment**
5.1.4.1 Develop, manage and deliver Council's Technology Strategic Plan.	Manager Finance & Technology	Council's Technology Strategic Plan is a work in progress, documents are being updated on a regular basis in conjunction with requirements associated with hardware and cyber security. The focus is Cybersecurity and threats originating from external sources. Council IT staff are in continuous training and development with NSW Cybersecurity. Council IT staff are currently investigating new enterprise resource planning (ERP) systems which will enable council to move towards a cloud-based solution. The purpose of this transition is to release pressure from Council's server which are approaching its useful life and present a high risk to Council IT infrastructure and business continuance if encountered by hardware issues. No IT related issues or breach were reported in November 2024

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8. CORPORATE & GOVERNANCE

Delivery Program: **1.1.3** **Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.**		
Action	**Responsibility**	**Progress Comment**
1.1.3.3 Manage all corporate art, artefacts, honour boards and memorabilia (including audit and security).	Manager Workforce, Safety, Risk & Records	Civic artefacts continue to be stored in Council's main administration building and Records House in Manners Street. Council does not have a designated budget for management and protection of civic artefacts and memorabilia. Further investigation in this area will be factored for 2025. A review of current artefacts and memorabilia will be undertaken in 2025. A meeting was scheduled in November with the Records Coordinator and Museum Advisor to further discuss the conservation and cleaning of the 'Anniversary Quilt'. A Conservation Curatorial and Education Consultant has been contacted to provide quotation. Further information will be sought to begin possible work in February 2025.

Delivery Program: **5.1.1** **Ensure the performance of Council as an organisation complies with all statutory guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making.**		
Action	**Responsibility**	**Progress Comment**
5.1.1.1 Develop, manage and deliver Customer Services, in accordance with the Customer Service Charter.	Manager Finance	Compliments for November 2024 - 4 Complaints for November 2024 - 1
5.1.1.2 Develop, manage and deliver Governance Services, in accordance with OLG Compliance	Director Corporate Services	No Public Interest Disclosures were made during November 2024.

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Guide, IP&R Framework and Reporting including the Monthly Operational Report, GIPA and PIDS and facilitate and support the ARIC.		
5.1.1.3 Develop, manage and deliver Records Management Services, in accordance with legislation.	Manager Workforce, Safety, Risk & Records	Records staff continue to deliver compliant records management in line with legislative requirements. Council's digitisation program continues for the accurate storage and compliance of Council records. Other areas of records compliance are: • Destruction of annual records program • Registration of Council emails and distribution to Council officer's • Records compliance reporting • Records security profiling • Museums of History – Transfer of Records planning • Museums of History – Transfer Plan for Archiving submission was completed Over recent months, Council's Inbox has seen an increase in email traffic, reporting high levels in the beginning of a week. Monday's activities seem to be the highest due to the weekend's worth of traffic to be processed, which also includes the processing of Monday's records.
Delivery Program: **5.2.1** **Services to our community are provided in an equitable, safe, professional, friendly and timely manner consistent with our corporate values.**		
Action	**Responsibility**	**Progress Comment**
5.2.1.1 Deliver independent bi-annual Customer Satisfaction Survey.	Director Corporate Services	Customer Satisfaction Survey is undertaken every two years as required by the NSW Office of Local Government Integrated Planning and Reporting Guidelines. The Community Strategic Consultation Survey is currently open for submissions as part of the Community Strategic Plan. Council has made resolution to complete a Customer Service Survey in March 2025.

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9. ENVIRONMENTAL MANAGEMENT

Delivery Program: **3.1.2** **Our community is educated, encouraged and supported to implement sustainable strategies for the management and protection of our natural resources.**		
Action	**Responsibility**	**Progress Comment**
3.1.2.1 Enforce Companion Animals, Illegal Dumping and Parking Control regulations.	Manager Parks, Gardens & Open Spaces	2 x dogs impounded, returned to owner 5 x Barking dog complaints 4 x Untidy/overgrown premises complaints 1 x Straying stock on roads complaints 3 x Roaming dog complaints in Tenterfield 5 x feral cats put to sleep 1 x abandon vehicle 2 x illegal dumping 2 x request for animal welfare checks past onto the appropriate authorities 2 x vehicles on footpath complaint 1 x dog attack reported Parking infringements 3 x Park continuously for longer than indicated Daily/Weekly patrols done in Tenterfield, Urbenville, Drake, Liston, Legume and surrounding areas for roaming stray animals/stock and parking.
3.1.2.2 Manage and deliver the Weeds Management Program, Council's Weeds Action Plan and regional weeds management plans.	Manager Parks, Gardens & Open Spaces	**Weed officer Report for October 2024** • Black Knapweed – Inspections and control works on Private properties and along Bellevue and Aldershot Rds. • Tropical Soda Apple – Tabulam and Urbenville, 1 new property was found to have Tropical Soda Apple along the Clarence River in Tabulam. Inspection of known TSA sites in Urbenville area.

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		• Serrated Tussock Grant Funding – assisted 4 Landholders with control of Serrated Tussock in the Deepwater and Bolivia areas. • Serrated Tussock – treated on the Bruxner Way Sunnyside. • Water Hyacinth – treated on 3 dams in the Legume area. • Groundsel Bush – Mt Lindesay Road. • Council Lands Sprayed – Town Streets and Carparks, Transfer Station and Pound, Netball Courts and the new Water Treatment Plant. • Property inspections and High-Risk site Inspections – 29 inspections done; 1 new property was found to have Tropical Soda Apple along the Clarence River in Tabulam. • High Risk Pathway inspections - completed along the New England Highway, Mt Lindesay Road and Bruxner Way. • High Risk Waterway inspections – Tropical Soda Apple found along the Clarence River. • Meetings – Regional Weeds Committee meeting and Weeds Officer meetings in Armidale. NSW Tropical Soda Apple Taskforce meeting in Coffs Harbour.
3.1.2.3 Notices and Orders to be issued or served where necessary as per the Local Government Act, EPA Act and POEO Act and Associated Regulations.	Manager Parks, Gardens & Open Spaces	1 x roaming dog letter 2 x barking dog letter 1 x overgrown letter 3 x untidy letters 1 x impounded vehicle

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10. LIVESTOCK SALEYARD

Delivery Program:
2.1.2
Manage Council's Livestock Saleyards in a commercial manner.

Action	Responsibility	Progress Comment
2.1.2.1 Manage and deliver commercial Saleyard Services, including improving hard standing surface at double height ramp.	Manager Parks, Gardens & Open Spaces	Sale Totals for November 2024 Prime Sales 791 head $866,678.26 Private Weighing 196 head $209,433.76 Total $1,076,112.02 To Date 3423 head $3,722,113.77 General maintenance including major repairs to cattle crush. Continuing to look into implement the locking of the yards as lots of the public are using them as they like to avoid paying fees.

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11. PLANNING & REGULATION

Delivery Program:
3.1.1
Town and Village planning supports and enhances local place making principles to deliver sustainable land use management practices for our natural environment.

Action	Responsibility	Progress Comment
3.1.1.1 Monitor and deliver the Tenterfield Local Environmental Plan 2013 and Development Control Plan 2014 (as amended).	Manager Planning & Regulation	All applications assessed in accordance with Tenterfield LEP and DCP. Ten (10) Development Applications lodged, eight (8) approved. Thirty-four (34) 10.7 certificates, nine (9) 735A certificates issued.
3.1.1.2 Manage and deliver heritage advisory services.	Manager Planning & Regulation	Three (3) site meetings held with owners to discuss projects, first review of brochures for Cemetery and Town Walks under heritage grants. DA review and preparation of heritage referral reports.
3.1.1.3 Manage and deliver development, building and construction regulatory services.	Manager Planning & Regulation	Construction certificates, S68 onsite sewage management approvals and inspections, mandatory inspections for construction work. Complaints being dealt with on basis of potential impact - priority given to any public health or environmental matters.

Applications Lodged November 2024

DA Number	Applicant	Address	Description of Work
2024.112	Cole Crotty	9 Aldershot Road Tenterfield	Dwelling & Shed
2024.113	Tenterfield Surveys	84A Robinson Lane, Tenterfield	3 Lot Subdivision
2024.114	Westbuilt	85 Millers Lane, Tenterfield	Manufactured Dwelling
2024.115	Westbuilt	7643 New England Highway, Tenterfield	Change of Use- Dwelling
2024.116	P Murphy	161 Logan Street Tenterfield	Use of Existing Structure - Pergola
2024.012/1	A Blacket	Geyers Road	Modification - Dwelling
2024.117	L Sherren	33 Railway Street Tenterfield	Shed
2024.118	Tenterfield Surveys	369 Washpool Creek Tenterfield	2 Lot Subdivision – Boundary Adjustment
2024.119	Tenterfield Surveys	212 Mole Station Road Woodside	2 Lot Subdivision
2024.120	Tenterfield Surveys	Finns Road Tenterfield	4 Lot Subdivision – Boundary Adjustment

Applications Determined November 2024

DA Number	Applicant	Address	Description of Work
2024.099	T Cunningham	504 Bryans Gap Road, Tenterfield	Tourist & Visitor Accommodation
2024.100	Tenterfield Surveys	47 Bryans Gap Road, Tenterfield	4 Lot Subdivision
2024.102	Tenterfield Surveys	163 Geyers Road, Tenterfield	3 Lot Subdivision
2024-106	H Houlden	Geyers Road, Tenterfield	Dwelling
2024-108	J Thornburn-Simpson	46 Catarrh Creek Road Torrington	Shed
2024.101	G & K Snow	145 Wood Street, Tenterfield	Dwelling
2024.112	C Crotty	9 Aldershot Road Tenterfield	Dwelling & Shed
2024.110	C Thomas	Smiths Lane, Tenterfield	Shed & Carport

Applications Outstanding – October 2024

DA Number	Applicant	Property Address	Description of Work	Status of Application/Comment
2019.104	Wilshire & Co Superannuation Fund	1-9 Manners Street, Tenterfield	New Shed & Extension to Existing Shed (Awning)	Insufficient Information provided to complete assessment Sep 24 -Applicant & new owner have indicated they wish to pursue DA.
2021.012	Corbett	Bluff River Road, Tenterfield	Primitive Camp Ground	Insufficient Information provided to complete assessment Sep 24 -Awaiting response from applicant to determine if they wish to proceed
2022.043	Tenterfield Surveys	60 Derby Street, Tenterfield	Five (5) Lot Staged Urban Subdivision	Information required from applicant

				Sep 24 -Application negotiating with adjoining owner for easement
2022.068	Tenterfield Surveys	531A Long Gully Road, Drake	Two (2) Lot Subdivision	Information required from applicant Sep 24 -Applicant addressing RFS requirements for compliance
2024.057	Ford	Fairfield Street Drake	Dwelling	Awaiting additional information from applicant
2024.067	C. Groszek	35 Snake Creek Road, Sandy Hill	Dwelling	RFS request additional information
2024.080	M. Barry	Bruxner Highway Drake	Camping ground	RFS request additional information, applicant provided amended plans
2024.088	Tenterfield Surveys	1225 Kildare Road Tenterfield	Subdivision (6 lot rural residential)	Awaiting information from applicant
2024.091	J. Bolger	102 Rouse Street Tenterfield	Redevelopment of Caravan Park	Under Assessment/information requested from applicant
2024.094	S. & C. Crawford	Mole River Road Mole River	Temporary Use - Events & Camping Ground	Under Assessment/RFS request for additional information/To be advertised & notified
2024.096	B. Knusten	7063 New England Highway	Relocatable Dwelling	Under Assessment/RFS
2024.104	Casson Planning & Development Services	44 Francis Street Tenterfield	Caravan Park	Under Assessment/RFS/Notification completed
2024.105	Tenterfield Surveys	66 Sunnyside Platform Road, Tenterfield	4 Lot Subdivision	Under Assessment/RFS
2024.107	S Osborne	369 Rouse Street Tenterfield	Change of Use	Awaiting additional information
2024.109	Tenterfield Surveys	395 Bruxner Road Drake	5 Lot Subdivision	Under Assessment/RFS
2024.111	Tenterfield Surveys	7266 Mt Lindesay Road Cullendore	3 Lot Subdivision	Under Assessment/RFS

2024.113	Tenterfield Surveys	84A Robinson Lane, Tenterfield	3 Lot Subdivision	Under Assessment/RFS
2024.114	Westbuilt	85 Millers Lane, Tenterfield	Manufactured Dwelling	Under Assessment
2024.115	Westbuilt	7643 New England Highway, Tenterfield	Change of Use-Dwelling	Under Assessment
2024.116	P Murphy	161 Logan Street Tenterfield	Use of Existing Structure - Pergola	Under Assessment
2024.012/1	A Blacket	Geyers Road	Modification - Dwelling	Under Assessment
2024.117	L Sherren	33 Railway Street Tenterfield	Shed	Under Assessment
2024.118	Tenterfield Surveys	369 Washpool Creek Tenterfield	2 Lot Subdivision – Boundary Adjustment	Under Assessment/RFS
2024.119	Tenterfield Surveys	212 Mole Station Road Woodside	2 Lot Subdivision	Under Assessment/RFS
2024.120	Tenterfield Surveys	Finns Road Tenterfield	4 Lot Subdivision – Boundary Adjustment	Under Assessment/RFS

FY 24/25 Development Statistics									
		Dwellings	Additions/ Renovations to Existing Dwellings	Garages, Carports & Sheds	Commercial or Industrial Works	Subdivision	Recreation/ Tourism	FY 24/25 Monthly Total	FY 23/24 Monthly Total
Jul-23	No.	3	0	2	1	1	0	**7**	7
	Value	$1,023,429.00	$0.00	$60,036.00	$150,000.00	$0.00	$0.00	**$1,233,465.00**	$482,000.00
Aug-23	No.	3	1	4	1	3	1	**13**	11
	Value	$1,083,500.00	$10,000.00	$161,457.00	$25,000.00	$0.00	$35,000.00	**$1,314,957.00**	$1,597,830.00
Sep-23	No.	3	0	9	0	1	2	**15**	11
	Value	$850,000.00	$0.00	$379,755.00	$0.00	$0.00	$1,634,320.00	**$2,864,075.00**	$2,131,381.37
Oct-23	No.	3	1	3	0	5	2	**14**	7
	Value	$1,468,694.00	$10,000.00	$51,500.00	$0.00	$0.00	$325,091.00	**$1,855,285.00**	$1,394,000.00
Nov-23	No.	3	0	2	0	4	0	**8**	6
	Value	$1,020,580.00	$0.00	$26,670.00	$0.00	$0.00	$0.00	**$1,047,250.00**	$285,070.00
Dec-23	No.								7
	Value								$2,845,023.00
Jan-24	No.								13
	Value								$677,000.00
Feb-24	No.								9
	Value								$533,115.00
Mar-24	No.								13
	Value								$628,290.00
Apr-24	No.								10
	Value								$2,196,670.00
May-24	No.								11
	Value								$610,971.00
Jun-24	No.								8
	Value								$863,000.00
No. (Year to Date)		**15**	**2**	**20**	**2**	**14**	**5**	**58**	113
FY 24/25 Total Value (Year to Date)		**$5,446,203.00**	**$20,000.00**	**$679,418.00**	**$175,000.00**	**$0.00**	**$1,994,411.00**	**$8,315,032.00**	
FY 23/24 Total Value		**$10,640,140.00**	**$329,930.00**	**$1,179,810.37**	**$1,227,790.00**	**$0.00**	**$866,680.00**		**$14,244,350.37**

Monthly Operational Report – November 2024

12. BUILDINGS & AMENITIES

Delivery Program:
1.2.1
Provide safe and accessible public spaces and places that are well maintained, clean and fun.

Action	Responsibility	Progress Comment
1.2.1.4 Develop and deliver the Property Management Strategy.	Manager Planning & Development	Property Strategy - Under review – review will be finalised following appointment of the Asset Manager. **Council Buildings** • Repairs are continuing to be being carried out on Council properties to ensure maintenance schedules of Council buildings are kept up to date. • Draft scope of work is being completed to replace the Federation Park building's roof to be sent out towards the end of the year – Currently looking for options for tile disposal - ongoing. • Urbenville SES Shed inspection of building with contractor to complete insurance work in December – SES has been notified. • The Building Condition Assessment project has been awarded and inspections on all Council assets will begin in December. • Investigations were conducted into the bat removal at Liston Hall, Council has had discussions with Northern Tablelands Wildlife Carers, and they have advised that the Bats are unable to be removed until after the breading season next year. An invitation has been sent to a fauna ecologist that specialising in threatened species management to come and talk to the Liston Community around the microbats and human health and help form a plan around relocating the bats.

Monthly Operational Report – November 2024

		• Quotes have been accepted for temporary fencing at 29 High Street, Tenterfield to be completed early December. • Carpets and office chairs have been cleaned at the Depot in November. • All Automatic doors have been serviced in November and a new contract signed for maintenance to be completed for the next three (3) years. **Current Capital Works** • Band Hall scope of work is being drafted in line with the Council Resolution – this has been put on hold as excess furniture is being stored there until there is a furniture auction.
1.2.1.5 Manage and update Land and Property Register.	Manager Planning & Development	• Land and Property register is currently being managed as required. Spreadsheets are being updated as needed. • Plans of Management (PoMs) are continuing to be completed, endorsed by Council, exhibited, and approved by the Crown – extension of time granted - ongoing.
1.2.1.6 Develop and deliver the Buildings and Amenities Asset Management Plan.	Manager Planning & Development	**Licences & Agreements on Council owned/managed Land** • Tenterfield Total Care draft lease for 136-138 Manners Street, Tenterfield – is still being reviewed by Tenterfield Total Care Committee will sign once the plan has been registered – Surveyor is currently working on the survey in October as per DA consent once signed Lease should be finalised. **GRANT FUNDING** **Stronger Country Communities Programs** • Memorial Hall floor – small amount of money to be spent before funding can be acquitted. **Black Summer Funding**

Monthly Operational Report – November 2024

		Memorial Hall installation of Emergency lighting and ceiling fans – a variation to the funding has been applied for to add a solar panel system to the hall to help enhance the buildings resilience during power outages by ensuring essential systems like ceiling fans and emergency lighting to remain operational.
1.2.1.7 Manage Crown Lands and prepare designated Native Title Advice.	Manager Planning & Development	Aboriginal Land Claims – further investigations have been requested relating to one (1) claim.

Monthly Operational Report – November 2024

13. PARKS, GARDENS & OPEN SPACE

Delivery Program:
1.2.1
Provide safe and accessible public spaces and places that are well maintained, clean and fun.

Action	Responsibility	Progress Comment
1.2.1.1 Implement and deliver maintenance programs for Parks, Gardens and Open Spaces.	Manager Parks, Gardens & Open Space	Daily duties include public toilet cleaning, park/street bins, BBQ cleaning, playground inspecting Mowing One mower currently awaiting parts. Brush cutting Spraying of town streets and footpaths Tree pruning/limb pick up Graffiti removal Public toilet repairs due to vandalism Cemetery maintenance and mowing Garden maintenance, repairs, planting and re mulched Assist in event coordination setup Cleaning tables and benches in parks Aluminum slats installed on all picnic tables in Bruxner park Repairs to the Shirley Park and netball courts lighting ongoing, some lights not working on Shirley Park again Shade sail over the playground in Urbenville reinstated. Pruned limbs and cleaned gutters at the RFS shed in Urbenville. Major works to the Jennings and Drake toilet block systems ongoing. Completed the new shelter at Apex Park including 3 new aluminum picnic tables.
1.2.1.2 Work with the Tenterfield Shire Village Progress Associations and the Parks, Gardens and Open Space Committee to support	Manager Parks, Gardens & Open Space	Limited active representatives Any project undertaken within budget

Monthly Operational Report – November 2024

individual town and village themes.		
1.2.1.3 Implement the tree management plan.	Manager Parks, Gardens & Open Space	Heading to Council workshop early 2025

Monthly Operational Report – November 2024

14. SWIMMING COMPLEX

Delivery Program:
1.2.2
Provide a choice of sporting facilities that cater for the diverse needs of the community.

Action	Responsibility	Progress Comment
1.2.2.1 Manage the Tenterfield War Memorial Baths (TWMB) Management Plan and contribute to service delivery.	Manager Planning & Development	Management Plan • Updated Management Plan has been completed and implemented in the 2024-25 summer season to reflect Council retaining the entry fees. Will look to review in 25-26 season when the new contract is up for review. • Due to the age of the pool and water leaking, investigation has commenced for an engineering report to be completed to determine future actions for the pool - Ongoing. • Staff are pursuing opportunities for Grant Funding to upgrade the facility. Month Review The reduced entry admission prices have continued to surprise, and gratitude has been shown from locals and tourists using the facility. - The Learn to Swim and Squad programs are now fully booked from Monday to Thursday with an expression to continue throughout the winter period. - Birthday Parties have been held in November; and - No major issues through November. Weekly Programs - Gym sessions, Monday – Friday 6am – 8am, Monday – Sunday 10am - 6pm - Swim Club - Thursdays - Transitional Squad Lessons (Dolphins, Mantra Rays, Sharks) Monday – Thursday 3.30 pm– 4.15pm - Marlins and Senior Squads – Monday – Thursday 4.00 pm – 5.30pm - Breakfast Club – Monday – Thursday 7.30am – 8am

Monthly Operational Report – November 2024

Pool Closures over October

- 10 November 5pm to close due to storm.
- 20 November – 11 am – 2 pm Low patronage and drastic pool temperature drop.
- 22 November 5pm till close low patronage and drastic pool temperature drop.
- 30 November 3.30 pm till close low patronage and lighting storm.

Staff Training

- Fire and Evacuation training.
- Food Safety refresher.

Season Pass Purchases for the 24/25 season

	24/25	23/24	22/23	21/22	20/21	19/20	18/19
Full Season Family	41	30	26	27	26	49	39
Half Season Family	5	15	12	5	9	9	13
Full Season Single	30	29	16	14	17	25	10
Half Season Single	2	29	18	3	9	7	13
Total	78	103	72	49	61	90	75

Total Attendances for the 24/25 season

	October	November	December	January	February	March	YTD
2018/19	1,037	2,372	2,972	4,196	2,904	1,275	14,756
2019/20	732	3,984	1,318	5,006	2,560	930	14,530
2020/21	1,459	4,144	2,568	4,383	2,759	1,064	16,377
2021/22	1,684	1,456	2,673	3,291	2,523	1,779	13,406
2022/23	1,573	2,770	2,693	3,366	3,577	2,171	16,150
2023/24	2,007	2,916	3,916	3,493	3,819	2,248	18,399
2024/25	1,927	2,644					4571

Monthly Operational Report – November 2024

15. ASSET MANAGEMENT & RESOURCING

Delivery Program:
5.1.3
Management of Council's assets will be long term and focused on meeting the needs of the community now, and into the future.

Action	Responsibility	Progress Comment
5.1.3.1 Develop and implement the Asset Management Strategy and associated systems.	Manager Works/Director Infrastructure	Transport asset revaluation is completed. Condition rating data is complete. Council officers will analysis and conduct calculations for LTFP in the coming six months.
5.1.3.2 Deliver and manage the Pedestrian Access and Mobility Plan (incorporating the Disability Action Plan) and Bike Plan.	Manager Works/Director Infrastructure	The Pedestrian Access and Mobility Plan (PAMP) is under review for generic information within the document and a review of action list priorities – awaiting resourcing.
5.1.3.3 Infrastructure and assets inspections.	Manager Works/Director Infrastructure	Routine asset inspections are impacted by the vacancy of the Asset Inspector (AI) position. The AI position will be advertised following the appointment of an Asset Manager. Council is conducting limited/reactive inspections as required. Inspections on the sealed road network and some bridges are completed by specialist contractors.
5.1.3.4 Review and update Council's Risk Register and Intervention programs on an ongoing basis in accordance with inspection schedules.	Manager Works/Director Infrastructure	Risk Register will be updated to reflect the key risk of limited technical support and supervision of major construction works.

Monthly Operational Report – November 2024

16. COMMERCIAL WORKS

Delivery Program:
5.1.3
Management of Council's assets will be long term and focused on meeting the needs of the community now, and into the future.

Action	Responsibility	Progress Comment
5.1.3.7 Undertake commercial works in a financially responsible manner, within the limitations of Council's resource pool according to Fees and Charges rates.	Manager Works	Council continues to undertake commercial works in a financially responsible manner, within the limitations of Council's resource pool. Most private works is sealing driveways while adhering to Council's adopted fees and charges rates.

Monthly Operational Report – November 2024

17. STORMWATER DRAINAGE

Delivery Program: **4.1.2** **Deliver an adequate storm water and drainage, infrastructure is provided, maintained and renewed.**		
Action	**Responsibility**	**Progress Comment**
4.1.2.1 Implement the Stormwater Asset Management Plan.	Manager Asset & Program Planning	Further detail and planning required for stormwater infrastructure - awaiting resource allocation. The Asset Manager's position is readvertised.

Monthly Operational Report – November 2024

18. TRANSPORT NETWORK

Delivery Program:
4.1.1
Deliver a well-designed, safe road network, including carparking, footpaths and cycleways, that is suitable for all users now and take into consideration future network demand.

Action	Responsibility	Progress Comment
4.1.1.1 To maintain Council's Road network, including carparking, footpaths and cycleways to the standards set out in Council's Road Asset Management Plan (RAMP).	Manager Asset & Program Planning	Works programmed to include grant funded projects for Transport infrastructure. Dumaresq (Black Creek) Bridge is being delivered by Transport for New South Wales (TfNSW), construction is progressing well expecting to be opened to traffic prior to Christmas, sealing of approaches should occur week beginning 09/12/2024, depending on weather. Works have commenced on the five small bridges to be delivered by TfNSW. Molesworth Street Bridge is currently being developed with the geotechnical investigation complete. TfNSW are tendering for a designer. Paddy's Flat Rd rehabilitation has commenced sub-base is 50% complete. Works continue for Drake Village revitalization. Mount Lindesay Road – Faggs Road to Cullendore Road section has had a gravel overlay and is sealed week beginning 09/12/2024. Tenterfield Creek Bank Stabilization is 85% complete as per deed scope. Council is seeking an extension of works area from the funding body.
4.1.1.2 Manage and deliver maintenance services for transport infrastructure.	Manager Works	**<u>November Grading & Works Report</u>** **Grading Schedule** **Northern Area:** Grading shoulders on Paddy's Flat Road North and Rivertree Rd for reseal preparation. **Central Area:** Graded Pyes Ck Rd, Timbarra Rd and grading Bluff River Rd. Black Swamp road has had reseal preparation completed, resealing will occur in the new calendar year. Drainage works on Mt Lindesay between Nass St and Black Swamp Rd being carried out.

Monthly Operational Report – November 2024

		Western Area: Bruxner Way, Woodside Rd, Mole Station Rd, Back Creek Rd, Tarban Rd and Tarban Loop Rd are resealed. Bolivia Siding Road has had pavement rehabilitation and cold sealed, ready for a hot seal. Reseals have commenced, these will be ongoing over the next few months. **Eastern Area:** Graded Ogilvie Drive and conducting repairs to Bushy Drive, Cyril Smith Circuit and McLeods Ck Rd. Plains Station Rd remains under signage through Fraser's Cutting. Tenderer is preparing design for rehabilitation of embankment. **Council's 25t excavator:** Pipe replacement on Mt MacKenzie Rd followed by drainage on Torrington Rd between Castlerag Rd and Deepwater.

Monthly Operational Report – May 2024

19. PLANT, FLEET & EQUIPMENT

Delivery Program: **5.1.3** **Management of Council's assets will be long term and focused on meeting the needs of the community now, and into the future.**		
Action	**Responsibility**	**Progress Comment**
5.1.3.5 Implementation and delivery of the Fleet Asset Management Plan and the Plant Replacement Program.	Manager Asset & Program Planning	Both plans are due for review – pending the appointment of a Manager Assets.
5.1.3.6 Develop and implement the Depot Master Plan.	Manager Asset & Program Planning	Plan is under development – pending the appointment of a Manager Assets.

Monthly Operational Report – November 2024

20. WASTE MANAGEMENT

Delivery Program:
3.1.4
Deliver an affordable waste management solution for the community to best manage waste and recycling opportunities.

Action	Responsibility	Progress Comment
3.1.4.1 Deliver and manage Waste and Recycling services.	Manager Water & Waste	The Torrington Waste Transfer Station fence was completed in October 2024 at Torrington. Planting of bottlebrush along inside boundary underway expected to be completed in December 2024. Cell 5 construction contractor Towns Contracting Commenced this month. Monthly EPA progress reports being provided. Cell 5 is due to be completed in January. New leachate pond has commenced construction in September 2024 expected completion in December, due to wet weather. New stormwater pond and site drainage has commenced in October and is expected to be completed in December, due to wet weather. Compulsory acquisition at Boonoo Boonoo completed in November 2024. RFT for replacement side loader truck released in November 2024. Tender to close in February 2025.

Monthly Operational Report – November 2024

21. WATER SUPPLY

Delivery Program:
3.1.3
Deliver total water cycle management approach including water conservation and complying with relevant acts and legislation.

Action	Responsibility	Progress Comment
3.1.3.1 Implement Water Service Strategic Plan in accordance with NSW Office of Water Guidelines.	Manager Water & Waste	Bore at Shirley Park completed in June 2024, drawdown water quality 24-hour testing completed in July 2024. Reinstallation of bore and flood tower expected December 2024. Works for the New Water Filtration Plant on Scrub Road are complete including proof of performance testing. Urbenville -new grid grant lagoon RFT award completed June 2024. New track and pad, to lift structure completed in June 2024. Commissioning Lagoon 2 completed in November; performance of Lagoon 2 has improved quality of feed water to the plant - testing continues. Commencement of lagoon 1 in November, had some issues with rock excavation. Some minor delays due to wet weather, however practical completion appears to be on track for December 2024, with final commissioning in early 2025. Highway main replacement, (Cowper Street) commenced in February 2024 and continues, potential delays may be encountered, Council wishes to extend our thanks for the continued patience of our Tenterfield residents. Water supply is provided to the community under Australian Drinking Water Guidelines (ADWG), current usage at Tenterfield's new Water Filtration Plant is currently 773.5KL/day increasing by 30.1KL/day. Current usage at Urbenville is 226KL/day providing a decrease in consumption of 60.9KL/day for the 3 communities (Tenterfield, Urbenville and Jennings). Tenterfield Dam Level is **96%-new data loggers place level at 100%** receiving 111.7mm for the month of November 2024; Urbenville Tooloom Creek Level is **100%** receiving 206mm for the month of November 2024. Meter Reading commenced in October expected to be completed in December.

Monthly Operational Report – November 2024

		Tenterfield **0** major main; **8** mains; **2** new meters; **2** new service connections; **0** water limiters installed; **0** water limiters removed/disconnection; **0** disconnection, **4** broken services repaired/replaced; **0** services leaks repaired; **0** valve replacements; mains flushing occurred in **8** location and **0** hydrant replacements. Note. **0** section 67 private works jobs completed. **0** interim meter reads/testing. Operator training continuing at New WTP. Hydrant and service valve raising along Pelham Street. Scour valve operated. Dam Safety NSW, legislative requirement with a 5-year live scenario held in Tenterfield in April 2024. Major reservoir new pipe-work extension 1.5m. Note multiple dirty water complaints, East Street reservoir cleaned by divers. Air scour contractors engaged, expected to be completed in December 2024. **Jennings** **0** including meter; **0-meter** replacements; **0** broken services repaired; **2** Major main breaks. New main installed 120m Carpenter Lane. **Urbenville** **0** major main broken main repairs, mains flushing occurred in **8** location, **0** new meter, **0-meter** repair/replacements, **0** water limiters installed and **0** broken service repaired **0,** SCADA Requires upgrade - Note Failure of telemetry (radio equipment) requiring replacement. Hydrants marked and painted. Water quality information is also available in monthly water health cards available at Water Health Cards | Tenterfield Shire Council (nsw.gov.au)
3.1.3.2 Deliver and manage the Water and Drought Management Plans and Flood Study.	Manager Water & Waste	Tenterfield update of the flood risk study awarded in March 2024. Initial meetings completed. Consultation undertaken on May 20th, 2024; data handover completed. Review and data assessment completed, milestones 1 and 2 completed. Expected completion in second quarter 2025. The Integrated water catchment management grant (IWCM) engagement of consultants completed in June 2024; data handover completed including asset inspection component completed in September 2024.

Monthly Operational Report – November 2024

		The Tenterfield Sustainable and Disaster Resilient Communities program, for the villages of Drake, Liston, Legume, and Torrington. Note approvals received to drill from NRAR (over 22 months) Legume licence obtained. Council's contractors Slade Drilling have completed drilling for water at Legume and water has been found at 0.5L/s. Bore fit out expected to be completed in December 2024. Approval has been granted in September 2024 to drill Council's primary site at Liston, drillers commenced in October 2024, bore depth at 312m casing and proofing bore will commence in December.

Monthly Operational Report – November 2024

22. SEWERAGE SERVICES

Delivery Program:
3.1.5
Deliver affordable and effective wastewater management solution for the community.

Action	Responsibility	Progress Comment
3.1.5.1 Maintain and operate the sewerage network, in line with the Asset Management Strategy.	Manager Water & Waste	Molesworth/Miles Street pumping station review and design amendment under development, engaged Tonkin to develop designs including initial site visit completed in October 2024 designs expected in December 2024. RFQ's for sewer relining under development, expected to be released in December/January 2024/2025. Refurbishment program for the Tenterfield STP, handrails (measured and orders pending) and cable trays scheduled. PS2 at Urbenville, failure of duty and standby pumps, installation completed in June 2024. Refurbishment specifications under development expected completion February 2025. Urbenville and Tenterfield, SCADA development planning for upgrades quotations and assessments received under review November 2024. IWCM (Part 2) underway, asset inspections completed September 2024. **Tenterfield** Sewer connections **0**; Major pump station clearing **0**; Blockages were reported and cleared at **4** locations; **0** broken main repair; with **0** mains visually checked with new CCTV, **0** major manhole repair, **0** broken main repairs **0** manholes raised, and **0** section 67 private works jobs completed in this reporting period. Pump refurbishment/repair **0** at STP, Major pumpstation maintenance **0.** Surcharge event **0.** STP Repairs **0.** **Urbenville** Sewer connections **0**; Major pump station clearing **0**; Major pump station repair/maintenance **0**; Blockages were reported and cleared at **0** locations; **0** broken main repair; with **0** mains visually, **0** major manhole repair, **0** broken main repairs, **0** effluent line repair, **0** effluent pump repair and **0** section 67 private works jobs completed, in this reporting period. Storm flow at STP **0** hrs**.** Installed padlocks on Historical Park toilets due to vandalism ongoing, open at 07:30 close toilets at 15:30**.** Average time for response to sewer chokes remained at **30** minutes while the median response time is at **25** minutes.

Department:	**Office of the General Manager**
Submitted by:	Heather Grasso
Reference:	**ITEM RES8/24**
Subject:	**COUNCIL RESOLUTION REGISTER - DECEMBER 2024**

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	**Leadership** - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	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.
CSP Delivery Program	Ensure that the performance of Council as an organisation complies with all statutory reporting guidelines and information is available to decision makers.

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

OFFICER'S RECOMMENDATION:

That Council notes the status of the Council Resolution Register to 9 October 2024.

Commentary: General Manager:

Problems have been experienced with the production of the resolution register in the InfoCouncil software over the past few months. Although some of these issues have been ironed out, the register is not complete and needs further attention to ensure that all resolutions from all Council Meetings are being "picked up" by the software. This is unfortunately not currently the situation. As an example, the register has only been updated until the Council Meeting of 9 October 2024.

The above-mentioned software system had not been updated with newer versions for a period of roughly 10 years, and as a result has been cumbersome and "clunky" to operate. New updates have been uploaded over the past month or so, and the functionality has improved. However, there is still some work to be done and the format of the Business Paper within the system will need to be changed to bring it in line with Council's adopted Code of Meeting Practice.

Also, the Leadership Executive Team (LET) will have to systematically work through these outstanding resolutions to ensure that they are actioned and executed. With the appointment of a new LET, the implementation of a revised organisation structure, lack of continuity and lost of corporate knowledge, coupled with scares resources and a vacancy in the Executive Assistant's position, this task has not yet received the necessary attention.

Resolution Register No. 8 Cont…

Hein Basson
General Manager

Prepared by staff member:	Heather Grasso		
Approved/Reviewed by Manager:	Hein Basson, General Manager		
Department:	Office of the General Manager		
Attachments:	**1**	Outstanding Actions Report December 2024	37 Pages

OUTSTANDING ACTIONS REPORT

Printed: Wednesday, 11 December 2024 10:04:12 AM
Date From: 1/01/2019
Date To: 11/12/2024

Division:
Committee:
Officer:

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

30/19 **Resolved** that Council:

(1) Proceed with the compulsory acquisition of the land described as part of Lot 7016 DP 1073681, Lot 7017 DP 1106730 and Lot 7020 DP 1106731 for the purpose of operational land being for road widening in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991 and subject to the Undetermined Aboriginal Land Claim being withdrawn; and

(2) Make an application to the Minister and the Governor for approval to acquire part of Lot 7016 DP 1073681, Lot 7017 DP 1106730 and Lot 7020 DP 1106731 by compulsory process under section 177(1) and 177(2)(b) of the Roads Act 1993; and

(3) Requests the Minister for Local Government approve a reduction in the notification period from 90 days to the minimum 60 days.

(Greg Sauer/Gary Verri)

Notes

19 Mar 2024 2:36pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - DC no longer works for TSC

12 Oct 2023 9:00pm Counsell, David
Council is still awaiting plans to be prepared by the registered surveyor for this section of the project.

09 May 2023 10:09am Counsell, David
Still awaiting plans to be prepared by Tenterfield Surveys

13 Apr 2023 3:34pm Counsell, David
Plans are still being prepared by the surveyors.

12 Mar 2023 8:32pm Counsell, David
Surveyors are continuing to complete survey and plan preparation

31 Jan 2023 9:39am Counsell, David
Survey field work to peg proposed boundaries continuing in January and February.

08 Dec 2022 1:00pm Counsell, David
Surveyor has undertaken further field work for proposed boundary identification and acquisition plan preparation.

12 Oct 2022 3:26pm Counsell, David
Meeting has been held with land surveyor to complete survey work now that fencing is complete and finalise acquisition plan preparation.

14 Sep 2022 12:40pm Counsell, David
Matter is still awaiting land surveyor to complete on site boundary pegging and preparation of the survey plan for lodgement.

12 Aug 2022 4:33pm Melling, Elizabeth - Reallocation
Action reassigned to Counsell, David by Melling, Elizabeth - as Jess Gibbins is away reallocated to Dave Counsell.

14 Feb 2022 2:56pm Gibbins, Jessica
Awaiting final survey plans.

02 Dec 2021 12:48pm Fitzpatrick, Christie
Data imported from Resolution Register:, 18.3.19 Awaiting Final plans to be sent with application to Minister., 12.4.19 No change to status., 10.5.19 No change., 12.7.19 Final plans being reviewed., 19.8.19 Pricing being sought from registered surveyors for the initial set out of proposed acquisition areas., 15.11.19 No change to status., 10.2.20 Section of existing boundary between 0.1 to 1 km has been pegged in consultation with RMS design review., Advice of determination of Land Claim received for Lots 7016, 7017 & 7020 received at start of November. Likely impacts to the project to be discussed with RMS., 11.5.20 Interim section 0.1km to 1.0km agreed with RMS for commencement of works once water is again available for construction. Drainage materials have been ordered and remaining sections to be surveyed with a view to minimise any compulsory acquisition required., 1.7.20 Survey of design centreline has been initially done on Legume 0-6.0km section and minor adjustments being considered to minimise extent of works impacting on adjacent properties., 7.8.20 The set out of a slightly modified alignment has commenced that should minimise extent of acquisition required., Revised construction design plans have been sent to the consultant land surveyors for use in defining the land acquisition boundaries., 14.4.21 Land surveyors from Tenterfield are currently pegging proposed acquisition boundaries although access for this task has been hampered by recent wet ground conditions., 7.5.21 Surveyors are back on site continuing with field work., 7.6.21 Land surveyors are preparing plans for proposed acquisition., 14.10.21 Land surveyors have been delayed by wet weather to complete the field work to peg acquisition boundaries., 10.11.21 Ongoing process with surveyors to prepare survey plans.

OUTSTANDING ACTIONS REPORT

Division:
Committee:
Officer:

Printed: Wednesday, 11 December 2024 10:04:12 AM
Date From: 1/01/2019
Date To: 11/12/2024

Meeting	Date	Officer	Title	Target
Council 22/07/2020	22/07/2020	Francisco, Matthew	**Tenterfield Common Easement and Lot Compulsory Acquisition**	27/07/2020

133/2 **Resolved** that Council:

(1) Proceed with the compulsory acquisition of the interest in the land described as right of carriageway and easement for water supply within Lot 7023 DP1126222 and within Lot 7022 DP 1126834 for the purpose of creating and obtaining an easement for water supply and right of carriage way to the water source and pump infrastructure in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;

(2) Proceed with the compulsory acquisition of the land described as subdivided Lot 7022 DP 1126834 for the purpose of subdivision and acquisition of the newly-formed Lot for the purposes of developing water infrastructure on the site and security infrastructure around the site in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;

(3) Make an application to the Minister and the Governor for approval to acquire interest in the land described as right of carriageway and easement for water supply within Lot 7023 DP1126222 by compulsory process under section 186(1) of the Local Government Act;

(4) Make an application to the Minister and the Governor for approval to acquire the subdivided Lot 7022 DP 1126834 by compulsory process under section 186(1) of the Local Government Act;

(5) Classifies the land as operational land;

(6) Requests the Minister for Local Government approve a reduction in the notification period from 90 days to 30 days;

(7) Proceed with the subdivision of the land described as Lot 7022 DP1126834 and all other processes required for the purpose of compulsory acquisition of the newly-formed Lot in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;

(8) Proceed with the compulsory acquisition of the land described as 'Proposed Lot 1' for the purpose of developing a site for established emergency water infrastructure in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.

(Brian Murray/Michael Petrie)

Notes

19 Mar 2024 2:37pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

10 Feb 2023 2:14pm Melling, Elizabeth - Reallocation
Action reassigned to Counsell, David by Melling, Elizabeth - James Pryor no longer works for COuncil.

02 Dec 2021 1:17pm Fitzpatrick, Christie
Data imported from Resolution Register:, 13.8.20 Jennings & Kneipp instructed to develop the 88B instrument for the easement. , CA application drafted. , No response from the Common Trust regarding their concurrence within the allotted timeframe. , 9.9.20 Jennings & Kneipp are to develop the 88B instrument for the easement. No response from Common Trust regarding their concurrence within the allotted timeframe. CA application drafted and signed by CE., 15.10.20 Compulsory Land Acquisition submitted to Crown Lands for processing., 3.12.20 Sent to OLG as advised by Crown to begin next steps., 9.2.21 Register Acquisition Plan being finalised between surveyor and OLG., 10.3.21 Registered Acquisition Plan with NSW Land Registry Services for advice., 20.4.21 This acquisition has stalled as the Common Trust Board have not signed the papers for the Agreement., 11.6.21 Resending papers to trust., Waiting on

OUTSTANDING ACTIONS REPORT

Printed: Wednesday, 11 December 2024 10:04:12 AM
Division:
Committee:
Officer:
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Meeting	Date	Officer	Title	Target
response, 9.9.21 Advisements underway to proceed with acquisition due to second attempt with no response., 11.11.21 Several attempts made by phone and letter to the Common Trust since April 2021, however no response has been received., Works are being scheduled to proceed.				

Meeting	Date	Officer	Title	Target
Council 26/08/2020	26/08/2020	Francisco, Matthew	**NOTICE OF MOTION - MARYLAND CULLENDORE ROAD THROUGH MARYLAND NATIONAL PARK**	9/09/2020

176/2 **Resolved** that Council contact Crown Lands Department and National Parks & Wildlife Service informing them that Tenterfield Shire Council wishes to keep the Maryland Cullendore Road open.

(Gary Verri/Bronwyn Petrie)

Notes

19 Mar 2024 2:38pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

12 Oct 2023 9:02pm Counsell, David
Matter is pending further discussion with Council to continue correspondence.

09 May 2023 10:13am Counsell, David
No further formal correspondence recieved on the matter - road is not a Council maintained road.

12 Mar 2023 8:34pm Counsell, David
Subject to further discussions with NPWS.

14 Feb 2023 9:25am Melling, Elizabeth - Reallocation
Action reassigned to Counsell, David by Melling, Elizabeth - Roads related.

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

02 Nov 2022 9:38am Coonan, Neville
No action taken

20 Sep 2022 8:33am Coonan, Neville
No action taken to date

18 Jul 2022 4:01pm Melling, Elizabeth - Reallocation
Action reassigned to Coonan, Neville by Melling, Elizabeth - This was previously in Cr Petrie's name.

02 Dec 2021 1:24pm Fitzpatrick, Christie
Data imported from Resolution Register:, 11.9.20 Letter forwarded to NPWS dated 3 September 2020, awaiting response., 12.2.21 Phone meeting held NPWS & EO 14.12.20 further details to be discussed through CE & Manager EDCE, 12.3.21 Meeting held with Acting CE,DI,EO & Manager EDCE. EO to provide response to NPWS., 19.4.21 NPWS has confirmed that gazettal documents have been withdrawn from the Ministers Office. Meeting to be arranged between TSC and NPWS., 10.5.21 Making arrangements for NPWS to attend June 2021 Councillor Workshop., 10.6.21 Councillor workshop with NPWS 10.06.21, 18.8.21 NPWS looking at all paper roads through NP. Will prioritise Maryland NP. TSC to pay for survey., 14.10.21 Estimate of survey costs and any other expenses being arranged for consideration.

Meeting	Date	Officer	Title	Target
Council 23/09/2020	23/09/2020	Marchant, Gillian	**NOTICE OF MOTION - TENTERFIELD TOWN DAM FOR RECREATIONAL ACTIVITIES**	7/10/2020

202/2 **Resolved** that Council investigate the opportunities that may be available near and including the town dam for recreational activities with a view to producing a master plan for presentation to the Council and subsequently the community.

(Bob Rogan/Greg Sauer)

Notes

01 Oct 2024 9:42am Marchant, Gillian
Investigating grant options

07 Jun 2024 4:23pm Marchant, Gillian
Investigating grant options

13 May 2024 3:50pm Marchant, Gillian
Investigating new DPE grant

13 Apr 2024 8:22am Marchant, Gillian
Searching for grants

17 Feb 2024 10:35am Marchant, Gillian

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Reviewing potential grant

10 Nov 2023 4:37pm Marchant, Gillian
Waiting on grant advisement

13 Oct 2023 3:35pm Marchant, Gillian
Waiting on grant advisement

14 Sep 2023 9:36am Marchant, Gillian
Waiting on grant advisement

08 Aug 2023 2:14pm Melling, Elizabeth
Report in Draft form? , Waiting on grant submissions advisements for dam masterplan.

14 Jul 2023 5:33pm Marchant, Gillian
Waiting on advisement

10 May 2023 2:01pm Marchant, Gillian
Waiting on advisement

06 Apr 2023 9:20am Marchant, Gillian
Waiting on advisement

10 Mar 2023 6:19pm Marchant, Gillian
Waiting on additional advisement, additional joint application submitted with Glenn Innes

14 Feb 2023 3:28pm Marchant, Gillian
Additional application unsuccessful from 8/9/2022

14 Feb 2023 3:26pm Marchant, Gillian
Application submitted Regional Drought Resilience Planning (RDRP) Program, project Glen Inness and Tenterfield Building Community Regional Resilience

08 Dec 2022 10:57am Marchant, Gillian
Waiting on additional grant advisement

11 Nov 2022 2:17pm Marchant, Gillian
Grant unsuccessful awaiting on additional application

17 Oct 2022 4:37pm Marchant, Gillian
Waiting on Grant notification

08 Sep 2022 4:55pm Marchant, Gillian
8/09/2022 New appplication for Master plan grant submitted

10 Aug 2022 12:35pm Marchant, Gillian
Waiting for grant decision for Masterplan

18 Jul 2022 4:34pm Marchant, Gillian
Note masterplan grant applied for 14/07/2022, Fishing Platform fence has been altered to accomodate platform, requotations supplied and approved, meeting due 21/07/2022.

18 Jul 2022 4:19pm Melling, Elizabeth - Reallocation
Action reassigned to Marchant, Gillian by Melling, Elizabeth - Returned to GM.

18 Jul 2022 4:04pm Melling, Elizabeth - Reallocation
Action reassigned to Keneally, Fiona by Melling, Elizabeth - Cr Rogan no longer involved with Council.

18 Jul 2022 4:03pm Melling, Elizabeth - Reallocation
Action reassigned to Marchant, Gillian by Melling, Elizabeth - Cr Bob Rogan no longer involved with Council.

02 Dec 2021 1:34pm Fitzpatrick, Christie
Data imported from Resolution Register:, 1.10.20 Scheduled for discussion at Councillor Workshop 21/10. Meeting with invited community members (due to COVID) 27/10., 1.12.20 Meetings held, results consolidated and provided for comment. Survey of parks underway. Focus group established., 15.4.21 Site inspection with focus group held, preliminary designs under investigation, 6.5.21 Investigation into possible grants underway, 11.6.21 - 9.9.21 Investigations continue-note awarded fishing platform grant, 18.10.21 Signed Deeds of Grant, 12.11.21 Platform planning underway.

Meeting	Date	Officer	Title	Target
Council 23/09/2020	23/09/2020	Marchant, Gillian	**Mingoola Waste Transfer Station Site - Compulsory Acquisition**	7/10/2020

187/2 **Resolved** that Council:

(1) Proceed with the compulsory acquisition of the land described as Lot 7013 in DP 1075621 for the purpose of developing the Mingoola Waste Transfer Station in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and

(2) Proceed with the compulsory acquisition of the land described as the western portion of subdivided Lot 7018 in DP 1075621 for the purpose of subdivision, acquisition and

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Meeting	Date	Officer	Title	Target

developing the Mingoola Waste Transfer Station in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and

(3) Make an application to the Minister and the Governor for approval to acquire Lot 7013 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and

(4) Make an application to the Minister and the Governor for approval to acquire the western portion of the subdivided Lot 7018 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and

(5) Classify the land as operational land; and

(6) Proceed with the subdivision of the land described as Lot 7018 in DP 1075621 for the purpose of compulsory acquisition of the newly-formed Lot in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and

(7) Arrange the survey of the formed road, known as Springfield Road, that traverses through Lot 7013 in DP 1075621 and dedicate this as a Public Road; and

(8) Make an application to the Minister and the Governor for approval to acquire the newly-formed Road Lot that traverses through Lot 7013 in DP 1075621 by compulsory process under section 177(1) or 177(2)(a) or 177(2)(b) of the Roads Act.

(Brian Murray/Michael Petrie)

Notes

01 Oct 2024 9:41am Marchant, Gillian
On hold till 2025

07 Jun 2024 4:23pm Marchant, Gillian
On hold till 2025

13 May 2024 3:49pm Marchant, Gillian
On hold till 2025

13 Apr 2024 8:23am Marchant, Gillian
On hold till 2025

10 Nov 2023 4:37pm Marchant, Gillian
Negotiations Continue

13 Oct 2023 3:34pm Marchant, Gillian
Negotiations Continue

14 Sep 2023 9:34am Marchant, Gillian
Negotiations continue

10 Aug 2023 10:55am Marchant, Gillian
Negotiations continue

14 Jul 2023 5:32pm Marchant, Gillian
Negotiations continue

10 May 2023 2:01pm Marchant, Gillian
Negotiations continue with NTScorp

06 Apr 2023 9:18am Marchant, Gillian
Negotiations with NTScorp

10 Mar 2023 6:13pm Marchant, Gillian
Negotiations with RSM

14 Feb 2023 3:25pm Marchant, Gillian
Negotiations Ongoing

08 Dec 2022 10:56am Marchant, Gillian
Negotiations Ongoing

11 Nov 2022 2:14pm Marchant, Gillian
Negotiations Ongoing

17 Oct 2022 4:36pm Marchant, Gillian

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Negotiations ongoing

14 Sep 2022 1:46pm Marchant, Gillian
Negotiations ongoing.

14 Sep 2022 1:42pm Melling, Elizabeth - Reallocation
Action reassigned to Marchant, Gillian by Melling, Elizabeth - Wate Management matter

18 Jul 2022 4:07pm Melling, Elizabeth - Reallocation
Action reassigned to Counsell, David by Melling, Elizabeth - James Pryor no longer involved with Council. Jessica Gibbins is on 6 months leave.

02 Dec 2021 1:26pm Fitzpatrick, Christie
Data imported from Resolution Register:, 15.10.20 TSC working with Crown Lands in relation to the compulsory acquisition., 6.11.20 Ongoing, 4.12.20 Scoping the exact area required to negotiate with ALC. NSWALC providing advice on process., 9.2.21 Negotiations underway with local Aboriginal Council requesting the ALC to be amended to exclude the part required for the project. Awaiting their response., 10.3.21 This is awaiting response. NSW LALC are the claimant but won't change the claim until MLALC agree to. , 20.4.21 Continues to stall awaiting advice from Aboriginal Land Council. Negotiations continue. , 6.5.21 Project handover, negotiations continue., 11.6.21 Project negotiations continue., 19.7.21-18.10.21 Negotiations continue, arrangements to visit site once lockdown ended., 11.11.21 Negotiations continue.

Meeting	Date	Officer	Title	Target
Council 24/03/2021	24/03/2021	Francisco, Matthew	**Snake Creek Road - Road Reserve Update**	7/04/2021

60/21

Resolved that Council:

(1) Proceed with the compulsory acquisition of the land described as part of Lot 7301 DP 1145839 for the purpose of dedicating a road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;

(2) Make an application to the Minister and the Governor for approval to acquire part of Lot 7301 DP 1145839 by compulsory process under section 177 (2)(b) of the Roads Act 1993.

(Greg Sauer/Bronwyn Petrie)

Notes

19 Mar 2024 2:39pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

12 Oct 2023 9:03pm Counsell, David
Application for acquisition will be continued once all applicable searches have been completed.

09 May 2023 10:18am Counsell, David
Still awaiting search responses before further action can proceed.

13 Apr 2023 3:38pm Counsell, David
Updated search of the Land Claim Register has been lodged, search of Tribunal Registers and comment from Local Land Services sought for application. Liaison has also been made with OLG for checklist for their portal system. However the assets staff officer has recently left Council, and this matter will need to be prioritised other general enquiries.

12 Mar 2023 8:35pm Counsell, David
Staff resources being allocated to this matter in April to revise the application.

10 Feb 2023 2:17pm Melling, Elizabeth - Reallocation
Action reassigned to Counsell, David by Melling, Elizabeth - Jess Gibbins on extended leave. Feb 23

15 Nov 2022 4:12pm Melling, Elizabeth
Staff member currently on extended leave until January 2023

14 Feb 2022 2:58pm Gibbins, Jessica
Collating documents for the new application to send to OLG

02 Dec 2021 1:54pm Fitzpatrick, Christie
Data imported from Resolution Register:, 10.5.21 Office of Local Government application required., 15.6.21-19.7.21 Office of Local Government Application being drafted., 18.8.21 Application and attachments sent 17/8/21 OUT21/61C3BA5A., 14.10.21 Application rejected as need updated searches & correspondence. Being arranged for resubmitting.

Meeting	Date	Officer	Title	Target
Council 23/02/2022	23/02/2022	Francisco, Matthew	**ACQUISITION OF PART OF PRIVATE LAND REQUIRED FOR ROAD WIDENING PURPOSES - BRUXNER WAY, TENTERFIELD**	9/03/2022

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Meeting	Date	Officer	Title	Target
45/22	**Resolved** that Council proceed with the recommendations as contained within this report to finalise this matter regarding acquisition of land for road realignment purposes for Bruxner Way, Tenterfield. (John Macnish/Kim Rhodes) **Motion Carried**			

Notes

19 Mar 2024 2:39pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

12 Oct 2023 9:05pm Counsell, David
Matter will be finalised with solicitors.

12 Mar 2023 8:39pm Counsell, David
Survey plan completed, solicitors processing final title transfers. Final completion of matter to be confirmed.

10 Feb 2023 2:17pm Melling, Elizabeth - Reallocation
Action reassigned to Counsell, David by Melling, Elizabeth - Jess Gibbins is on extended leave 10.2.2023

15 Nov 2022 4:13pm Melling, Elizabeth
Staff member responsible on extended leave until January 2023

14 Apr 2022 12:09pm Gibbins, Jessica
Correspondence sent to applicable land owners.

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

Notes

19 Mar 2024 2:40pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

12 Oct 2023 9:07pm Counsell, David
Inspection yet to be undertaken for finalisation of matter.

12 Mar 2023 8:41pm Counsell, David
Consents have been issued and works have commenced on both matters. Application process is complete.

10 Feb 2023 2:18pm Melling, Elizabeth - Reallocation
Action reassigned to Counsell, David by Melling, Elizabeth - Jess Gibbins is on extended leave 10.2.2023

15 Nov 2022 4:13pm Melling, Elizabeth
Staff member currently on extended leave until January 2023

Meeting	Date	Officer	Title	Target
Council 27/07/2022	27/07/2022	Francisco, Matthew	**Policy 2.130 Construction & Maintenance of Property Access from Council Roads**	10/08/2022
160/2	**Resolved** that Council:			

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	Place Policy 2.130 Construction & Maintenance of Property Access from Council Roads on public display for 28 days to seek community input prior to reviewing the policy. (Peter Petty/Peter Murphy) **Motion Carried**			

Notes

19 Mar 2024 2:41pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

15 May 2023 12:48pm Melling, Elizabeth
Councillor Worksop - 10 May 2023

12 Mar 2023 8:43pm Counsell, David
Report to Council meeting planned for April meeting.

08 Dec 2022 12:58pm Counsell, David
Revised drawings to be compiled and report to Council yet to be completed.

14 Sep 2022 12:26pm Counsell, David
Public exhibition period has been held and a report will be prepared for Council to review the Policy

12 Aug 2022 4:30pm Melling, Elizabeth
Policy on Public Display for 28 days - TSC Website.

Meeting	Date	Officer	Title	Target
Council 27/07/2022	27/07/2022	Francisco, Matthew	**Policy 2.162 Public Gates and Vehicle Bypasses**	10/08/2022
159/2	**Resolved** that Council: Place Policy 2.162 Public Gates and Vehicle Bypasses on public display for 28 days to seek community input prior to reviewing the policy. (Peter Petty/Peter Murphy) **Motion Carried**			

Notes

19 Mar 2024 2:41pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

15 May 2023 12:48pm Melling, Elizabeth
Councillor Workshop - 10 May 2023

12 Mar 2023 8:43pm Counsell, David
Report to Council planned for April meeting.

08 Dec 2022 12:59pm Counsell, David
Report to Council yet to be completed.

14 Sep 2022 12:24pm Counsell, David
Public exhibition period has been held and a report will be prepared for Council to review the Policy.

12 Aug 2022 4:26pm Melling, Elizabeth
Put on Public Display - Website. 28 days on display.

Meeting	Date	Officer	Title	Target
Council 27/07/2022	27/07/2022	Francisco, Matthew	**AM White Drive reserve dedication**	10/08/2022
148/2	**Resolved** that Council proceed with action to formally dedicate Part of Lot 2 DP 815097 as a Public Road Reserve along A M White Drive from New England Highway to Bolivia Hall. (Tim Bonner/Peter Petty) **Motion Carried**			

Notes

19 Mar 2024 2:41pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

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Meeting	Date	Officer	Title	Target

12 Mar 2023 8:42pm Counsell, David
Submission to TfNSW continuing.
08 Dec 2022 1:01pm Counsell, David
Details being compiled for submission to TFNSW to undertake dedication.
14 Sep 2022 12:16pm Counsell, David
Crown Lands have confirmed status of the land and do not object to proposed dedication. Matter will now be referred to Transport for NSW to progress the formal dedication as a road.
17 Aug 2022 12:50pm Melling, Elizabeth
Matter to be raised with Crown Lands for discussion of process.

Meeting	Date	Officer	Title	Target
Council 28/09/2022	28/09/2022	Francisco, Matthew	**ACQUISITION OF LAND REQUIRED FOR ROAD ALIGNING PURPOSES ALONG KILDARE ROAD**	12/10/2022

202/2

Resolved that Council:

(1) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes on various curves being widened under the BLER Fund project; and

(2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.

(Peter Petty/Tom Peters)

Motion Carried

Resolved that Council:

(1) Agree to the acquisition of land along Kildare Road for road aligning purposes; and

(2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners in consideration to close an existing road reserve in exchange.

(Peter Petty/Tom Peters)

Motion Carried

Notes
19 Mar 2024 2:42pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC
12 Oct 2023 9:13pm Counsell, David
Survey plans have now been received and forwarded to valuers for assessment of the acquisition and proposed road closure areas.
20 Jul 2023 11:23am Melling, Elizabeth
Awaiting survey to prepare plans.
09 May 2023 10:21am Counsell, David
Still awaiting survey plans from Tenterfield Surveys
13 Apr 2023 4:01pm Counsell, David
Surveyor is still preparing acquisition plan as the matter is complex given nature and extent of the road alignment.
12 Mar 2023 8:48pm Counsell, David
Survey plans are still being compiled and have not yet been received from the land surveyors.
31 Jan 2023 9:30am Counsell, David
Surveyor has now completed field work pegging of proposed boundaries and plans are being compiled.
08 Dec 2022 12:57pm Counsell, David
Surveyor has been engaged and field survey work is partially undertaken with pegging of proposed boundary.
12 Oct 2022 3:36pm Counsell, David
Preliminary meeting held with registered surveyor to commence road reserve alignment process.

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

OFFICER'S RECOMMENDATION:

That Council:

(1) Ratify the Letter of Support (Attachment A) to current occupier to apply for a grant to revitalise the clubhouse by extending the kiosk function area and construct amenities, noting that any additional asset cost will be on Councils Asset Register until a Lease is effected;

(2) Prepare and have approved a Plan of Management (PoM) for the Reserve (Reserve R83670 - Lot 599 DP 704008) in consultation with the occupiers, and

(3) Provide 'in principle' approval for the Chief Executive to commence negotiations for a long-term Lease over the Reserve. The 'in principle' approval is provided subject to the satisfactory resolution of community consultation processes, necessary Crown Land approvals, satisfactory site analysis, Lease negotiation and development approval process.

Notes

10 Feb 2023 2:24pm Melling, Elizabeth - Reallocation
Action reassigned to Condrick, Jodie by Melling, Elizabeth - Neville Coonan no longer works for Council.

19 Oct 2022 1:11pm Condrick, Jodie - Reallocation
Action reassigned to Coonan, Neville by Condrick, Jodie - Neville needs to complete POM and arrange lease

19 Oct 2022 1:09pm Condrick, Jodie
Letter of Support was sent and POM and lease are still being investigated

Meeting	Date	Officer	Title	Target
Council 28/09/2022	28/09/2022	Francisco, Matthew	**ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - MT LINDESAY ROAD BLER PROJECT**	12/10/2022

202/2 **Resolved** that Council:

(1) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes on various curves being widened under the BLER Fund project; and

(2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.

(Peter Petty/Tom Peters)

Motion Carried

Resolved that Council:

(1) Agree to the acquisition of land along Kildare Road for road aligning purposes; and

(2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners in consideration to close an existing road reserve in exchange.

(Peter Petty/Tom Peters)

Motion Carried

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Meeting	Date	Officer	Title	Target

Notes

19 Mar 2024 2:42pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

12 Oct 2023 9:12pm Counsell, David
Professional valuers are assessing the acquisition site and report of compensation yet to be received.

09 May 2023 10:22am Counsell, David
Survey plans have been registered and will be forwarded to valuers for their information in assessing compensation.

13 Apr 2023 4:00pm Counsell, David
Registered valuer has been engaged to assess the value of the land involved.

12 Mar 2023 8:47pm Counsell, David
Solicitors are continuing the acquisition process with the two property owners.

31 Jan 2023 9:32am Counsell, David
Survey plans are completed and with Council's Solicitors for legal processing.

08 Dec 2022 12:56pm Counsell, David
Surveyor engaged, survey work undertaken and acquisition plan being compiled.

02 Nov 2022 9:44am Counsell, David
Field survey works have commenced for the acquisition.

12 Oct 2022 3:35pm Counsell, David
Preliminary meeting held with registered surveyor to assist in road widening acquisition with survey and plan preparation.

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

200/2 **Resolved** that Council:

(1) Agree to the acquisition of land adjacent to Sunnyside Platform Road for road widening purposes at the intersection of Bruxner Way; and

(2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.

(Peter Petty/Tom Peters)

Motion Carried

Notes

19 Mar 2024 2:42pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

12 Oct 2023 9:09pm Counsell, David
Professional valuers are assessing the acquisition site and report of compensation yet to be received. Valuation was delayed due to survey delays on other associated projects.

20 Jul 2023 11:24am Melling, Elizabeth
Plans registered. Valuers assessing for compensation.

13 Apr 2023 3:47pm Counsell, David
Registered valuer has been engaged to assess the value for this matter along with other similar tasks underway at present.

12 Mar 2023 8:44pm Counsell, David
Acquisition plan completed and are with Solicitors to arrange to execute acquisition process.

31 Jan 2023 9:37am Counsell, David
Surveyor is completing field work and acquisition plan to be prepared during February.

08 Dec 2022 12:53pm Counsell, David
Surveyor has been engaged for acquisition plan and works to undertaken adjusted fencing has been programmed.

12 Oct 2022 3:31pm Counsell, David
Preliminary meeting held with registered surveyor to assist in acquisition process.

Meeting	Date	Officer	Title	Target
Council 28/09/2022	28/09/2022	Francisco, Matthew	**ACQUISITION OF LAND REQUIRED FOR ROAD REALIGNMENT PURPOSES ON PADDYS FLAT ROAD NORTH**	12/10/2022

201/2 **Resolved** that Council:

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(1) Agree to the acquisition of land adjacent to Paddys Flat Road North for road realignment and widening purposes at Kangaroo Creek Bridge; and

(2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.

(Peter Petty/Tom Peters)

Motion Carried

Notes

19 Mar 2024 2:42pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

12 Oct 2023 9:11pm Counsell, David
Still awaiting survey by registered surveyors.

20 Jul 2023 11:23am Melling, Elizabeth
Awaiting surveyor to finalise plans.

10 May 2023 5:01pm Counsell, David
Still awaiting Tenterfield Surveys to complete field work.

13 Apr 2023 3:47pm Counsell, David
Survey and acquisition plan preparation is continuing with the surveyors.

12 Mar 2023 8:46pm Counsell, David
Survey field work is yet to be completed.

31 Jan 2023 9:35am Counsell, David
Bridge approach works being finalised and surveyor is planning to undertake field work at the end of February.

08 Dec 2022 12:55pm Counsell, David
Surveyor has been engaged for acquisition plan. Fencing has been undertaken for new boundary.

12 Oct 2022 3:33pm Counsell, David
Meeting held with registered surveyor to assist in realignment acquisition process.

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

251/2 **Resolved that Council:**

(1) Receive and note the report of the Tenterfield Shire Council Local Traffic Committee meeting of 1 December 2022;

(2) Adopt the recommendations from the meeting as follows:-

a) Traffic Accident - Tooloom Street, Urbenville
TfNSW recommends a traffic signage review of the area and applying for Fatal Crash Response funding if upgrades are required.

b) Manners Street, Tenterfield – request for pedestrian crossing.
Transport for NSW to assess the site in respect to the request for a pedestrian crossing given the close proximity to the New England Highway. Council to send a letter to TfNSW requesting assessment.

c) Rouse Street Telstra Driveway.
All line marking of the parking bays be reviewed and renewed in CBD.

d) Cycle Event.
That Committee note the application and recommend the event be approved subject to any requirements of Transport for NSW and NSW Police in liaison with The Saddlers Mountain Bike Club Tenterfield Inc. prior to event.

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Meeting	Date	Officer	Title	Target

e) Manners Street Bus Stop.
That the Committee note the request and prior to considering any change to the existing bus stop in Manners Street, seek comments from Transport for NSW Traffic Section in respect to any traffic impacts to the Rouse Street (New England Highway) traffic and parking arrangement implications.

f) Proposed meeting dates for 2023
Committee accept meeting dates as presented.

(Tom Peters/Tim Bonner)

Motion Carried

Notes

19 Mar 2024 2:43pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

13 Apr 2023 4:02pm Counsell, David
Outstanding actions are to be actioned when possible.

12 Mar 2023 8:49pm Counsell, David
Actions from the meeting are being programmed as resources allow.

01 Feb 2023 9:49am Melling, Elizabeth - Reallocation
Action reassigned to Counsell, David by Melling, Elizabeth - Kelly Pitkin no longer works for Council.

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

18/23 **Resolved** that Council:

Receive and note the minutes of the Tenterfield Shire Local Traffic Committee meeting of 2 February 2023;

(1)Adopt the following recommendations from General Business a) thru d):

(a) ROUSE STREET VISITOR INFORMATION CENTRE PARKING SIGNS - That Council amend the regulatory parking signs for the Rouse Street parking spaces immediately in front of the Visitor Information Centre to 30-minute time limited parking;

(b) TENTERFIELD HIGH SCHOOL CROSS COUNTRY EVENT - That Council approve the annual Tenterfield High School Cross Country event subject to Police approval and standard conditions;

(c) ANZAC DAY – TENTERFIELD - That Council offer no objection to the temporary closure of roads including sections of Manners Street, Rouse Street and Molesworth Street associated with the annual ANZAC Day ceremony 25 April 2023 subject to approval by NSW Police and Transport NSW with standard conditions;

(d) ANZAC DAY – URBENVILLE - That Council offer no objection to the temporary closure of streets including sections of Beaury Street, Tooloom Street and Clarence Way in Urbenville associated with the annual ANZAC Day ceremony 25 April 2023 subject to approval by NSW Police and Transport NSW with standard conditions.

OUTSTANDING ACTIONS REPORT

Division:
Committee:
Officer:

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(Giana Saccon/Tom Peters)

Motion Carried

Notes

19 Mar 2024 2:43pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

20 Jul 2023 11:21am Melling, Elizabeth
Signs updated. Need further inspection for accuracy.

10 May 2023 4:12pm Counsell, David
VIC Parking sign amendments to be programmed.

13 Apr 2023 4:03pm Counsell, David
Outstanding actions to be actioned, noting that signage upgrading near Bookookoorara bridge has been undertaken.

12 Mar 2023 8:50pm Counsell, David
Actions from the Februray meeting are being programmed as staffing resources allow.

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

42/23 **Resolved** that Council:

(1) Accept the offer from Tenterfield Total Care in the amount of $9,000.00 per annum plus GST with annual CPI increases from the first adversary date of lease, for the duration of the lease agreement.

(2) Commence drafting of a lease agreement for a five (5) year lease term with an option for a further five (5) years after that, to include minor internal maintenance as a responsibility of the lessee.

(3) Commence the lease from 1 April 2023.

(Kim Rhodes/Peter Petty)

Motion Carried

Notes

18 Mar 2024 12:40pm Davidson, Tamai
Contact made with solicitors to check on progress from Total Care - awaiting their sign off on lease

20 Jul 2023 11:18am Melling, Elizabeth
Total Care Executive are happy for solicitors to apply the changes to Lease. Meeting next Wednesday afternoon so could get it signed if Lease is ready beforehand.

20 Apr 2023 9:30am Davidson, Tamai
Request for lease sent to solicitors for drafting

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

58/23 **Resolved** that Council:

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

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

OUTSTANDING ACTIONS REPORT

Division:
Committee:
Officer:

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Meeting	Date	Officer	Title	Target

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

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

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

(Tom Peters/John Macnish)

Motion Carried

Notes

19 Mar 2024 2:43pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

20 Jul 2023 11:17am Melling, Elizabeth
Contact from NSW Police to quote of repairs to pavement Sec 67

10 May 2023 4:09pm Counsell, David
Actions from minutes being programmed

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

67/23 **Resolved** that Council:

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

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

(Peter Petty/Kim Rhodes)

Motion Carried

Notes

19 Mar 2024 2:44pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

20 Jul 2023 11:12am Melling, Elizabeth
Surveyor to amend plans after liaising with owners of land.

Meeting	Date	Officer	Title	Target
Council 24/05/2023	24/05/2023	Francisco, Matthew	**DISPOSAL OF DAMAGED STEEL STRUCTURE**	14/06/2023

69/23 **Resolved** that Council agree to the disposal of the damaged steel structure as surplus scrap material.

(Greg Sauer/Peter Murphy)

Motion Carried

Notes

19 Mar 2024 2:44pm Melling, Elizabeth - Reallocation

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Division:
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Officer:

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Meeting	Date	Officer	Title	Target
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC **12 Oct 2023 9:20pm Counsell, David** Asset is yet to be advertised for sale due to resourcing. **20 Jul 2023 11:11am Melling, Elizabeth** Inspection required for full description and access.				

Meeting	Date	Officer	Title	Target
Council 24/05/2023	24/05/2023	Francisco, Matthew	**SHERRATT ROAD TORRINGTON - ROAD RESERVE ACQUISITION**	14/06/2023

66/23

Resolved that Council:

(1) Agree to commence investigations for the formalisation of a road reserve for Sherratt Road, Tomtoy Avenue and Eschman Lane, and

(2) Undertake necessary searches, survey and plan preparation for the compulsory acquisition of Crown Land to form public road reserves.

(Tom Peters/Kim Rhodes)

Motion Carried

Notes

19 Mar 2024 2:45pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC
12 Oct 2023 9:19pm Counsell, David
Information being compiled for meeting with Crown Lands office.
20 Jul 2023 11:12am Melling, Elizabeth
Liaising with Crown Lands to determine surveyors scope.

Meeting	Date	Officer	Title	Target
Council 24/05/2023	24/05/2023	Francisco, Matthew	**MT LINDESAY ROAD BRYANS GAP ROAD LAND ACQUISITION**	14/06/2023

64/23

Resolved that Council:

(1) Agree to commence investigation of the Mt Lindesay Road public road reserve with respect to proposed rehabilitation works near Bryans Gap Road, and

(2) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes necessary for road rehabilitation, and

(3) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.

(Tim Bonner/Kim Rhodes)

Motion Carried

Notes

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

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

65/23

Resolved that Council:

(1) Agree to commence investigation of Mt Lindesay Road for the purpose of detailed design of a future roundabout at Boundary Road intersection, and

(2) Agree to the acquisition of land adjacent to Mt Lindesay Road for the purpose of future roundabout construction, and

(3) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.

(Kim Rhodes/Tim Bonner)

Motion Carried

Notes

19 Mar 2024 2:45pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

12 Oct 2023 9:17pm Counsell, David
No further action to date due to resourcing levels - low priority as no capital works are funded in current program.

20 Jul 2023 11:15am Melling, Elizabeth
Updating correspondence t landowners. Preparing brief for surveyor.

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

134/2

Resolved that Council:

(1) Approve the alteration of an existing public gate with a new grid (gate and vehicular by-pass) installation on Sunnyside Hall Road located 100m from Bruxner Way; and

(2) Provide the applicant with Council Consent in accordance with Policy 2.162 subject to no objections being received.

(3) Advertise the approval with proposed installation 1 month after advertising as required by the Roads Regulation 2008.

(Peter Petty/Tom Peters)

Motion Carried

Notes

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

12 Oct 2023 9:20pm Counsell, David
No objections have been received and approval for installation is being prepared.

19 Sep 2023 11:48am Ritchie, Hayley
Advertised in Your Local News, Website. Submissions closed 13 September 2023.

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

Resolved
That Council:

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Meeting	Date	Officer	Title	Target

(1) Note that market testing has been undertaken to ensure fairness, accountability and transparency and that substantial time has been consumed in tendering procedures and undertakings; and

(2) Procure the project works in accordance with Local Government (General) Regulation 2021 - 178(3)(e) as detailed in the report; and

(3) Delegate to the Chief Executive authority to negotiate, with other tenderers and award the contract to deliver the side loader truck waste tender

Notes

01 Oct 2024 9:43am Marchant, Gillian
Delivered-Completed

07 Jun 2024 4:22pm Marchant, Gillian
Delivery expected in June 2024

13 May 2024 3:50pm Marchant, Gillian
Delivery expected in June 2024

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

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

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

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

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

23/23

Resolved
That Council receive this report for Discussion

(Kim Rhodes/Tim Bonner)

Motion Carried

RECOMMENDATION

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

RECOMMENDATIONS ARISING FROM MINUTES:

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

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Committee:
Officer:

Meeting	Date	Officer	Title	Target

- Noted the accident details and recommended that an assessment be undertaken of curve signage along the road for any required maintenance and safety enhancement, particularly along Dalmoak Road.
- **STANTHORPE STREET CLOSURE, LISTON**
  That no objection be made to a temporary closure of Stanthorpe Street in Liston for the event, subject to concurrence from Council staff and NSW police once documents are received to hold a public event, closing of road including traffic control arrangements, notification of the public by the organisers, public liability insurance and payment of any applicable fees and charges.
- **MT LINDESAY ROAD CULVERT**
  That the committee recommended that the widening of the culvert be considered with any road formation upgrading through the village if external grant funding can be obtained for design or construction.
- **MT LINDESAY ROAD TREES**
  It was noted that this would be referred to the works department to assess for any maintenance required to ensure the path of large vehicles is not obstructed.
- **MT LINDESAY ROAD SURFACE DEPRESSIONS**
  It was noted that the works department has already been assessing these locations for a program of maintenance the correct the surface travel condition.
- **B DOUBLE ROUTE ASSESSMENTS**
  The Committee recommended that if external grant funding can be obtained, assessment be undertaken of future B-Double Routes along the Regional Road Network within the Shire to identify any likely restrictions and opportunities.

Resolved
That Council receive this report for Discussion.

(Kim Rhodes/Tim Bonner)

Motion Carried

AMENDMENT

That the report and recommendations from the Tenterfield Shire Local Traffic Committee meeting of 5 October 2023 be received and noted, with an amendment to HIGH STREET BUS ZONE item as outlined below.

RECOMMENDATIONS ARISING FROM MINUTES:

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

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Committee:
Officer:

Meeting	Date	Officer	Title	Target

- **AMOSFIELD ROAD ACCIDENT**
- Noted the accident details and recommended that an assessment be undertaken of curve signage along the road for any required maintenance and safety enhancement, particularly along Dalmoak Road.
- **STANTHORPE STREET CLOSURE, LISTON**
  That no objection be made to a temporary closure of Stanthorpe Street in Liston for the event, subject to concurrence from Council staff and NSW police once documents are received to hold a public event, closing of road including traffic control arrangements, notification of the public by the organisers, public liability insurance and payment of any applicable fees and charges.
- **MT LINDESAY ROAD CULVERT**
  That the committee recommended that the widening of the culvert be considered with any road formation upgrading through the village if external grant funding can be obtained for design or construction.
- **MT LINDESAY ROAD TREES**
  It was noted that this would be referred to the works department to assess for any maintenance required to ensure the path of large vehicles is not obstructed.
- **MT LINDESAY ROAD SURFACE DEPRESSIONS**
  It was noted that the works department has already been assessing these locations for a program of maintenance the correct the surface travel condition.
- **B DOUBLE ROUTE ASSESSMENTS**
  The Committee recommended that if external grant funding can be obtained, assessment be undertaken of future B-Double Routes along the Regional Road Network within the Shire to identify any likely restrictions and opportunities.

(Bronwyn Petrie/Greg Sauer)

Amendment Carried

Resolved that the report and recommendations from the Tenterfield Shire Local Traffic Committee meeting of 5 October 2023 be received and noted, with an amendment to HIGH STREET BUS ZONE item as outlined below.

RECOMMENDATIONS ARISING FROM MINUTES:

- **LIGHTING REQUEST IN ROUSE STREET (NEW ENGLAND HIGHWAY)**
  Noted that Transport NSW will continue to progress this matter with new consultants.
- **DRAKE REVITALISATION – BRUXNER HIGHWAY**
  Noted that Council staff will meet with Transport NSW staff in relation to the Bruxner Highway aspects of the project in Drake.
- **HIGH STREET BUS ZONE**
  The Committee recommended that the existing bus zone be removed and that the two bus zone signs be removed. ***Council wishes to defer this decision to allow further consultation.***
- **AMOSFIELD ROAD ACCIDENT**
- Noted the accident details and recommended that an assessment be undertaken of curve signage along the road for any required maintenance and safety enhancement, particularly along Dalmoak Road.

OUTSTANDING ACTIONS REPORT

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- **STANTHORPE STREET CLOSURE, LISTON**
  That no objection be made to a temporary closure of Stanthorpe Street in Liston for the event, subject to concurrence from Council staff and NSW police once documents are received to hold a public event, closing of road including traffic control arrangements, notification of the public by the organisers, public liability insurance and payment of any applicable fees and charges.
- **MT LINDESAY ROAD CULVERT**
  That the committee recommended that the widening of the culvert be considered with any road formation upgrading through the village if external grant funding can be obtained for design or construction.
- **MT LINDESAY ROAD TREES**
  It was noted that this would be referred to the works department to assess for any maintenance required to ensure the path of large vehicles is not obstructed.
- **MT LINDESAY ROAD SURFACE DEPRESSIONS**
  It was noted that the works department has already been assessing these locations for a program of maintenance the correct the surface travel condition.
- **B DOUBLE ROUTE ASSESSMENTS**
  The Committee recommended that if external grant funding can be obtained, assessment be undertaken of future B-Double Routes along the Regional Road Network within the Shire to identify any likely restrictions and opportunities.

(Bronwyn Petrie/Greg Sauer)

Motion Carried

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

Meeting	Date	Officer	Title	Target
Council 25/10/2023	25/10/2023	Francisco, Matthew	**ROAD ASSET MANAGEMENT PLAN REVIEW**	15/11/2023

Resolved

That Council:

a) Note the draft Road Asset Management Plan October 2023 review; and

b) Place the Road Asset Management Plan October 2023 review on public display on Council's website for 28 days to allow for any submissions to be considered; and

c) That following the 28 day period, a further report be submitted to Council to consider submissions and to adopt a revised Road Asset Management Plan that complements Council's financial constraints for the ten year projections.

AMENDMENT:

RECOMMENDATION:

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

(John Macnish/Tim Bonner)

OUTSTANDING ACTIONS REPORT

Division:
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Meeting	Date	Officer	Title	Target
	Amendment Carried			

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

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

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

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

(Tim Bonner/Peter Petty)

Motion Carried

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

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

6/23 **Resolved** that the Works & Services Committee note the proposed plant disposals in the current financial year and plant replacement priorities subject to consolidation of funds into the plant replacement reserve; and
That Council review the funding of Plant replacement in the December Quarterly Budget Review.

(Peter Petty/Tim Bonner)

Motion Carried

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

Meeting	Date	Officer	Title	Target
Tenterfield Shire Council - Works & Services Committee 6/12/2023	6/12/2023	Francisco, Matthew	**PEDESTRIAN ACCESS AND MOBILITY PLAN REVIEW**	27/12/2023

2/23 **Resolved** that the :

(1) Works Committee recommend the adoption of the revised Tenterfield Pedestrian Access and Mobility Plan (2023).

(2) Works Committee recommend the removal of garden beds in Rouse Street from around electricity power poles.

(Peter Petty/Tim Bonner)

Motion Carried

Notes

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Division:
Committee:
Officer:

Meeting	Date	Officer	Title	Target
19 Mar 2024 2:47pm Melling, Elizabeth - Reallocation Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC				

Meeting	Date	Officer	Title	Target
Tenterfield Shire Council - Works & Services Committee 6/12/2023	6/12/2023	Francisco, Matthew	**TENTERFIELD BIKE PLAN**	27/12/2023

3/23 **Resolved** that the Works & Services Committee recommend the adoption of the revised Tenterfield Bike Plan (2023).

(Tim Bonner/Peter Petty)

Motion Carried

Notes
19 Mar 2024 2:48pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

Meeting	Date	Officer	Title	Target
Council 20/12/2023	20/12/2023	Francisco, Matthew	**REPORT OF COMMITTEES & DELEGATES - TENTERFIELD SHIRE COUNCIL - LOCAL TRAFFIC COMMITTEE - MEETING MINUTES - THURSDAY 7 DECEMBER 2023**	10/01/2024

Resolved that Council :

(1) That the minutes of the Local Traffic Committee meeting held Thursday 7 December 2023 be adopted; and

(2) That no objection be raised to the proposal to relocate the Manners Street Bay stop into Rouse Street adjacent to Bruxner Park, and that Council formally advise Transport NSW and NSW TrainLink of support for their Coach Stop Relocation Request; and

(3) That Council install a 30-tonne gross mass limit to be applied on the Hawkins Gully Bridge located 1.6km along Billirimba Road; and

(4) That Council raise no objection to the Killarney Border Ranges Trail Ride on 23rd and 24th March 2024 subject to NSW Police approval being obtained and standard conditions of compliance including traffic management and safety, as well as public liability insurance being held and

(5) That Council request the applicant for proposed transport depot development for Lot 150 Western Boundary Road to submit detailed drawings of the proposed access intersection and further information to demonstrate how the operation will comply with Transport NSW suggestions including.

a) A revised swept path for the largest design vehicle (B-Double) demonstrating site ingress from the northbound lane on Western Boundary Road can be accommodated is provided to Council's satisfaction; and

b) It is successfully demonstrated that heavy vehicles originating from the New England Highway could feasibly perform a U-turn within the existing local road network.

Notes
19 Mar 2024 2:48pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

OUTSTANDING ACTIONS REPORT

Division:
Committee:
Officer:

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Meeting	Date	Officer	Title	Target
Council 20/12/2023	20/12/2023	Marchant, Gillian	**BOONOO BOONOO RFT**	20/12/2023

244/2 **Resolved** that Council:

Accept the tender of Townes Contracting for RFT 03 23/24 Tender - Boonoo Boonoo Landfill Cell 5, Leachate and Stormwater Construction for a contract total of $3,600,421.55 inclusive of GST.

(Peter Petty/Kim Rhodes)

Motion Carried

Notes

01 Oct 2024 9:43am Marchant, Gillian
Hard stand completed construction comenced on new leachate pond and stormwater pond

07 Jun 2024 4:20pm Marchant, Gillian
Soil testing undertaken, stockpile area drafted, base station GPS engaged

13 May 2024 3:51pm Marchant, Gillian
Envrionmental survey, Drone survey-completed

13 Apr 2024 8:21am Marchant, Gillian
Onsite meetings and preparation planning

17 Feb 2024 10:38am Marchant, Gillian
Initial meetings held contract completed

Meeting	Date	Officer	Title	Target
Council 20/12/2023	20/12/2023	Davidson, Tamai	**TENTERFIELD BAND HALL**	10/01/2024

241/2 **Resolved** that Council:

(1) Accept the return of the Band Hall offer from Leechs Gully Progress Association;

(2) Request the Leechs Gully Progress Association withdraw Development Application 2023.075 for the Removal of the Band Hall from 12 Crown Street, Tenterfield.

(3) Raise no objection to Leechs Gully Progress Association amending existing Development Application 2023.076 for the erection of a hall on the site at Leechs Gully Road, Tenterfield at no further cost to Council.

(4) Utilise the funds not expended by Leechs Gully Progress Association to undertake priority repairs to the building.

(5) Seek Expressions of Interest for the use of the hall.

AMENDMENT

(5) Seek Expressions of Interest for the community use of the hall.

(Peter Murphy/Greg Sauer)

Amendment Lost.
The original Motion was put.

(Geoff Nye/Peter Petty)

Motion Carried

Notes

18 Mar 2024 12:39pm Davidson, Tamai
scope of works prepared for builders to provide quotes

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Meeting	Date	Officer	Title	Target
17 Jan 2024 8:54am Melling, Elizabeth Leech's Gully Progress Association advised by email of the above and requested to withdraw the DA., Inspection scgeduled in January to identify priority works to request quotes from local builders., Expressions of interest to be sought after priority works completed.				

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

32/24 **Resolved** that Council:

(1) Note that market testing has been undertaken to ensure fairness, accountability and transparency and that substantial time has been consumed in tendering procedures and undertakings; and

(2) Procure the project works in accordance with Local Government (General) Regulation 2021 - 178(3)(e) as detailed in the report; and

(3) Delegate to the General Manager authority to negotiate with other tenderers and award a contract to deliver the Urbenville lagoon and reticulation construction tender RFT 06-23/24.

(Kim Rhodes/Peter Murphy)

Motion Carried

Notes

01 Oct 2024 9:44am Marchant, Gillian
Urbenville lagoons awarded and construction commenced
07 Jun 2024 4:19pm Marchant, Gillian
Granted extention of time and funding, project re-commencing
13 May 2024 3:52pm Marchant, Gillian
Discussions continue-requested updated
13 Apr 2024 8:19am Marchant, Gillian
Disscussions with Newgrid Grant Funders (State and Federal) continue

Meeting	Date	Officer	Title	Target
Council 27/03/2024	27/03/2024	Marchant, Gillian	**INTEGRATED WATER CATCHMENT MANAGEMENT TENDER/S AWARD**	17/04/2024

56/24 **Resolved** that Council:

(1) Note the Department of Planning and Environment assessed the Integrated Water Catchment Management tender/s, and that

(2) Procurement of these project work/s is under Section 55 *(3) (b)* of the Local Government Act 1993, and

(3) Award the Tender to Public Works Advisory for the upper limit fee of $1,031,827, noting that Council will be responsible for funding 25% of this amount.

(Greg Sauer/Peter Petty)

Motion Carried

Notes

01 Oct 2024 9:46am Marchant, Gillian
Enguagement completed, IWCM underway
16 Jul 2024 10:21am Melling, Elizabeth
Update to Ordinary meeting July 2024

OUTSTANDING ACTIONS REPORT

Division:
Committee:
Officer:

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Meeting	Date	Officer	Title	Target
17 Jun 2024 3:04pm Melling, Elizabeth Signed by General Manager. **07 Jun 2024 4:17pm Marchant, Gillian** Waiting for GM signature **13 May 2024 3:57pm Marchant, Gillian** Letters completed, PO raised to engage.				

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

OFFICER'S RECOMMENDATION:

That Council:

(1) Remove Waste Vouchers for rate-payers from 2024/2025 onwards, and

(2) Honour any Vouchers issued for the three-year statutory period from 2021/22 financial year.

(Kim Rhodes/Greg Sauer)

Notes

01 Oct 2024 9:45am Marchant, Gillian
New vouchers sent, advisement for replacement vouchers completed
07 Jun 2024 4:18pm Marchant, Gillian
Documentation completed for additiona with rates notices
13 May 2024 3:55pm Marchant, Gillian
Forms in design, meetings held.
18 Apr 2024 10:01am Melling, Elizabeth
Meeting conveyed to progress this issue.

Meeting	Date	Officer	Title	Target
Council 22/05/2024	22/05/2024	Mills, Bruce	**LEASE OF THE FORMER VISITOR'S INFORMATION CENTRE**	12/06/2024

74/24 **Resolved** that Council:

(1) Accepts the Salvation Army Australia Territory – Tenterfield branch's offer to lease the building at 157 Rouse Street, Tenterfield for an amount of $30,000 pa (with a fixed increase of 3% per year) from 1 July 2024, with monthly lease payments to start from 1 October 2024 for three (3) years with the option to extend the lease term for a further two (2) terms of three (3) years each, provided that the lessee is responsible for all rates and utility charges i.e. water, sewer, waste and electricity.

(2) Delegates the authority to the General Manager to execute the necessary lease agreement with the Salvation Army Australia Territory – Tenterfield branch; provided that this agreement makes provision for the lease to be terminated by both parties after the first three (3) year term if the arrangement is found to be unsatisfactory or circumstances change; further to ensure that the Lease agreement provides that the garden beds be properly maintained by the lessee and all donation bins be located discreetly at the rear of the Visitor Information Centre (VIC) building.

(3) Requests the General Manager to make arrangements for the "i" information sign on the building located at 157 Rouse Street Tenterfield, to be removed.

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Meeting	Date	Officer	Title	Target
				(Kim Rhodes/Geoff Nye)

Motion Carried

Notes
12 Jun 2024 10:03am Melling, Elizabeth
Officer has been dealing with Salvation Army property managers to finalise heads of agreement and lease for the former Visitors' Information Centre.

Meeting	Date	Officer	Title	Target
Council 26/06/2024	26/06/2024	Basson, Hein	FACILITATION OF ANNUAL PERFORMANCE REVIEW OF GENERAL MANAGER AND DIRECTORS	17/07/2024

111/2 **Resolved** that Council:

(1) After have considered the facilitation proposals received from Local Government Management Solutions, the Local Government Services Group, and McArthur Talent Architects for the annual performance review of the General Manager, as well as the Director of Corporate Services and Director of Infrastructure Services, and.

(2) Having assessed the overall value for Council of the above-mentioned facilitation proposals against the following criteria: demonstrated experience within the NSW local government sector, demonstrated ability to provide an ongoing timely and quality service, demonstrated ability to add value to the performance review process of the General Manager and the two mentioned Directors, and the price submitted by each consultancy firm,

(3) Appoints as its General Manager's performance review facilitator the following consultancy firm: **Local Government Management Solutions.**

(4) In accordance with the NSW Office of Local Government's "Guidelines for the Appointment and Oversight of General Managers", nominates the Mayor, Deputy Mayor, and **Councillor Greg Sauer** to form the Council-appointed General Manager's Annual Performance Review Panel; acknowledging that the General Manager will also appoint a Councillor as his representative onto this Panel as a fourth Councillor member.

(5) Notes that the performance reviews of the two above-mentioned Directors will be done by the Facilitator and the General Manager in separate sessions prior to the General Manager's review session being held.

(6) Delegates the authority to the Mayor and the rest of the General Manager's Performance Review Panel to develop appropriate performance objectives and actions in consultation with the Facilitator and the General Manager – and for these key performance indicators to be aligned with Council's Delivery Program and Operational Plan – further, that full responsibility for performance management be delegated to the Performance Review Panel, including discussions about the General Manager's performance, any actions that should be taken and the determination of a new performance agreement.

(7) Notes that, commensurate with the afore-mentioned NSW Office of Local Government's "Guidelines for the Appointment and Oversight of General Managers", the findings and recommendations of the Performance Review Panel will be reported to all Councillors in Closed Session of a formal Council Meeting, and that Councillors who are not members of the Panel are invited to contribute to the performance review

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process by providing feedback to the Mayor on the General Manager's performance relevant to the agreed performance criteria.

(8) Provides as an overarching strategic direction the following matters as priority items to be included with the performance review document of the General Manager: Council's current and future financial sustainability and the particularly weak financial position of Council's General Fund, and the development of an Organisation Structure that will facilitate a "Core Function Council" – acknowledging the particular importance of adequately maintaining and renewing its roads infrastructure and bridges, as well as other asset classes.

(9) Communicates its thanks and appreciation to all three consultancy firms who have submitted proposals, for their time and effort in preparing the high-quality documents submitted to Council.

(Peter Petty/Kim Rhodes)

Motion Carried

Notes
15 Jul 2024 12:49pm Melling, Elizabeth
Successful and unsuccesssful letters sent. GM had phone meeting to further the process.

Meeting	Date	Officer	Title	Target
Council 26/06/2024	26/06/2024	Paynter, James	**TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING MINUTES - THURSDAY 13TH JUNE 2024**	17/07/2024

106/2 **Resolved** that the Council:

(1) Receives and notes the unconfirmed Minutes of the Tenterfield Shire Council Local Traffic Committee Meeting held on Thursday, 13 June 2024.

(2) Adopts the following recommendations from the Local Traffic Committee

(3) MANNERS STREET BUS STOP

TfNSW representatives to discuss the new location of the Manners Street Bus Stop with Council's Director of Infrastructure and Manager Works.

(4) NEW ENGLAND HIGHWAY – INTERSECTION OF OLD BALLANDEAN ROAD AND BRUXNER WAY

The plan submitted by Mayor Bronwyn Petrie provided by a local bus operator to be provided to TfNSW.

(5) GENERAL BUSINESS

(a) That the Committee raises no objection to the proposed Untamed Border Run on 22nd June 2024 subject to NSW Police approval being obtained and standard conditions of compliance including traffic management and safety, as well as public liability insurance being held.

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(b) That the committee approves the grids on Razorback Creek Road (application and payment has been provided) and standard procedure for grid approval is carried out.

(c) If the Liston Tea House is to open again Council is to assess the on-site parking and parking issues on Mount Lindesay Road. Clarify if any parking conditions are in place with the business approval from the Planning department. Future parking studies to include Liston through Road, Mount Lindesay Road.

(d) Council arranges for staff do more maintenance vegetation clearing on approaches to Herding Yard Creek bridge. Determine if any preliminary work for grant applications has been done for bridge replacement to two lane bridge.

(e) TfNSW to assess if the intersection of Scott and Miles Street fits into the guidelines of Give Way sign or Stop Sign. Once advice is received from TfNSW, Council will install the appropriate measure and line marking as resources allow.

(Tom Peters/Peter Petty)

Motion Carried

Notes

Meeting	Date	Officer	Title	Target
Council 24/07/2024	24/07/2024	Basson, Hein	ALTERATION AND RECISSION MOTIONS - NO SPECIAL RATE VARIATION FOR THE 2025/2026 FINANCIAL YEAR	14/08/2024

127/2 **Resolved** move that Council:

(1) Rescinds in totality the contents of paragraphs five (5) and seven (7) of Resolution 96/24 adopted at the Ordinary Council Meeting held on 26 June 2024.

(2) Alters the contents of paragraph six (6) of Resolution 96/24 adopted at the Ordinary Council Meeting held on 26 June 2024 to read as follows:

(6) Commences with the preparation of an updated suite of Integrated Planning and Reporting Framework (IPRF) documents as soon as is practicable after the September 2024 Local Government Elections, noting that community consultation is an intrinsic process associated with the preparation actions, and that Centium consultancy firm has been engaged to facilitate the community consultation processes and assist Council staff with the preparation of the IPRF-suite of documents.

(3) Makes the necessary funding alterations in its adopted 2024/25-Budget to cover the projected cash deficit of $928,088 as follows:

Descriptor	Budgeted Amount	Revised Amount	Amount Saved	Alternative Funding Source

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Meeting	Date	Officer	Title	Target

Urban Streets – Reseal Program	$100,000	Nil	$100,000	$100,000 funded from R2R – from the increased allocation of $793,700pa
Rural Roads- Reseal Program	$400,000	Nil	$400,000	$400,000 funded from R2R – from the increased allocation
Urban Road Rehabilitation	$75,000	Nil	$75,000	$75,000 funded from R2R – from the increased allocation
Rural Roads Maintenance	$1,500,000	$1,146,912	$353,088	$353,088 funded from RERRF (Pot-hole money)
Cash Deficit	($928,088)		$928,088	

(Bronwyn Petrie/Kim Rhodes)

Motion Carried

Notes

Meeting	Date	Officer	Title	Target
Council 24/07/2024	24/07/2024	Jones, Roy	CORPORATE MARKETS LOAN (OVERDRAFT FACILITY) EXTENSION	14/08/2024

124/2

Resolved that Council:

(1) Approves the continuation of the Corporate Markets Loan with National Australia Bank with a revised drawdown facility limit of $2,670,000.00 for a rollover period of 90 days, to function as a cash reserve for emergency cash flow needs only.

(Tom Peters/Kim Rhodes)

Motion Carried

Notes

Meeting	Date	Officer	Title	Target
Council 24/07/2024	24/07/2024	Sauer, Greg	REPORTS OF DELEGATES & COMMITTEES - MURRAY DARLING COMMITTEE 2024 NATIONAL CONFERENCE COMMUNIQUE	14/08/2024

130/2

Resolved that the report be received and noted from the Murray Darling Association – 2024 National Conference Communique.

(Greg Sauer/Peter Petty)

Motion Carried

Notes

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Meeting	Date	Officer	Title	Target
Council 24/07/2024	24/07/2024	Bursford, Erika	AUDIT, RISK & IMPROVEMENT COMMITTTEE - MEETING MINUTES 13 DECEMBER 2023	14/08/2024

135/2 **Resolved** that the report and recommendations from the Audit, Risk and Improvement Committee meeting of 13 December 2023 be received.

(Peter Petty/Geoff Nye)

Motion Carried

Notes
26 Jul 2024 11:02am Bursford, Erika
Audit, Risk and Improvement Committee Meeting Minutes of 19 December 2023 adopted at Ordinary Council Meeting of 26 July 2024.

Meeting	Date	Officer	Title	Target
Council 24/07/2024	24/07/2024	Bursford, Erika	REVIEW OF TENTERFIELD SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE ATTENDANCE FEES AND PAYMENT/REIMBURSEMENT OF COSTS FOR IN-PERSON COMMITTEE MEMBER ATTENDANCES	14/08/2024

134/2 **Resolved**

(1) That Council increases the Audit, Risk and Improvement Committee Meeting attendance fees to:

(a) $1,250 (ex GST) for the Audit, Risk and Improvement Committee Chairperson, and

(b) $1,100 (ex GST) for Audit, Risk and Improvement Committee members, excluding the Tenterfield Shire Council Councillor Observer and the Southern Downs Regional Council Committee Member.

(2) That Council reimburses, or make payments, for reasonable travel, accommodation and meal costs and expenses for the in-person attendance of Audit, Risk and Improvement Committee Members, excluding the Tenterfield Shire Council Councillor Observer.

(Peter Murphy/Greg Sauer)

Motion Carried

Notes
26 Jul 2024 11:01am Bursford, Erika
Recommendations adopted at Ordinary Council Meeting of 26 July 2024. Committee to be notified of increase to member payments, and reimbursement of reasonable travel costs to attend in-person meetings.

Meeting	Date	Officer	Title	Target
Council 24/07/2024	24/07/2024	Jones, Roy	POLICY REVIEW - RELATED PARTY DISCLOSURE POLICY	14/08/2024

117/2 **Resolved** that Council adopts the updated:

(1) Tenterfield Shire Council Related Party Disclosure Policy.

(Kim Rhodes/Peter Murphy)

Motion Carried

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Meeting	Date	Officer	Title	Target

Notes

Meeting	Date	Officer	Title	Target
Council 24/07/2024	24/07/2024	Mills, Bruce	SALVATION ARMY REQUEST FOR LONGER LEASE TERM FOR THE FORMER VISITORS' INFORMATION CENTRE	14/08/2024

116/2

Resolved that council favorably considers the request received from the Salvation Army for the following excerpt to be removed from Council Resolution 74/24 (1):

"...;provided that this agreement makes provision for the lease to be terminated by both parties after the first three (3) year term if the arrangement is found to be unsatisfactory or circumstances change;...".

(Peter Petty/Kim Rhodes)

Motion Carried

Notes

Meeting	Date	Officer	Title	Target
Council 24/07/2024	24/07/2024	Bursford, Erika	UPDATES TO TENTERFIELD SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE & INTERNAL AUDIT CHARTER	14/08/2024

118/2

Resolved that Council adopts the Office of Local Government updates for the:

(1) Tenterfield Shire Council Audit, Risk and Improvement Committee Terms of Reference, and

(2) Tenterfield Shire Council Internal Audit Charter.

(Tim Bonner/Geoff Nye)

Motion Carried

Notes
26 Jul 2024 10:59am Bursford, Erika
Documents adopted at Ordinary Council Meeting of 26 July 2024.

Meeting	Date	Officer	Title	Target
Council 24/07/2024	24/07/2024	Jones, Roy	CAPITAL EXPENDITURE REPORT AS AT 30 JUNE 2024	14/08/2024

123/2

Resolved that Council notes the Capital Expenditure Report for the period ended 30 June 2024.

(Kim Rhodes/Tom Peters)

Motion Carried

Notes

Meeting	Date	Officer	Title	Target
Council 24/07/2024	24/07/2024	Basson, Hein	COUNCIL SERVICES SATISFACTION SURVEY	14/08/2024

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Meeting	Date	Officer	Title	Target
119/2	**Amendment** moved by Peter Murphy, Seconded by Tom Peters that Council: Does not pursue an independent review of the community's satisfaction with its service delivery in 2024. Putting the amendment to the vote, the motion was defeated. **Resolved** that Council: Does not pursue an independent review of the community's satisfaction with its service delivery in 2024, but for such a statistically valid survey to be conducted in February/March 2025 to further inform Council's community consultation regarding the development of an updated suite of Integrated Planning and Reporting Framework documents, including the Community Strategic Plan, Delivery Program, Asset Management Plans, Workforce Strategy, and Long-Term Financial Plan. (Kim Rhodes/Tom Peters) **Motion Carried**			
Notes				

Meeting	Date	Officer	Title	Target
Council 28/08/2024	28/08/2024	Basson, Hein	**Future Operational Management of the Sir Henry Parkes Memorial School of Arts**	18/09/2024
129/2	**Resolved** **That Council:** (1) Notes the information contained in the report of the General Manager. (2) Supports and facilitates the establishment and functioning of an incorporated not for profit association under the *Associations and Incorporations Act 2009* (NSW) for purposes of managing the day-to-day operations of the Sir Henry Parkes Memorial School of Arts. (3) Authorises the General Manager to make the necessary arrangements for the establishment of the Association mentioned in paragraph two above, through the engagement of Ms Kerri Swain of the local legal firm Jennings and Kneipp. Further, that the costs of this engagement, as well as other incidental costs like advertising costs for expressions of interests for membership of this newly formed Association, and other similar minor expenses, be borne by Council. (4) Approves a collaborative approach with all stakeholders to arrive at a Constitution for the new Association that will guarantee the ongoing operations of the Sir Henry Parkes Memorial School of Arts – in the best interest of the Tenterfield local community, but also the Australian nation because of its historical significance. (5) Approves a first year contribution to the Association of $40,000, which will be used as a starting point for discussions regarding its establishment. (6) Reserves the right to approve the final list of functions, services, and actions that will be enshrined within the Constitution of the newly formed Association.			

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(7) Reserves the right to approve the final recurrent annual funding and the purposes thereof that will be made available by Council to the newly formed Association.

(8) Reserves the right to approve the terms and conditions of the Agreement that will have to be entered into between Council and the newly established Association for it to be able to exercise the day-to-day operational management responsibilities of the Sir Henry Parkes Memorial School of Arts.

(9) Continues to be responsible for the ongoing operational expenditure for museum advisory services, Arts North West membership, School of Arts building operations, cleaning, fire monitoring and inspections, security monitoring, insurance, and depreciation.

(Peter Petty/Kim Rhodes)

Motion Carried

Notes

Meeting	Date	Officer	Title	Target
Council 28/08/2024	28/08/2024	Grasso, Heather	**COUNCIL RESOLUTION REGISTER - AUGUST 2024**	18/09/2024

133/2 **Resolved**

That Council notes the status of the Council Resolution Register to June 2024.

(Peter Petty/John Macnish)

Motion Carried

Notes

Meeting	Date	Officer	Title	Target
Council 28/08/2024	28/08/2024	Grasso, Heather	**CONFIRMATION OF PREVIOUS MINUTES**	18/09/2024

124/2 **Resolved**

- **Ordinary Council Meeting – 14 August 2024**

be confirmed and signed as a true record of the proceedings of these meetings.

(Kim Rhodes/Peter Petty)

Motion Carried

Notes

Meeting	Date	Officer	Title	Target
Council 28/08/2024	28/08/2024	Davidson, Tamai	**Bolivia Communication Tower - 5465 New England Highway, Bolivia**	18/09/2024

128/2 **Resolved**
That Council:

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Meeting	Date	Officer	Title	Target
	1. Hands ownership of the Bolivia Communication Tower to the current owner of Lot 137 DP 751487; and 2. Requests the release of Council as a beneficiary on the right of carriageway attached to the title of the land. (John Macnish/Peter Murphy) **Motion Carried**			
Notes				

Meeting	Date	Officer	Title	Target
Council 9/10/2024	9/10/2024	Baade, Mitchell	LOCAL GOVERNMENT NSW 2024 ANNUAL CONFERENCE - 17 TO 19 NOVEMBER 2024	30/10/2024
142/2	**Resolved** **That Council:** **Approves the Mayor, Deputy Mayor, and General Manager as Council's delegates to attend the Local Government NSW's Annual Conference from 17 to 19 November 2024 in Tamworth.** (Kim Rhodes/Tim Bonner) **Motion Carried**			
Notes				

Meeting	Date	Officer	Title	Target
Council 9/10/2024	9/10/2024	Basson, Hein	COUNCILLOR INDUCTION, REFRESHER AND PROFESSIONAL DEVELOPMENT TRAINING	30/10/2024
141/2	**Resolved** **That Council:** **1. Notes and accepts the responsibility enshrined within Section 232 of the *Local Government Act 1993* for all Councillors "to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of councillors".** **2. Notes that it is a requirement for Council to include within its Annual Report "the names of any mayors or councillors who completed any induction training course, induction refresher course or supplementary induction course under this Part during the year", who participated in any ongoing professional development program, and the number of seminars, circulars and other activities delivered as part of the ongoing professional development program during the year.** **3. Notes that the following opportunities for induction, refresher, and professional development training are available in the short to medium term:** **a. Initial Induction Session (Presented by the Executive Leadership Team): Wednesday, 9 October 2024 at around 10.30am (directly after the First Council Meeting) in the Koreelah Room at the Council Offices. This initial session will go for approximately 3-4 hours (finishing at no later than 3.00pm).**			

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Meeting	Date	Officer	Title	Target

b. Human Behaviour from a Systems Perspective for Local Government Leaders (Briefing session presented by the General Manager): Wednesday, 23 October 2024 at around12.00noon (after the Council Meeting has finished) in the Koreelah Room at the Council Offices. This opportunity will be of an approximate 3-hour duration (finishing at around 3.00pm).

c. Induction and Refresher Training Session for Re-elected and Newly Elected Councillors (Presented by Emma Broomfield – an External, Professional Trainer): Wednesday, 30 October 2024 - starting at 8.00am and finishing at 3.00pm. This important event will also be held in the Koreelah Room at the Council Offices.

d. "Hit the Ground Running" Series of On-Line Webinars for Re-elected and Newly Elected Councillors (Presented by the NSW Office of Local Government):

i. Roles and Responsibilities: Thursday, 17 October 2024 at 4.00pm.
ii. Making the Most of Meetings: Thursday, 24 October 2024 at 4.00pm.
iii. Integrated Planning and Reporting: Thursday, 31 October 2024 at 4.00pm.
iv. The Governing Body and Financial Management: Thursday, 7 November 2024 at 4.30pm.
v. Risk Management and Internal Audit: Thursday, 14 November 2024 at 4.00pm.
vi. Appropriate Conduct and Ethical Decision-Making: Thursday, 21 November 2024 at 4.00pm.
vii. Corruption Risk and Prevention: Thursday, 28 November 2024 at 4.00pm.
viii. Working Together: Thursday, 5 December 2024 at 4.00pm.
ix. Work Health and Safety: Thursday, 12 December 2024 at 4.00pm.
x. Local and Regional Strategic Planning: Thursday, 6 February 2025 at 4.00pm.
xi. Crown Land Native Title, and Aboriginal Land Rights: Thursday, 13 February 2025 at 4.00pm.
xii. Town Water Services – A Councillor's Responsibilities: Thursday, 20 February 2025 at 4.00pm.
xiii. Ongoing Professional Development: Thursday, 27 February 2025 at 4.00pm.

(Tim Bonner/Owen Bancroft)

Motion Carried

Notes

Meeting	Date	Officer	Title	Target
Council 9/10/2024	9/10/2024	Basson, Hein	OATH AND AFFIRMATION FOR COUNCILLORS	30/10/2024

135/2 **Resolved**

1. That each Councillor takes an Oath or make an Affirmation of Office in the prescribed format commensurate with the provisions of Section 233A of the *Local Government Act 1993* (as amended) as the first item of business.
2. That each Councillor reads out loud the prescribed wording of the Oath or Affirmation of Office in front of the General Manager and signs a statement containing this Oath or Affirmation of Office for Council's records.

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Meeting	Date	Officer	Title	Target
			(Bronwyn Petrie/Kim Rhodes) **Motion Carried**	
Notes				