



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER ORDINARY COUNCIL MEETING 22 MAY 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 22 May 2024** commencing at **9.30 am**.

Hein Basson
General Manager

COMMUNITY CONSULTATION – PUBLIC ACCESS

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

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

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

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

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

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

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

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

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

CONFLICT OF INTERESTS

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

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

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

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

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

Non-pecuniary Interests - Must be disclosed in meetings.

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

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

Disclosures to be Recorded (s 453 Act)

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

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## ORDER OF BUSINESS

### Community Consultation (Public Access)

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

# AGENDA

## COMMUNITY CONSULTATION (PUBLIC ACCESS)

### WEBCASTING OF MEETING

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

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

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

### 1. OPENING & WELCOME

#### 2. (A) OPENING PRAYER

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

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

#### (B) ACKNOWLEDGEMENT OF COUNTRY

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

### 3. APOLOGIES

### 4. DISCLOSURES & DECLARATIONS OF INTEREST

### 5. CONFIRMATION OF PREVIOUS MINUTES

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**15. MEETING CLOSED**

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**(ITEM MIN7/24) CONFIRMATION OF PREVIOUS MINUTES**

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

**RECOMMENDATION**

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

- **Ordinary Council Meeting – 24 April 2024**

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

**ATTACHMENTS**

- |                                                                                 |            |
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| <b>1</b> Unadopted Minutes - Ordinary Council Meeting - Wednesday 24 April 2024 | 8<br>Pages |
|---------------------------------------------------------------------------------|------------|

# MINUTES



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

## **MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 24 APRIL 2024**

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the "Koreelah Room", 247 Rouse St, Tenterfield NSW 2372 on Wednesday 24 April 2024 commencing at 9.30 am

**ATTENDANCE**

Councillor Bronwyn Petrie (Mayor)  
Councillor John Macnish (Deputy Mayor)  
Councillor Tom Peters  
Councillor Kim Rhodes  
Councillor Greg Sauer  
Councillor Geoff Nye  
Councillor Peter Murphy

**ALSO IN ATTENDANCE**

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

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

Website: [www.tenterfield.nsw.gov.au](http://www.tenterfield.nsw.gov.au)

Email: [council@tenterfield.nsw.gov.au](mailto:council@tenterfield.nsw.gov.au)

**COMMUNITY CONSULTATION (PUBLIC ACCESS)** Nil.

**WEBCASTING OF MEETING**

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

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

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

**OPENING AND WELCOME**

**CIVIC PRAYER**

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

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

**ACKNOWLEDGEMENT OF COUNTRY**

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

**APOLOGIES**

**58/24**

**Resolved** that Council accepts the apologies of Councillor Peter Petty and Tim Bonner.

(Greg Sauer/Geoff Nye)

**Motion Carried**

**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 MIN6/24) CONFIRMATION OF PREVIOUS MINUTES**

**59/24**

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

- Ordinary Council Meeting – 27 March 2024



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

(Kim Rhodes/Greg Sauer)

**Motion Carried**

**TABLING OF DOCUMENTS**

Nil.

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

Nil.

**MAYORAL MINUTE**

**Item 1 - MEMORIAL GARDEN IN TENTERFIELD PARK**

I have been approached this week by TenterLIFE requesting that Council considers the construction of a Memorial Garden in the eastern end of Tenterfield Park.

TenterLIFE Suicide Prevention Network Inc is a group of concerned community members who want to create awareness for the prevention of suicide and reduce the stigma associated with mental illness.

TenterLIFE is applying for a grant from Wesley Mission – LifeForce which closes on the 30<sup>th</sup> April, thus the urgency. This grant is to deliver a project focussed on grief and loss for the community.

The TenterLIFE proposal is the creation of a Memorial Garden comprised of native flowering plants indigenous to the Tenterfield area where community members can go for some peaceful reflection on their loved ones who have passed in a quiet natural setting, with construction of a shelter and bench seat for contemplation. The shelter would be constructed of natural timber with a rustic tin roof to blend in with the surroundings and the bench seat would be live edge timber sourced and made locally. TenterLIFE also envisage small memorial plaques could potentially be affixed on the uprights of the shelter to commemorate the lives lost of family and friends.

Following the presentation to Council by Granite Borders Landcare and Tenterfield Naturalists last week this project would fit into their work and vision for the eastern end of the Park and also potentially assist with new volunteers.

Therefore I ask Council's support to provide TenterLIFE a supporting letter for their grant application and permission to construct the Memorial Garden in consultation with Tenterfield Naturalists, and permission to construct the shelter providing of course that said construction abides by Council's due processes.

Cr Bronwyn Petrie  
**Mayor**

*Carried unanimously*

**OPEN COUNCIL REPORTS**

Lee Mathers – Manager Arts, Culture And Library Services entered the meeting, the time being 9.43am. She played a brief summary video of the Libraries Youth Week 2024 activities.

**OUR COMMUNITY**

**(ITEM COM2/24) TENTERFIELD PUBLIC LIBRARY SERVICE REVIEW**

**SUMMARY**

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

60/24

**Resolved** that Council:

- (1) Receives and notes the Report;
- (2) Library staff develop and implement staged actions over the medium term to:
  - Review services and hours of operation - to be reported back to the May 2024 Ordinary Council Meeting.
  - Investigate a potential mobile library.
  - Promote library services.
  - Increase membership.
  - Implement participation engagement programs i.e., libraries as creative spaces and life-long learning.
  - Enhance services for Aboriginal and Torres Strait Islander Peoples and other culturally and linguistically diverse groups.
  - Collection development and management priorities of renewal and acquisition, increase culturally diverse offerings, digital local studies assets incorporated into catalogue.
- (3) A progress Library Service Review be undertaken within three (3) years to review and assess progress on medium term outcomes and setting future strategic priorities in alignment with Councils Delivery Program and Operational Plans, Long Term Financial Plan and Workforce Management Strategy.

(Geoff Nye/Kim Rhodes)

**Motion Carried**

**AMENDMENT**

Defer ITEM COM2/24 TENTERFIELD PUBLIC LIBRARY SERVICE REVIEW to a future councillor workshop discussion. Then bring this item to a future council meeting – May 2024.

(Peter Murphy/ )

**Amendment lapsed**

Lee Mathers – Manager Arts, Culture And Library Services left the meeting, the time being 10.19am.

**OUR ECONOMY**

Nil.

**OUR ENVIRONMENT**

Nil.

**OUR GOVERNANCE**

**(ITEM GOV27/24) MONTHLY OPERATIONAL REPORT FOR MARCH 2024**

**SUMMARY**

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

**61/24**

**Resolved** that Council:

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

(Kim Rhodes/Greg Sauer)

**Motion Carried**

**(ITEM GOV28/24) FINANCE & ACCOUNTS - PERIOD ENDED 31 MARCH 2024**

**SUMMARY**

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

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

**62/24**

**Resolved** that Council notes the Finance and Accounts Report for the period ended 31 March 2024.

(Geoff Nye/Kim Rhodes)

**Motion Carried**

**SUSPENSION OF STANDING ORDERS**

**63/24** **Resolved** that standing orders be suspended.

(Kim Rhodes/Peter Murphy)

**Motion Carried**

*The meeting adjourned for morning tea, the time being 10.59 am.*

*The meeting reconvened, the time being 11.36 am.*

**RESUMPTION OF STANDING ORDERS**

**64/24** **Resolved** that standing orders be resumed.

(Greg Sauer/Kim Rhodes)

**Motion Carried**

**(ITEM GOV29/24) REPORT ON LOAN BALANCES 31 MARCH 2024**

**SUMMARY**

The purpose of this Report is to inform Council of its loan balances as at 31 March 2024.

**65/24** **Resolved** that Council notes the loan balance as at 31 March 2024 was \$20,190,432.82 (\$20,607,338.08 as at 31 December 2023).

(Kim Rhodes/Tom Peters)

**Motion Carried**

**(ITEM GOV30/24) CAPITAL EXPENDITURE REPORT AS AT 31 MARCH 2024**

**SUMMARY**

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

**66/24** **Resolved** that Council notes the Capital Expenditure Report for the period ended 31 March 2024.

(Kim Rhodes/Tom Peters)

**Motion Carried**

**(ITEM GOV32/24) CIVIC OFFICE - UPDATE OF POLICY - COUNCILLOR'S ACCESS TO INFORMATION AND INTERACTION WITH STAFF POLICY**

**SUMMARY**

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

**67/24**

**Resolved** that Council:

- (1) Adopts the updated policy – “Councillors Access to Information and Interaction with Staff Policy” with the following amendment:-  
“The General Manager may amend the names to reflect the Council’s Executive Leadership team” to both Schedule 1 – Clause 1 and Part 6 – Access to Council staff 6.1.1. ”

(Geoff Nye/Peter Murphy)

**Motion Carried**

**(ITEM GOV31/24) EXECUTIVE POSITIONS - MURRAY DARLING ASSOCIATION**

**SUMMARY**

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

**68/24**

**Resolved** that Council:

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

(Kim Rhodes/Peter Murphy)

**Motion Carried**

**REPORTS OF DELEGATES & COMMITTEES**

Mayor Bronwyn Petrie gave a verbal report from the recent BROCC meeting held in Stanthorpe. *(written report to be provided)*

**NOTICES OF MOTION**

Nil.

**RESOLUTION REGISTER**

**(ITEM RES3/24) COUNCIL RESOLUTION REGISTER - MARCH 2024**

**SUMMARY**

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

**69/24**

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

(Peter Murphy/Greg Sauer)

**Motion Carried**

**CONFIDENTIAL BUSINESS**

Nil.

**MEETING CLOSED**

There being no further business the Mayor declared the meeting closed at 12.13pm.

.....  
Councillor Bronwyn Petrie  
Mayor/Chairperson

|                      |                                                          |
|----------------------|----------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>             |
| <b>Submitted by:</b> | Tamai Davidson, Manager Planning Property & Development  |
| <b>Reference:</b>    | <b>ITEM COM3/24</b>                                      |
| <b>Subject:</b>      | <b>MT MACKENZIE LOOKOUT - CROWN LAND MANAGER REQUEST</b> |

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

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

#### **SUMMARY**

The purpose of this report is to reconsider the request from Crown Lands NSW seeking Council's agreement to be appointed the Crown Land Manager for the Mount Mackenzie Lookout area, located on Mount Mackenzie Lookout Road, Tenterfield.

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

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

- (1) Notifies the Department of Crown Lands that Council will accept responsibilities as the Crown Land Manager for the Mount Mackenzie Lookout site subject to:**
  - (a) All easements for access to the site across land granted under Aboriginal Land Claim 9002 are created by Crown Lands prior to Council taking responsibility.**
  - (b) The area is surveyed by Crown Lands and includes the associated car parking area adjacent to the lookout.**
  - (c) Permission is received from Crown Lands for the removal of the existing toilet facility and BBQ facility at Council's cost.**

#### **BACKGROUND**

Mount Mackenzie Lookout is located on Lot 7003 DP 92653 and the entire parcel of land was subject to an Aboriginal Land Claim under the provisions of the *Aboriginal Land Rights Act 1983* (ALC 9002). On 12 July 2023 Council was notified by the Department of Planning and Environment – Crown Lands, that the Aboriginal Land Claim (ALC) had been finalised and the land will be transferring to Moombahlene Local Aboriginal Land Council (LALC) with the exception of the Lookout, which will remain as Crown Land.

Crown Lands subsequently wrote to Council offering Council the opportunity to become the Crown Land Manager for the Lookout site and at its Ordinary Meeting of 27 September 2023 Council resolved the following:



Our Community No. 3 Cont...

**Resolved** that Council:

*Notify the Department of Crown Lands that Council is not in a financial position to become the Crown Land Manager for the Mount Mackenzie Lookout site however recognise the community benefit the asset provides.*

*(Peter Petty/Kim Rhodes)*

**Motion Carried**

Up until this time Council had regularly serviced the waste bin and toilet facility located at the lookout, however servicing was discontinued after Council's September resolution. During October-December Council was made aware of concerns over the lack of servicing of the bin located at the lookout site and overflowing rubbish. The bin was subsequently removed and there has been minimal issue with waste since this time. No servicing of the toilet facility has been undertaken and National Parks and Wildlife Service have ceased servicing the gas BBQ facility at the site.

**REPORT:**

On 23 April 2024 the Mayor, General Manager and senior staff met with representatives from Crown Lands, Moombahlene Aboriginal Land Council (ALC) and National Parks and Wildlife Service (NPWS) to discuss options for the future management of the Mt Mackenzie Lookout site and appointment of a Crown Land Manager.

Options discussed included Moombahlene Aboriginal Land Council (ALC) or National Parks and Wildlife Service (NPWS) becoming the Crown Land Manager, neither of whom were in a position to commit during these discussions, or Council becoming Crown Land Manager, subject to certain conditions.

As reported to the 27 September 2023 Ordinary Council meeting, Council was not in a financial position to become the Crown Land Manager if the existing facilities were to remain, given projected maintenance and replacement costs. However, if the toilet facility, BBQ Shelter and BBQ were removed from the site there would be minimal regular servicing and maintenance required.

An inspection of the lookout area was subsequently undertaken where it was deemed that the existing BBQ shelter structure was in good condition and could remain on the site with minimal maintenance costs to Council. The condition of the structure would be monitored over time and reviewed if major maintenance were required. The hand rail at the lookout is starting to show signs of weathering, however not major, this could be replaced at a future stage with assistance via a Crown Lands grant.

Refer to photos below.



## Our Community No. 3 Cont...

BBQ Shelter – rearBBQ Shelter - frontHand railToilet facility

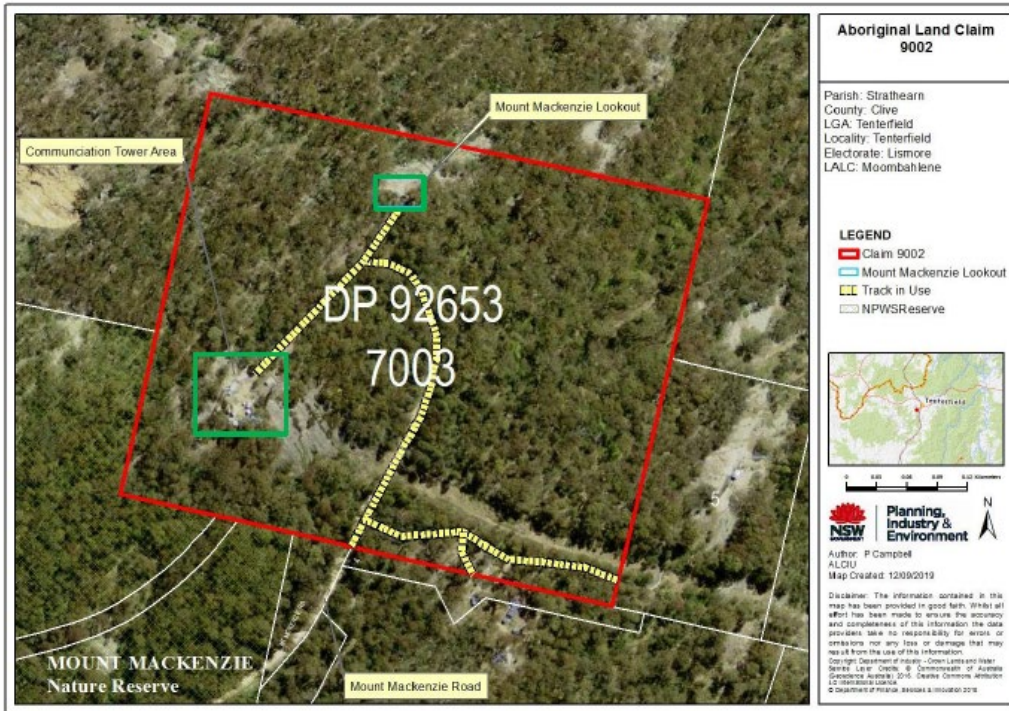
Anticipated costs for demolition of the toilet facility, including pump out of waste and removal of the BBQ is in the order of \$3,000, with budget currently available for these works to be undertaken should Council be of a mind to accept the offer of Crown Land Manager.

The land (as identified below bounded in red) contains Mount Mackenzie Lookout and an area which Council leases from the Crown containing an Analogue telecommunications tower (under License 609962) bounded in green. Crown Lands have advised that the green bounded areas are to be surveyed, along with the creation of easements for access through the land.

The purpose of the survey is to:

1. Identify the land comprising the Mount Mackenzie Lookout for the purposes of appointing a Crown Land Manager.
2. Identify the land comprising the telecommunications towers for future leasing options with the new owner (Moombahlene LALC). This matter will be subject to a separate report to Council once land transfer processes have been finalized (likely late 2024).

Our Community No. 3 Cont...



**COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

- Aboriginal Land Rights Act 1983
- Crown Land Management Act 2016
- Local Government Act 1993 & Regulations

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

Recommended demolition and removal works are catered for in the current financial year, with minimal ongoing maintenance covered by existing budget allocations for the next financial year.

NSW Government Crown Lands offers annual funding under the Crown Reserves Improvement Fund (CRIF), which supports Crown Land Managers by providing funding for repairs and maintenance projects, pest and weed control, new recreational infrastructure, or environmental initiatives. It is anticipated applications will open in October 2024 and an application lodged by Council, should Council become the Crown Land Manager.

**4. Asset Management (AMS)**

If Council chooses to become the Crown Land Manager and are appointed as such, Council must assign a Community Land Category to the site. Categories are referred to in Section 36 of the *Local Government Act 1993*. Council must notify the Minister (NSW Department of Planning & Environment) of the assigned category and prepare a Plan of Management (PoM) for the Reserve in line with

Our Community No. 3 Cont...

its use and ensuring that the process is completed in compliance with the *Crown Land Management Act 2016* and other legislation as relevant.

The categories described in the LG Act for land include:

1. Natural Area
2. Sportsground
3. Park
4. Area of Cultural Significance
5. General Community Use

It is likely the lookout will be categorised as Natural Area & General Community Use.

Council's Road Asset Management Plan (RAMP) currently identifies that Mt Mackenzie Lookout Road is maintained for a distance of 2.520km from the intersection with Gumflat Road and maintained every 18 months or as needed.

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

No significant impacts if toilet and BBQ facilities are removed.

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

Should Council become the Crown Land Manager, Council will include the assets on site into the existing asset inspection and maintenance schedule and manage any potential risks accordingly such as including these into the existing insurance portfolio with negligible impact on financial resources.

Council Crown Land Managers (CLMs) are responsible for native title compliance for dedicated or reserved Crown Land and land vested in a local council under Division 4.2 of the Crown Land Management Act 2016 (CLM Act). Under Part 8 of the CLM Act, Council CLMs must comply with all requirements of the Commonwealth Native Title Act 1993 (NT Act) and engage or employ at least one native title manager to fulfill these obligations. Any future works, if proposed, will require compliance with the relevant acts.

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

Nil.

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

Nil.

### **Hein Basson General Manager**

|                               |                                                         |
|-------------------------------|---------------------------------------------------------|
| Prepared by staff member:     | Tamai Davidson, Manager Planning Property & Development |
| Approved/Reviewed by Manager: | Hein Basson, General Manager                            |
| Department:                   | Office of the Chief Corporate Officer                   |
| Attachments:                  | There are no attachments for this report.               |



|                      |                                                                  |
|----------------------|------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                             |
| <b>Submitted by:</b> | Bruce Mills, Senior Advisor Communication & Economic Development |
| <b>Reference:</b>    | <b>ITEM ECO5/24</b>                                              |
| <b>Subject:</b>      | <b>LEASE OF THE FORMER VISITOR'S INFORMATION CENTRE</b>          |

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

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

#### **SUMMARY**

Advise Council of the two Expressions of Interest received to lease the former Visitors' Information Centre at 157 Rouse St, Tenterfield.

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

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

- (1) Accepts the Salvation Army Australia Territory – Tenterfield branch's offer to lease the building at 157 Rouse St, Tenterfield from 1 July 2024 with monthly lease payments to start 1 October 2024 for three years with the option to extend the lease term for a further two (2) terms of three (3) years each.**
- (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.**

#### **BACKGROUND**

**MAYORAL MINUTE** (Ordinary Council Meeting, Wednesday March 27, 2024)

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

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

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

Cr. Bronwyn Petrie

**Mayor**

*Supported unanimously by all Councillors.*

Our Economy No. 5 Cont...

Following the Mayoral Minute above, Expressions of Interest were sought via advertisements in the Tenterfield Star Newspaper and Council's Facebook page.

Two parties inspected the Visitor Information Centre and those two parties subsequently submitted formal Expressions of Interest, which are attached.

**REPORT:**

The two Expressions of Interest are self-explanatory.

Tenterfield local Nanette Watts, who is looking to establish a craft workshop/gallery, offers \$500/week (\$26,000/year) from 1 June 2024, for an initial 12 months with 2 x 2 lease option after first year.

The Salvation Army Australia Territory – Tenterfield branch, which is looking to relocate its existing Family Store retail operation from Crown Street, offers \$30,000 plus GST/year for 5 years with 3 x 5-year options and annual reviews fixed at 3%. This offer also requests a later lease start date of 1 July 2024 and three months rent-free - meaning rent payments would start five months later than Ms Watts's EOI.

The Salvation Army requests a rent-free period to allow time to move from Crown St and re-establish its store which – requiring rationalization/moving existing stock and new set-up etc.

This aside, the Salvation Army's Expression of Interest is a more substantial offer from a recognised charity that has operated in Tenterfield for many years. Indeed, 157 Rouse Street was once the site of the local Salvation Army Church, before being purchased by Council.

The recent history of the operation of the Visitors' Information Centre and its closure has been difficult. Leasing the site to the Salvation Army would see the building re-open under a long-term lease to a recognised charity.

**Commentary: General Manager**

Mr. Mills has been in contact with the Salvation Army and they are amenable to change their proposal from a 3 x 5 not a 3 x 3 term lease agreement. He has also been in contact with Mrs. Nanette Watts, who is unwilling to increase the weekly rent offered in her letter.

From a strategic planning perspective, a 3 x 3 year term lease agreement is considered to be a better option than a 3 x 5 one, especially if the lease agreement is worded in such a way that there is an option for Council to terminate the contract after the first three (3) year term in the instance of unsatisfactory performance or if circumstances change. The recommendation has therefore been changes to reflect this thinking.

**COUNCIL IMPLICATIONS:**

- 1. Community Engagement / Communication (per engagement strategy)**  
Expressions of Interest have been advertised, as required for transparency.
- 2. Policy and Regulation**  
Nil
- 3. Financial (Annual Budget & LTFP)**

Our Economy No. 5 Cont...

Leasing of the building would provide medium to long-term income potential.

**4. Asset Management (AMS)**

Income from the lease would provide funds for building maintenance.

**5. Workforce (WMS)**

Some staff time would be needed to finalise the lease agreement and clean-out the building.

**6. Legal and Risk Management**

Nil. The lessee would be required to hold usual staff and public liability cover.

**7. Performance Measures**

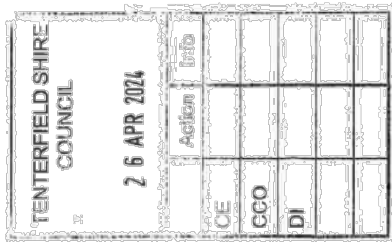
Nil.

**8. Project Management**

Nil.

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

|                               |                                                                                                                                                                                     |                                       |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Prepared by staff member:     | Bruce Mills, Senior Advisor Communication & Economic Development                                                                                                                    |                                       |
| Approved/Reviewed by Manager: | Hein Basson, General Manager                                                                                                                                                        |                                       |
| Department:                   | Office of the Chief Executive                                                                                                                                                       |                                       |
| Attachments:                  | <ol style="list-style-type: none"> <li><b>1</b> Expression of Interest - Nanette Watts</li> <li><b>2</b> Expression of Interest - The Salvation Army Australia Territory</li> </ol> | <p>2<br/>Pages</p> <p>2<br/>Pages</p> |



24<sup>th</sup> April 2024  
Nanette Watts  
78 George Street  
Tenterfield 2372

Dear General Manager of Tenterfield Shire Council,

I wish to express my interest and firm wish to lease the building known as “the Tenterfield Visitors Information Centre” at 157 Rouse Street.

My vision to develop a crafter’s workshop, Gallery (with local goods for sale) along with a Museum of Collections, is very suitable for this location in the Main Street.

I have been working towards this project and vision since travelling through central Australia in 2012.

I am a 3<sup>rd</sup> generation local woman who has lived and worked here all my life, plus volunteered in my treasured community’s endeavors.

This would be a learning and mentor centre for locals (young and old) as I have a lot of craft knowledge to share.

As well as being an intriguing visitor’s drop-in not seen anywhere else, that inspires, uplifts and encourages all.

My time with Make-It group has only fed my passion to make this happen before I am too old to do so.

I would be happy to include an area for visitor’s information and avail myself and staff to enquiring visitors. This would be a bonus to my business too.

I am requesting a lease at \$500.00 per week for the whole building with the fixtures, counters and display gear presently in the building included (this would help my set up cost and allow more advertising dollars).

Page 2

I realize this is a lower than hoped for offer, but as I would be providing a substantial asset to our town providing the visitor's information I do think the offer appropriate.

With over 100 Collections to seasonally inter-change, I would aim to create a loved sanctuary for learning and stimulation. A place people long remember but cannot find elsewhere.

I would be aiming to bring employment to our town as I develop over 6 months.

My previous business experience gives me relevant knowledge to make this a success. I would open 6 & 1/2 days a week, with set hours.

It would suit me to start lease on 1<sup>st</sup> June and anticipate opening 1<sup>st</sup> July 2024.

Hoping you find this expression of interest positive and look forward to further contact. Should you require further information, please do not hesitate to contact me.

My lease would include me providing garden and lawn maintenance.

I would like to agree to a one-year lease (this to make sure my idea works), then 2 x 2 year lease after first year.

Please assist me in adding to our great town and move forward enthusiastically.

Yours Sincerely,



P.S. While viewing the building with Mr Bruce Mills, I was privy to 2 different visitors trying to enter in a short time.





**The Salvation Army Australia Territory**

**Property Department**

95-99 Railway Rd  
Blackburn Vic 3130  
P O Box 479  
Blackburn Vic 3130  
P 03 8878 4500

**EXPRESSION OF INTEREST**

**Lease of 157 Rouse Street, Tenterfield (former Visitor's Centre)**

**ATT: The General Manager, Tenterfield Shire Council**

Via email: [council@tenterfield.nsw.gov.au](mailto:council@tenterfield.nsw.gov.au)

The Salvation Army are interested in leasing the former Visitor's Centre at 157 Rouse Street, Tenterfield.

The current Tenterfield Family Store at 13 Crown Street needs to be relocated as it poses unacceptable WHS risks to our staff and volunteers.

This store raises much needed funds for the Salvation Army to facilitate services and programs within the local community. The funds from the Tenterfield shop fund community programs Gingerbread House decorating, Easter Craft Morning, Monthly community meal, Kids Holiday Club and weekly kids club. It also provides community gift cards. The Corps also provides welfare vouchers for people in need.

We propose the following commercial terms and would welcome the opportunity to submit a formal Heads of Agreement to Lease 157 Rouse Street, Tenterfield, NSW:

Lease Commencement: 1 July 2024

Rent Commencement: 1 October 2024 (i.e. 3 months rent free)

Lease Term: 5 years

Lease Options: 3 x 5 years

Permitted Use: Retail sale of new and second hand goods, including but not limited to clothing, furniture, household items and bric-a-brac, including the storage and sorting of the above, including office and community services

Zoning: Village RU5

Rent: \$30,000 plus GST per annum

Outgoings: \*\* Please advise an annual estimate

Annual Rent Reviews: Fixed at 3%

Rent Review at Option: Fixed at 3%

*Wherever there is hardship or injustice, Salvos will live, love and fight alongside others to transform Australia one life at a time with the love of Jesus.*

[salvationarmy.org.au](http://salvationarmy.org.au)

Lessor Works: \*\* To be confirmed after site inspection.

- o All furniture, fixtures and fittings to be removed.
- o Carpet to be removed.
- o All lights, air-conditioning, plumbing and other services to be in sound working condition.
- o Property to be fire compliant.
- o Asbestos Report
- o RCD compliant switchboard

All negotiations are subject to formal TSA board matrix approval.

Your sincerely,

*Michelle Wales*

Michelle Wales  
Retail Leasing Executive  
National Property Group  
The Salvation Army  
Phone: 0407845495  
Email: michelle.wales@salvationarmy.org.au

|                      |                                                                                     |
|----------------------|-------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                                |
| <b>Submitted by:</b> | Bruce Mills, Senior Advisor Communication & Economic Development                    |
| <b>Reference:</b>    | <b>ITEM ECO6/24</b>                                                                 |
| <b>Subject:</b>      | <b>UPDATE ON NEGOTIATIONS WITH TEN FM MANAGEMENT - 142 MANNERS ST, TENTERFIELD.</b> |

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

### SUMMARY

The purpose of this report is to advise Council of negotiations with Ten FM management on renewing its Lease for the Council owned building at 142 Manners St, Tenterfield. Ten FM management have advised that they are unable to pay the full increase as per Ordinary Council Meeting- 27 March 2024 - Mayoral Minute – ITEM 1: SEEK EXPRESSIONS OF INTEREST TO LEASE 157 ROUSE STREET, TENTERFIELD AND TEN FM BE OFFERED A COMMERCIAL LEASE. Ten FM management have suggested they may be able to pay a more realistic rent, subject to further negotiation.

### OFFICER'S RECOMMENDATION:

#### That Council:

- (1) **Notes the update on negotiations on the Lease of 142 Manners Street, Tenterfield.**
- (2) **Resolves to accept Ten FM Committee's offer to renew its Lease on 142 Manners St, Tenterfield for a rental fee of \$250.00 per week, plus the water, sewerage and garbage removal charges applicable to the premises for a period of thirteen (13) months – starting on 1 June 2024 and terminating on 30 June 2025.**
- (3) **Delegates the authority to the General Manager to execute the necessary lease documents and enter into a Lease agreement with Ten FM.**
- (4) **Urges the Ten FM management to investigate their options during the course of the lease term; whether they would like to purchase the house located at 142 Manners Street, pay a commercial rent for this premises, or move to another location.**
- (5) **Further, that the Ten FM management communicates in writing their clear future intention to Council by no later than 31 January 2025.**

### BACKGROUND

**MAYORAL MINUTE (Ordinary Council Meeting - Wednesday March 27 2024)**

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

Our Economy No. 6 Cont...

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

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

Cr. Bronwyn Petrie  
**Mayor**

*Supported Unanimously by all Councilors.*

**REPORT:**

Following the Mayoral Minute, noted above, staff wrote to Ten FM management advising them of the Council Resolution; emailing them the letter and a copy of the Mayoral Minute. Staff also hand-delivered hard-copies of the letter and the minutes and discussed these both with the Ten FM President and Treasurer.

Staff were told there was no money available to pay higher rent, and certainly not \$300/week plus outgoings (including rates and charges.)

The Ten FM Committee has been trying to find other premises and had agreed to move to the rear office at the former Visitors' Information Centre (VIC). Also, the Committee applied for a State Government grant to cover relocation costs.

The President noted that moving to the rear office of the former Visitors' Information Centre (VIC) was now highly unlikely given Council's Resolution calling for Expressions of Interest to lease the building.

Staff have followed-up with further discussions with Ten FM Committee members, including the new Vice-President, who fully understands the need for Council to seek a more realistic rent for the building. The Vice-President is also keen to make good on the matter of a training studio in Tenterfield, as per an earlier grant for equipment meant for Tenterfield, that somehow got installed in the Stanthorpe studio.

The Vice-President advised that Ten FM doesn't really wish to move from its current location and a recent committee meeting decided to formally respond to Council's offer with a counteroffer of \$250/week (excl GST) + outgoings, without the rates charge – see the attached letter from the Committee President dated 14 May 2024.

The Ten FM Committee is mindful Council has agreed that Ten FM can remain at 142 Manners St until the end of June 2024, but advised it has been unable to find another site. Also, the committee was unsuccessful with its grant application to assist with relocation expenses. Therefore, even if another site was available, the committee does not have the funds to move and advised it would realistically need 18 to 24 months to complete an orderly move.

Moreover, the committee wishes to stay at 142 Manners Street and asked Council to agree to its offer of \$250/week (excl GST) + outgoings, but no rates, and asked that the community radio station be allowed to stay on for a minimum of 18 and if possible 24 months beyond 30 June 2024.

Our Economy No. 6 Cont...

The new Vice-President is keen to work with Council, reach an agreement on rent and lease terms etc, and build a more positive relationship with Council in general.

Ten FM's formal lease expired on 30 September 2022. It has since been on a month-to-month basis, with them paying \$550/year including GST + rates of approximately \$4,500/year + charges.

### **Commentary: General Manager**

I have tried to provide more structure and direction in the recommendation to this report, for Council's consideration.

### **COUNCIL IMPLICATIONS:**

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

The community is well-aware of Council's need to cut costs and increase income from under-performing assets, where possible.

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

Nil.

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

The increased rent would assist somewhat with the annual budget.

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

Additional rent could cover some building maintenance at 142 Manners Street, Tenterfield.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Prepared by staff member: Bruce Mills, Senior Advisor Communication & Economic Development

Approved/Reviewed by Manager: Hein Basson, General Manager

Department: Office of the Chief Executive

Attachments: **1** Letter from Ten Fm dated 14 May 2024 **1** Page



**Tenterfield & District Community FM Radio Association Inc.**  
Established in 1986 ABN 722 882 798 66

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Tenterfield Shire Council  
General Manager  
Hein Basson  
PO Box 214  
TENTERFIELD 2372  
E: [council@tenterfield.nsw.gov.au](mailto:council@tenterfield.nsw.gov.au)

Tuesday 14 May 2024

**Re: Ten FM lease of 142 Manners St**

Dear Sir

I write on behalf of Ten FM's management committee to thank Council for its recent offer to renew Ten FM's lease at 142 Manners St.

After careful consideration, the committee believe the offer of \$300/wk plus rates is beyond Ten FM's ability to pay and respectfully asks Council consider an offer of \$250.00 per week and to waive the rates charge.

I also advise that Ten FM has been unsuccessful with a grant application seeking funds to help with relocation costs.

Council will recall Ten FM was interested in moving to the rear office at the former Visitors' Information Centre, but needed financial support to make the move.

Being unsuccessful with the grant means we simply do not have the financial ability to move quickly. Even if we did achieve in successfully applying for and obtaining another grant, an orderly wind-down of operations at 142 Manners St and set-up elsewhere in Tenterfield could realistically take 18 months to 2 years.

Therefore, the committee asks Council to continue our lease at \$250/wk without the rates charge for a minimum 18 months and if possible for 2 years beyond 30 June 2024.

The Management Committee has no real desire to move from Manners Street and should Council be agreeable to our offer the Committee would seek to enter into a long term lease of say 5/10 years.

Ten FM fully understands Council faces financial pressures and would appreciate a compromise which allows us to remain at 142 Manners St at an increased rent that is within our financial ability for our local community radio station.

Yours faithfully

Marion Saxby

President

---

PO Box 93 Tenterfield NSW 2372  
Email: [info@tenfm.org.au](mailto:info@tenfm.org.au) Website: [www.tenfm.org.au](http://www.tenfm.org.au) Find us on Facebook

|                      |                                                                                                                                                                                                                                      |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                                                                                                                                                                                         |
| <b>Submitted by:</b> | Tamai Davidson, Manager Planning Property & Development                                                                                                                                                                              |
| <b>Reference:</b>    | <b>ITEM ENV5/24</b>                                                                                                                                                                                                                  |
| <b>Subject:</b>      | <b>DEVELOPMENT APPLICATION 2024.037<br/>RETAIL PREMISES: FOOD &amp; DRINK PREMISES<br/>(RESTAURANT &amp; CAFE)<br/>AND SPECIALISED RETAIL PREMISES<br/>COMMERCIAL PREMISES<br/>OFFICE PREMISES<br/>306 ROUSE STREET, TENTERFIELD</b> |

|                                                               |                                                                                                                                                                 |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                 |
| <b>CSP Goal:</b>                                              | <b>Environment</b> - Our natural environment will be protected, enhanced and promoted for future generations.                                                   |
| <b>CSP Strategy:</b>                                          | Town and Village planning supports and enhances local place making principles to deliver sustainable land use management practices for our natural environment. |

## SUMMARY

The purpose of this report is to present to Council a Development Application (DA) for the change of use of the existing tyre service centre at 306 Rouse Street, Tenterfield to a retail and commercial premises for consideration and determination.

The application is presented to Council for determination under the provisions of Council Policy '*Limit of Delegated Authority in dealing with development applications and complying development certificates*' as an application of public interest with the value of the works exceeding \$500,000.00 and a variation to Tenterfield Development Control Plan 2014 is proposed.

The application notified adjoining and adjacent owners for a period of fourteen (14) days, after which time two (2) submissions were received. The application has been assessed in accordance with the relevant provisions of the *Environmental Planning & Assessment Act, 1979 (EP&A Act)* and is recommended for approval subject to conditions.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Approves Development Application 2024.037 for Retail and Commercial premises at 306 Rouse Street, Tenterfield subject to the conditions contained in the attached document (Attachment 1).**
- (2) Notifies those persons who made submissions of Council's determination.**

Our Environment No. 5 Cont...

## **BACKGROUND**

### **Background – the site and surrounding development**

1. Development Application 2024.037 for Retail & Commercial Premises was lodged with Council on 10 April 2024. The application proposes the following uses as defined under *Tenterfield Local Environmental Plan 2013 (LEP)*:

#### **Retail Premises**

**food and drink premises** means premises that are used for the preparation and retail sale of food or drink (or both) for immediate consumption on or off the premises, and includes any of the following—

- (a) a restaurant or cafe,
- (b) take away food and drink premises,
- (c) a pub,
- (d) a small bar.

**specialised retail premises** means a building or place the principal purpose of which is the sale, hire or display of goods that are of a size, weight or quantity, that requires—

- (a) a large area for handling, display or storage, or
- (b) direct vehicular access to the site of the building or place by members of the public for the purpose of loading or unloading such goods into or from their vehicles after purchase or hire,

*but does not include a building or place used for the sale of foodstuffs or clothing unless their sale is ancillary to the sale, hire or display of other goods referred to in this definition.*

#### **Commercial Premises**

**Office premises** means a building or place used for the purpose of administrative, clerical, technical, professional or similar activities that do not include dealing with members of the public at the building or place on a direct and regular basis, except where such dealing is a minor activity (by appointment) that is ancillary to the main purpose for which the building or place is used.

2. The site is located on the western side of Rouse Street, Tenterfield with an area of approximately 632square metres. It has street frontage of approximately 20m, with the only means of access from the Rouse Street frontage.
3. The site currently contains a brick and iron building occupied by Willow Town Tyre Service.
4. Immediately surrounding land uses comprise retail and commercial premises.
5. The site lies within the Tenterfield town centre Heritage Conservation Area as mapped under Tenterfield LEP.
6. Plans of the proposed development are provided at Attachment 2. Select drawings of the development are provided below.





**Figure 1** – Aerial image of subject site and surrounds

### **Proposal**

The application seeks consent for the change of use of the building to a café/restaurant, office/reception, amenities, retail, tourist information and centre for distribution of mountain bike trail ride information, bike maintenance and education. The application is proposed in two (2) Stages as follows;

Stage 1 – Conversion of existing ground floor space to office/reception, ride orientation area, tourist information, retail, lounge, kitchen/café as identified on the staging plan contained in Attachment 2.

Stage 2 – Construction of rear section including additional amenities, bike maintenance area and first floor training room and balcony as identified on the staging plan contained in Attachment 2.

Our Environment No. 5 Cont...

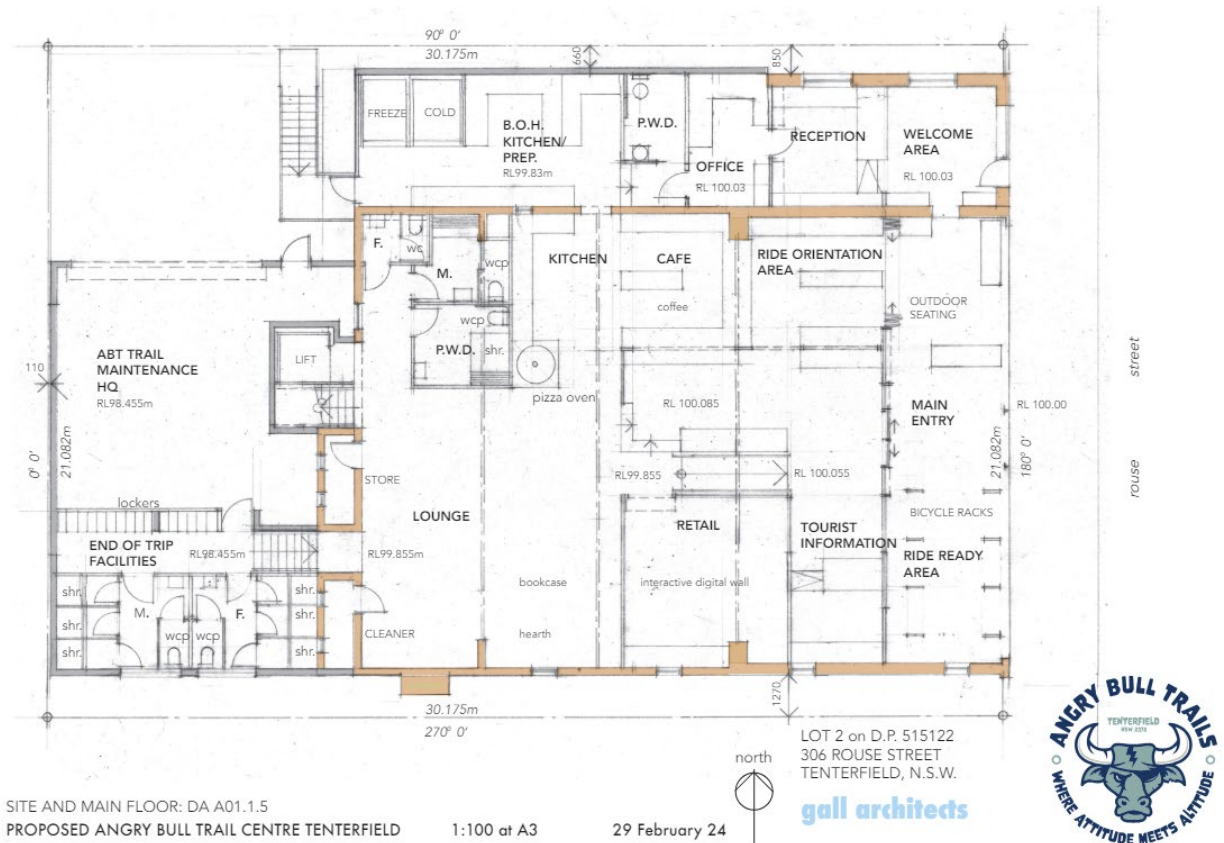
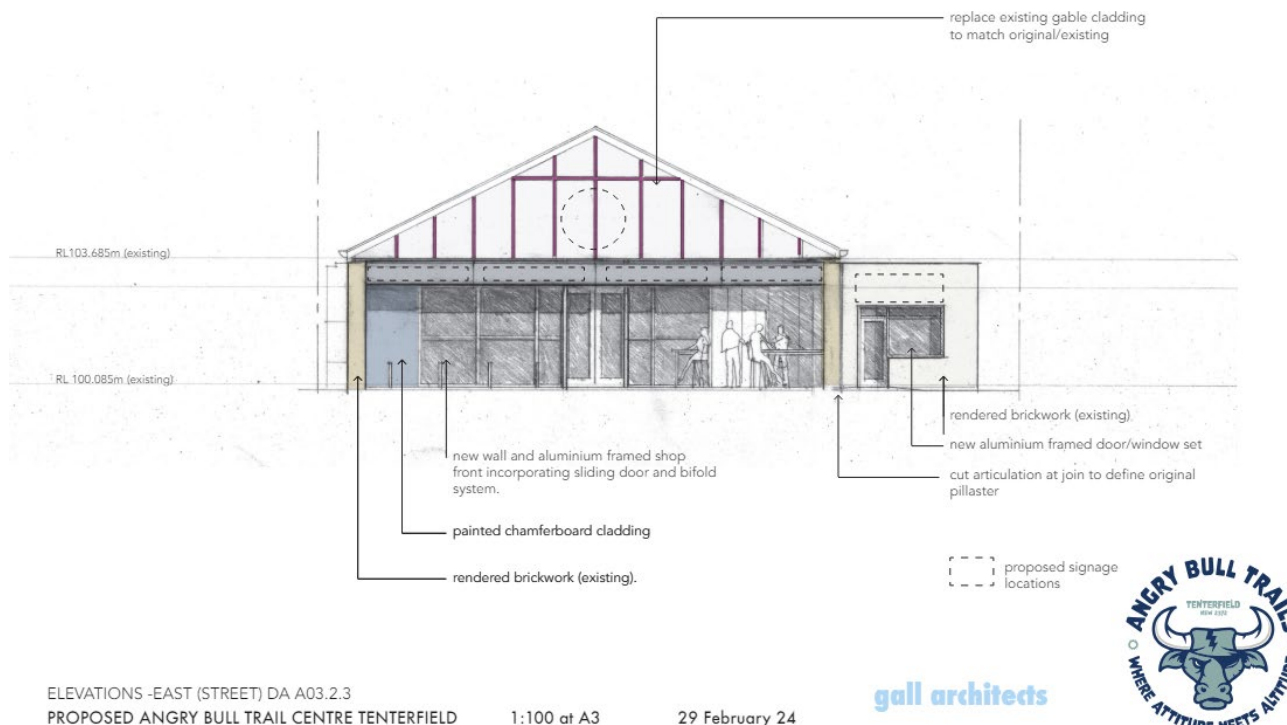


Figure 2 – Ground floor plan



Figure 3 – First floor plan

Our Environment No. 5 Cont...



**Figure 4** – Rouse Street proposed elevation

**REPORT:**

Pursuant to the provisions of Section 4.15 of the *Environmental Planning & Assessment Act, 1979*, in determining a Development Application, Council must take into consideration such of the following matters as are of relevance to the development the subject of the Development Application. The application has been assessed under Section 4.15 of the EP & A Act, 1979, including consideration of the following matters:

- (a) the provisions of:**
  - (i) any environmental planning instrument**

**Tenterfield Local Environmental Plan 2013 (LEP)**

The land lies within the RU5 Village Zone pursuant to *Tenterfield LEP 2013*, where the development as described above is permitted with consent in the zone.

**Zone RU5 Village**

**1 Objectives of zone**

- To provide for a range of land uses, services and facilities that are associated with a rural village.
- To enable development of a scale that is compatible with the general residential character of village areas and that will not prejudice the viability of established shopping and commercial centres.

**2 Permitted without consent**

*Building identification signs; Environmental protection works; Home occupations; Roads; Water reticulation systems*

Our Environment No. 5 Cont...

### **3 Permitted with consent**

*Centre-based child care facilities; Community facilities; Dwelling houses; Liquid fuel depots; Neighbourhood shops; Oyster aquaculture; Places of public worship; Recreation areas; Recreation facilities (indoor); Recreation facilities (outdoor); Respite day care centres; Schools; Tank-based aquaculture; Any other development not specified in item 2 or 4.*

### **4 Prohibited**

*Agriculture; Air transport facilities; Airstrips; Cellar door premises; Correctional centres; Crematoria; Eco-tourist facilities; Farm buildings; Farm stay accommodation; Forestry; Heavy industrial storage establishments; Heavy industries; Resource recovery facilities; Roadside stalls; Rural workers' dwellings; Waste disposal facilities; Wharf or boating facilities*

The development is consistent with the objectives of the RU5 Zone in the provision of services and facilities associated with Tenterfield.

### **New England North West Regional Plan 2041**

The proposed development is consistent with the intent of the NENW Regional Plan which aims to support growing regional economies and associated services required for the communities across the region.

**(ii) any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Planning Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and**

No proposed or draft instruments applicable.

**(iii) any development control plan,**

*Tenterfield Development Control Plan 2014 (DCP) applies to the subject land and development proposal, with the following sections of relevance:*

### **Chapter 2 - Notification Procedures**

Table 1 identifies 'food and drink premises' with a value greater than \$0.5 million be notified in the RU5 Village Zone. Accordingly, Council provided written notification to adjoining and adjacent property owners advising of the proposed development and providing copies of the proposed plans. The proposal was also placed on Council's website during the notification period.

At the close of the notification period Council was in receipt of two (2) submissions stating their support for the proposal, however raising concerns in relation to lack of on-site parking available and the possible impact on existing parking in Rouse Street. The submissions have been taken into account in the assessment of the application.

### **Chapter 5 – Development in Commercial and Industrial Areas**

The proposal is consistent with the aims and objectives of the chapter by reinforcing the role of the central business precinct as a focus of retail activity.

Our Environment No. 5 Cont...

The design conserves and enhances the heritage value of the building and will contribute positively to streetscape character.

### **Chapter 6 – Access and Parking**

In the case of a change of use of an existing building the provisions of the DCP apply if Council considers that the proposed new use will produce substantially different parking requirements than those attributable to the existing use.

The existing floor area is taken to be that as for a retail premises and is approximately 340sq.m. The proposed use predominantly utilizes the existing floor space of the building for the ground floor, with approximately 190sq.m dedicated to amenities, kitchen, store, office/reception, hallways/paths of travel, leaving 150sq.m of public space/café and retail. Retail premises attract a car parking requirement of 1 space per 30sq.m. of floor space, meaning a total of 5 car parking spaces should be provided for the development if it were a 'greenfield' site.

Historically, when a change of use is affected in existing retail premises there is no requirement to provide any carparking as the existing floor space is taken to have 'credit' as an historical development, pre-dating the requirements of the DCP. Practically, patrons of the premises will cross use the internal facilities, with it unlikely that the entire floor space will be occupied by patrons at any one time.

Stage 2 of the development comprises approximately 190sq.m. of floor space over two (2) levels, identified as amenities (showers/toilets) bike maintenance with a first floor "community hub/training room."

There are many existing retail and commercial premises in Rouse Street which do not have onsite parking and rely on Council car parking at the rear of the main street area for staff and customers.

The site has no ability to provide onsite parking as the existing building covers the entire lot. Concerns raised over the lack of parking on site are acknowledged and the matters raised in the submissions in terms of existing and future parking issues will be addressed by the Ranger and referred to the Local Traffic Committee for review.

The existing tyre repair business utilizes a layback in the kerb for vehicles to enter and exit the premises, and in accordance with parking regulations, no parking is permitted in this zone. The area covers two (2) car parking spaces and it is proposed to impose a condition of consent requiring reinstatement of the kerb and gutter in this location and have signage adjusted accordingly. In addition, the concrete footpath is to be removed and pavers installed to match existing at the cost of the developer.



Our Environment No. 5 Cont...



**Figure 5** – Existing Streetscape – layback in kerb

It is considered that the overall benefit of the development to the streetscape and use outweigh the need for car parking on site and it is recommended that the requirements of the DCP be varied in this instance. The lack of parking does not warrant refusal of the development proposal.

## Chapter 7 – Development and Heritage Conservation

The site is located within the Tenterfield Heritage Conservation Area where the aims and objectives state;

- *The objective of conserving the character of the Heritage Conservation prevent it. The area must be allowed to redevelop and grow to accommodate the needs of the commercial and adjacent residential area, the Showground and Railway areas.*
- *These development guidelines aim to promote development that is well sited and designed to be sympathetic with the character of the area.*
- *To allow for sympathetic additions and alterations to listed building and sites, in line with the principles of the Burra Charter.*

The proposed redevelopment of the site and plans are well considered and respectful to the original fabric of the building, avoiding any demolition of the original fabric. The below undated photo shows the original front façade under the battened gable and has been used to inform reconstruction to original details. The proposed eastern elevation with a more transparent opening is acknowledged for the new use and provides for an active street frontage for the proposal.

Our Environment No. 5 Cont...



**Figure 6** – historic photo (undated – post 1928)

Figure 4 identifies retention of the battened gable detail, however high-level signage is inconsistent with DCP provisions for advertising.

The proposed hipped roof extension of the existing roof form is acceptable.

## **Chapter 8 – Signage and Outdoor Advertising**

Proposed signage locations are identified on Figure 4. There are no objections to signage as proposed on the fascia and building frontage subject to lodgment with Council of the final wording, however the signage above the level of the awning is inconsistent with the provisions of the DCP which states;

- *Signs located above the awning and on parapets on heritage buildings or in the Heritage Conservation Areas unless they form part of the original architecture of the building. (p.72 Tenterfield DCP 2014)*

The proposed active street frontage of the building will naturally draw the passer-by's eye to the frontage of the development.

**(iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph),**

Consistent with the regulations.

**(b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,**

### **Context and Settings**

The site contains an existing tyre repair and fitting premises which is classified as an industrial use. The proposed change of use of the premises is compatible with existing surrounding land uses and considered to be a more compatible use in this environment.

Adjoining to the south is the Commercial Boutique Hotel and Accommodation. Stage 2 of the development incorporates a first-floor training room and balcony. The balcony

Our Environment No. 5 Cont...

will overlook the rear of the Commercial site and carpark, there are no concerns in relation to privacy in this regard as both uses are commercial and publicly accessible. However, the balcony will overlook residential development to the west and appropriate screening must be installed to prevent overlooking. Final construction plans may necessitate a change in the balcony design to take into account required fire rating requirements. Conditions of consent are recommended to address these matters.



**Figure 7** – Western elevation from rear of Commercial Boutique Hotel

### **Waste, Noise, Security**

Waste bins are to be screened from adjoining premises. External lighting is not to impact on road users or adjoining premises. Proposed hours of operation are from 6.00am to midnight each day.

### **Social Impacts**

No negative impacts.

### **Site Design and Internal Design**

All stormwater from the development is to be directed to Rouse Street. The proposed development will be required to comply with the National Construction Code and relevant provisions in relation to the fit out of food premises and design and construction of amenities and accessible spaces within the building. These matters are assessed under the Construction Certificate.

### **(c) the suitability of the site for the development,**

The site lies within the existing Tenterfield CBD and the proposed use is compatible with existing surrounding uses. The proposed use will replace an industrial development, more suited to a location outside the CBD. Council has approved both Development Application and Construction Certificate for the existing business to be relocated to the Riley Street industrial estate.

### **(d) any submissions made in accordance with this Act or the regulations,**

Two (2) submissions were received during the notification period. No objections to the proposed use were raised, however concerns in relation to parking which have been addressed above. A copy of the submissions received are contained in Attachment 3.



Our Environment No. 5 Cont...

**(e) the public interest.**

It is considered that the proposal will have no detrimental effect on the public interest, subject to appropriate conditions being proposed.

**Tenterfield Shire Council Section 7.12 Development Contributions Plan (General Development)**

The above plan applies to the development, where, in accordance with Section 1.2 of the plan a levy of 1.0% is payable on the value of the development, being \$577,500.00. Therefore, a contribution of \$5,775.00 is payable prior to issue of the construction certificate for the development.

**COUNCIL IMPLICATIONS:**

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

Notified in accordance with Tenterfield Development Control Plan 2014.

**2. Policy and Regulation**

- Environmental Planning & Assessment Act, 1979
- Tenterfield Local Environmental Plan 2013
- Tenterfield Development Control Plan 2014
- Limit of Delegated Authority in Dealing with DAs and Complying Development Certificates (Council Policy 3.122)

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

|                               |                                                                                       |
|-------------------------------|---------------------------------------------------------------------------------------|
| Prepared by staff member:     | Tamai Davidson, Manager Planning Property & Development                               |
| Approved/Reviewed by Manager: | Hein Basson, General Manager                                                          |
| Department:                   | Office of the Chief Corporate Officer                                                 |
| Attachments:                  | <b>1</b> Attachment 1 - Council Conditions <span style="float: right;">7 Pages</span> |

Our Environment No. 5 Cont...

|          |                            |             |
|----------|----------------------------|-------------|
| <b>2</b> | Attachment 2 - DA 2024.037 | 13<br>Pages |
| <b>3</b> | Attachment 3 - Submissions | 2 Pages     |

**Attachment 1.**

**PROPOSED CONDITIONS**

**PRESCRIBED CONDITIONS**

1. All work must be carried out in accordance with the requirements of the National Construction Code.

*Reason: To comply with the provisions of Clause 98 of the Environmental Planning & Assessment Regulation 2000.*

2. A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out, such sign is to be maintained while the work is being carried out, but must be removed when the work has been completed. The sign must include the following:

- Showing the name, address and telephone number of the principal certifying authority for the work, and
- Showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
- Stating that unauthorised entry to the work site is prohibited.

*Reason: To comply with the provisions of Clause 98A of the Environmental Planning & Assessment Regulation 2000.*

**GENERAL CONDITIONS**

3. The development must be undertaken strictly in accordance with the details set out on the application form, any information submitted with the application and the plans submitted, as amended in red by Council, or as modified by the conditions of this Notice of Determination.

- Plans, described as 'Proposed Angry Bull Trail Centre Tenterfield, Lot 2 DP 515122, 306 Rouse Street, Tenterfield NSW  
DWG No.
  1. Cover and Locality Plan: DA A00.1.1
  2. Site and Main Floor: DA A01.1.5
  3. Upper Floor: DA A01.2.3
  4. Staging Diagram: DA A01.3.1
  5. Sewer & Stormwater Diagram: DA A01.4.3

6. Demolition Plan: DA A01.5.1
7. Demolition Plan – Roof: DA A01.6.1
8. Section – Long: DA A02.1.4
9. Elevations – East: DA A03.2.3
9. Elevations – North: DA A03.3.3
10. Elevations – South: DA A03.4.3
11. Elevations – West DA: A03.5.2

Note: Any proposal to modify the terms or conditions of this consent, whilst still maintaining substantially the same development to that approved, will require the submission of a formal application under *Section 4.55* of the Environmental Planning and Assessment Act 1979 for Council's consideration. If amendments to the design result in the development not remaining substantially the same as that approved by this consent, a new Development Application will have to be submitted to Council.

*Reason: To confirm and clarify the terms of Council's approval.*

4. Any earthworks associated with the construction of the building must comply with part 3.1 and 3.2 of the BCA if they are to be maintained by means of an unprotected embankment. Alternatively a retaining wall is required to be installed to the earthworks, if you opt to use this method details of the retaining walls construction are to be provided to Council prior to its installation.

*Reason: To comply with the Environmental Planning and Assessment Act and the National Construction Code.*

5. All storm water (or rainwater tank overflow) must be diverted to Rouse Street and to the satisfaction of Council and clear of any structures and property boundaries. Gutter and downpipes are to be provided.

*Reason: To comply with Council requirements.*

6. To prevent soil leaving the site and entering the stormwater system and causing pollution of rivers and creeks erosion and sediment controls are to be installed prior to work commencing and include the following:

The installation of a sediment fence with returned ends across the low side of the site so that all water flows through. Drains, gutters, roadways etc shall be kept clean and free of sediment. To prevent the movement of soil off site, a single entry/exit point to the property shall be constructed of 40mm blue metal aggregate or recycled concrete to a depth of 150 mm. The length must be a minimum of 5m and a width of 3m these measures shall

be maintained throughout the course of construction and until all disturbed areas are restored by turfing, paving or revegetation.

*Reason: To comply with the requirements of the Protection of the Environmental Operations Act 1997 and protect the amenity of the local environment.*

7. The demolition of the building structure is to be carried out in accordance with provisions of Australian Standard AS 2601 and the NSW WorkCover regulations.

*Reason: To protect the health and safety of the community.*

8. Any materials suspected of containing asbestos are to be identified and removed prior to the building being demolished. All materials containing asbestos are to be removed, handled and disposed of strictly in accordance with the Safe Work Australia Code of Practice – How to Safely Remove Asbestos 2011 and disposed of in accordance with EPA guidelines.

Where more than 10 square metres of non-friable asbestos is to be removed the a NSW WorkCover licence holder (Class A Licence – Friable Asbestos and/or Class B Licence for non-friable or Bonded Asbestos) is to carry out the identification, removal and disposal of the asbestos in compliance with NSW WorkCover legislation. NSW WorkCover notification is required 5 days prior to the removal of materials containing asbestos.

A clearance certificate is to be provided at the completion of the asbestos removal work these can be issued by a licensed asbestos assessor for friable removal work, or a competent person for non-friable (bonded) removal work Materials containing asbestos are only to be disposed of at a facility licensed by the NSW Environmental Protection Authority.

All demolition work is to be carried out in accordance with ASNZ2601 Demolition of structures.

Any demolition of a structure over 4 metres in height being demolished by machine or over 10 metres being demolished by any means is required to be carried out by a licenced demolition contractor.

*Reason: To protect the health and safety of the Community.*

#### **PRIOR TO COMMENCEMENT OF CONSTRUCTION**

9. Construction work must not commence until Council has received a copy of engineer certified plans and a Construction Certificate has been issued. Construction Certificate is to be applied for via the NSW Planning Portal.

*Reason: To comply with the Building Code of Australia, Local Government Act 1993 and the provisions of the Environmental Planning & Assessment Act, 1979.*

10. The applicant may apply to the Council or an Accredited Certifier for the issuing of a Construction Certificate to be the Principal Certifying Authority to monitor compliance with the approval and issue any relevant documentary evidence or certificate/s.

*Reason: To comply with Environmental Planning and Assessment Act.*

11. A final schedule of colours and finishes for the repainting of the exterior and interiors, based on evidence of the original and historic paint layers and other documentary evidence such as early photographs, is to be submitted to and approved by Council, prior to the issue of the Construction Certificate.

*Reason: to ensure appropriate heritage colour schemes.*

12. Any premises in which food is handled for sale must be constructed:
- (a) So that food, equipment, appliances, fittings and packaging materials on the premises are protected from likely contamination; and
  - (b) So as to permit the premises to be easily cleaned.

*Reason: To comply with the Food Act & Regulations.*

13. Any premises in which food is handled must be provided with a wash basin in or convenient to:
- (a) each lavatory situated in the premises or vehicle; and
  - (b) every part of the premises in which hands are likely to be a source of contamination of food for sale.

A wash basin provided in accordance with this clause:

- (a) must be provided with an adequate supply of potable water at a temperature of at least 40°C mixed from a hot and cold water supply; and
- (b) must be supplied with soap or a suitable detergent and an adequate supply of single use towels or other suitable hand drying facilities, located adjacent to the hand basin.

*Reason: To comply with the Food Act & Regulations.*

14. The Stage 2 Balcony is to contain screening such that overlooking in to adjacent residential properties is not achieved. Details of the screening are to be provided to Council and approved prior to the issue of the Stage 2 Construction Certificate.

*Reason: to ensure privacy of adjacent residential premises.*

15. In accordance with Tenterfield Shire Council Section 7.12 Development Contributions Plan (General Development) 2020, a contribution in the amount of 1% of the estimated cost of development is payable prior to issue of the Construction Certificate for Stage 1 in the amount of \$5,775.00.

*Reason: To comply with Council's Section 7.12 Contributions Plan 2020*

### **DURING CONSTRUCTION**

16. Construction, demolition and associated work shall be carried out only between the times stated as follows:-

|                    |                  |
|--------------------|------------------|
| Mondays to Fridays | 7.00am to 6.00pm |
| Saturdays          | 8.00am to 1.00pm |

### **No construction work to take place On Sundays & Public Holidays**

*Reason: To ensure that the environmental quality of adjoining land is not adversely affected, such as by the generation of excessive noise levels.*

17. Toilet facilities are to be provided, at or in the vicinity of the work site.

*Reason: To comply with the Environmental Planning and Assessment Act.*

18. The Construction site shall be suitably protected from the entry of unauthorised persons at all times prior to the completion of the works.

*Reason: To protect the health and safety of the community.*

### **PRIOR TO OCCUPATION**

19. Any damage caused to roadways by reason of construction operations shall be made good and repaired to a standard equivalent to that existing prior to commencement of construction.

*Reason: To comply with Council requirements.*

20. Kerb and gutter is to be installed for the frontage of development where it is not existing and the footpath paved to match existing pavers in Rouse Street. Works are to be completed prior to issue of the Occupation Certificate for Stage 1.



*Reason: To allow for increased street parking and provide a consistent streetscape.*

21. A complete 'Notice of Work', 'Certificate of Compliance' and 'Works as Executed Sewer Services Diagram', including all measurements and distances from the boundaries, dwelling and inspection openings, and must include all on-site detention facilities, surface and roof water drainage, this is to be submitted in detail to Council by a licensed plumber at the time of the external drainage/stormwater inspection.

*Reason: To ensure the internal and external drainage and the stormwater systems as constructed, are recorded accurately.*

22. A Trade Waste Approval and trade waste agreement shall be obtained and registered prior to the issue of an Occupation Certificate. The application shall be accompanied by all relevant information to allow an assessment of the application to be made.

*Reason: The application shall be accompanied with manufacturer's details/specifications of the trade waste treatment system proposed to be used.*

23. An approved grease arrestor is to be provided and application made to council prior to installation in accordance with Council's Trade Waste Policy.

*Reason: To comply with Council requirements.*

24. The existing Advertising Structure located along the roof line of the building is to be removed.

*Reason: To comply with the requirements of Tenterfield DCP 2014.*

25. No Advertising signage is permitted above the awning level of the building – Proposed Signage as identified in this location on the plan is not approved.

*Reason: To comply with the requirements of Tenterfield DCP 2014.*

26. Waste Management – All waste receptacles proposed as part of the development are to be stored on site and screened from the adjoining property.

*Reason: To ensure waste is dealt with on site and protect the amenity of the neighbouring land use..*



27. Hours of Operation are as follows;  
Monday – Sunday – 6.00am to 12 midnight

*Reason: To confirm and clarify the terms of council's consent.*

28. External Lighting shall not project glare on to adjacent roads or adjoining premises, such that traffic and adjoining/adjacent buildings are not impacted by light glare.

*Reason: To protect the amenity of the area.*

29. Use of premises for the purposes approved by this consent shall not commence until all conditions of this consent have been complied with and the Occupation Certificate has been issued for each stage of the development.

*Reason: To ensure compliance with the provisions of the Environmental Planning and Assessment Act, 1979, and Council's terms of consent.*

**Advice            Alterations**

Owners are advised of the requirements of Clause 5.10 of Tenterfield LEP 2013 in relation to the need to obtain prior consent for works including 'any alterations to the fabric, finish and appearance' of a Heritage Item or a building in a Conservation Area. Many works can be approved through a 'no fee', minor works and maintenance application under Clause 5.10 (3).

**Advice            Interpretation**

A heritage interpretation sign for the building should be prepared to complement the suite of signage for Tenterfield Town Centre .



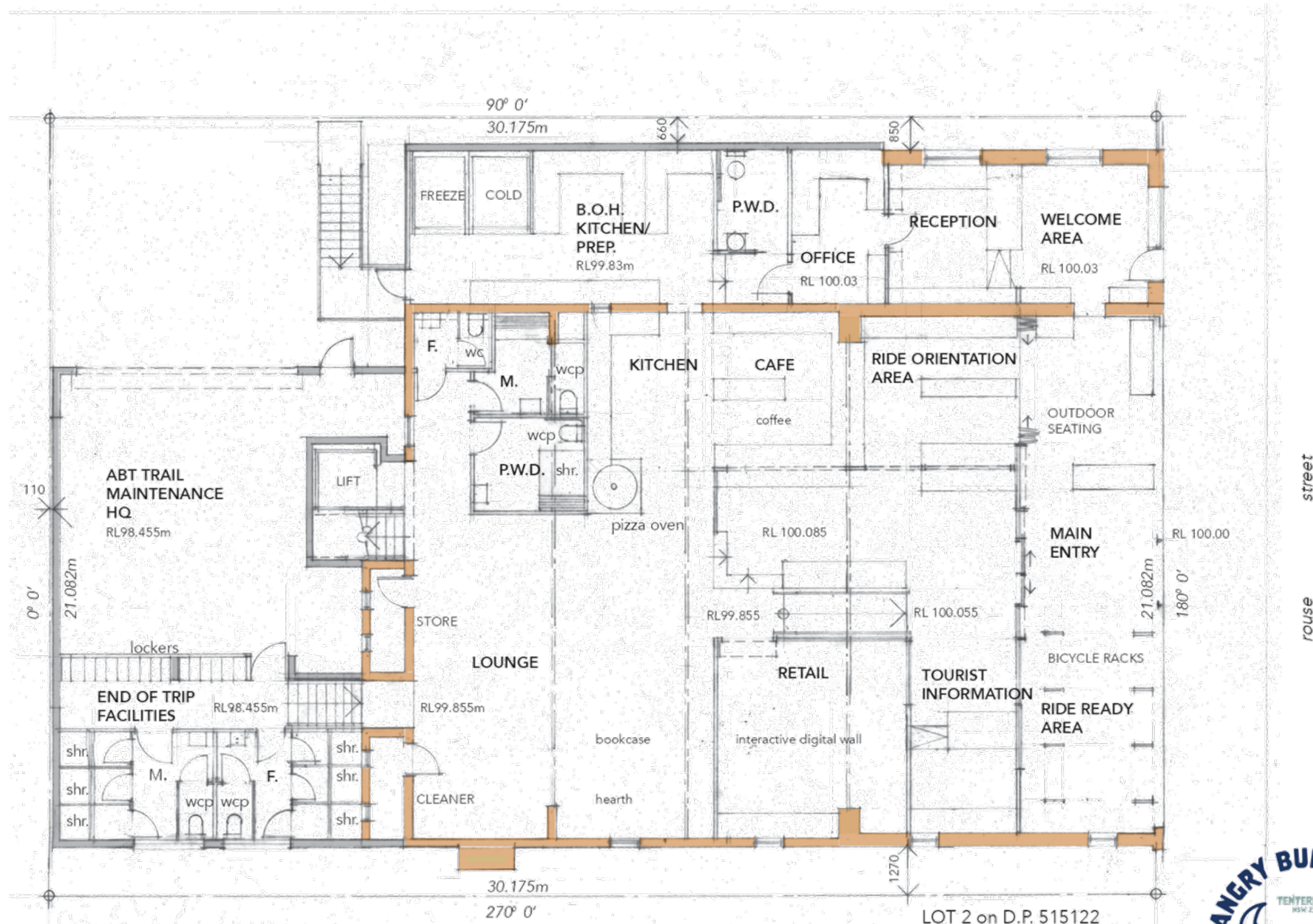
LOT 2 on D.P. 515122  
306 ROUSE STREET,  
TENTERFIELD, N.S.W.

DRAWINGS

- DA A00.1.1 COVER AND LOCALITY PLAN
- DA A01.1.5 SITE AND MAIN FLOOR PLAN
- DA A01.2.3 UPPER FLOOR
- DA A01.3.1 STAGING PLAN
- DA A01.4.1 SEWER AND STORMWATER DIAGRAM
- DA A01.5.1 DEMOLITION PLAN -MAIN AND UPPER FLOORS
- DA A01.6.1 DEMOLITION PLAN -ROOF
- DA A02.1.4 LONG SECTION
- DA A03.1.3 ELEVATION -EAST
- DA A03.2.3 ELEVATION -EAST COLOUR
- DA A03.3.3 ELEVATION -NORTH
- DA A03.4.3 ELEVATION -SOUTH
- DA A03.5.2 ELEVATION -WEST



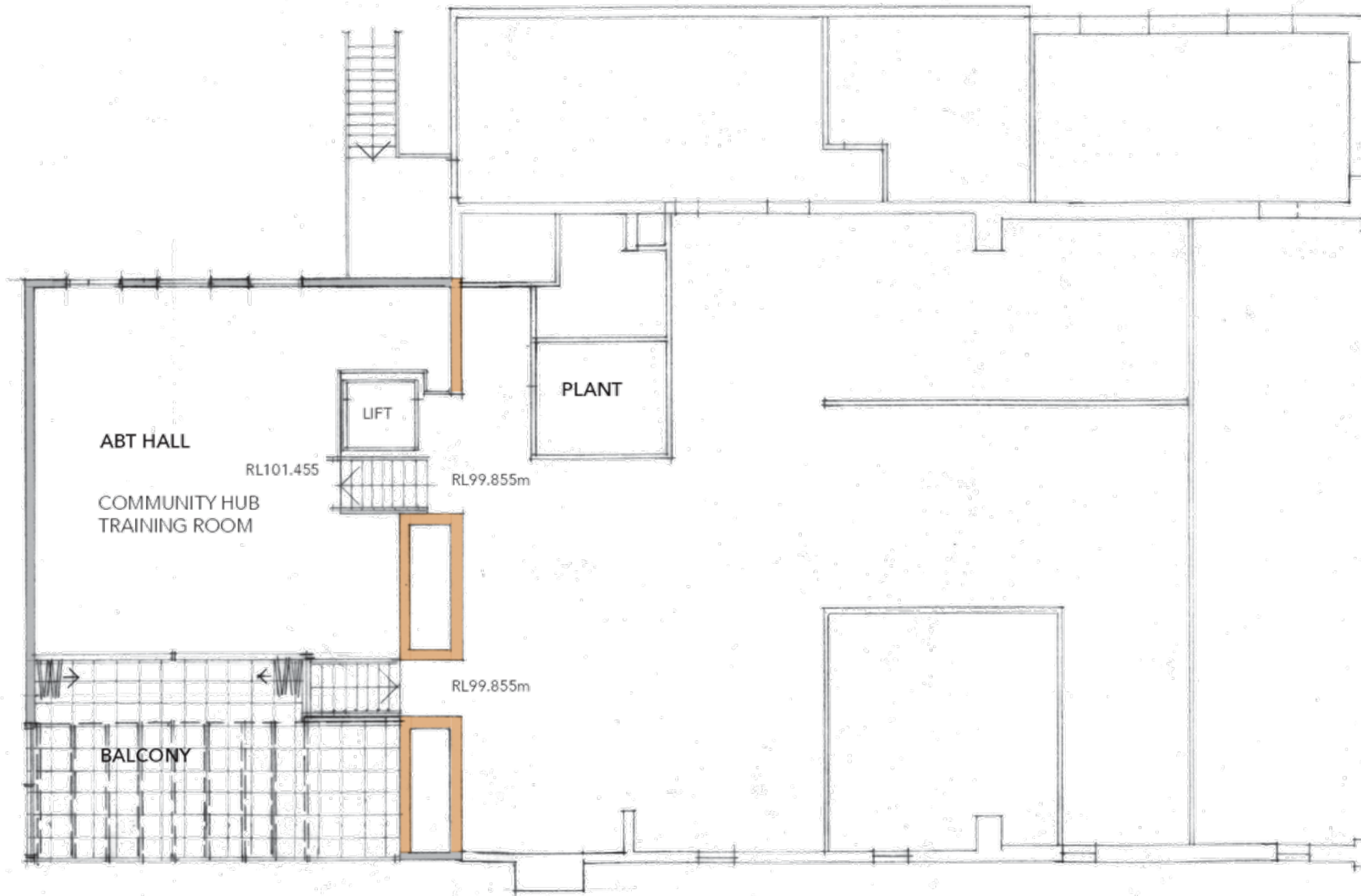


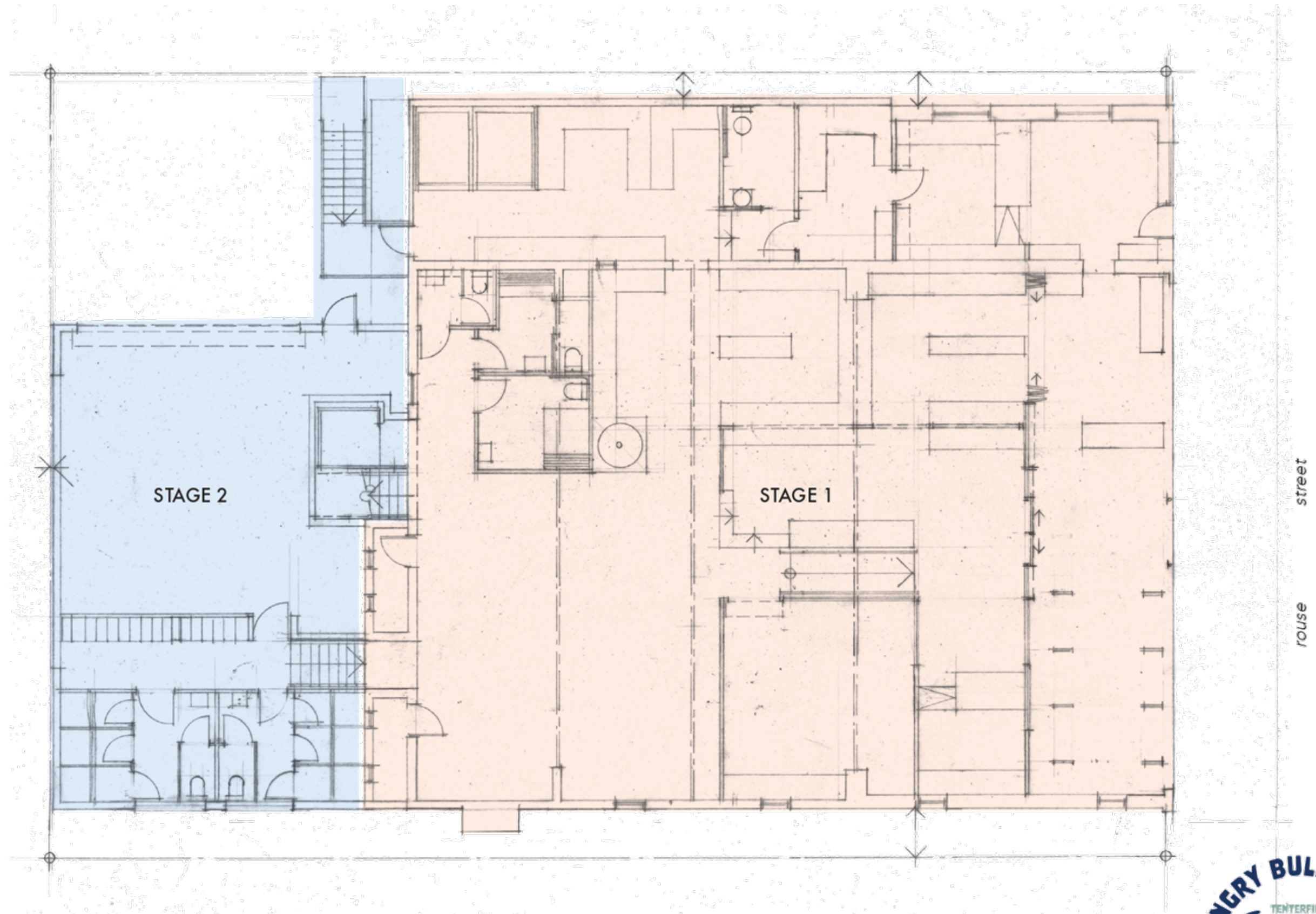


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 306 ROUSE STREET  
 TENTERFIELD, N.S.W.

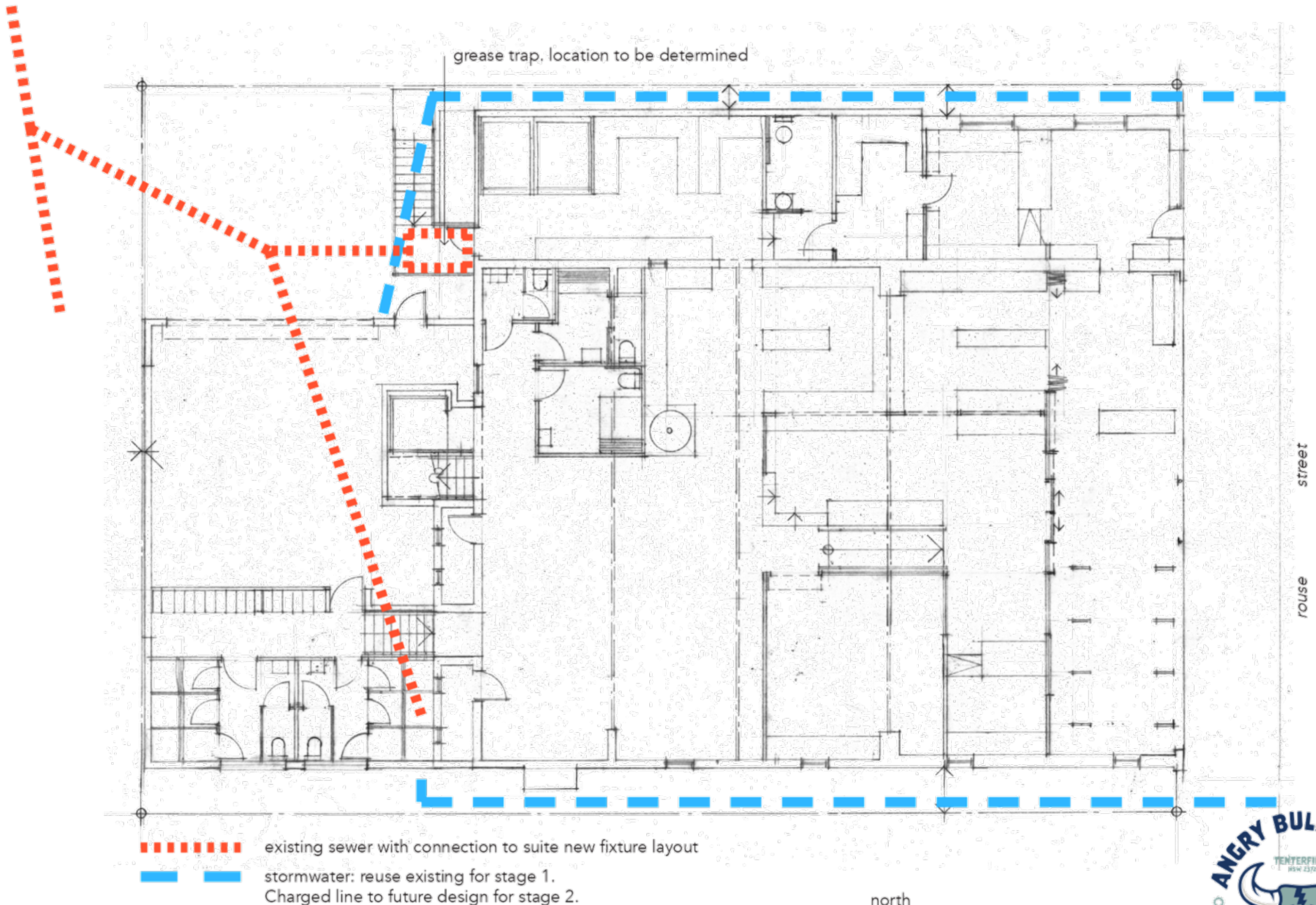


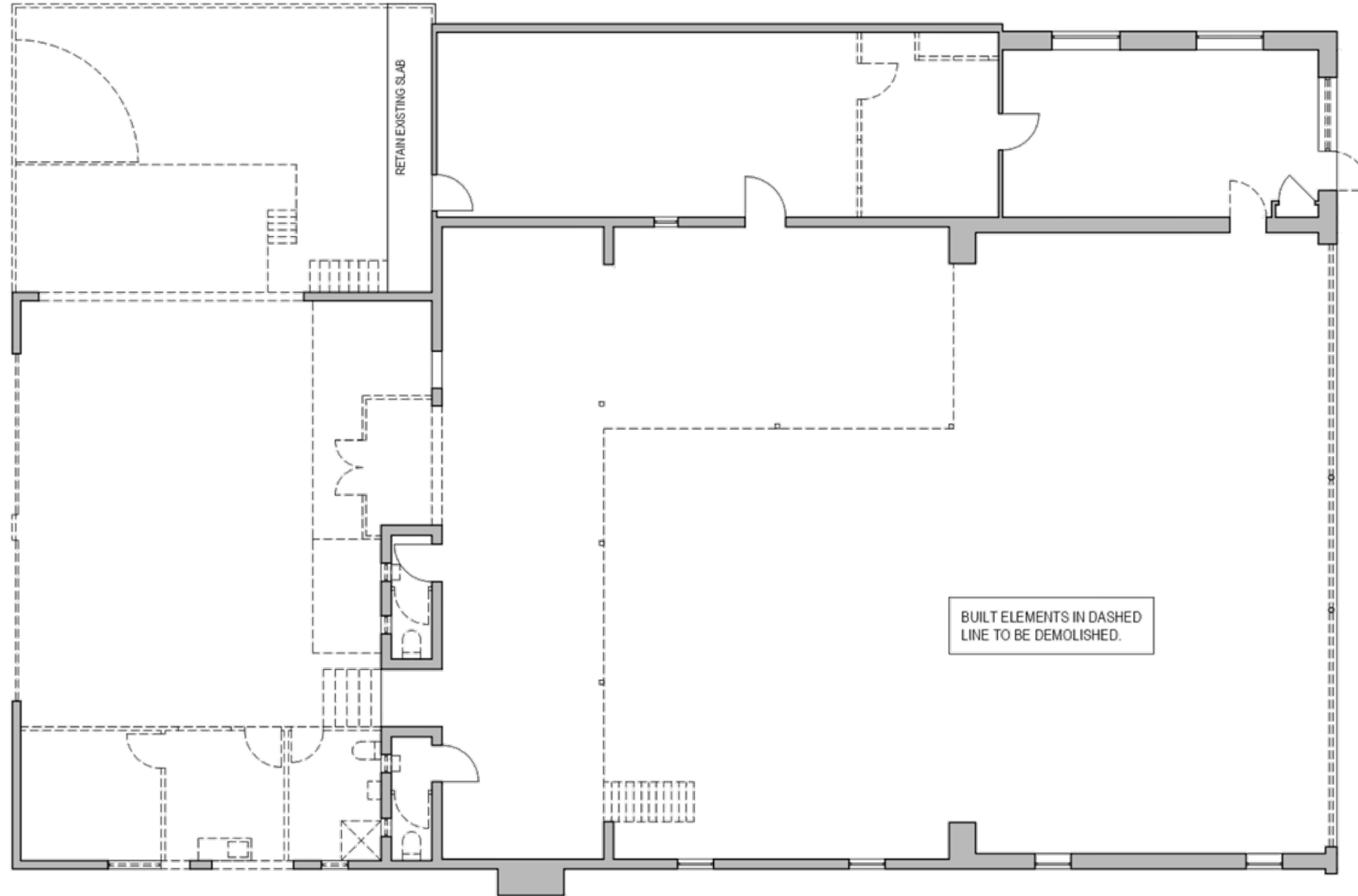




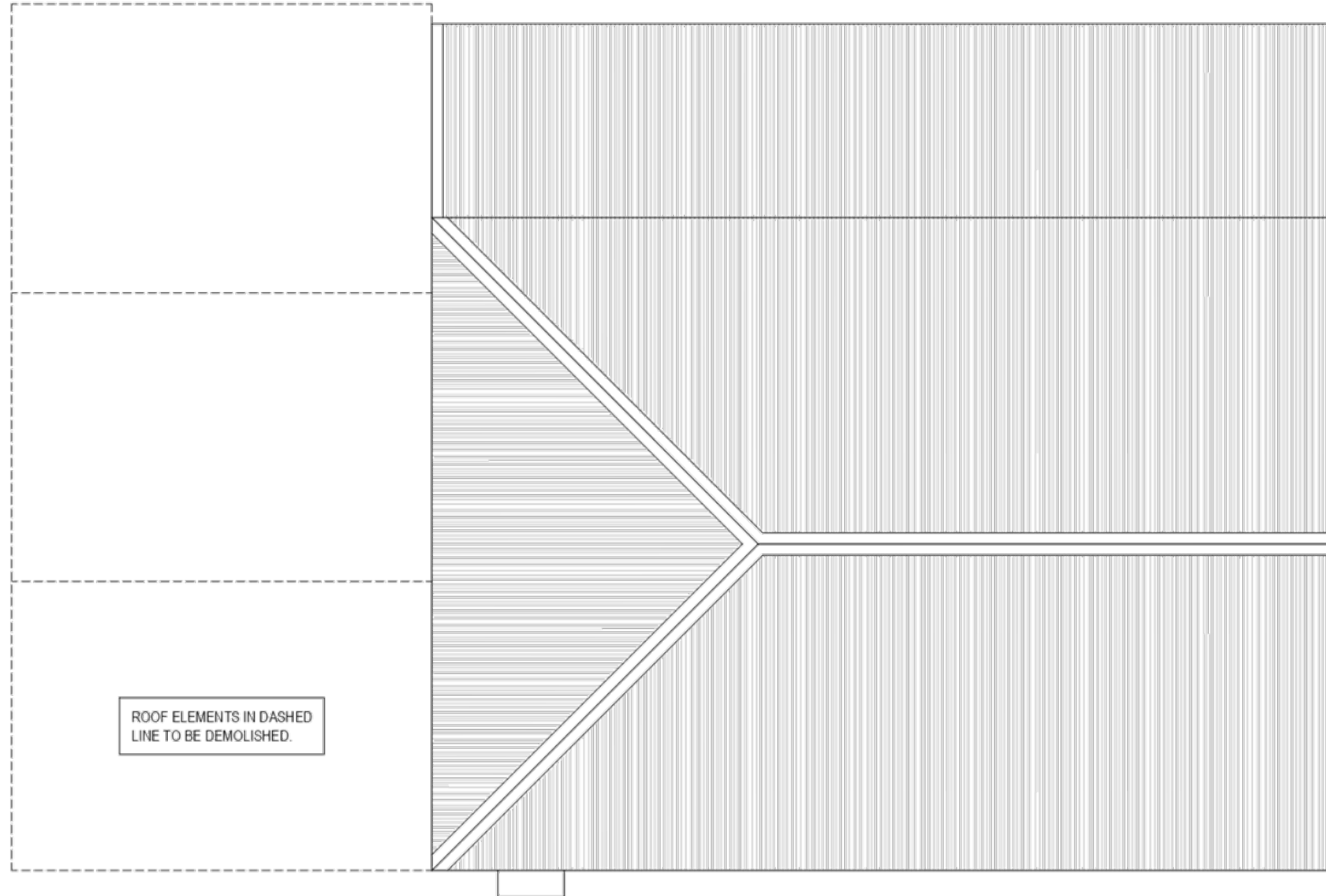




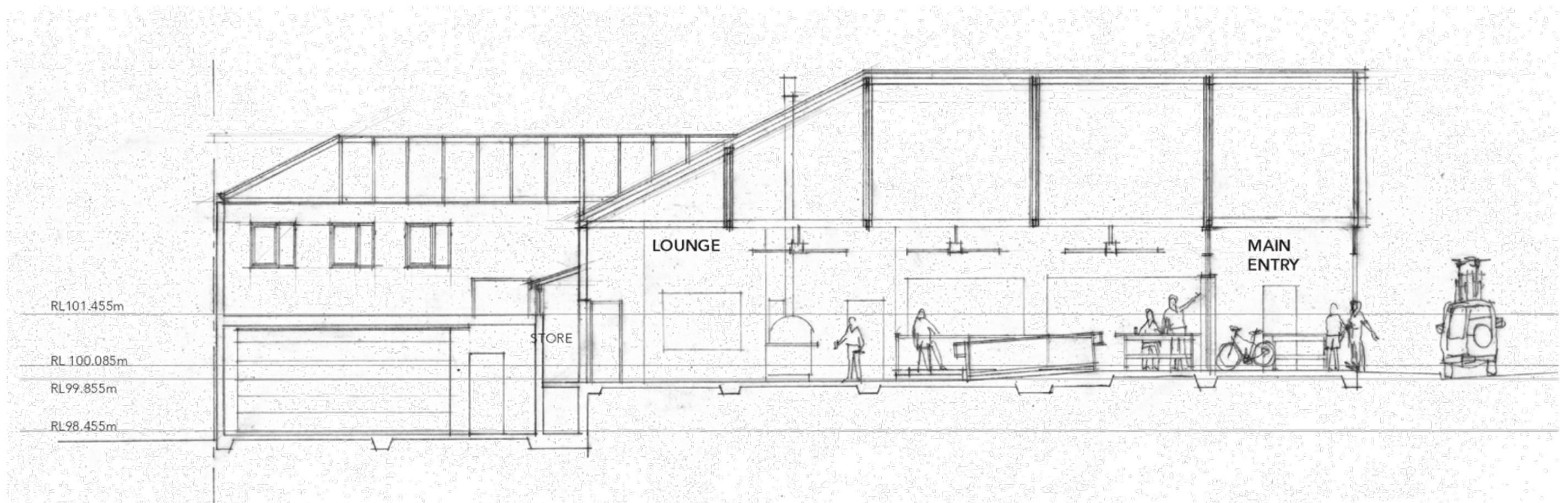


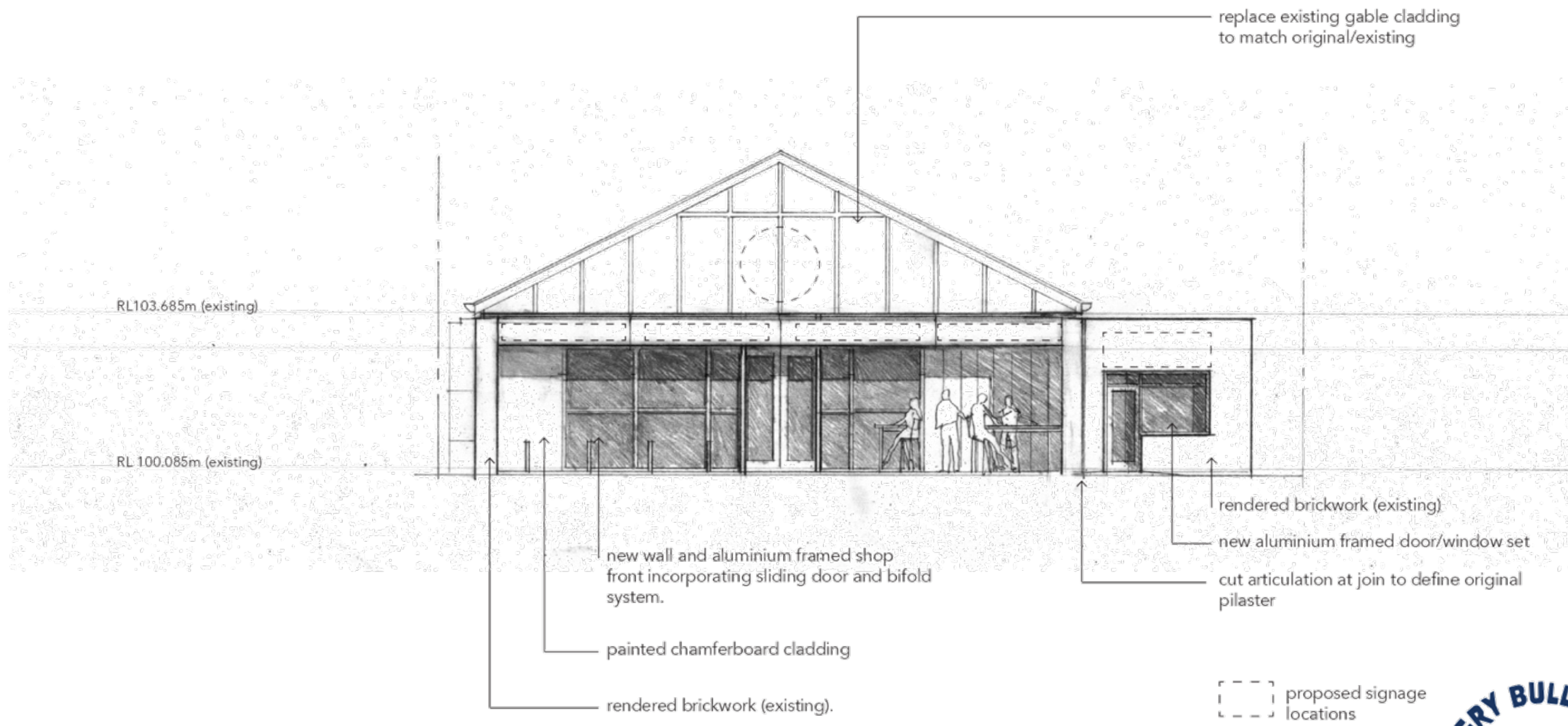




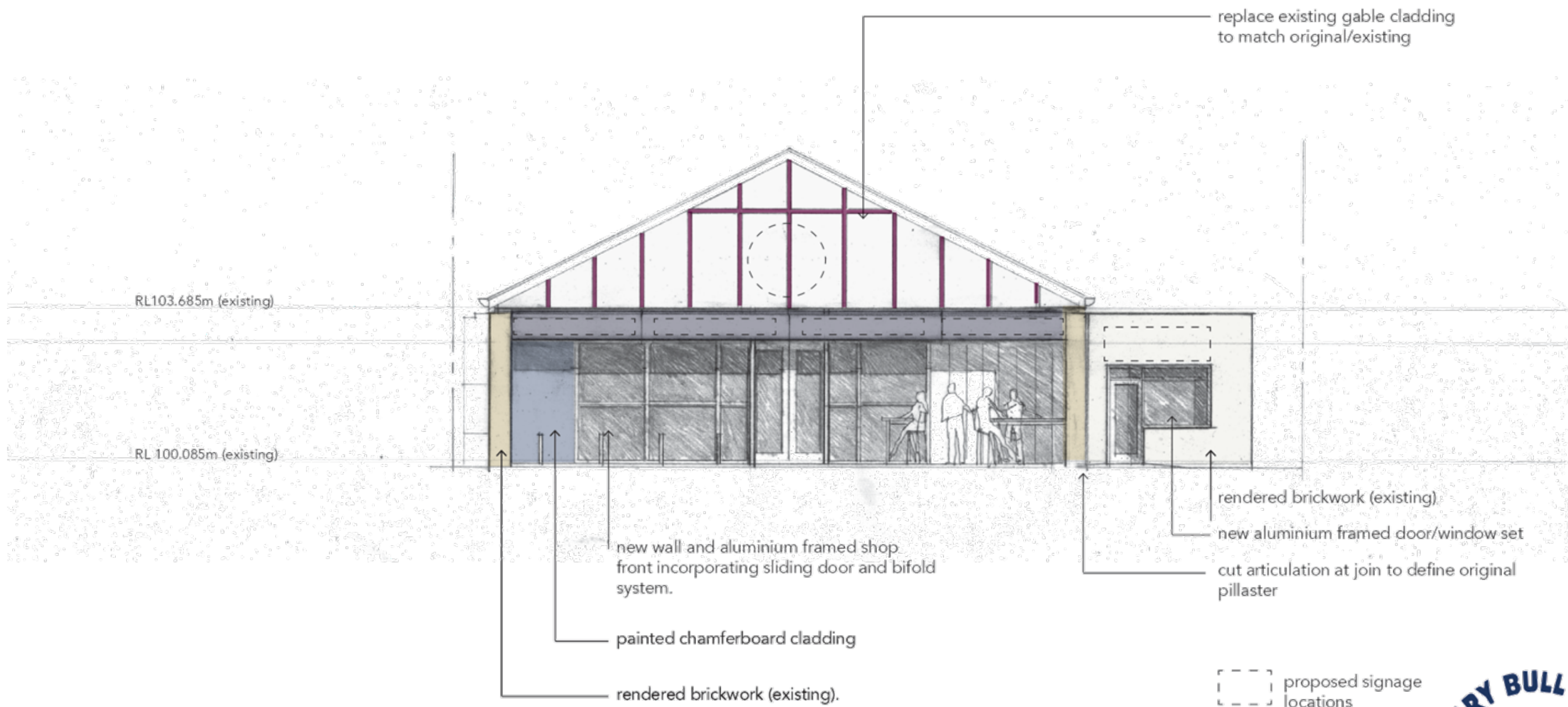


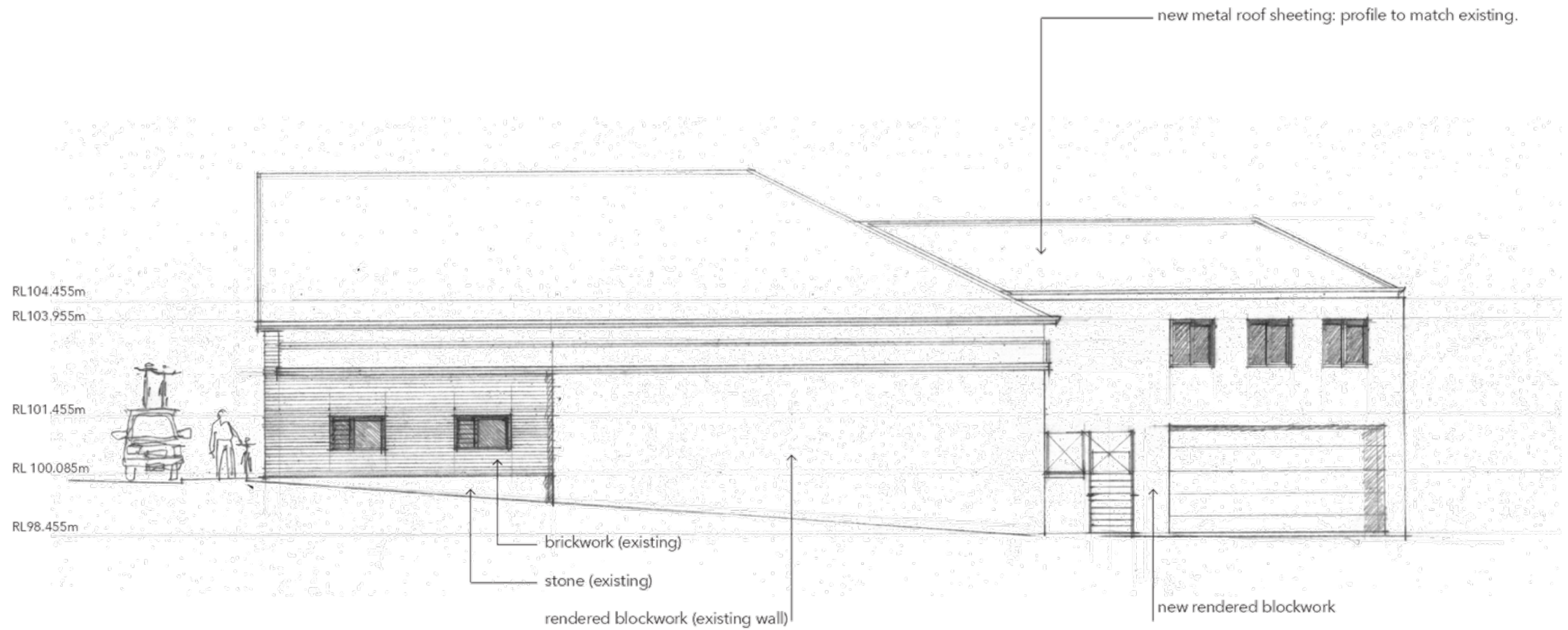




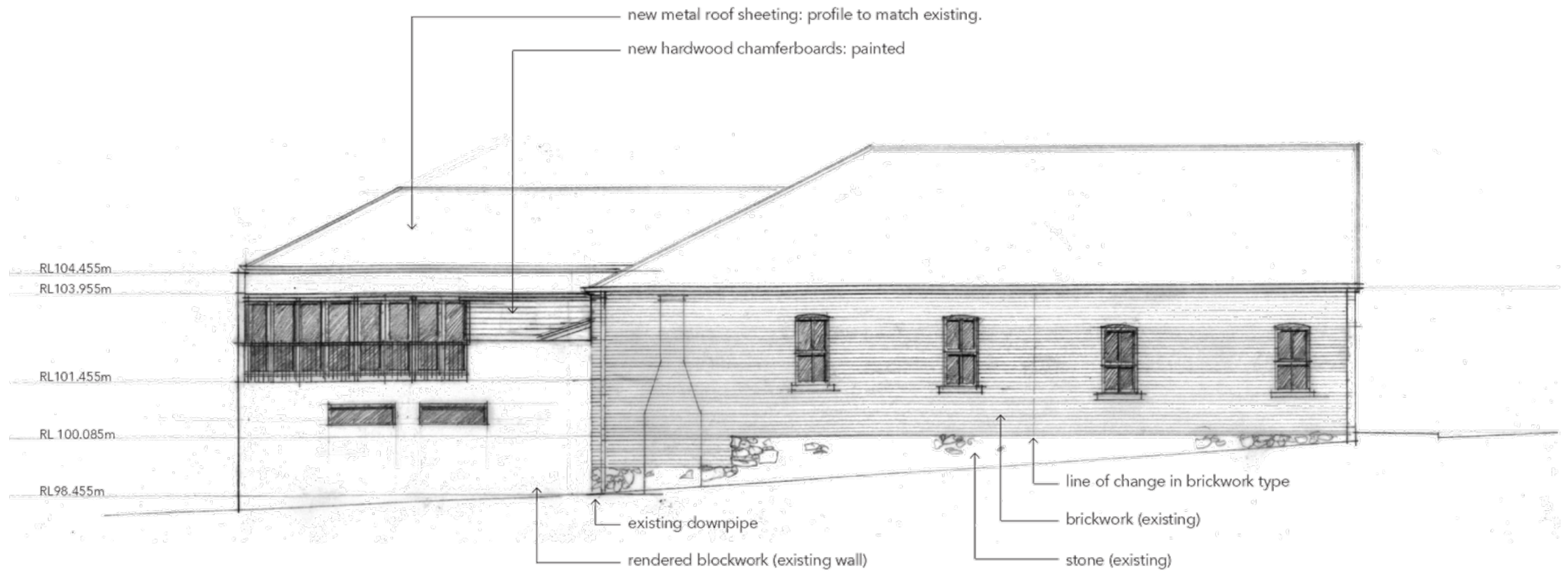


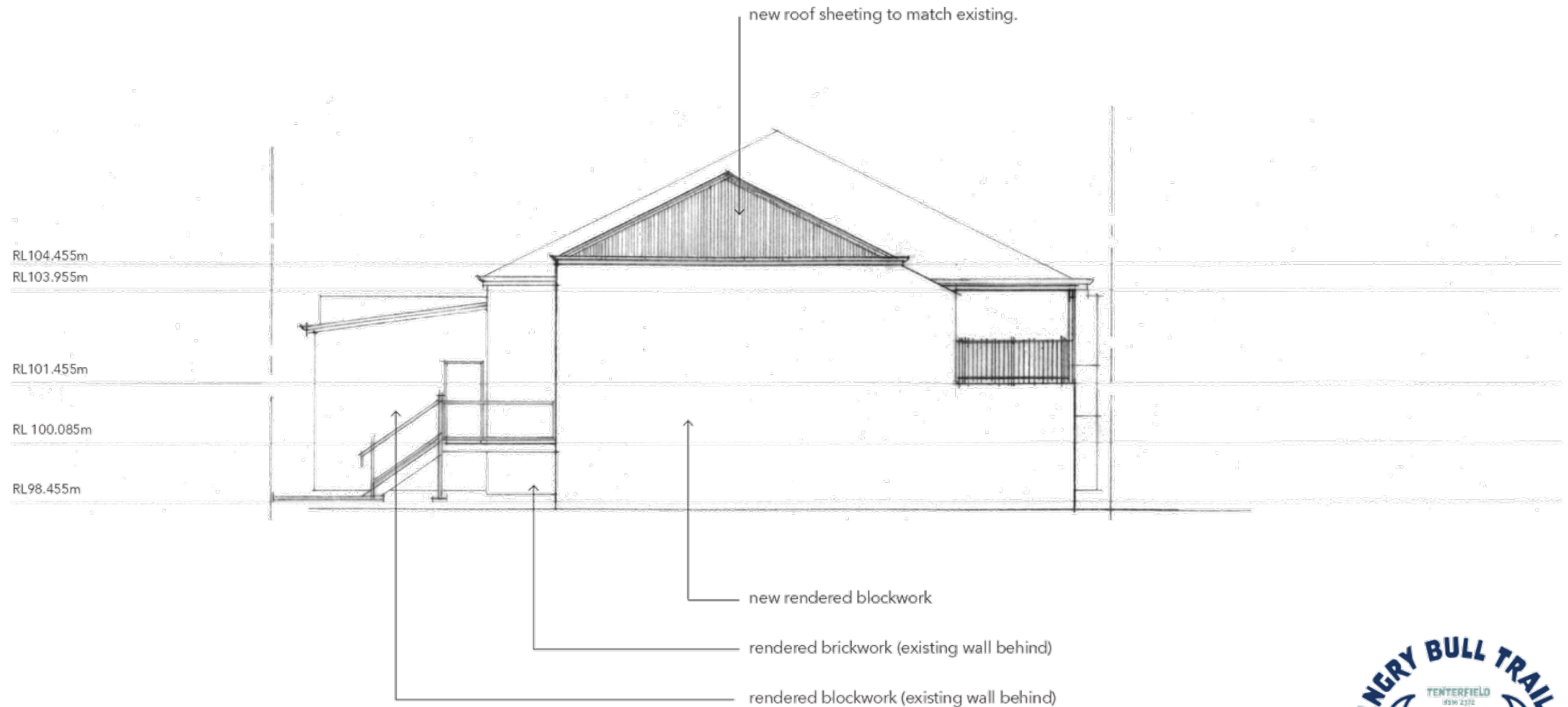














2 May 2024

**Re: Development Application NO. 2024.037**  
**Retail Premises 306 Rouse Street, Tenterfield**

Hi Tamai,

Thank you for providing us with details of the proposed DA application.

The proposed development will be an asset to Tenterfield.

**PARKING**

As a neighbouring property we are most concerned with the lack of parking. Although there is 2 hour parking on Rouse Street currently we have people parking all day in parking bays.

1. Staff members from other businesses who lack any parking on their own premises. ie solicitors premises etc..  
Businesses mainly from the existing tyre shop thru to the Surveyors.
2. Customers from other activities that remain for extended hours. ie the laundromat

We have on multiple occasions, and on a regular basis, found people who park across our gated driveways, who are rude, obnoxious, very abusive and at times very difficult or not able to be located at all. Occupants of the property have to go from business to business to see who the vehicle owner is so we can either exit or enter the property.

We have also had people use the open space at 317 Rouse as a car park. When asked to leave they are not pleasant.

We have spoken with the police concerning this matter and unfortunately unless a signpost stating NO Standing or No Parking is erected they are unable to have the vehicles removed.

This impairs health and safety, as well as wellbeing for the occupants to the rear of properties that have residences along Rouse Street.

We are aware that there is a substantial amount of space linked to 'The Commercial' premises however businesses linked to 'The Commercial' boundary have failed to find an economic resolution to parking. This has resulted in an overflow onto Rouse Street. Staff members parking on the opposite side of the street (West to East) in a desire to leave parking for customers in front of their own premises.

No form of off street parking appears to be addressed in the enclosed development. In light of the increased number of staff to manage catering, table service, bike repairs, training and preparation for events this seems a lot more than the previous usage.

Carparking between Manners and High Street is extensive to the rear of the shopping precinct (West and East) and is accessible to staff and customers alike, however between High and Molesworth Street this is not the case.

This indicates to us carparking is an issue already and will increase under this DA. It does not appear to be addressed in the named DA.

In summary we ask the following be considered.

1. Parking signage on Rouse Street be addressed- to allow access to all driveways to properties between High and Molesworth Streets. Driveways clearly marked with No Parking clearly marked.
2. Staff parking arrangement to be reviewed.
3. Pressure on other businesses for parking reviewed.

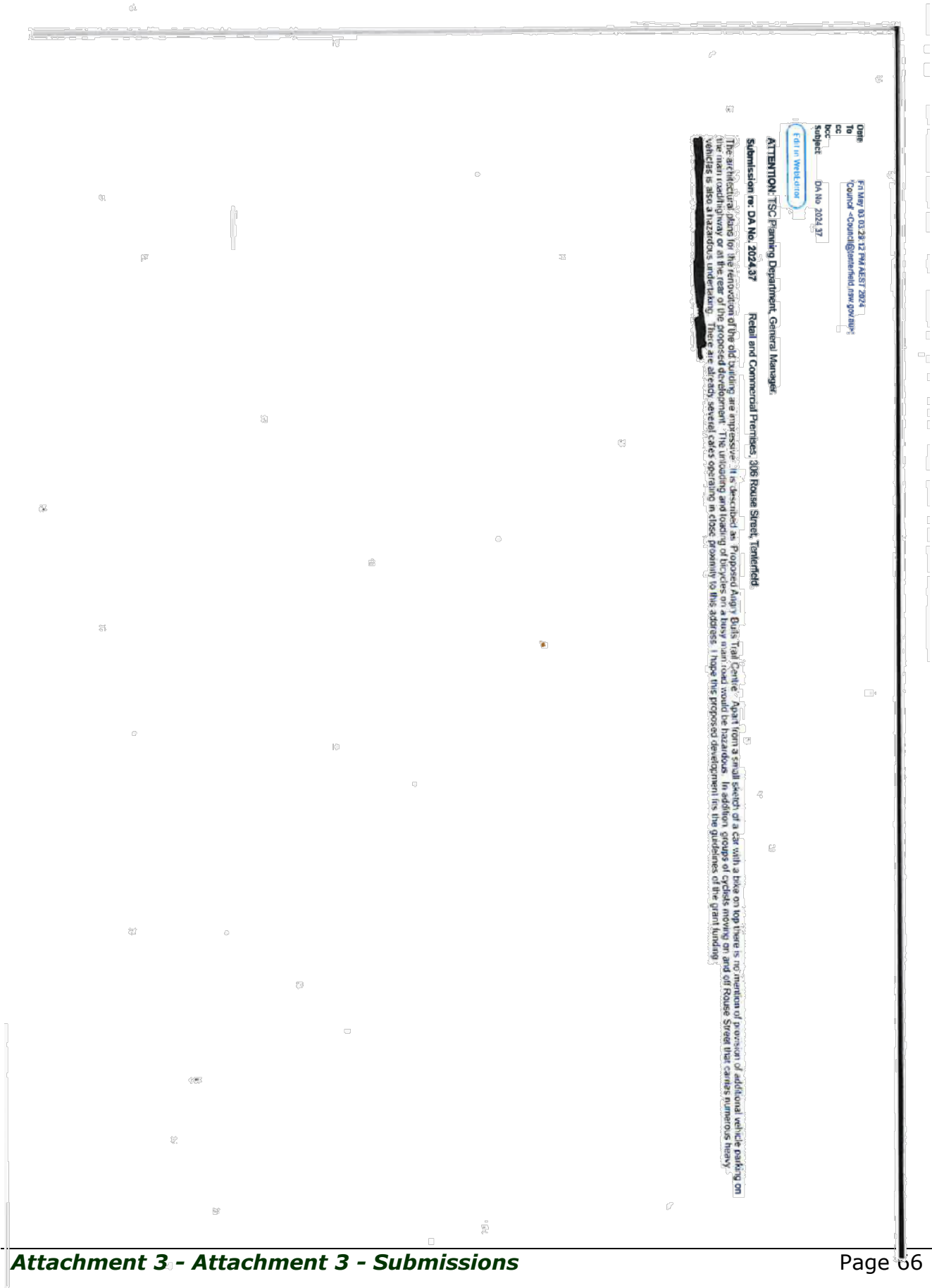
We ask you take this into consideration in the proposed development application.

In appreciation,



**Ordinary Council Meeting - 22 May 2024  
DEVELOPMENT APPLICATION 2024.037  
RETAIL PREMISES: FOOD & DRINK PREMISES  
(RESTAURANT & CAFE)  
AND SPECIALISED RETAIL PREMISES  
COMMERCIAL PREMISES  
OFFICE PREMISES  
306 ROUSE STREET, TENTERFIELD**

**Attachment 3  
Attachment 3 -  
Submissions**



Conf: Fri May 03 03:28:12 PM AEST 2024  
To: 'Council' <Council@tenterfield.nsw.gov.au>  
cc:  
bcc:  
subject: DA No 2024.37  
[Edit in WebEditor](#)

**ATTENTION: TSC Planning Department, General Manager.**  
**Submission re: DA No. 2024.37      Retail and Commercial Premises, 306 Rouse Street, Tenterfield.**

The architectural plans for the renovation of the old building are impressive. It is described as 'Proposed Align' Gulls Trail Centre Apart from a small sketch of a car with a bike on top there is no mention of provision of additional vehicle parking on the main road/highway or at the rear of the proposed development. The unloading and loading of bicycles on a busy main road could be undertaken by several people. The proposed development is also a hazardous undertaking. There are already several cafes operating in close proximity to this address. I hope the proposed development fits the guidelines of the grant funding.

|                      |                                                  |
|----------------------|--------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>     |
| <b>Submitted by:</b> | Lee Sisson, Governance Officer                   |
| <b>Reference:</b>    | <b>ITEM GOV33/24</b>                             |
| <b>Subject:</b>      | <b>MONTHLY OPERATIONAL REPORT FOR APRIL 2024</b> |

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

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**SUMMARY**

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

**OFFICER'S RECOMMENDATION:**

**That Council:**

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

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

|                               |                                                                                              |
|-------------------------------|----------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Lee Sisson, Governance Officer                                                               |
| Approved/Reviewed by Manager: | Roy Jones, Acting Chief Corporate Officer                                                    |
| Department:                   | Office of the Chief Corporate Officer                                                        |
| Attachments:                  | <b>1</b> Monthly Operational Report - April 2024 <span style="float: right;">49 Pages</span> |

# Monthly Operational Report

Tenterfield Shire Council April 2024

Council Meeting 22 May 2024



**TENTERFIELD**

Monthly Operational Report – April 2024

**1. CIVIC OFFICE**

|                                                                                                                                                                                                                         |                       |                                                                                                                                                                                                                                                |
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| <b>Delivery Program:</b><br><b>1.1.1</b><br><b>The individual unique qualities and strong sense of local identity of Tenterfield Shires towns, villages and community groups is respected, recognised and promoted.</b> |                       |                                                                                                                                                                                                                                                |
| <b>Action</b>                                                                                                                                                                                                           | <b>Responsibility</b> | <b>Progress Comment</b>                                                                                                                                                                                                                        |
| 1.1.1.1<br>Improve and maintain communication methods in accordance with the Community Engagement Strategy.                                                                                                             | General Manager       | Preparation for an updated Community Engagement Strategy commenced in March 2024. Council is assessing the proposal sent by independent consultant to undertake this process.                                                                  |
| 1.1.1.2<br>Provide opportunities for the community to participate in decision making.                                                                                                                                   | General Manager       | Draft Integrated Planning & Reporting documents were put on public exhibition for community comment in March. The closing date to collate submissions is 25 April 2024.<br><br>Granite Borders Landcare presented to Council on 17 April 2024. |
| <b>Delivery Program:</b><br><b>1.1.2</b><br><b>Continue to support and partner with the local Aboriginal communities for improved and inclusive outcomes.</b>                                                           |                       |                                                                                                                                                                                                                                                |
| <b>Action</b>                                                                                                                                                                                                           | <b>Responsibility</b> | <b>Progress Comment</b>                                                                                                                                                                                                                        |
| 1.1.2.1<br>Support and contribute to NAIDOC week.                                                                                                                                                                       | General Manager       | Council provided in kind support to Reconstruction NSW officer with promotional materials for the NAIDOC Ball 2023. Completed.                                                                                                                 |

Monthly Operational Report – April 2024

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| <b>Delivery Program:</b><br><b>1.1.4</b><br><b>Promote and recognise the work of volunteers in the community.</b>                                                                                                                                                          |                       |                                                                                                                                                         |
| <b>Action</b>                                                                                                                                                                                                                                                              | <b>Responsibility</b> | <b>Progress Comment</b>                                                                                                                                 |
| 1.2.4.1<br>Promote and recognise the work of volunteers in the community.                                                                                                                                                                                                  | General Manager       | ANZAC Day Commemorations included volunteers from the community, council staff and councillors.                                                         |
| <b>Delivery Program:</b><br><b>2.1.3</b><br><b>Improve heavy vehicle access across the shire and improve links to regional transport infrastructure to facilitate and support regional development opportunities.</b>                                                      |                       |                                                                                                                                                         |
| <b>Action</b>                                                                                                                                                                                                                                                              | <b>Responsibility</b> | <b>Progress Comment</b>                                                                                                                                 |
| 2.1.3.1<br>Investigate, advocate for, and source funding to improve transport infrastructure access across the shire.                                                                                                                                                      | General Manager       | Funding for projects is sought through the available grant funding sources, for identified projects.                                                    |
| <b>Delivery Program:</b><br><b>5.1.1</b><br><b>Ensure the performance of Council as an organisation complies with all statutory guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making.</b> |                       |                                                                                                                                                         |
| <b>Action</b>                                                                                                                                                                                                                                                              | <b>Responsibility</b> | <b>Progress Comment</b>                                                                                                                                 |
| 5.1.1.9<br>Influence and advocate support from Federal and State government in                                                                                                                                                                                             | General Manager       | Council has an ongoing commitment to advocate for the Tenterfield Shire and community in its dealings with all levels of governments across all forums. |

Monthly Operational Report – April 2024

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| relation to promotion of Tenterfield community objectives.                                                                                                                                         |                                                         |                                                                                                                                                                                                                                                                  |
| 5.1.1.10<br>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<br>Develop and maintain communications, media and information channels and ensure that all channels are fit for purpose with as broad reach as is sustainably possible.                   | Senior Advisor<br>Communications & Economic Development | TSC Facebook page<br>Post reach for April 13,201<br>Followers 999 New followers 40<br>Top posts for April:<br>5840 – WHAT’S ON FOR YOUTH WEEK 12/4<br>2811 - LEASE OF FORMER TENTERFIELD VISITORS’ INFORMATION CENTRE 4/4<br>1872 – YOUTH WEEK EVENT TEASER 17/4 |
| 5.1.1.12<br>Deliver councillor services and provide support to all councillors in a transparent and non-discriminatory manner including training, research, legislative and evidence-based advice. | General Manager                                         | Standard Operating Procedure, Executive Assistant provides councillor services and support in administrative activities. Whilst the senior staff provide subject matter expertise and evidence-based reporting and advice.                                       |

Monthly Operational Report – April 2024

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



Monthly Operational Report – April 2024

## 2. ORGANISATION LEADERSHIP

| Delivery Program:<br>1.2.3<br>Recognise and plan for the accessibility needs of our community.                                                                                                       |                 |                                                                                                                                                                                                                                                        |
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| Action                                                                                                                                                                                               | Responsibility  | Progress Comment                                                                                                                                                                                                                                       |
| 1.2.3.1<br>Deliver and report to the OLG on the Council's Disability Inclusion Action Plan.                                                                                                          | General Manager | Council's Disability Inclusion Action Plan (DIAP) 2022/2023 was submitted to NSW Department of Communities and Justice in November 2023. Completed.                                                                                                    |
| Delivery Program:<br>5.1.2<br>Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.                                                             |                 |                                                                                                                                                                                                                                                        |
| Action                                                                                                                                                                                               | Responsibility  | Progress Comment                                                                                                                                                                                                                                       |
| 5.1.2.4<br>Implement the long-term financial strategy, aligning the Long-Term Financial Plan with the Asset Management Plan and importantly councils sustainable, financial and resource capability. | General Manager | Council is currently undertaking an Asset Revaluation process with the final draft financial figures to be used to generate up to date Asset Management Plans. These plans, once completed will be integrated with Council's Long Term Financial Plan. |
| 5.1.2.5<br>Ensure the continued review of council's                                                                                                                                                  | General Manager | This is an ongoing program to develop policies and procedures.                                                                                                                                                                                         |

Monthly Operational Report – April 2024

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| operations to ensure financial sustainability.                   |                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5.1.2.6<br>Council will divest itself of underperforming assets. | Senior Advisor<br>Communications<br>& Economic<br>Development | Officer has worked on lease renewal of Council properties:<br>142 Manners St (Ten FM) and 132 Manners St (Tenterfield Child Care Centre)<br><br>The renewal of the lease to Tenterfield Child Care Centre has progressed with the management of the centre agreeing to increased rent, subject to building repairs being completed to ensure the centre maintains accreditation.<br><br>And the lease of the former Tenterfield Visitors' Information Centre (157 Rouse St) – with two EOIs received for Council to review. |

Monthly Operational Report – April 2024

### 3. ECONOMIC GROWTH

| Delivery Program:<br>2.1.1<br>Develop and facilitate a diversified and growing economy that is a balance of all economic contributors. |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Action                                                                                                                                 | Responsibility                                          | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2.1.1.1<br>Seek opportunities that aligns with the Regional Economic Development Strategy (REDS).                                      | Senior Advisor<br>Communications & Economic Development | Officer has worked with Dept of Regional NSW staff, Glen Innes Severn Shire staff and GHD consultants and the Mayor on DRAFT Regional Drought Resilience Plan to hold stakeholder group meetings (in May).<br><br>Local real estate market remains strong – with the median sale price for houses in Tenterfield now \$460,000, up 87% in the past four years (Mar 2020 – Mar 2024)<br>Tenterfield ranked 10 <sup>th</sup> in NSW suburbs/towns with the largest house price growth since the Pandemic at 87%. Highest was Ashmont in the Riverina (116%) ahead of Wellington (114%) and Glenorie in Sydney (112%). PropTrack data.                                                                                                                                       |
| 2.1.1.2<br>Deliver and manage Destination Marketing Plan and marketing campaigns and activities.                                       | Senior Advisor<br>Communications & Economic Development | Tenterfield Chamber of Tourism, Industry and Business (TCTIB) is responsible for tourism, destination marketing etc.<br><br>Officer has worked on lease renewal of Council properties:<br>142 Manners St (Ten FM) and 132 Manners St (Tenterfield Child Care Centre)<br><br>The renewal of the lease to Tenterfield Child Care Centre has progressed with the management of the centre agreeing to increased rent, subject to building repairs being completed to ensure the centre maintains accreditation.<br>And the lease of the former Tenterfield Visitors' Information Centre (157 Rouse St) – with two EOIs received for Council to review.<br><br>TSC Facebook page<br>Post reach for April 13,201<br>Followers 999 New followers 40<br><br>Top posts for April: |

Monthly Operational Report – April 2024

|                                                                                                                                        |                                                         |                                                                                                                                                    |
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|                                                                                                                                        |                                                         | 5840 – WHAT’S ON FOR YOUTH WEEK 12/4<br>2811 - LEASE OF FORMER TENTERFIELD VISITORS’ INFORMATION CENTRE 4/4<br>1872 – YOUTH WEEK EVENT TEASER 17/4 |
| <b>Delivery Program:</b>                                                                                                               |                                                         |                                                                                                                                                    |
| <b>5.2.3</b>                                                                                                                           |                                                         |                                                                                                                                                    |
| <b>Lobby and support government and local service providers to enhance communications infrastructure across the Tenterfield Shire.</b> |                                                         |                                                                                                                                                    |
| <b>Action</b>                                                                                                                          | <b>Responsibility</b>                                   | <b>Progress Comment</b>                                                                                                                            |
| 5.2.3.1<br>Support future proposals for improved telecommunications infrastructure.                                                    | Senior Advisor<br>Communications & Economic Development | Nil to report                                                                                                                                      |

Monthly Operational Report – April 2024

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

| Delivery Program:<br>1.1.3<br>Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.                                                                                      |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Action                                                                                                                                                                                                                                                         | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 1.1.3.1<br>Provide and support access to arts and culture activities and opportunities that are inclusive and for all age groups such as National Youth Week activities, Arts North West opportunities and the Museums & Galleries NSW Museum Advisor Program. | Manager Arts, Culture and Library Services | <p>During the April reporting period Arts North West (ANW) continued to provide region wide arts development support for local artists and activities with co-promotion via the ANW website and Online Artist Directory along with information sharing of current arts funding available to local artists. Grant funding opportunities included 'Lights On, Doors Open' – Stipend Program Supporting Volunteer-led Museums in NSW; Regional Event Fund: Incubator Event stream; Creative Leadership Program; International Market and Audience Development; Translation Fund for Literature; International Travel Fund for Authors and Illustrators; Screenrights Cultural Fund.</p> <p><i>Tenterfield specific activities included</i> Creative Artist residencies in Tabulam with 1 x Tenterfield artist and 2 x Drake artists; EOI open for Gather and Trade and Myall Creek Memorial events – open to Tenterfield creatives and Business advice to 3 x people in Tenterfield and connected with Business NSW sector support - Creative Plus Business.</p> <p>The Museum Advisor attended Tenterfield on 15 and 17 April 2024 and provided advisory support services to Tenterfield Railway Museum to finalise Barrack Buildings exhibition panels and attend the working bee; meeting with Ian Unsworth regarding the Isolation Block regarding 2024 projects.</p> <p>The Manager Arts Culture and Library Services secured Annual Youth Week funding from the Department of Community and Justice to host a series of activities for local young people aged 12 – 24 years. Activities included Storytelling workshops in the Library 'Micro-Stories – with Trish Donald' and 'Stop-motion Animation – with Visitors from Dreams' attracting a total of 10 attendees. Works were digitised and now hosted on the Library webpage and formed part of a digital sculpture trail in the Youth Precinct. The Youth week activities culminated in a one-day event in the Youth Precinct including Skateboard Clinics (27 participants), Crafty Party Creative sessions by Make-It Tenterfield artist collective (30 participants), a free sausage sizzle and the Digital Sculpture Trail. Attendees throughout the day were approximately 80 – 100. Media coverage for the events included interviews with the</p> |

Monthly Operational Report – April 2024

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|                                                                                                                                                                    |                                            | Manager Arts Culture and Library Services by ABC New England and ABC North Coast attracting promotion of the event and Tenterfield to the greater Northern NSW region.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1.1.3.2<br>Provide inclusive library services and programs that reflect contemporary needs for all age groups.                                                     | Manager Arts, Culture and Library Services | During the April reporting period the library recorded 1623 visitors through the doors (40% increase from the same period last year). During this period the library services provided included 1574 physical loans (28% increase from the same period last year) and 442 digital items borrowed with 221 individuals spending 327 hours using the public computers being the highest since pre-COVID19 period. The home Library service delivered 85 items to 15 home Library members. Storytime was attended by 26 children and 13 parents across 2 sessions (387% increase from the same period last year) and continues to be presented in partnership with Make-It Tenterfield who develop exciting new creative activities for each session. |
| 1.1.3.4<br>Undertake a service review of arts, culture and library services in alignment with Councils Workforce Management Strategy and Long-Term Financial Plan. | Manager Arts, Culture and Library Services | The library service review was completed in March 2024 in consultation with the State Library of NSW. The final report was submitted at the April Ordinary Council Meeting with amendments and further information requested that will be presented to the June 2024 Ordinary Council meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

Monthly Operational Report – April 2024

## 5. WORKFORCE DEVELOPMENT

| Delivery Program:<br>5.1.1                                                                                                                                                                                              |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Ensure the performance of Council as an organisation complies with all statutory guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making. |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Action                                                                                                                                                                                                                  | Responsibility                                          | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5.1.1.4<br>Develop, manage and deliver the Workforce Management Strategy.                                                                                                                                               | Manager Human Resources, Workforce Development & Safety | <p>Discussions held regarding apprenticeship/traineeship options within the organisations essential service areas, where age demographics and potential vacancies will leave the organisation in a critical position and poses a risk to the organisation.</p> <p>Implementation of some specific Workforce Management Strategies are being impeded by current financial constraints.</p> <p>Statistics for next financial year organisational structure – Full Time Equivalent (FTE) 82. Workforce management strategies and organisational review is continuing. Organisational change is subject to the required Award instrument processes.</p> <p>The current head count - 78 (Note: this count has not been finalised due to the continued workforce review, organisational change and the required Award instrument processes).</p> <p>Current Casual count - 4 (Note: casuals are not included in the head count and work is varied).</p> <p>Position description reviews continue within the organisation to provide more clarity around roles and associated service delivery accountabilities, and to assist in realigning business strategies aligned with operational and delivery plans and is ongoing through to June.</p> |
| 5.1.1.5<br>Facilitate worker health and wellbeing consultation, communication, and participation processes.                                                                                                             | Manager Human Resources, Workforce Development & Safety | <p>Management and supervisors are providing regular onsite workplace health and safety discussions/meetings with staff/crews adhering to their responsibilities under the Workplace Health &amp; Safety legislation and Council Policy.</p> <p>Council's employee assistance program (EAP) continues with ongoing onsite counselling sessions being provided monthly, along with an additional weekly outreach program, provided to all employees and is available to Councillors.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



Monthly Operational Report – April 2024

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|                                                                                                                            |                                                                    | <p>Health and Wellbeing initiatives are being sought for 2024.<br/>                 Flu vaccinations for this year have been organized for staff, occurring in May 2024.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>5.1.1.6<br/>                 Develop, manage and deliver skills targeted training plans.</p>                            | <p>Manager Human Resources, Workforce Development &amp; Safety</p> | <ul style="list-style-type: none"> <li>• Certificate III in Civil Construction Plant Operations ongoing.</li> <li>• Diploma in Facilities Management ongoing.</li> <li>• Consultative Committee Training</li> <li>• Traineeship - Certificate III in Business Administration.</li> <li>• Working Near Overhead Powerlines Course is being discussed for later in 2024.</li> <li>• Code of Conduct &amp; Dignity &amp; Respect Training is being organised for all employees for July 2024.</li> <li>• Regulatory training is being reviewed with various training to be organised in 2024.</li> <li>• Government incentives and initiatives are being investigated for future learning and development programs and is ongoing.</li> </ul> |
| <p>5.1.1.7<br/>                 Develop, manage and deliver Employer of choice recruitment and retention services.</p>     | <p>Manager Human Resources, Workforce Development &amp; Safety</p> | <p>Recruitment for some essential technical skilled positions has occurred and have been finalised.</p> <p>Repositioning of staff where possible to ensure resourcing and retention of valuable staff assets remains a priority and is ongoing.</p> <p>Structural and workforce considerations moving forward with the fiscal repair strategy aligning with our Operational and Delivery Plan are focus areas, to promote stable and sustainable opportunities for the future in which we are working towards.</p> <p>Implementation of some specific Workforce Management Strategies are being impeded by the organisations current financial constraints.</p>                                                                            |
| <p>5.1.1.8<br/>                 Manage and report on Council's Enterprise Risk Management Framework and Risk Register.</p> | <p>Manager Human Resources, Workforce Development &amp; Safety</p> | <ul style="list-style-type: none"> <li>• Council's risk register continues to be monitored, reviewed and updated.</li> <li>• Audit and Risk Committee meeting is scheduled to be held in June 2024.</li> <li>• Commencement on Council's Risk Management Framework has begun and is underway.</li> <li>• Statewide Mutual insurance renewal questionnaires are completed.</li> <li>• Northern Inland Risk Management Group meeting scheduled for May 2024.</li> </ul>                                                                                                                                                                                                                                                                      |

Monthly Operational Report – April 2024

## 6. EMERGENCY SERVICES

**Delivery Program:**

3.1.6

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

| Action                                                                                | Responsibility                     | Progress Comment                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1.6.1<br>Develop, manage and deliver Emergency Management functions and facilities. | Manager HR & Workforce Development | Local Emergency Management Committee (LEMC) meeting is scheduled to be held in June 2024.<br>RFS Service Levy Agreement (SLA) meeting to be held in October 2024.<br>Scheduled work is being undertaken to maintain emergency services assets/buildings. |

Monthly Operational Report – April 2024

## 7. FINANCE & TECHNOLOGY

| Delivery Program:<br>5.1.2<br>Ensure Council operates in an effective and financially sustainable manner to deliver affordable services. |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| Action                                                                                                                                   | Responsibility               | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5.1.2.1<br>Manage and deliver finance services.                                                                                          | Manager Finance & Technology | <p>Council continues to seek to provide affordable services and delivery whilst ensuring finances are operated effectively.</p> <p><b>Financial Management</b></p> <p>Commencing Financial Year 2023-2024 Council has incorporated the additional \$1.87 Million in Ordinary Rates Revenue. Council continues to work on the recommendations set out by IPART as part of its determination of Council’s application.</p> <p>Council has continued to put a moratorium on recruitment of positions. Council has also received a higher interest on investment income compared to previous years which is attributed to increase in interest rates by Reserve Bank. This is assisting Council finances and cash flow.</p> <p><b>Interim Audit</b></p> <p>Councils Interim Audit was conducted from 17 to 19 April. A close of meeting was held in early May. Council is awaiting a final audit letter from New South Wales Audit Office.</p> <p><b>Special Rate Variation FY 2024/2025</b></p> <p>On 15 November 2023 Council deferred to apply for a Special Rate Variation for the FY 2024/25. Council resolved that:</p> <p>1) Advise IPART that it will not be applying for a Special Rate Variation for the 2024/25 Financial Year.</p> |

Monthly Operational Report – April 2024

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|                                                                              |                                         | <p>2) Advise IPART that it will require a Special Rate Variation in the 2025/2026 Financial Year and shall prepare an application for submission during 2024/25 financial year.</p> <p>3) Advise the public through the Council newsletters that:</p> <p>a) A Special Rate Variation will be required in the future to ensure that roads and services are maintained, and</p> <p>b) Council has delayed the request to seek a Special Rate Variation in the 2024/25 Financial Year, based on the continuing cost of living pressures, the impact of bushfires on the community, the low stock and commodity prices and that Council will take time to plan and develop its works programs and service levels to match a future need for the Special Rate Variation.</p> <p>As of April 2024, the draft Operational Budget has completed its public exhibition. Council staff are incorporating any changes required to the budget with any new information that it has received post March council meeting. The Operational Budget for FY 2024/2025 will be presented in Council meeting for June 2024.</p> <p>Council is undertaking a comprehensive revaluation of its transport assets such as roads and bridges which will assist in the decision-making process for amendments to be made in the Long-Term Financial Plan.</p> <p><b>Corporate Market Loan</b></p> <p>Councils Corporate Market Loan facility remains in place to assist in working capital. During the month of April 2024, the Corporate Market Loan was not drawn down.</p> <p><b>Unrestricted Cash Position</b></p> <p>Council was positive unrestricted cash as at end April 2024.</p> |
| <p>5.1.2.2<br/>                 Manage and report on Council's Long-Term</p> | <p>Manager Finance &amp; Technology</p> | <p>Council Long Term Financial Plan has been updated and presented to Council as part of the Integrated Planning and Reporting documents. The recommendation of IPART has resulted in Council executive</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

Monthly Operational Report – April 2024

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| <p>Financial Plan and facilitate and support internal and external audits.</p>                                                                                |                                         | <p>presenting a new service level framework to Council with specific reduction in service level across Council.</p> <p>As part of this new service framework an amended operational plan has been advertised for community consultation and feedback. Council has accepted the amended operational plan and the LTFP has been updated with information so far.</p> <p>As Council continuously works toward a Fiscal Repair Strategy and an updated Roads Asset Management Plan the decisions Council makes will be reflected in the LTFP.</p> <p>As part of the preparation of the Budget 2024/2025 Long term financial plan a number of cost reductions have been presented. The LTFP also incorporates realistic inflation figures and the impact of inflation to council budget.</p> <p>The Final Long Term Financial Plan will be presented in the June Council meeting as part of adoption of Operational Plan.</p> |
| <p>5.1.2.3<br/>                 Manage investments – Plan develop and manage Council’s investment portfolio.</p>                                              | <p>Manager Finance &amp; Technology</p> | <p>Investments are managed within Council’s Investment Policy guidelines. Investments are reported to Council every month as part of the Finance and Accounts report, with the latest update being provided for April 2024.</p> <p>Council staff aim to invest more liquid funds for short time periods to gain maximum investment return without compromising working capital.</p> <p>Total Investment Balance as at 30 April 2024 was \$13.0 Million.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>Delivery Program:</b><br/>                 5.1.4<br/>                 Deliver continuous improvements in Council’s business, processes and systems.</p> |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Action</b></p>                                                                                                                                          | <p><b>Responsibility</b></p>            | <p><b>Progress Comment</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>5.1.4.1 – Develop, manage and deliver Council’s Technology Strategic Plan.</p>                                                                             | <p>Manager Finance &amp; Technology</p> | <p>Council’s Technology Strategic Plan is a work in progress, documents are being updated on a regular basis in conjunction with requirements associated with hardware and cyber security. The focus is Cybersecurity and threats originating from external sources. Council IT staff are in continuous training and development with NSW Cybersecurity.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

Monthly Operational Report – April 2024

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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|  |  | <p>Council IT staff are currently at planning stage with its ERP System provider – IT Vision to move towards a cloud-based solution. The purpose of this transition is to release pressure from Council’s server which are approaching its useful life and present a high risk to Council IT infrastructure and business continuance if encountered by hardware issues.</p> <p>No IT related issues or breach were reported in April 2024</p> |
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Monthly Operational Report – April 2024

## 8. CORPORATE & GOVERNANCE

|                                                                                                                                                                                                                                                                            |                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Delivery Program:</b><br><b>1.1.3</b><br><b>Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.</b>                                                                             |                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Action</b>                                                                                                                                                                                                                                                              | <b>Responsibility</b>                             | <b>Progress Comment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1.1.3.3<br>Manage all corporate art, artefacts, honour boards and memorabilia (including audit and security).                                                                                                                                                              | Manager<br>Customer Service, Governance & Records | Civic artefacts continue to be stored in Council's main administration building and Records House in Manners Street, Tenterfield in April 2024.                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Delivery Program:</b><br><b>5.1.1</b><br><b>Ensure the performance of Council as an organisation complies with all statutory guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making.</b> |                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Action</b>                                                                                                                                                                                                                                                              | <b>Responsibility</b>                             | <b>Progress Comment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 5.1.1.1<br>Develop, manage and deliver Customer Services, in accordance with the Customer Service Charter.                                                                                                                                                                 | Manager<br>Customer Service, Governance & Records | Compliments for April 2024 - 2<br>Complaints for April 2024 - 0<br>Abusive customers for April 2024 - 1<br>Customer Service General Enquiries for April 2024 - 62<br>Phone call statistics not available following changeover of Council's phone system.<br><br>Customer service staff receipted and registered the following applications in April 2024:<br>Section 10.7 Planning Certificates - 28<br>Section 603 Certificates - 41<br>Dwelling Permissibility Search - 7<br>Section 735A - 3<br>Sewer Diagrams - 4 |



Monthly Operational Report – April 2024

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                |                                                         | Drainage Diagrams – 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 5.1.1.2<br>Develop, manage and deliver Governance Services, in accordance with OLG Compliance Guide, IP&R Framework and Reporting including the Monthly Operational Report, GIPA and PIDS and facilitate and support the ARIC. | Manager<br>Customer Service,<br>Governance &<br>Records | <p>Draft Delivery Program and Operational Plan for 2024/2025 submitted to Council and placed on public exhibition for community comment from 28 March 2024 to 24 April 2024. One community submission was received and will be presented to Council for consideration with the final versions of the program and plan at the Ordinary Council Meeting of 26 June 2024.</p> <p>Next Audit, Risk, and Improvement Committee Meeting is 19 June 2024.</p> <p>Audit, Risk, and Improvement Committee Meeting of 7 March 2024 cancelled.<br/>Audit, Risk, and Improvement Committee Meeting held on 13 December 2023.</p> <p>Annual Code of Conduct reporting for period 2022/2023 submitted to the Office of Local Government on 19 December 2023. Council received two formal Code of Conduct complaints during the reporting period. Annual Government Information Public Access Act reporting for 2022/2023 submitted to the Information and Privacy Commission on 28 November 2023. Council received 36 GIPA applications during the previous financial year.</p> <p>Public Interest Disclosures for January 2023 to June 2023 reported on 31 July 2023 to the NSW Ombudsman's Office via the online PID Reporting Tool. Council reported 0 (zero) PIDs for the period.</p> <p>Annual Report with draft financial statements adopted by Council on 22 November 2023.</p> |
| 5.1.1.3<br>Develop, manage and deliver Records Management Services, in accordance with legislation.                                                                                                                            | Manager<br>Customer Service,<br>Governance &<br>Records | <p>The Records Management Assessment Program was submitted by 30 March 2024. This is a mandatory requirement for Council, under the State Records Act. Council services, however, have struggled to meet the minimum compliance reporting requirements due to reduced staff resources.</p> <p>Records staff submitted Council's notification of access directions to NSW Museums of History on 11 January 2024. The notification provides details of records which are available for open access, limited access, and no access, after designated periods of time.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

Monthly Operational Report – April 2024

**Delivery Program:**

**5.2.1**

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

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

Monthly Operational Report – April 2024

## 9. ENVIRONMENTAL MANAGEMENT

| Delivery Program:<br>3.1.2<br>Our community is educated, encouraged and supported to implement sustainable strategies for the management and protection of our natural resources. |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                                                            | Responsibility                       | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 3.1.2.1<br>Enforce Companion Animals, Illegal Dumping and Parking Control regulations.                                                                                            | Manager Parks, Gardens & Open Spaces | 1 Dog impounded and rehomed.<br>1 feral cat and 4 kittens caught and taken to rehoming shelter<br>1 Illegal dumping reported, and rubbish collected.<br>No parking regulation enforced due to no Ranger.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3.1.2.2<br>Manage and deliver the Weeds Management Program, Council’s Weeds Action Plan and regional weeds management plans.                                                      | Manager Parks, Gardens & Open Spaces | Weed officer Report for April 2024 <ul style="list-style-type: none"> <li>• Black Knapweed – Inspections and control works on Private properties and along Bellevue and Aldershot Rds.</li> <li>• Tropical Soda Apple – in the Urbenville area,</li> <li>• Giant Rats Tail Grass – Bruxner Highway and Plain Station Rd.</li> <li>• Billirimba Rd. – Suckers and regrowth from Scrub Rd. to Steinbrook hall.</li> <li>• Plain Station Rd – Frazier’s cutting where vegetation was invading the road, guideposts and areas where vision was impaired due to vegetation.</li> <li>• Long Gully Rd - Pushed back vegetation where vision was impaired and invading the road from the top of the hill to the bottom.</li> <li>• Property inspections – 22 inspections done; no compliance letters sent. A new infestation of Tropical Soda apple found just east of Legume on a property where roadwork was done, and tracks put through the property by contractors or council staff. It is probable that seeds have come off machinery due to the location of plants on a contour bank that run adjacent to track.</li> <li>• High Risk Pathway inspections - completed along the New England Highway, Mt Lindsey Highway, Tooloom Rd, Bruxner Way and Bruxner Highway. No new incursions found.</li> </ul> |

Monthly Operational Report – April 2024

|                                                                                                                                                        |                                      |                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| 3.1.2.3<br>Notices and Orders to be issued or served where necessary as per the Local Government Act, EPA Act and POEO Act and Associated Regulations. | Manager Parks, Gardens & Open Spaces | 2 x Notice of Intention issued for overgrown / untidy blocks, these still outstanding awaiting on the time frame. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------|

Monthly Operational Report – April 2024

**10. LIVESTOCK SALEYARD**

| Delivery Program:<br>2.1.2<br>Manage Council's Livestock Saleyards in a commercial manner.                                   |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |            |                 |                    |          |               |                  |          |               |              |                   |                        |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|-----------------|--------------------|----------|---------------|------------------|----------|---------------|--------------|-------------------|------------------------|
| Action                                                                                                                       | Responsibility                       | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              |            |                 |                    |          |               |                  |          |               |              |                   |                        |
| 2.1.2.1<br>Manage and deliver commercial Saleyard Services, including improving hard standing surface at double height ramp. | Manager Parks, Gardens & Open Spaces | <p>APRIL</p> <table> <tr> <td>Weaner Sales</td> <td>3,792 Head</td> <td>\$ 3,361,429.46</td> </tr> <tr> <td>Prime Cattle Sales</td> <td>876 Head</td> <td>\$ 833,643.87</td> </tr> <tr> <td>Private Weighing</td> <td>255 Head</td> <td>\$ 215,483.84</td> </tr> <tr> <td><b>Total</b></td> <td><b>4,923 Head</b></td> <td><b>\$ 4,410,557.17</b></td> </tr> </table> <p>Current Annual throughput 11,409 Head</p> <p>Awaiting further hard standing surface in front of loading ramps.</p> | Weaner Sales | 3,792 Head | \$ 3,361,429.46 | Prime Cattle Sales | 876 Head | \$ 833,643.87 | Private Weighing | 255 Head | \$ 215,483.84 | <b>Total</b> | <b>4,923 Head</b> | <b>\$ 4,410,557.17</b> |
| Weaner Sales                                                                                                                 | 3,792 Head                           | \$ 3,361,429.46                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |            |                 |                    |          |               |                  |          |               |              |                   |                        |
| Prime Cattle Sales                                                                                                           | 876 Head                             | \$ 833,643.87                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |            |                 |                    |          |               |                  |          |               |              |                   |                        |
| Private Weighing                                                                                                             | 255 Head                             | \$ 215,483.84                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |            |                 |                    |          |               |                  |          |               |              |                   |                        |
| <b>Total</b>                                                                                                                 | <b>4,923 Head</b>                    | <b>\$ 4,410,557.17</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |            |                 |                    |          |               |                  |          |               |              |                   |                        |

Monthly Operational Report – April 2024

## 11. PLANNING & REGULATION

| Delivery Program:<br>3.1.1<br>Town and Village planning supports and enhances local place making principles to deliver sustainable land use management practices for our natural environment. |                                |                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                                                                        | Responsibility                 | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3.1.1.1<br>Monitor and deliver the Tenterfield Local Environmental Plan 2013 and Development Control Plan 2014 (as amended).                                                                  | Manager Planning & Development | All applications assessed in accordance with Tenterfield LEP and DCP. Ten (10) Development Applications lodged, ten (10) approved. Twenty-eight (28) 10.7 Planning Certificates issued.                                                                                                                                                                                                                                    |
| 3.1.1.2<br>Manage and deliver heritage advisory services.                                                                                                                                     | Manager Planning & Development | Local Fund recipients completing works in time for May acquittal of funding. Continued advice in relation to proposed works on heritage items, including colour schemes for premises in Urbenville and pre-DA lodgment advice.                                                                                                                                                                                             |
| 3.1.1.3<br>Manage and deliver development, building and construction regulatory services.                                                                                                     | Manager Planning & Development | 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. Majority of food premises inspections completed in March, final premises in villages to be completed in April and May, with invoices and approvals sent May/June. |

**Applications Lodged April 2024**

| DA Number  | Applicant                                             | Address                            | Description of Work                            |
|------------|-------------------------------------------------------|------------------------------------|------------------------------------------------|
| 2024.036   | CMC Constructions                                     | 12 Casino Road Tenterfield         | Dwelling                                       |
| 2024.037   | B Smith - Trustee for J & B Smith Superannuation Fund | 306 Rouse Street Tenterfield       | Office & Specialised Retail, Restaurant & Café |
| 2024.038   | Wes Smith Building                                    | 57 Haddocks Road Tenterfield       | Dwelling                                       |
| 2024.039   | Allan Renner                                          | 95 Martin Street Tenterfield       | Carport                                        |
| 2024.040   | Nicole Donnelly                                       | Woodside Road Woodside             | Dwelling                                       |
| 2024.041   | Cracker Quarry & Ag Supplies Pty Ltd                  | Peru Road Bolivia                  | Extractive Industry - Quarry                   |
| 2024.042   | Arron Poulton                                         | 1331a Mt Lindesay Road Tenterfield | Dwelling & Detached Pavilion                   |
| 2022.015/1 | Scott & Staal                                         | 89 Geyers Road Tenterfield         | Modification of Subdivision                    |
| 2024.043   | Tenterfield Surveys                                   | 181 Leeches Gully Road Tenterfield | Subdivision Three (3) lot                      |
| 2024.044   | Tenterfield Surveys                                   | 5364 Mt Lindesay Road Liston       | Subdivision Three (3) lots                     |



**Applications Determined April 2024**

| DA Number | Applicant                            | Address                            | Description of Work                                         |
|-----------|--------------------------------------|------------------------------------|-------------------------------------------------------------|
| 2023.126  | Jordan                               | 211 Castlerag Road, Deepwater      | Dwelling                                                    |
| 2024.021  | Blissner (Untamed Border Run)        | Multiple Addresses(LEGUME)         | Community Event- Run                                        |
| 2024.024  | Rickard                              | 955 Rivertree, Undercliffe         | Dwelling                                                    |
| 2024.025  | Tenterfield Surveys (Rhodes-Roberts) | Bellevue Road, Tenterfield         | Four (4) Lot Subdivision                                    |
| 2024.026  | Johnson                              | 1021B Long Gully Road, Drake       | Use Of Existing Building As A Dwelling                      |
| 2024.027  | Tenterfield Surveys (Seary)          | 176 Logan Street, Tenterfield      | Three (3) Lot Boundary Adjustment                           |
| 2024.028  | Tenterfield Surveys (Tyce Pty Ltd)   | 369 Rouse Street, Tenterfield      | Two (2) Lot Boundary Adjustment                             |
| 2024.029  | Tenterfield Surveys (Holley)         | 192 Kildare Road, Tenterfield      | Two (2) Lot Rural Subdivision                               |
| 2024.030  | Tenterfield Surveys (Donges)         | 246 Gunyah Road, Tenterfield       | Three (3) Lot Rural Subdivision                             |
| 2024.034  | Tentefield Surveys (McWhinney)       | 1768 Silent Grove Road, Torrington | Four (4) Lot Rural Subdivision                              |
| 2024.035  | Brauer                               | 72 Homestead Road, Tenterfield     | Shed- Vehicle Body Repair Workshop & Vehicle Repair Station |

**Applications Outstanding – April 2024**

| DA Number | Applicant                         | Property Address                | Description of Work                                         | Status of Application/Comment                                                                                                     |
|-----------|-----------------------------------|---------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 2019.055  | Rawnsley & Paine                  | 632 Sugarbag Road, Drake        | Tourist & Visitor Accommodation (Backpackers Accommodation) | Insufficient Information provided to complete assessment                                                                          |
| 2019.104  | Wilshire & Co Superannuation Fund | 1-9 Manners Street, Tenterfield | New Shed & Extension to Existing Shed (Awning)              | Insufficient Information provided to complete assessment<br>Applicant has indicated they wish to pursue DA.                       |
| 2021.012  | Corbett                           | Bluff River Road, Tenterfield   | Primitive Camp Ground                                       | Insufficient Information provided to complete assessment<br>Awaiting response from applicant to determine if they wish to proceed |
| 2022.043  | Tenterfield Surveys               | 60 Derby Street, Tenterfield    | Five (5) Lot Staged Urban Subdivision                       | Information required from applicant<br>Application negotiating with adjoining owner for easement                                  |
| 2022.068  | Tenterfield Surveys               | 531A Long Gully Road, Drake     | Two (2) Lot Subdivision                                     | Information required from applicant<br>Applicant addressing RFS requirements for compliance                                       |
| 2023.076  | Leechs Gully Progress Association | Leechs Gully Road               | Hall Installation - Entertainment Facility                  | Awaiting updated plans from applicant                                                                                             |
| 2024.023  | Puglisi                           | Rouse Street, Tenterfield       | Shed                                                        | Under assessment                                                                                                                  |
| 2024.031  | Tenterfield Surveys (Claydon)     | 5687 Bruxner Highway, Mingoola  | Five (5) Lot Boundary Adjustment                            | Under assessment/RFS referral                                                                                                     |

|            |                                                       |                                    |                                                |                                         |
|------------|-------------------------------------------------------|------------------------------------|------------------------------------------------|-----------------------------------------|
| 2024.032   | Tenterfield Surveys (J & R Wild Pty Ltd)              | 58 Homestead Road, Tenterfield     | Six (6) Lot Boundary Adjustment                | Under assessment/RFS referral           |
| 2024.033   | Sgarlata                                              | 52B Neagles Lane, Tenterfield      | Dwelling                                       | Under assessment                        |
| 2024.036   | CMC Constructions                                     | 12 Casino Road Tenterfield         | Dwelling                                       | Under assessment                        |
| 2024.037   | B Smith - Trustee for J & B Smith Superannuation Fund | 306 Rouse Street Tenterfield       | Office & Specialised Retail, Restaurant & Café | Under assessment/neighbour notification |
| 2024.038   | Wes Smith Building                                    | 57 Haddocks Road Tenterfield       | Dwelling                                       | Under assessment                        |
| 2024.039   | Allan Renner                                          | 95 Martin Street Tenterfield       | Carport                                        | Under assessment                        |
| 2024.040   | Nicole Donnelly                                       | Woodside Road Woodside             | Dwelling                                       | Under assessment                        |
| 2024.041   | Cracker Quarry & Ag Supplies Pty Ltd                  | Peru Road Bolivia                  | Extractive Industry - Quarry                   | Under assessment/neighbour notification |
| 2024.042   | Arron Poulton                                         | 1331a Mt Lindesay Road Tenterfield | Sheds (2)                                      | Under assessment                        |
| 2022.015/1 | Scott & Staal                                         | 89 Geyers Road Tenterfield         | Modification of Subdivision                    | Under assessment                        |
| 2024.043   | Tenterfield Surveys                                   | 181 Leeches Gully Road Tenterfield | Subdivision Three (3) lot                      | Under assessment/RFS referral           |
| 2024.044   | Tenterfield Surveys                                   | 5364 Mt Lindesay Road Liston       | Subdivision Three (3) lots                     | Under assessment/RFS referral           |

| FY 23/24 Development Statistics     |       |                 |                                                    |                              |                                   |             |                        |                           |                           |
|-------------------------------------|-------|-----------------|----------------------------------------------------|------------------------------|-----------------------------------|-------------|------------------------|---------------------------|---------------------------|
|                                     |       | Dwellings       | Additions/<br>Renovations to<br>Existing Dwellings | Garages, Carports &<br>Sheds | Commercial or<br>Industrial Works | Subdivision | Recreation/<br>Tourism | FY 23/24 Monthly<br>Total | FY 22/23 Monthly<br>Total |
| Jul-23                              | No.   | 1               | 0                                                  | 1                            | 0                                 | 3           | 2                      | 7                         | 8                         |
|                                     | Value | \$370,000.00    | \$0.00                                             | \$63,000.00                  | \$0.00                            | \$0.00      | \$49,000.00            | \$482,000.00              | \$1,398,600.00            |
| Aug-23                              | No.   | 4               | 1                                                  | 2                            | 0                                 | 2           | 2                      | 11                        | 16                        |
|                                     | Value | \$914,150.00    | \$77,000.00                                        | \$124,000.00                 | \$0.00                            | \$0.00      | \$482,680.00           | \$1,597,830.00            | \$2,736,200.00            |
| Sep-23                              | No.   | 5               | 2                                                  | 2                            | 1                                 | 1           | 0                      | 11                        | 14                        |
|                                     | Value | \$1,769,447.00  | \$44,800.00                                        | \$307,134.37                 | \$10,000.00                       | \$0.00      | \$0.00                 | \$2,131,381.37            | \$1,417,096.00            |
| Oct-23                              | No.   | 5               | 0                                                  | 0                            | 0                                 | 2           | 0                      | 7                         | 10                        |
|                                     | Value | \$1,394,000.00  | \$0.00                                             | \$0.00                       | \$0.00                            | \$0.00      | \$0.00                 | \$1,394,000.00            | \$971,065.00              |
| Nov-23                              | No.   | 1               | 0                                                  | 2                            | 1                                 | 2           | 0                      | 6                         | 5                         |
|                                     | Value | \$45,000.00     | \$0.00                                             | \$90,070.00                  | \$150,000.00                      | \$0.00      | \$0.00                 | \$285,070.00              | \$938,467.00              |
| Dec-23                              | No.   | 6               | 0                                                  | 0                            | 0                                 | 1           | 0                      | 7                         | 10                        |
|                                     | Value | \$2,845,023.00  | \$0.00                                             | \$0.00                       | \$0.00                            | \$0.00      | \$0.00                 | \$2,845,023.00            | \$1,775,000.00            |
| Jan-24                              | No.   | 3               | 2                                                  | 3                            | 0                                 | 4           | 1                      | 13                        | 7                         |
|                                     | Value | \$499,500.00    | \$59,000.00                                        | \$118,500.00                 | \$0.00                            | \$0.00      | \$0.00                 | \$677,000.00              | \$1,722,961.89            |
| Feb-24                              | No.   | 2               | 1                                                  | 5                            | 0                                 | 0           | 1                      | 9                         | 13                        |
|                                     | Value | \$175,000.00    | \$61,130.00                                        | \$296,985.00                 | \$0.00                            | \$0.00      | \$0.00                 | \$533,115.00              | \$547,346.89              |
| Mar-24                              | No.   | 3               | 0                                                  | 1                            | 1                                 | 8           | 0                      | 13                        | 16                        |
|                                     | Value | \$430,000.00    | \$0.00                                             | \$80,000.00                  | \$118,290.00                      | \$0.00      | \$0.00                 | \$628,290.00              | \$1,963,598.00            |
| Apr-24                              | No.   | 4               | 0                                                  | 1                            | 2                                 | 3           | 0                      | 10                        | 17                        |
|                                     | Value | \$1,581,170.00  | \$0.00                                             | \$8,000.00                   | \$607,500.00                      | \$0.00      | \$0.00                 | \$2,196,670.00            | \$2,867,369.00            |
| May-24                              | No.   |                 |                                                    |                              |                                   |             |                        |                           | 14                        |
|                                     | Value |                 |                                                    |                              |                                   |             |                        |                           | \$686,975.00              |
| Jun-24                              | No.   |                 |                                                    |                              |                                   |             |                        |                           | 9                         |
|                                     | Value |                 |                                                    |                              |                                   |             |                        |                           | \$1,481,532.00            |
| No. (Year to Date)                  |       | 34              | 6                                                  | 17                           | 5                                 | 26          | 6                      | 94                        |                           |
| FY 23/24 Total Value (Year to Date) |       | \$10,023,290.00 | \$241,930.00                                       | \$1,087,689.37               | \$885,790.00                      | \$0.00      | \$531,680.00           | \$12,770,379.37           |                           |
| FY 22/23 Total Value                |       | \$14,031,755.00 | \$1,570,238.00                                     | \$1,507,750.78               | \$1,348,467.00                    | \$0.00      | \$48,000.00            |                           | \$18,506,210.78           |

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## 12. BUILDINGS & AMENITIES

| Delivery Program:<br>1.2.1<br>Provide safe and accessible public spaces and places that are well maintained, clean and fun. |                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                      | Responsibility                 | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1.2.1.4<br>Develop and deliver the Property Management Strategy.                                                            | Manager Planning & Development | <p>Property Strategy - Under review investigations into seeking copies of similar size Council's Property Strategy - Draft not expected until 2024/2025 due to work requirements and being understaffed within the department - ongoing.</p> <p><b>Council Buildings</b></p> <ul style="list-style-type: none"> <li>• Staff are currently finding it difficult being understaffed and with a reduced budget. Only maintenance that is being completed are items that pose an issue to staff or community safety.</li> <li>• Property Inspections and condition reports are being completed for repairs to commence on funded projects – Band Hall, Welburn Lane house, Urbenville SES shed, Jubilee Park Amenities, Federation Park amenities and kiosk, Liston RFS shed, Urbenville Medical Centre, Urbenville &amp; Liston Public Toilets (vandalism repairs), Drake public toilets septic system.</li> <li>• Urbenville Medical Centre gas hot water system has now been installed, the installation of a sump or rubble drain in the back yard to aid in the flooding issues - ongoing.</li> <li>• Inspection of Urbenville Medical Centre arranged for handy man to complete urgent maintenance items – to be completed in May.</li> <li>• Quote &amp; Inspection for RFS Shed in Liston to repair roof and water damage.</li> <li>• Draft scope of work in April to replace Federation Park Kiosk and Change Room Roof to be sent out in May.</li> </ul> |

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|                                                          |                                | <ul style="list-style-type: none"> <li>Lights repaired at the School of Arts (external &amp; internal).</li> <li>Builder engaged to commence urgent works at the Tenterfield Child Care Centre in Early May.</li> <li>Scope of work has been sent out to 6 local builders for repairs to both bathrooms in the Welburn Lane House – Quotes to be received in May.</li> </ul> <p><b>Current Capital Works</b></p> <ul style="list-style-type: none"> <li>Band Hall has had a building inspection completed and scope of work is being developed.</li> <li>Mt McKenzie digital tower Access Road sealing completed and fencing to be scoped and put out for quotes in May.</li> <li>Upgrades to Drake Hall, - Agreement between Drake Progress Association and Council is now completed, and work will commence May.</li> </ul> |
| 1.2.1.5<br>Manage and update Land and Property Register. | Manager Planning & Development | <ul style="list-style-type: none"> <li>Land and Property register is currently being managed as required. Spreadsheets are being updated as needed.</li> <li>Current leases are being looked at and renewed as needed – Tenterfield Child Care Centre, Ten FM, are being drafted.</li> <li>Council has received notification from Crown Lands that all Plans of Management (PoMs) are to be completed, exhibited, and approved by the Crown by June 2024. Council Staff are finding this difficult to complete due to the property specialist position being vacant – meeting scheduled for May with Crown Lands to determine program.</li> </ul>                                                                                                                                                                             |
| 1.2.1.6                                                  | Manager Planning & Development | <b>Licences &amp; Agreements on Council owned/managed Land</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



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| <p>Develop and deliver the Buildings and Amenities Asset Management Plan.</p> |  | <ul style="list-style-type: none"> <li>• Tenterfield Total Care draft lease for 136-138 Manners Street, Tenterfield – is still being reviewed by Tenterfield Total Care Committee solicitors are discussing terms - Ongoing.</li> </ul> <p><b><u>GRANT FUNDING</u></b></p> <p>Following Grant Projects are still outstanding:</p> <p><b>Drought Communities Programme Extension</b> - Waiting for the acquittal information to be given to Council from TNMA Inc. for it to be forwarded onto the auditors, prior to the acquittal being completed - Ongoing.</p> <p><b>National Bushfire Funding</b> - Advertising Campaign Expansion &amp; Brochure Production – ongoing.</p> <p><b>Public Spaces Legacy Program</b></p> <ul style="list-style-type: none"> <li>• Tenterfield Youth Precinct &amp; Mountain Bike Trail Head &amp; Jennings Playground Project – plaques have now been installed this project has been completed.</li> </ul> <p><b>Stronger Country Communities Programs</b></p> <ul style="list-style-type: none"> <li>• Memorial Hall floor - the new stage area expected to be delivered in May, quotes to be advertised for a thick curtain to be installed onto the retractable seating for padding - to be quoted in May.</li> </ul> |
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|                                                                                            |                                           | <ul style="list-style-type: none"> <li>• SCCF4-0951 Revitalization of Tenterfield Netball Courts – The new Courts are now being used every Wednesday afternoon for High school sport and expressions of interest are being advertised for a lady’s weekend competition.</li> </ul> <p><b>Black Summer Funding</b></p> <ul style="list-style-type: none"> <li>• Memorial Hall installation of Emergency lighting and ceiling fans – Majority of the Lights have been installed in the Memorial Hall and fans have now been installed with staff to complete training with electrician.</li> <li>• Mingoola Hall upgrades to include a toilet – repairs have been completed.</li> </ul> |
| <p>1.2.1.7<br/>         Manage Crown Lands and prepare designated Native Title Advice.</p> | <p>Manager Planning &amp; Development</p> | <p>Aboriginal Land Claims – all requests for response have been completed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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### 13. PARKS, GARDENS & OPEN SPACE

| Delivery Program:<br>1.2.1<br>Provide safe and accessible public spaces and places that are well maintained, clean and fun.                                             |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                                                  | Responsibility                      | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 1.2.1.1<br>Implement and deliver maintenance programs for Parks, Gardens and Open Spaces.                                                                               | Manager Parks, Gardens & Open Space | Daily duties include; Public toilet cleaning; park/street bins; BBQ cleaning; playground inspecting.<br>Mowing.<br>Brush cutting.<br>Spraying of parks and town streets.<br>Tree pruning/ limb pick up.<br>1 x large pinoak removed due to decay and rot.<br>Graffiti removal.<br>Cemetery maintenance.<br>Garden maintenance and repairs.<br>Assist in event coordination setup.<br>Completion of the netball court upgrade.<br>Cleaning tables and benches in parks.<br>Completion of the new boundary fence at Urbenville cemetery. |
| 1.2.1.2<br>Work with the Tenterfield Shire Village Progress Associations and the Parks, Gardens and Open Space Committee to support individual town and village themes. | Manager Parks, Gardens & Open Space | Limited village representatives<br>Any projects undertaken are within budget.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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

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## 14. SWIMMING COMPLEX

| Delivery Program:<br>1.2.2<br>Provide a choice of sporting facilities that cater for the diverse needs of the community. |                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         |         |         |         |  |         |         |         |         |         |         |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |                    |    |    |    |    |    |    |
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| Action                                                                                                                   | Responsibility                 | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |         |         |         |  |         |         |         |         |         |         |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |                    |    |    |    |    |    |    |
| 1.2.2.1 – Manage the Tenterfield War Memorial Baths (TWMB) Management Plan and contribute to service delivery.           | Manager Planning & Development | <p><b>Management Plan</b></p> <ul style="list-style-type: none"> <li>• Current Management Plan to be implemented in the 2024-25 summer season. This plan is currently under review with the new contract for the 2024 season.</li> <li>• Air bubbles, cracks forming and paint peeling off both the 33 m and Wade pool through season.</li> <li>• Roof of the Amenities building has been identified that it needs to be replaced in the near future due to age.</li> <li>• Draft pool contract on hold pending adoption of 24/25 Fees and Charges.</li> <li>• Staff are continuously pursuing Grant Funding opportunities to upgrade the facility.</li> </ul> <p><b>Month Review</b><br/>Pool has now closed to the public for the 23/24 season.</p> <p><b>Outstanding Maintenance</b></p> <ul style="list-style-type: none"> <li>• Grandstand and Gym lights – awaiting electrician.</li> <li>• Auto Vacuum to be repaired or replaced – Pool Managers have been asked to find quotes.</li> <li>• Cistern replacement for the male urinal and plumber to inspect further.</li> </ul> <p><b>Season Pass Purchases for the 23/24 season</b></p> <table border="1"> <thead> <tr> <th></th> <th>2023/24</th> <th>2022/23</th> <th>2021/22</th> <th>2020/21</th> <th>2019/20</th> <th>2018/19</th> </tr> </thead> <tbody> <tr> <td>Full Season Family</td> <td>30</td> <td>26</td> <td>27</td> <td>26</td> <td>49</td> <td>39</td> </tr> <tr> <td>Half Season Family</td> <td>15</td> <td>12</td> <td>5</td> <td>9</td> <td>9</td> <td>13</td> </tr> <tr> <td>Full Season Single</td> <td>29</td> <td>16</td> <td>14</td> <td>17</td> <td>25</td> <td>10</td> </tr> </tbody> </table> |         |         |         |         |  | 2023/24 | 2022/23 | 2021/22 | 2020/21 | 2019/20 | 2018/19 | Full Season Family | 30 | 26 | 27 | 26 | 49 | 39 | Half Season Family | 15 | 12 | 5 | 9 | 9 | 13 | Full Season Single | 29 | 16 | 14 | 17 | 25 | 10 |
|                                                                                                                          | 2023/24                        | 2022/23                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 2021/22 | 2020/21 | 2019/20 | 2018/19 |  |         |         |         |         |         |         |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |                    |    |    |    |    |    |    |
| Full Season Family                                                                                                       | 30                             | 26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 27      | 26      | 49      | 39      |  |         |         |         |         |         |         |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |                    |    |    |    |    |    |    |
| Half Season Family                                                                                                       | 15                             | 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 5       | 9       | 9       | 13      |  |         |         |         |         |         |         |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |                    |    |    |    |    |    |    |
| Full Season Single                                                                                                       | 29                             | 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 14      | 17      | 25      | 10      |  |         |         |         |         |         |         |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |                    |    |    |    |    |    |    |

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|                                               |  |                           |                |                 |                 |                |                 |              |               |
|-----------------------------------------------|--|---------------------------|----------------|-----------------|-----------------|----------------|-----------------|--------------|---------------|
|                                               |  | <b>Half Season Single</b> | 29             | 18              | 3               | 9              | 7               | 13           |               |
|                                               |  | <b>Total</b>              | <b>103</b>     | <b>72</b>       | <b>49</b>       | <b>61</b>      | <b>90</b>       | <b>75</b>    |               |
| <b>Total Attendances for the 23/24 season</b> |  |                           |                |                 |                 |                |                 |              |               |
|                                               |  |                           | <b>October</b> | <b>November</b> | <b>December</b> | <b>January</b> | <b>February</b> | <b>March</b> | <b>YTD</b>    |
|                                               |  | 2018/19                   | 1,037          | 2,372           | 2,972           | 4,196          | 2,904           | 1,275        | <b>14,756</b> |
|                                               |  | 2019/20                   | 732            | 3,984           | 1,318           | 5,006          | 2,560           | 930          | <b>14,530</b> |
|                                               |  | 2020/21                   | 1,459          | 4,144           | 2,568           | 4,383          | 2,759           | 1,064        | <b>16,377</b> |
|                                               |  | 2021/22                   | 1,684          | 1,456           | 2,673           | 3,291          | 2,523           | 1,779        | <b>13,406</b> |
|                                               |  | 2022/23                   | 1,573          | 2,770           | 2,693           | 3,366          | 3,577           | 2,171        | <b>16,150</b> |
|                                               |  | 2023/24                   | 2,007          | 2,916           | 3,916           | 3,493          | 3,819           | 2,248        | <b>18,399</b> |



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## 15. ASSET MANAGEMENT & RESOURCING

| Delivery Program:<br>5.1.3<br>Management of Council’s assets will be long term and focused on meeting the needs of the community now, and into the future. |                                  |                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                                     | Responsibility                   | Progress Comment                                                                                                                                                                                                           |
| 5.1.3.1<br>Develop and implement the Asset Management Strategy and associated systems.                                                                     | Manager Asset & Program Planning | Transport asset revaluation will be undertaken during 2024 and information collection has commenced for this process.                                                                                                      |
| 5.1.3.2<br>Deliver and manage the Pedestrian Access and Mobility Plan (incorporating the Disability Action Plan) and Bike Plan.                            | Manager Asset & Program Planning | The 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<br>Infrastructure and assets inspections.                                                                                                          | Manager Asset & Program Planning | Routine asset inspections are impacted by the vacancy of the Asset Officer position. Council is conducting limited/ reactive inspections as required.                                                                      |
| 5.1.3.4<br>Review and update Council’s Risk Register and Intervention programs on an ongoing basis in accordance with inspection schedules.                | Manager Asset & Program Planning | Risk Register is updated noting that a key risk remains, resourcing of technical support and supervision of major construction works. Council is seeking to procure technical consultants to assist grant funded projects. |

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## 16. COMMERCIAL WORKS

**Delivery Program:**

**5.1.3**

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

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

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## 17. STORMWATER DRAINAGE

**Delivery Program:**

4.1.2

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

| Action                                                     | Responsibility                   | Progress Comment                                                                                                                                                                                            |
|------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.1.2.1<br>Implement the Stormwater Asset Management Plan. | Manager Asset & Program Planning | Some works for stormwater replacement are programmed, Whereat Lane blind manhole replacement programmed. Further detail and planning required for stormwater infrastructure - awaiting resource allocation. |

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## 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<br>Manage and deliver construction services for transport infrastructure, including footpaths, pavements and cycleways.                                                  | Manager Asset & Program Planning | Works programmed to include grant funded projects for Transport infrastructure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4.1.1.2<br>Manage and deliver maintenance services for transport infrastructure.                                                                                                 | Manager Works                    | <p><b>April/May 2024 Grading &amp; Works Report</b><br/> <b>Grading Schedule</b></p> <p><b>Northern Area:</b><br/> <b>Completed:</b><br/>                     Bondi Road, Bonners Road and Kingfisher Roads are graded.<br/> <b>In progress:</b><br/>                     Grading Dalmoak Road (touch up where needed), Maryland Lane, Liston Town Streets, Catarins Road (if possible), Undercliffe Falls Road and grading shoulders on Mt Lindesay Road between Liston and Legume.<br/>                     Pavement repairs on Tooloom Road at Windy Hill.</p> <p><b>Central Area:</b><br/> <b>Completed:</b><br/>                     Graded Tarban Loop Road, Brushabers Road and Wades Road. Minor works completed on Bungulla Platform Road and Bungulla Road to allow stock transport access following recent rains.</p> |

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|  |  | <p><b>In progress:</b><br/>Currently grading Cataract River Road, Barney Downs Road, Finns Road, Common Road, Talmoi Road, Branch Creek Road, Bald Rock Road, followed by Pyes Creek Road.</p> <p>Pavement constructed to seal a section of Western Street adjacent to the Cemetery, sealing mid-June. Mt Mackenzie Road constructed to Gonyah Road, seal mid-June.</p> <p><b>Western Area:</b><br/><b>In progress:</b><br/>Currently grading Silent Grove Road and Binghi Road, re-sheeting and drainage repairs including some pipe replacements.</p> <p><b>Eastern Area:</b><br/><b>Completed:</b><br/>Graded Rocky River Road, Upper Rocky River Road and Cheviot Hills. Drainage work on Old Main Camp Road, Main Camp Road and Morgan’s Creek Road. Pushed up gravel to resheet sections of Boorook Road, Gilgurry Road and Harrigans Lane.</p> <p><b>In progress:</b><br/>Grading Sugarbag West Road, Bunijah Road, Old Main Camp Road, Main Camp Road and Morgan’s Creek Road. Following this, resheet and grade sections on Boorook Road, Gilgurry Road and Harrigans Lane. Four pipe installations programmed for Gilgurry Road.</p> <p>Plains Station Road remains under signage through Fraser’s Cutting.</p> <p>Works have commenced on Paddy’s Flat Road south between Bruxner Highway and Hootons Road. Cross pipe installations and drainage under way. Pavement investigations programmed during the next few months.</p> <p><b>Replacement of the footpath</b> in Miles Street between Rouse and Scott Streets, with footpath poured from Scott Street to Sir Henry Parkes Motel to date. Work continues to Rouse Street, during May.</p> |
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|  |  | <p><b>Koch's Road - Local Roads &amp; Community Infrastructure Program (LRCI)</b><br/>Council's 25t excavator is delayed going to drainage works on Koch's Road. The 25-t digger will mulch timber on the Paddy's Flat Road construction job, between Bruxner Highway and Hootons Road, followed by mulching on Timbarra Road and some mulching work on Brushabers Road as part of the Black Summer funding. Council anticipates commencing Koch's Road drainage following this work.</p> <p>Koch's Road causeway remediation awaits conceptual survey and design to be completed from consultants. These will go to Fisheries for approval followed by construction. Earthworks to form the road will commence as resources come available. Koch's Road work is not constrained for completion this financial year.</p> <p><b>Black Summer Bushfires Recovery Grants Program</b><br/>REMOVAL OF DEAD TREES ON COUNCIL ROADS<br/>All reviews of environmental factors (REFs) are complete. Timbarra Road has had the tree canopy opened and is waiting for the mulcher to return. Tree canopy is opened up on Billirimba Road (from the town dam to Swamp Oak Creek Bridge) and spraying of under growth complete. Resources will go to Brushabers and Schroders Roads in the coming weeks.</p> <p><b>Across the Shire:</b> <i>Trimming of trees on Mt Lindesay to allow easier vehicle access is in progress. Pelham Street asphalt overlay, between Petre and Cowper Streets, is complete.</i></p> |
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**19. PLANT, FLEET & EQUIPMENT**

| <b>Delivery Program:</b>                                                                                                            |                                  |                                                                                                                                                               |
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| 5.1.3                                                                                                                               |                                  |                                                                                                                                                               |
| <b>Management of Council’s assets will be long term and focused on meeting the needs of the community now, and into the future.</b> |                                  |                                                                                                                                                               |
| <b>Action</b>                                                                                                                       | <b>Responsibility</b>            | <b>Progress Comment</b>                                                                                                                                       |
| 5.1.3.5 Implementation and delivery of the Fleet Asset Management Plan and the Plant Replacement Program.                           | Manager Asset & Program Planning | Council is reviewing the plant replacement budget as part of the budget process. Plant replacement will be on a priority basis, according to available funds. |
| 5.1.3.6 Develop and implement the Depot Master Plan.                                                                                | Manager Asset & Program Planning | Draft Depot Master Plan is under review.                                                                                                                      |

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## 20. WASTE MANAGEMENT

| Delivery Program:<br>3.1.4<br>Deliver an affordable waste management solution for the community to best manage waste and recycling opportunities. |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Action                                                                                                                                            | Responsibility        | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3.1.4.1<br>Deliver and manage Waste and Recycling services.                                                                                       | Manager Water & Waste | <p>The Torrington Waste Transfer Station is awaiting final fencing installation, negotiations with neighbour over access will conclude in May 2024.</p> <p>At Council’s Boonoo Boonoo Landfill Facility, The Cell 5 Construction project commenced this month. Monthly EPA progress reports continue. Drone survey and Ecological surveys completed in March 2024. Engaged surveyor to undertake base point locations at 5 sites.</p> <p>Council received \$773,692 for improvements from EPA and Heritage Trust at Boonoo Boonoo and Torrington. A variation to the grant was requested and approved to alter scope to include new fluted compactor wheels. Replacement wheels expected to be delivered in June 2024.</p> <p>Compulsory acquisition for the buffer zone at the Boonoo Boonoo landfill has been sent to the minister’s office, PAN approval received in April 2024, legal team forwarded documents to owner, gazettal notices pending, finalisation expected in 120 days.</p> <p>Geyer’s Pit Clean-up order commenced in July 2023, routine monthly and quarterly monitoring continues into 2024.</p> <p>Replacement Garbage Truck revised quotations received in November 2023, STG Global selected to manufacture new Garbage Truck. Currently the replacement Truck is expected to be delivered June 2024.</p> <p>As previously reported, truck rollover occurred in March 2024, insurance settlement expected in May 2024.</p> <p>Waste management staff quarterly toolbox meeting occurred in April 2024.</p> |

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**21. WATER SUPPLY**

| Delivery Program:<br>3.1.3<br>Deliver total water cycle management approach including water conservation and complying with relevant acts and legislation. |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| Action                                                                                                                                                     | Responsibility        | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3.1.3.1<br>Implement Water Service Strategic Plan in accordance with NSW Office of Water Guidelines.                                                       | Manager Water & Waste | <p>Bore at Shirley Park has new larger casing including deeper drilling from 97m to 150m, installation commenced in December completion in May 2024.</p> <p>Works for the New Water Filtration Plant on Scrub Road are completed, second round of POP (proof of performance testing) completed in April 2024. Tenterfield town began receiving potable in May 2024. Noting final POP testing scheduled for winter conditions.</p> <p>Urbenville - new grid grant has Section 60 approvals in March 2024, for Lagoon construction, RFT released in December 2023 negotiations underway decisions pending. Cage replacement is underway with track and pad to lift structure completed in April 2024.</p> <p>Highway main replacement, (Cowper Street) commenced in February 2024 and continues, potential delays may be encountered, Council wishes to extend our thanks for the continued patience of our Tenterfield residents.</p> <p>Water supply, is provided to the community under Australian Drinking Water Guidelines (ADWG), current usage at Tenterfield is currently 850.5KL/day decreasing by 69.4KL/day. Current usage at Urbenville is 176.8KL/day providing a decrease in consumption of 21.7KL/day for the 3 communities.</p> <p>Tenterfield Dam Level is <b>87%-new data loggers place level at 98%</b> receiving 95.5mm for the month of April 2024; Urbenville Tooloom Creek Level is <b>100%</b> receiving 132mm for the month of April 2024.</p> <p>Meter Reading commenced in April/May.</p> <p><b>Tenterfield</b></p> <p><b>2</b> major main; <b>0</b> new meter; <b>2</b> new service connections; <b>0</b> water limiters installed; <b>0</b> water limiters removed; <b>0</b> disconnection, <b>12</b> broken services repaired/replaced; <b>0</b> services leaks repaired; <b>0</b> valve replacements; mains flushing occurred in <b>6</b> location and <b>0</b> hydrant replacements. Note. <b>1</b> section 67 private works jobs completed. Reservoir cleaned by Aqualift. <b>0</b> interim meter reads. Operator training</p> |

Monthly Operational Report – April 2024

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|----------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                |                                  | <p>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.</p> <p><b>Jennings</b></p> <p><b>0</b> including meter; <b>0</b> meter replacements; <b>0</b> broken services repaired; <b>0</b> Major main break. New main installed 120m Carpenter Lane.</p> <p><b>Urbenville</b></p> <p><b>0</b> major main broken main repairs, mains flushing occurred in <b>8</b> location, <b>0</b> new meter, <b>1</b> meter repair/replacements, <b>0</b> water limiters installed and <b>0</b> broken service repaired <b>0</b>, SCADA requires upgrade - Note Failure of telemetry (radio equipment) requiring replacement in December 2023 and January2024. Hydrants marked and painted. Replaced springs and diaphragms in Burkert Valves on Pre and Post Caustic, Raw Water, Potassium and Daff.</p> <p>Water quality information is also available in monthly water health cards available at <a href="#">Water Health Cards   Tenterfield Shire Council (nsw.gov.au)</a></p> |
| <p>3.1.3.2<br/>                 Deliver and manage the Water and Drought Management Plans and Flood Study.</p> | <p>Manager Water &amp; Waste</p> | <p>Tenterfield update of the flood risk study awarded in March 2024. Initial meetings completed. Consultation scheduled for May 20, 2024.</p> <p>Council was awarded \$92,522 DPE-Water Regional Leakage Reduction Program, expected installation to commence in May 2024.</p> <p>The Integrated water catchment management grant (IWCM) engagement of consultants expected in May 2024.</p> <p>The Tenterfield Sustainable and Disaster Resilient Communities program, for the villages of Drake, Liston, Legume, and Torrington. Water Access Licences completed and registered with NSW Land registry. Note waiting for approvals to drill from NRAR (over 17 months) Legume licence obtained, Crown licences required, approved, and provided in December 2023, Legume water allocation has been purchased in January 2024. Council’s contractors Slade Drilling have commenced drilling for water at Legume in April 2024, water has been found at 0.5L/s.</p>                                                                                                                                                   |

Monthly Operational Report – April 2024

**22. SEWERAGE SERVICES**

| Delivery Program:<br>3.1.5<br>Deliver affordable and effective wastewater management solution for the community. |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| Action                                                                                                           | Responsibility        | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3.1.5.1<br>Maintain and operate the sewerage network, in line with the Asset Management Strategy.                | Manager Water & Waste | <p>Molesworth/Miles Street pumping station review and design amendment under development.</p> <p>RFQ's for sewer relining and manhole relining 2024 under development.</p> <p>Refurbishment program for the Tenterfield STP, handrails (measured and orders pending) and cable trays scheduled.</p> <p>PS2 at Urbenville, failure of duty and standby pumps, rectified valve failures, pump 2 was able to be started pump 1 sent for repairs, spare pump to order November 2023 and arrived February pending installation expected in May 2024.</p> <p><b>Tenterfield</b></p> <p>Sewer connections <b>1</b>; Major pump station clearing <b>1</b>; Blockages were reported and cleared at 3 locations; <b>0</b> broken main repair; with <b>0</b> mains visually checked with new CCTV, <b>0</b> major manhole repair, <b>0</b> broken main repairs <b>0</b> manholes raised, and <b>1</b> section 67 private works jobs completed in this reporting period. Pump refurbishment/repair <b>0</b> at STP July 2022, Major pumpstation maintenance <b>1</b>. Surcharge event <b>0</b>. STP Repairs <b>3</b>.</p> <p><b>Urbenville</b></p> <p>Sewer connections <b>0</b>; Major pump station clearing <b>0</b>; Blockages were reported and cleared at 0 locations; <b>0</b> broken main repair; with <b>0</b> mains visually and <b>0</b> major manhole repair, <b>0</b> broken main repairs and <b>0</b> effluent line repair. Major pump station refurbishment June technical and failure issues July 2022, competed and functional August 2022 (PS1) adjustment on counters undertaken, and <b>0</b> section 67 private works jobs completed, in this reporting period. Storm flow at STP 1hrs. Installed padlocks on Historical Park toilets due to vandalism ongoing, open at 0730 close toilets at 1530.</p> <p>Average time for response to sewer chokes remained at <b>25</b> minutes while the median response time is at <b>22</b> minutes.</p> |

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| <b>Department:</b>   | <b>Engineering Department</b>               |
| <b>Submitted by:</b> | Matthew Francisco, Director Infrastructure  |
| <b>Reference:</b>    | <b>ITEM GOV34/24</b>                        |
| <b>Subject:</b>      | <b>MOLESWORTH STREET BRIDGE REPLACEMENT</b> |

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

**CSP Goal:** **Transport** - The Tenterfield Shire has an effective transport network that is safe efficient and affordable for us as a community.

**CSP Strategy:** 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.

#### **SUMMARY**

The purpose of this report is to advise Council of the successful grant application for the replacement of the Molesworth Street Bridge and adjacent sewer line under the Regional Roads and Transport Recovery Package and to recommend execution of the Memorandum of Understanding with Transport for NSW for the delivery of the bridge replacement.

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

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

- (1) Notes the report.**
- (2) Procures these works under Section 55 (3) (b) of the Local Government Act 1993.**
- (3) Endorses the execution of the Memorandum of Understanding (MOU) and other necessary agreements and arrangements with Transport for NSW for the delivery of the Molesworth Street Bridge by the General Manager.**

#### **BACKGROUND**

Council has been successful in obtaining grant funding under the Regional Roads and Transport Recovery Package. Council applied for funding under this funding arrangement for the replacement of the aging timber Molesworth Street Bridge and adjacent sewer line. The sewer line realignment is being managed as a separate project and is not included in the bridge replacement project, planned to be carried out by Transport for NSW. The total grant funding received for the combined bridge and sewer line replacement is \$9,985,776.

#### **REPORT:**

The Council team responsible for developing the project have negotiated a Memorandum of Understanding (MOU) with Transport for NSW for the design, development and delivery of the Molesworth Street Bridge project. The project works include the survey, investigation and design of the new bridge, including the development of an accurate estimate and program.

The project funding deed was executed in November 2023 and the project is due to be completed in May 2025. This development and delivery timeframe is short. The



Our Governance No. 34 Cont...

arrangements with Transport for NSW will assist in developing the project as quickly as possible.

Under the requirements of Section 55 (3) (b) of the Local Government Act 1993, the requirements for tendering the work are exempted as the arrangements are with the Crown, being an agency of the NSW Government.

The Memorandum of Understanding (MOU) that has been prepared creates limited legal relations and requires both Tenterfield Shire Council and Transport for NSW staff to act in good faith and enter into other agreements and arrangements as appropriate to carry out the works under the project.

### **COUNCIL IMPLICATIONS:**

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

Should the project proceed to the delivery phase, the demolition and construction of the timber bridge will temporarily remove an east west linkage in Tenterfield. This will cause a relatively minor traffic impact as there are nearby alternate routes and pedestrian pathways. The project delivery team will need to develop and implement a Community Consultation Strategy to advise the community of the traffic and pedestrian impacts.

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

- Section 55 of the Local Government Act 1993.
- Local Government (General) Regulation 2021.
- Council's Procurement Policy.
- ISO 9001 Quality Management Systems.
- ISO 14001 Environment Management Systems.
- ISO 45001 Occupational Health and Safety Management Systems.

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

This project is 100% grant funded through the Regional Road and Transport Repair Program. The grant funding amount is \$9,985,776. This includes allowance for the bridge and a sewer realignment. Should the funding be inadequate once the detailed budget is developed, alternate options for funding sources or project delivery could be sought. The Memorandum of Understanding (MOU) can be terminated if funding for the developed project is inadequate.

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

The removal of the aging timber Molesworth Street bridge will eliminate an asset that requires regular maintenance. A new bridge will require minimal maintenance, reducing Council's maintenance expenditure. Transport for NSW are expected to construct the new concrete bridge to a standard that ensures minimal maintenance for many years.

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

Under the Memorandum of Understanding (MOU) the bridge will be delivered by Transport for NSW with minimal involvement for the Tenterfield Shire Council workforce due to the specialised nature of the work.

The program guidelines include requirements for regular reporting, which will be prepared by Council's staff.

Our Governance No. 34 Cont...

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

The Memorandum of Understanding (MOU) creates limited legal relations and therefore limited legal and other risks. Should the construction phase proceed the legal and other project risks would be managed in partnership with Transport for NSW. The Memorandum of Understanding (MOU) requires appropriate insurances to be in place for the project.

Project risks will be assessed under Council's Risk Matrix and using Transport for NSW risk management policies and procedures. All risks identified will be managed using these frameworks.

## **7. Performance Measures**

Performance measures for the project will be developed in partnership with Transport for NSW and reported on at appropriate intervals.

## **8. Project Management**

The project will be managed in accordance with the Transport for NSW maintenance and delivery project management framework, which is appropriate for this project.

The timeframe for the delivery of the project is short and significant effort will be required to meet the project timeframes.

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

|                               |                                                                                                |
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| Prepared by staff member:     | Matthew Francisco, Director Infrastructure                                                     |
| Approved/Reviewed by Manager: | Hein Basson, General Manager                                                                   |
| Department:                   | Engineering Department                                                                         |
| Attachments:                  | <b>1</b> Memorandum of Understanding - 14<br>Delivery of the Molesworth Street Pages<br>Bridge |

**Memorandum of**

**Understanding between**

**TENTERFIELD SHIRE COUNCIL**

**and**

**Transport for NSW**

**for**

**Project**

**Management &**

**Delivery of the**

**Molesworth Street Bridge**



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| <p><b>The Projects</b></p>         | <p>This Memorandum of Understanding (<b>MOU</b>) relates to the project management and delivery (including design &amp; construction) by Transport for NSW (<b>TfNSW</b>) of works to replace the Molesworth Street bridge in Tenterfield Shire Council LGA (<b>Project</b>). Further details about the Project are set out in Annexure B.</p> <p>The Project is being delivered by TfNSW for and on behalf of the Tenterfield Shire Council (<b>TSC</b>).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Aims of this MOU</b></p>     | <p>This MOU documents the basis on which TfNSW will develop and deliver the Project for and on behalf of the TSC and sets the requirements and expectations of a collaborative approach to achieve documented project outcomes.</p> <p>This MOU also defines and allocates responsibility for the financial costs and risks of the Project between the parties and sets a framework for governance to manage these matters. The parties will enter into a separate funding agreement to capture these responsibilities and risks.</p> <p>The intended benefits of this MOU, which will arise through a collaboration of resources and expertise, include to:</p> <ul style="list-style-type: none"> <li>• Leverage TfNSW’s and TSC’s technical expertise to achieve synergy in the delivery of the Project,</li> <li>• Facilitate TSC access to extensive resources possessed by the broader TfNSW organisation,</li> <li>• Respond quickly and flexibly to issues arising in connection with the Project,</li> <li>• Assess risks and mitigation strategies so TfNSW and TSC are fully aware of, and well positioned to manage any exposure to risks associated with the Project,</li> <li>• Provide opportunities for professional development of TSC and TfNSW staff,</li> <li>• Foster and encourage the development of a mutually beneficial ongoing, cooperative relationship between TfNSW and TSC.</li> </ul> <p>TfNSW will develop and deliver the Project using its internal and contract resources. Where practicable TSC resources may also be engaged on the Project.</p> <p>TSC will make monthly payment to TfNSW to cover the cost of carrying out the Project. Payment requests will be supported by an Invoice, financial ledger and Monthly Status Report (<b>MSR</b>).</p> <p>This MOU will assist to ensure project scope is managed so that the total cost falls within the approved project funding agreement and the project is delivered within the Regional Road and Transport Repair Package (RRTRP) guidelines.</p> |
| <p><b>Involvement of TfNSW</b></p> | <p>Section 55(3)(b) of the <i>Local Government Act 1993</i> (NSW) provides that the requirement to undertake a competitive tender process for the award of a contract to carry out works does not apply to a contract entered into by a council with the Crown (whether in right of</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|                                                 | <p>the Commonwealth, New South Wales or any other State or a Territory), a Minister of the Crown or a statutory body representing the Crown.</p> <p>This MoU evidences the arrangements agreed to by TSC and TfNSW for the delivery of the Project.</p> <p>TfNSW will, however, competitively tender the carrying out of some the works contemplated by the Project in accordance with its procurement requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>Objectives</b></p>                        | <p>TfNSW and TSC will work together to achieve the following Project objectives:</p> <ul style="list-style-type: none"> <li>• To ensure delivery of the Project in line with the applicable funding guidelines for the asset</li> <li>• To deliver the Project within budget parameters to meet the criteria of ‘Regional Road and Transport Repair Package Guidelines’ and minimise all project related costs that are ineligible for cost recovery under said guidelines</li> <li>• To meet AS5100 and SM1600 bridge design requirements and ensure that any departures are documented and agreed to by TSC as the owner of the Project</li> <li>• To meet legislative requirements for environment and safety, develop and deliver the Project in an efficient manner and provide a value for money, high quality product</li> <li>• To deliver the Project to any other standards, specifications or requirements accepted by the project governance team (see the Monitoring and Project Governance section below).</li> </ul>                                                                                                     |
| <p><b>Monitoring and Project Governance</b></p> | <p>TfNSW and TSC will establish a Steering Group, with membership and objectives as defined at Annexure A.</p> <p>TSC and TfNSW will each appoint officers who shall support the Steering Group.</p> <p>The Steering Group will focus on ensuring the Project objectives and principles (as more particularly described in Annexure A) are being achieved as well as release the Project hold points described in Annexure A, allowing the Project to progress through key scope and funding gateways in accordance with ‘Regional Road and Transport Repair Package Guidelines’.</p> <p>The Steering Group will maintain a strong focus on financial and scope governance to ensure that:</p> <ul style="list-style-type: none"> <li>• the risk of any cost over-run is well managed and minimised; and</li> <li>• the total cost of the Project is within the approved funding amount and the Project is delivered within the relevant funding guidelines.</li> </ul> <p>In the event that a cost over-run is forecast by TfNSW, the Steering Group will agree on the actions to be taken to ensure that this does not eventuate.</p> |

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|                       | <p>Following completion of the Project’s scoping and design phase, and in accordance with the Project Governance TfNSW will provide . the construction estimate and review the funding amounts of each project and advise if they are sufficient to deliver the Project. If the funding is insufficient for the delivery model outlined in this MoU, TfNSW will advise the Steering Group prior to proceeding into the delivery phase (including procurement).</p> <p>In the event the Project is not deliverable for the funding amount allocated by the funding body, the project may be removed from this agreement or delayed until funding can be sourced.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>Funding</b></p> | <p>The capital costs associated with the Project will be funded through the Regional Road and Transport Repair Package. Under these facilities, an approved funding amount has been granted to TSC as follows:</p> <p style="text-align: center;"><b>\$9,985,776.00</b>, – approved funding for bridge and sewer line</p> <p>TSC are giving further consideration to and will agree on, the proportion of the funding amount that will be available to cover the cost of designing and constructing the Project (the <b>Construction Budget</b>). The Construction Budget will be determined upon completion of final design and estimate in compliance to ‘Guidance note 3B deterministic contingency estimation 2018’ P90 estimate as referenced in the DRFA 2018 Section 6.5.3 and relevant funding guidelines for the remaining projects.</p> <p>TfNSW shall:</p> <ul style="list-style-type: none"> <li>• provide monthly, to TSC, forecasts of anticipated monthly project expenditure for the duration of the project; and</li> <li>• update its milestones monthly and present these to the Steering Group via the milestone status report (MSR).</li> </ul> <p>The separate funding agreement contemplated by the MOU will set out the agreed arrangements for the payment of costs associated with the construction of the Project. These arrangements will include the following:</p> <ul style="list-style-type: none"> <li>• On submission of a monthly invoice TSC will provide payment to TfNSW to the relevant Billable WBS for costs incurred in the previous month comprising:             <ul style="list-style-type: none"> <li>○ amounts payable by TfNSW to contractors and suppliers it has engaged to carry out the works and/or supply materials and/or goods in connection with the works; and</li> <li>○ TfNSW’s internal and other costs incurred in connection with the Project.</li> </ul> </li> <li>• TSC shall pay the amount of TfNSW’s invoice as per the payment terms listed and from the date TfNSW’s invoice is received.</li> <li>• The allocation of responsibility for cost exceeding the Construction Budget.</li> </ul> |

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|                          | In addition to the funding agreement contemplated by this MOU, the parties will put in place the necessary arrangements (for example, a purchase order or similar arrangement) to facilitate payments by TSC to TfNSW for the purpose of funding payments relating to the design and construction of the Project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>TfNSW Obligations</b> | <ol style="list-style-type: none"> <li>1. Provide all necessary technical support, planning and assistance necessary for the design and construction of the Project.</li> <li>2. Subject to the terms of this MOU, provide all necessary approvals required for the Project.</li> <li>3. Engage contractors to carry out the works comprising the Project (on standard TfNSW contract terms) and use reasonable endeavours to ensure the appointed sub-contractors complete the works in accordance with the requirements of the contract.</li> <li>4. Develop, deliver and manage the Project in accordance with AS/NZS ISO9001 Quality Certification, ISO45001 Occupational Health and Safety, ISO14001 Environment Management Systems, and all relevant project plans and procedures.</li> <li>5. Facilitate the rectification of any defects identified by TSC up until the cessation of the defect's liability period which is 12 months from the practical completion date.</li> <li>6. Prepare and submit to TSC all documents required for TSC to grant a consent or approval for the carrying out of the works as required by the <i>Environmental Planning and Assessment Act 1979</i> (NSW).</li> <li>7. Prepare and submit to TSC reports monthly on each project to inform the reporting requirements for each funding grant.</li> <li>8. Prepare and submit to TSC a program schedule detailing key dates for each asset in line with the relevant funding guideline requirements.</li> </ol> |
| <b>TSC Obligations</b>   | <ol style="list-style-type: none"> <li>1. Review and approve all application documents submitted in connection with any consent or approvals for the carrying out of the works as required by the <i>Environmental Planning and Assessment Act 1979</i> (NSW) and otherwise consider and assess any applications for an approval made to it in accordance with all applicable statutes and regulations and provide a response to any applications made to it within a reasonable time of the lodgement of that application.</li> <li>2. Accept responsibility for the long-term care and maintenance of the Project following the works achieving practical completion, on the basis that TfNSW has no responsibility, obligation and/or liability in connection with Project once practical completion has been achieved (subject to TfNSW obligation #5 referred to above).</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|                             | <ol style="list-style-type: none"> <li>3. Without limiting 2 above, manage the rectification of defects appearing in the works comprising the Project post practical completion, including providing notices to the contractor.</li> <li>4. Project reporting to the Regional Road and Transport Repair Package team.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Timing</b>               | The parties will use their respective best endeavours to procure that the works comprising the Project commence within 12 months of TfNSW (RRTRP) and TSC executing a funding deed in respect of the Project, and achieve practical completion within 24 months of commencement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Relationships</b>        | <p>Nothing in this MOU:</p> <ol style="list-style-type: none"> <li>1. creates any relationship of partnership, employment, agency, joint venture, or other similar relationship between TSC and TfNSW; or</li> <li>2. shall be construed as fettering any discretions of TfNSW or TSC in dealing with any application made to them or approval sought from them and without limitation, nothing in this MOU shall be construed as limiting or fettering in any way the exercise of a statutory discretion or duty by TfNSW or TSC.</li> </ol> <p>Neither party has the right or authority to:</p> <ol style="list-style-type: none"> <li>(a) bind the other party by any representation, declaration, or admission;</li> <li>(b) make any contract or commitment on behalf of the other party; or</li> <li>(c) assume any obligation or responsibility on behalf of the other organisation.</li> </ol> |
| <b>Scope Variations</b>     | <p>When delivering the project, TfNSW must not undertake or permit any variation to the agreed scope of works or incur any costs in addition to those contemplated by the scope of works, without the prior approval of the Steering Group.</p> <p>The Steering Group will have the flexibility to agree on scope adjustments required to ensure the project best suits the objectives, including the need for the total cost to fall within the approved budgets and timings.</p>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Project Finalisation</b> | <p>The asset in this Project is currently designated as a Local Road. TSC is the roads authority for all the asset. On completion of the Project and achievement of practical completion of the works comprising the Project:</p> <ol style="list-style-type: none"> <li>1. TfNSW will hand over the Project to TSC;</li> <li>2. TSC will accept the handover of the Project; and</li> <li>3. TfNSW will arrange for the works contractor to correct all defects in the works listed in the notice of practical</li> </ol>                                                                                                                                                                                                                                                                                                                                                                             |

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|                                   | completion (or otherwise identified prior to practical completion but not remedied) as soon as possible after practical completion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Insurance</b>                  | <p>TfNSW agrees that it, or its contractors will, for the duration of the Works, have in place the following insurances:</p> <ul style="list-style-type: none"> <li>• Workers’ Compensation as per current Workers Compensation Act 1987 (NSW).</li> <li>• Public Liability for an amount of \$20,000,000,</li> <li>• Professional Indemnity for an amount of \$20,000,000,</li> <li>• Product Liability for an amount of \$20,000,000, and</li> <li>• Motor Vehicle cover for loss of and/or property damage caused to or by a motor vehicle while being used for the purpose of or in connection with the TMF Agency’s business.</li> </ul> <p>Before TfNSW commences the Project and whenever requested in writing by TSC, TfNSW agrees to provide satisfactory evidence of the above insurances being affected and maintained.</p>                                                                                                                                                                                                                                                                                                                       |
| <b>Community Engagement</b>       | The Steering Group shall agree to a community engagement protocol that governs communication, media, and external issues management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Issues Resolution</b>          | <p>Where there is any dispute between TSC and TfNSW in connection with this MOU (including in relation the undertaking of the Project and payment to TfNSW), either party may refer the dispute to the TfNSW Project Manager and the TSC Project Manager for resolution.</p> <p>If after a period of [5] Business Days the dispute remains unresolved either party may refer the dispute to the Project Steering Group for resolution.</p> <p>If the dispute cannot be resolved by the Steering Group within [5] Business Days from the date on which it was referred to the Steering Group, the Steering Group may refer the dispute to the Director of Infrastructure, TSC and the Senior Manager, Bridge Maintenance North, TfNSW.</p> <p>If any dispute cannot be resolved by the methods set out above within [20] Business Days of the date the dispute was first referred to the TfNSW Project Manager and the TSC Project Manager, either party may refer the dispute to the Chief Executive Officer, TSC and the Director, Maintenance and Delivery, TfNSW for determination. Any such determination shall be final and binding on the parties.</p> |
| <b>Documents forming this MOU</b> | <p>Documents forming the MOU include:</p> <ol style="list-style-type: none"> <li>1. This Memorandum of Understanding</li> <li>2. Annexure A – Steering Group</li> <li>3. Annexure B – Project Information</li> <li>4. Any documents referred to in this MOU as forming part of the MOU</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b>Term of MOU</b> | This MOU is to operate from the date of the MOU Execution until completion of the 12 month defect's liability period for the works comprising the Project.                                                                                                                                                                                                                                                                  |
| <b>No contract</b> | The terms of this MOU are not intended to be legally binding on the parties, however the parties commit to:<br><br><ol style="list-style-type: none"><li>1. acting in good faith and to the behaviours and actions as set out in this MOU; and</li><li>2. entering into agreements and any other arrangements when appropriate or necessary for undertaking the Project, whether or not contemplated by this MOU.</li></ol> |

**APPROVAL**

|                                                                                                                               |                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <p>_____</p> <p>Matthew Francisco<br/>Director of Infrastructure<br/>For &amp; on behalf of Tenterfield Shire<br/>Council</p> | <p>_____</p> <p>Mikhail Lyte<br/>Senior Manager Bridge Maintenance<br/>North<br/>For &amp; on behalf of Transport for NSW</p> |
| <p>_____</p> <p>Hein Basson<br/>General Manager<br/>For &amp; on behalf of Tenterfield Shire<br/>Council</p>                  | <p>_____</p> <p>David Fishburn<br/>Director Maintenance and Delivery North<br/>For &amp; on behalf of Transport for NSW</p>   |

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## **ANNEXURE A: PROJECT STEERING GROUP**

### **Membership**

|                           |                                                          |
|---------------------------|----------------------------------------------------------|
| Tenterfield Shire Council | Director of Infrastructure<br>Project Manager            |
| Transport for NSW         | Senior Manager Bridge Maintenance North<br>Works Manager |

### **Objectives**

The Steering Group shall provide general project oversight by:

- Receiving timely reports from the Project Manager and reviewing project scope, budget, estimate, program to assure that it conforms with the provisions attached to the funding grant.
- Recommending and agreeing to the scope and estimate of the project as well as eligibility under 'Regional Road and Transport Repair Package Guidelines'.
- Recommending and approving standards and specifications to guide the design and construction of the works.
- Integrating TfNSW and TSC Resources and appropriate execution of work packages by both parties. Work packages may include community engagement, site investigations, environmental approvals, land acquisition, project design, tendering, project construction, project reporting, project finalisation.
- Recommending to Tenterfield Shire Council and TfNSW any significant variation to the approved project scope and delivery plan.
- Certification of the cost of the works and facilitating Asset handover and acceptance.
- Releasing the "Project Governance Hold points", other hold points such as design, planning approval, construction and handover and approving the construction estimate.

Notwithstanding the oversight role provided by the Steering Group, project development, delivery and finalisation including day to day and contract administration is the responsibility of TfNSW.

### **Conduct of the Steering Group**

Meetings of the Steering Group shall be held at least monthly and more often as the Steering Group decides until practical completion at which time the Steering Group will be dissolved. Monthly meetings may be held via tele or video conference arrangements, however there will be a face-to-face meeting generally held quarterly.

The Chairperson shall be the Director of Infrastructure, Tenterfield Shire Council.

In the absence of the Chairperson, as the Steering Group's first item of business, the Steering Group shall elect one of its number to preside at the Meeting.

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Face-to-face meetings shall be held at the Tenterfield Shire Council office or at a mutually agreed location on site.

Secretarial support shall be provided by Tenterfield Shire Council. Minutes and any business papers shall be circulated to each member of the Steering Group at least three business days prior to each meeting. Minutes shall be taken at each meeting as a separate stand-alone document. Draft minutes shall be circulated to each member not more than ten business days after each meeting. Minutes shall be formally adopted at the following meeting of the Steering Group.

A Meeting shall not proceed unless a quorum of at least two persons, not less than one from each of Tenterfield Shire Council and TfNSW, are present.

The Steering Group may choose to invite guests as required to the project meetings on an as needs basis. This could include but is not limited to the TfNSW local government and relevant project funding teams.

A Milestone Status Report (MSR) shall be prepared and submitted to Tenterfield Shire Council and TfNSW following each meeting summarising project status:

- Approved project scope.
- Variations to approved project scope.
- Approved budget.
- Current estimated project cost.
- Approved completion date.
- Current estimated project completion date.
- Work packages - scope, contractor, approved cost, current estimated cost, approved date of completion, estimated date of completion, brief overview of progress and issues, brief summary of actions to address issues.

**Dispute Resolution**

The Steering group shall collaboratively work together to complete the project. Should an issue be elevated to the steering group and appropriate action not be able to be agreed by the steering group the issue will be elevated to the Chief Executive TSC and TfNSW Director of M&D North.

**Project Governance Hold Points**

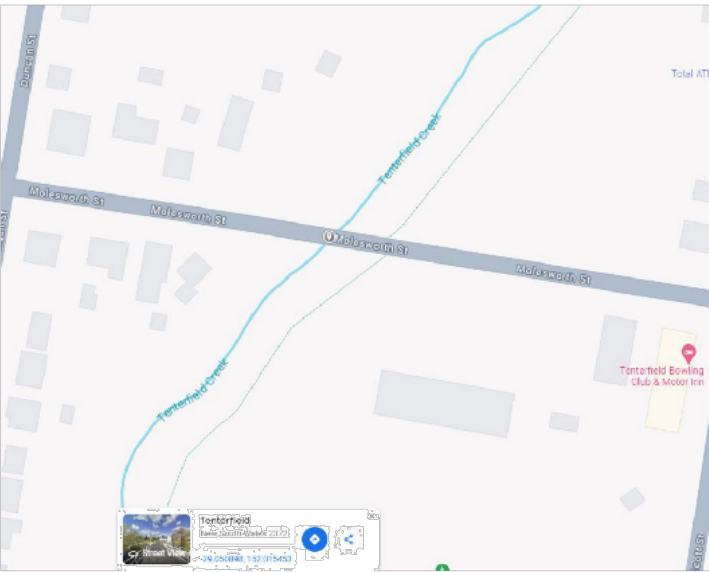
The project governance hold points are to be submitted by TfNSW to TSC. The Hold points are to be released by TSC allowing TfNSW to commence work on the on the next project stage.

| Project Stage | Hold Point              | Guidance Docs                                                                                                        | Supporting Documentation                                                                                                                          |
|---------------|-------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Initiation    | 1. Initiation           | <ul style="list-style-type: none"> <li>• MoU</li> </ul>                                                              | <ul style="list-style-type: none"> <li>• Project details Annexure A</li> </ul>                                                                    |
| Development   | 2. Commence Development | <ul style="list-style-type: none"> <li>• TfNSW Estimating Manual</li> <li>• M&amp;D Development Procedure</li> </ul> | <ul style="list-style-type: none"> <li>• Concept Estimate</li> <li>• Concept Design</li> <li>• Concept Program</li> <li>• Project Plan</li> </ul> |

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|                      |                         |                                                                                                                  |                                                                                                                                                                                                            |
|----------------------|-------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                      | 3. Complete Development | <ul style="list-style-type: none"> <li>TfNSW Estimating Manual</li> <li>M&amp;D Development Procedure</li> </ul> | <ul style="list-style-type: none"> <li>Delivery Estimate</li> <li>IFC Design</li> <li>Delivery program</li> <li>Environmental Approval including REF</li> <li>M&amp;D Development Documentation</li> </ul> |
| Delivery             | 4. Start Construction   | <ul style="list-style-type: none"> <li>M&amp;D Project Start Up procedure</li> </ul>                             | <ul style="list-style-type: none"> <li>M&amp;D Project Specific Plan (PSP)</li> </ul>                                                                                                                      |
| Project Finalisation | 5. Open to Traffic      | <ul style="list-style-type: none"> <li>MoU</li> </ul>                                                            | <ul style="list-style-type: none"> <li>Project Quality Package</li> <li>Works as Executed Drawing Set</li> </ul>                                                                                           |

**ANNEXURE B: PROJECT INFORMATION**

| Project                                          | Project location & scope of works (as per RRTRP Funding Deed)                                                                                                                                                                                                                                                                                                                                       | Funding entity       | Total Approved TSC Funding Amount | Target Project Milestones (as per RRTRP Funding Deed)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Molesworth Street Bridge &amp; Sewer Line</p> |  <p><b>Scope of Works</b></p> <p>The project will see the bridge extended, widened and raised. Piers will be replaced to increase flow capacity and upgraded to meet ASS100 and SM1600 standards. The sewer line will be relocated to run along the creek and the pumping station will be upgraded/replaced.</p> | <p>TfNSW - RRTRP</p> | <p>\$9,985,776.00</p>             | <p><b>Molesworth Street Bridge &amp; Sewer Line</b></p> <p>Milestone 1 – agreement &amp; initial planning</p> <ul style="list-style-type: none"> <li>- milestone certificate</li> <li>- Executed Funding Deed</li> <li>- completed F306 approved prior to execution of deed</li> <li>- completed contractor statement</li> <li>- simplified project plan &amp; project benefits</li> </ul> <p>Milestone 2 – design phase</p> <ul style="list-style-type: none"> <li>- milestone certificate</li> <li>- IFT or IFC drawings</li> <li>- final estimate</li> <li>- tender assessment report</li> <li>- contractor statement</li> <li>- simplified project plan &amp; project benefits</li> </ul> <p>Milestone 3 – construction commencement</p> <ul style="list-style-type: none"> <li>- milestone certificate</li> <li>- simplified project plan &amp; project benefits</li> <li>- photographic evidence of construction commencement (must include meta data)</li> </ul> |

| Project | Project location & scope of works (as per RRTRP Funding Deed) | Funding entity | Total Approved TSC Funding Amount | Target Project Milestones (as per RRTRP Funding Deed)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------|---------------------------------------------------------------|----------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                               |                |                                   | <ul style="list-style-type: none"> <li>- photographic evidence of installed signage acknowledging funding contribution</li> <li>- contractor statement</li> </ul> <p>Milestone 4 – project completion</p> <ul style="list-style-type: none"> <li>- milestone certificate</li> <li>- project completion reporting including photographic evidence (must include meta data)</li> <li>- final certificate of expenditure including the general ledger</li> <li>- contractor statement</li> <li>- simplified project plan &amp; project benefits</li> </ul> |

|                      |                                                      |
|----------------------|------------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                        |
| <b>Submitted by:</b> | Matthew Francisco, Director Infrastructure           |
| <b>Reference:</b>    | <b>ITEM GOV35/24</b>                                 |
| <b>Subject:</b>      | <b>MEMORANDUM OF UNDERSTANDING - BRIDGE PROJECTS</b> |

#### **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 make Council aware of the Memorandum of Understanding for the two projects between Tenterfield Shire Council and Transport for New South Wales.

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

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

- (1) Notes the Memoranda of Understanding executed on behalf of Tenterfield Shire Council for the Development and Delivery of the Dumaresq Overflow Bridge and the Five Bridge Projects.**

#### **BACKGROUND**

Tenterfield Shire Council Staff have developed a strong working relationship with Transport for NSW (Maintenance and Delivery) staff. As a result of the development of this working relationship, Memoranda of Understanding have been executed to deliver bridge projects in the Tenterfield Shire Area.

#### **REPORT:**

The Council team responsible for developing the Disaster Recovery Funding Arrangement (DRFA) projects for the Dumaresq Overflow Bridge and the Five Bridge Projects have negotiated a Memorandum of Understanding with Transport for NSW for the design, development and delivery of the following Bridges:

1. Dumaresq Overflow Bridge, Bruxner Way - Natural Disaster Funding
2. Billirimba Creek Bridge, Billirimba Road - Natural Disaster Funding
3. Mole River Bridge, Springfield Road - Fixing Country Bridges Program
4. Acacia Creek Bridge, Patersons Road - Fixing Country Bridges Program
5. Acacia Creek Bridge, Tooloom Street - Fixing Country Bridges Program
6. Kooreelah Creek Bridge, White Swamp Road - Fixing Country Bridges Program

The project works include the survey, investigation, design and delivery of the new bridges.

Our Governance No. 35 Cont...

Under the requirements of Section 55 (3) (b) of the Local Government Act 1993, the requirements for tendering the work are exempted as the arrangements are with the Crown, being an agency of the NSW Government.

The Memoranda of Understanding that have been prepared create limited legal relations and requires both Tenterfield Shire Council and Transport for NSW staff to act in good faith and enter into other agreements and arrangements as appropriate to carry out the works under the project.

The current status of the projects:

1. Dumaresq Overflow Bridge, Bruxner Way – Under Construction
2. Billirimba Creek Bridge, Billirimba Road – Design Complete
3. Mole River Bridge, Springfield Road – Design Complete
4. Acacia Creek Bridge, Patersons Road – Design Complete
5. Acacia Creek Bridge, Tooloom Street – Design Complete
6. Kooreelah Creek Bridge, White Swamp Road – Design underway

The Memorandum of Understanding for the Dumaresq Overflow Bridge was executed in March 2023. The Memorandum of Understanding for the Five Bridges Project was executed in August 2023.

The value of the works being delivered:

The Dumaresq Overflow Bridge Project is valued at \$13.2 Million.  
The Five Bridges Project is valued at \$4.69 Million.

### **Commentary: General Manager**

Although these two first mentioned projects are funded through DRFA, these monies are not forthcoming from the State Government – leaving Council in an untenable position. Council simply does not currently have the cash flow available to pay for these projects as they progress through their different milestones.

### **COUNCIL IMPLICATIONS:**

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

These projects are out of the urban areas of the Tenterfield Shire. The main community impacts are the traffic impacts because of traffic management implemented in the delivery phase of the projects. Appropriate traffic impact notifications will be issued to advise road users of the impacts.

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

- Section 55 of the Local Government Act 1993
- Local Government (General) Regulation 2021
- Council's Procurement Policy
- ISO 9001 Quality Management Systems
- ISO 14001 Environment Management Systems
- ISO 45001 Occupational Health and Safety Management Systems

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

These projects are funded through the Disaster Recovery Funding Arrangements for the Dumaresq Overflow Bridge and the Billirimba Creek Bridge. The remaining



Our Governance No. 35 Cont...

four bridges are funded under the Fixing Country Bridges (FCB) Grant Funding program.

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

The removal of the aging timber bridges will replace assets that requires regular maintenance with new bridges that will require minimal maintenance, reducing Council's maintenance expenditure. The Dumaresq Overflow bridge was damaged during a flood event. Transport for NSW are expected to construct the new concrete bridges to a standard that ensures minimal maintenance for many years.

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

Under the Memorandum of Understanding (MOU) the bridge will be delivered by Transport for NSW and minimal involvement for the Tenterfield Shire Council workforce due to the specialised nature of the work.

The program guidelines include requirements for regular reporting, which will be prepared by Council's staff.

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

The Memorandum of Understanding (MOU) creates limited legal relations and therefore limited legal and other risks. The projects are now either in or approaching construction phase, the project risks would be managed in partnership with Transport for NSW. The Memorandum of Understanding (MOU) requires appropriate insurances to be in place for the projects.

Project risks will be assessed under Council's Risk Matrix and using Transport for NSW risk management policies and procedures. All risks identified will be managed using these frameworks.

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

The project team are reporting on the progress of the projects at appropriate intervals.

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

The projects are being managed in accordance with the Transport for NSW Maintenance and Delivery project management framework, which is appropriate for these projects.

### **Hein Basson General Manager**

|                               |                                                                                                               |          |
|-------------------------------|---------------------------------------------------------------------------------------------------------------|----------|
| Prepared by staff member:     | Matthew Francisco, Director Infrastructure                                                                    |          |
| Approved/Reviewed by Manager: | Hein Basson, General Manager                                                                                  |          |
| Department:                   | Engineering Department                                                                                        |          |
| Attachments:                  | <b>1</b> Memorandum of Understanding - Dumaresqu Overflow Channel Bridge Reconstruction Project 20 March 2023 | 15 Pages |
|                               | <b>2</b> Memorandum of Understanding - Delivery of the 5 Bridge Replacement Projects                          | 19 Pages |

**Memorandum of  
Understanding between  
TENTERFIELD SHIRE COUNCIL  
and  
Transport for NSW  
for  
Project  
Management &  
Delivery of the**

**Dumaresq Overflow Channel Bridge Reconstruction Project**

**20-Mar-2023**



|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>The Project</b></p>          | <p>This Memorandum of Understanding (<b>MOU</b>) relates to the project management and delivery by Transport for NSW (<b>TfNSW</b>) of works to upgrade of Dumaresqu Overflow Channel Bridge located 90km West of Tenterfield (<b>Project</b>). Further details about the Project are set out in Annexure A.</p> <p>The Project is being delivered by TfNSW for and on behalf of the Tenterfield Shire Council (<b>TSC</b>).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>Aims of this MOU</b></p>     | <p>This MOU documents the basis on which TfNSW will develop and deliver the Project for and on behalf of the TSC and sets the requirements and expectations of a collaborative approach to achieve documented project outcomes.</p> <p>This MOU also defines and allocates responsibility for the financial costs and risks of the Project between the parties and sets a framework for governance to manage these matters. The parties will enter into a separate funding agreement to capture these responsibilities and risks.</p> <p>The intended benefits of this MOU, which will arise through a collaboration of resources and expertise, include to:</p> <ul style="list-style-type: none"> <li>• Leverage TfNSW’s and TSC’s technical expertise to achieve synergy in the delivery of the Project</li> <li>• Facilitate TSC access to extensive resources possessed by the broader TfNSW organisation</li> <li>• Respond quickly and flexibly to issues arising in connection with the Project</li> <li>• Assess risks and mitigation strategies so TfNSW and TSC are fully aware of, and well positioned to manage any exposure to risks associated with the Project</li> <li>• Provide opportunities for professional development of TSC and TfNSW staff,</li> <li>• Foster and encourage the development of a mutually beneficial ongoing, cooperative relationship between TfNSW and TSC.</li> </ul> <p>TfNSW will develop and deliver the Project using its internal and contract resources. Where practicable TSC resources may also be engaged on the Project.</p> <p>TSC will make monthly payment to TfNSW to cover the cost of carrying out the Project. Payment requests will be supported by an Invoice, financial ledger and Monthly Status Report (<b>MSR</b>).</p> <p>This MOU will assist to ensure project scope is managed so that the total cost falls within the approved project funding agreement and the project is delivered within Natural Disaster funding guidelines.</p> |
| <p><b>Involvement of TfNSW</b></p> | <p>Section 55(3)(b) of the <i>Local Government Act 1993</i> (NSW) provides that the requirement to undertake a competitive tender process for the award of a contract to carry out works does not apply to a contract entered into by a council with the Crown (whether in right of the Commonwealth, New South Wales or any other State or a</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                 | <p>Territory), a Minister of the Crown or a statutory body representing the Crown.</p> <p>This MoU evidences the arrangements agreed to by TSC and TfNSW for the delivery of the Project.</p> <p>TfNSW will, however, competitively tender the carrying out of some the works contemplated by the Project in accordance with its procurement requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>Objectives</b></p>                        | <p>TfNSW and TSC will work together to achieve the following Project objectives:</p> <ul style="list-style-type: none"> <li>• To ensure delivery of the Project by 30 June 2024</li> <li>• To deliver the Project within budget parameters to meet the criteria of ‘Australian Government Disaster Recovery Funding Arrangements 2018’ and ‘NSW Essential Public Asset Reconstruction Works Guidelines’ and minimise all project related costs that are ineligible for cost recovery under said guidelines</li> <li>• To meet AS5100 bridge design requirements and ensure that any departures are documented and agreed to by TSC as the owner of the Project</li> <li>• To meet legislative requirements for environment and safety, develop and deliver the Project in an efficient manner and provide a value for money, high quality product</li> <li>• To deliver the Project to any other standards, specifications or requirements accepted by the project governance team (see the Monitoring and Project Governance section below).</li> </ul>                                                                                                                                                 |
| <p><b>Monitoring and Project Governance</b></p> | <p>TfNSW and TSC will establish a Steering Group, with membership and objectives as defined at Annexure B.</p> <p>TSC and TfNSW will each appoint officers who shall support the Steering Group.</p> <p>The Steering Group will focus on ensuring the Project objectives and principles (as more particularly described in Annexure B) are being achieved as well as release the Project hold points described in Annexure B, allowing the Project to progress through key scope and funding gateways in accordance with Australian Government Disaster Recovery Funding Arrangements 2018’ and ‘NSW Essential Public Asset Reconstruction Works Guidelines.</p> <p>The Steering Group will maintain a strong focus on financial and scope governance to ensure that:</p> <ul style="list-style-type: none"> <li>• the risk of any cost over-run is well managed and minimised; and</li> <li>• the total cost of the Project is within the ULG Amount and the Project is delivered within Natural Disaster funding guideline.</li> </ul> <p>In the event that a cost over-run is forecast by TfNSW, the Steering Group will agree on the actions to be taken to ensure that this does not eventuate.</p> |

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                       | <p>Following completion of the Project’s scoping and design phase, and in accordance with the Project Governance Hold Point process, the construction estimate will be revised and approved by the Steering Group prior to proceeding into the delivery phase (including procurement).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>Funding</b></p> | <p>The capital costs associated with the Project will be funded through Essential Public Asset Reconstruction Works for AGRN960. Under this facility, an upper limit grant to TSC has been approved in the amount of \$13,210,934.00 (estimate v01 - 9 September 2022 of \$11,487,769.00 + 15%) (the <b>ULG Amount</b>), under Project Number P.0081019.01.001.001.003.</p> <p>TfNSW Natural Disaster Recovery team and TSC are giving further consideration to and will agree on, the proportion of the ULG Amount that will be available to cover the cost of designing and constructing the Project (the <b>Construction Budget</b>). The Construction Budget will be determined upon completion of final design and estimate in compliance to ‘Guidance note 3B deterministic contingency estimation 2018’ P90 estimate as referenced in the DRFA 2018 Section 6.5.3.</p> <p>TfNSW shall:</p> <ul style="list-style-type: none"> <li>• provide monthly, to TSC, forecasts of anticipated monthly project expenditure for the duration of the project; and</li> <li>• update its milestones monthly and present these to the Steering Group via the milestone status report (MSR).</li> </ul> <p>The separate funding agreement contemplated by the MOU will set out the agreed arrangements for the payment of costs associated with the design and construction of the Project. These arrangements will include the following:</p> <ul style="list-style-type: none"> <li>• On submission of a monthly invoice TSC will provide payment to TfNSW to the Billable WBS of P.0082362.05.001.017 for costs incurred in the previous month comprising: <ul style="list-style-type: none"> <li>○ amounts payable by TfNSW to contractors and suppliers it has engaged to carry out the works and/or supply materials and/or goods in connection with the works; and</li> <li>○ TfNSW’s internal and other costs incurred in connection with the Project.</li> </ul> </li> <li>• TSC shall pay the amount of TfNSW’s invoice within 10 Business Days from the date TfNSW’s invoice is received.</li> <li>• The allocation of responsibility for cost exceeding the Construction Budget.</li> </ul> <p>In addition to the funding agreement contemplated by this MOU, the parties will put in place the necessary arrangements (for example, a purchase order or similar arrangement) to facilitate payments by TSC to TfNSW for the purpose of funding payments relating to the design and construction of the Project.</p> |

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| <p><b>TfNSW Obligations</b></p> | <ol style="list-style-type: none"> <li>1. Provide all necessary technical support, planning and assistance necessary for the design and construction of the Project.</li> <li>2. Subject to the terms of this MOU, provide all necessary approvals required for the Project.</li> <li>3. Engage contractors to carry out the works comprising the Project (on standard TfNSW contract terms) and use reasonable endeavours to ensure the appointed sub-contractors complete the works in accordance with the requirements of the contract.</li> <li>4. Deliver the final design for the Project (including final estimate of construction costs to a P90 standard) to inform the Construction Budget and the Steering Group’s approval of the construction cost estimate.</li> <li>5. Develop, deliver and manage the Project in accordance with its AS/NZS ISO9001 Quality, ISO45001 Safety, ISO 14001 Environment Management Systems and associated project plans and procedures for Project Development and Delivery.</li> <li>6. Facilitate the rectification of any defects identified by TSC up until the cessation of the defect’s liability period which is 12 months from the practical completion date.</li> <li>7. Prepare and submit to TSC all documents required for TSC to grant a consent or approval for the carrying out of the works as required by the <i>Environmental Planning and Assessment Act 1979</i> (NSW).</li> </ol> |
| <p><b>TSC Obligations</b></p>   | <ol style="list-style-type: none"> <li>1. Review and approve all application documents submitted in connection with any consent or approvals for the carrying out of the works as required by the <i>Environmental Planning and Assessment Act 1979</i> (NSW) and otherwise consider and assess any applications for an approval made to it in accordance with all applicable statutes and regulations and provide a response to any applications made to it within a reasonable time of the lodgement of that application.</li> <li>2. Accept responsibility for the long-term care and maintenance of the Project following the works achieving practical completion, on the basis that TfNSW has no responsibility, obligation and/or liability in connection with Project once practical completion has been achieved (subject to TfNSW obligation #5 referred to above)</li> <li>3. Without limiting 2 above, manage the rectification of defects appearing in the works comprising the Project post practical completion, including providing notices to the contractor.</li> <li>4. Project reporting to the TfNSW Natural Disaster team.</li> </ol>                                                                                                                                                                                                                                                                                        |



|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>Timing</b>               | The parties will use their respective best endeavours to procure that the works comprising the Project achieve practical completion by June 2024.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Relationships</b>        | <p>Nothing in this MOU:</p> <ol style="list-style-type: none"> <li>1. creates any relationship of partnership, employment, agency, joint venture, or other similar relationship between TSC and TfNSW; or</li> <li>2. shall be construed as fettering any discretions of TfNSW or TSC in dealing with any application made to them or approval sought from them and without limitation, nothing in this MOU shall be construed as limiting or fettering in any way the exercise of a statutory discretion or duty by TfNSW or TSC.</li> </ol> <p>Neither party has the right or authority to:</p> <ol style="list-style-type: none"> <li>(a) bind the other party by any representation, declaration, or admission;</li> <li>(b) make any contract or commitment on behalf of the other party; or</li> <li>(c) assume any obligation or responsibility on behalf of the other organisation.</li> </ol> |
| <b>Scope Variations</b>     | <p>When delivering the project, TfNSW must not undertake or permit any variation to the agreed scope of works or incur any costs in addition to those contemplated by the scope of works, without the prior approval of the Steering Group.</p> <p>The Steering Group will have the flexibility to agree on scope adjustments required to ensure the project best suits the objectives, including the need for the total cost to fall within the approved budget and timing.</p>                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Project Finalisation</b> | <p>Bruxner Way is currently designated as a Regional Road. TSC is the roads authority for Bruxner Way. On completion of the Project and achievement of practical completion of the works comprising the Project:</p> <ol style="list-style-type: none"> <li>1. TfNSW will hand over the Project to TSC;</li> <li>2. TSC will accept the handover of the Project; and</li> <li>3. TfNSW will arrange for the works contractor to correct all defects in the works listed in the notice of practical completion (or otherwise identified prior to practical completion but not remedied) as soon as possible after practical completion.</li> </ol>                                                                                                                                                                                                                                                      |
| <b>Insurance</b>            | TfNSW agrees that it, or its contractors will, for the duration of the Works, have in place the following insurances:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |











|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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|                                   | <ul style="list-style-type: none"> <li>• Workers' Compensation as per current Workers Compensation Act 1987 (NSW).</li> <li>• Public Liability for an amount of \$20,000,000,</li> <li>• Professional Indemnity for an amount of \$20,000,000,</li> <li>• Product Liability for an amount of \$20,000,000, and</li> <li>• Motor Vehicle cover for loss of and/or property damage caused to or by a motor vehicle while being used for the purpose of or in connection with the TMF Agency's business.</li> </ul> <p>Before TfNSW commences the Project and whenever requested in writing by TSC, TfNSW agrees to provide satisfactory evidence of the above insurances being affected and maintained.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Community Engagement</b>       | The Steering Group shall agree to a community engagement protocol that governs communication, media, and external issues management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Issues Resolution</b>          | <p>Where there is any dispute between TSC and TfNSW in connection with this MOU (including in relation the undertaking of the Project and payment to TfNSW), either party may refer the dispute to the TfNSW Project Manager and the TSC Project Manager for resolution.</p> <p>If after a period of [5] Business Days the dispute remains unresolved either party may refer the dispute to the Project Steering Group for resolution.</p> <p>If the dispute cannot be resolved by the Steering Group within [5] Business Days from the date on which it was referred to the Steering Group, the Steering Group may refer the dispute to the Director Infrastructure, TSC and the Senior Manager, Bridge Maintenance North, TfNSW.</p> <p>If any dispute cannot be resolved by is the methods set out above within [20] Business Days of the date the dispute was first referred to the TfNSW Project Manager and the TSC Project Manager, either party may refer the dispute to the Chief Executive Officer, TSC and the Director, Maintenance and Delivery, TfNSW for determination. Any such determination shall be final and binding on the parties.</p> |
| <b>Documents forming this MOU</b> | <p>Documents forming the MOU include:</p> <ol style="list-style-type: none"> <li>1. This Memorandum of Understanding</li> <li>2. Annexure A – Project Details</li> <li>3. Annexure B – Steering Group</li> <li>4. Any documents referred to in this MOU as forming part of the MOU</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Term of MOU</b>                | This MOU is to operate from the date of the MOU until completion of the 12 month defect's liability period for the works comprising the Project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>No contract</b>                | The terms of this MOU are not intended to be legally binding on the parties, however the parties commit to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|  |                                                                                                                                                                                                                                                                                                          |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ol style="list-style-type: none"><li>1. acting in good faith and to the behaviours and actions as set out in this MOU; and</li><li>2. entering into agreements and any other arrangements when appropriate or necessary for undertaking the Project, whether or not contemplated by this MOU.</li></ol> |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|


**APPROVAL**

|                                                                                                                                                                                                                    |                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u><i>Fiona Keneally</i></u><br/><small>Fiona Keneally (Mar 28, 2023 11:38 GMT+11)</small></p> <hr/> <p>Fiona Keneally<br/>Director Infrastructure<br/>For &amp; on behalf of Tenterfield Shire<br/>Council</p> | <p><u><i>nicholas mcmullen</i></u><br/><small>nicholas mcmullen (Mar 28, 2023 14:00 GMT+11)</small></p> <hr/> <p>Nicholas McMullen<br/>Senior Manager Bridge Maintenance<br/>North<br/>For &amp; on behalf of Transport for NSW</p> |
| <p><u><i>Daryl Buckingham</i></u><br/><small>Daryl Buckingham (Mar 27, 2023 12:25 GMT+11)</small></p> <hr/> <p>Daryl Buckingham<br/>Chief Executive<br/>For &amp; on behalf of Tenterfield Shire<br/>Council</p>   | <p><u><i>Brett Butcher</i></u><br/><small>Brett Butcher (Mar 28, 2023 17:08 GMT+11)</small></p> <hr/> <p>Brett Butcher<br/>Director Maintenance and Delivery North<br/>For &amp; on behalf of Transport for NSW</p>                 |






## **ANNEXURE A: PROJECT PLAN**

-  22-013 - CWHA\_TSC\_Dumaresq Bridge\_Preliminary Structural Assessment Report on existing bridge\_220518
-  22-013 - CWHA\_TSC\_DUMARESQ FLOOD CHANEEL BRIDGE CONCEPT DRAWING\_220829
-  22-013 - CWHA\_TSC\_DUMARESQ FLOOD CHANEEL BRIDGE CONCEPT DRAWING\_REVIEW\_220819
-  22-013\_CWHA\_TSC\_Transmittal-T1
-  22144 Dumaresq Flood Channel Bridge Concept Estimate 19,08
-  35007a logs
-  35007A-FIG 2
-  35007Arpt Dumaresq Valley
-  draft\_Project Management Plan (form803) - Dumaresq Bridge
-  Dumaresq Flood Channel bridge\_OptionsReport-Finale211109

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-  Dumaresq Tenterfield TfNSW Delivery model\_06102022

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-  M&D Dumaresq Flood Channel Bridge Concept Estimate v01
-  MSR\_Dumaresq Bridge\_07Dec22
-  P.0081019.01.001.001.003\_AGRN960\_Tenterfield Shire Council\_Proposed Works
-  Program Development v1 2022-12-07
-  TSC AGRN960 - Dumaresq Bridge Form 306 EPARestoration

## **ANNEXURE B: PROJECT STEERING GROUP**

### **Membership**

|                           |                                                          |
|---------------------------|----------------------------------------------------------|
| Tenterfield Shire Council | Director Infrastructure<br>Project Manager               |
| Transport for NSW         | Senior Manager Bridge Maintenance North<br>Works Manager |

### **Objectives**

The Steering Group shall provide general project oversight by:

- Receiving timely reports from the Project Manager and reviewing project scope, budget, estimate, program to assure that it conforms with the provisions attached to the funding grant.
- Recommending and agreeing to the scope and estimate of the project as well as eligibility under 'Australian Government Disaster Recovery Funding Arrangements 2018' and 'NSW Essential Public Asset Reconstruction Works Guidelines'.
- Recommending and approving standards and specifications to guide the design and construction of the works.
- Integrating TfNSW and TSC Resources and appropriate execution of work packages by both parties. Work packages may include community engagement, site investigations, environmental approvals, land acquisition, project design, tendering, project construction, project reporting, project finalisation.
- Recommending to Tenterfield Shire Council and TfNSW any significant variation to the approved project scope and delivery plan.
- Certification of the cost of the works and facilitating Asset handover and acceptance.
- Releasing the "*Project Governance Hold points*", other hold points such as design, Planning approval, construction and handover and approving the construction estimate.

Notwithstanding the oversight role provided by the Steering Group, project development, delivery and finalisation including day to day and contract administration is the responsibility of TfNSW.

### **Conduct of the Steering Group**

Meetings of the Steering Group shall be held at least monthly and more often as the Steering Group decides until practical completion at which time the Steering Group will be dissolved. Monthly meetings may be held via tele or video conference arrangements, however there will be a face-to-face meeting generally held quarterly.

The Chairperson shall be the Director Infrastructure, Tenterfield Shire Council.



In the absence of the Chairperson, as the Steering Group's first item of business, the Steering Group shall elect one of its number to preside at the Meeting.

Face-to-face meetings shall be held at the Tenterfield Shire Council office or at a mutually agreed location on site.

Secretarial support shall be provided by Tenterfield Shire Council. Minutes and any business papers shall be circulated to each member of the Steering Group at least three business days prior to each meeting. Minutes shall be taken at each meeting as a separate stand-alone document. Draft minutes shall be circulated to each member not more than ten business days after each meeting. Minutes shall be formally adopted at the following meeting of the Steering Group.

A Meeting shall not proceed unless a quorum of at least two persons, not less than one from each of Tenterfield Shire Council and TfNSW, are present.

The steering group may choose to invite guests as required to the project meetings on an as needs basis. This could include but is not limited to the TfNSW local government and Natural disaster teams.

A milestone status report shall be prepared and submitted to Tenterfield Shire Council and TfNSW following each meeting summarising project status:

- Approved project scope.
- Variations to approved project scope.
- Approved budget.
- Current estimated project cost.
- Approved completion date.
- Current estimated project completion date.
- Work packages - scope, contractor, approved cost, current estimated cost, approved date of completion, estimated date of completion, brief overview of progress and issues, brief summary of actions to address issues.

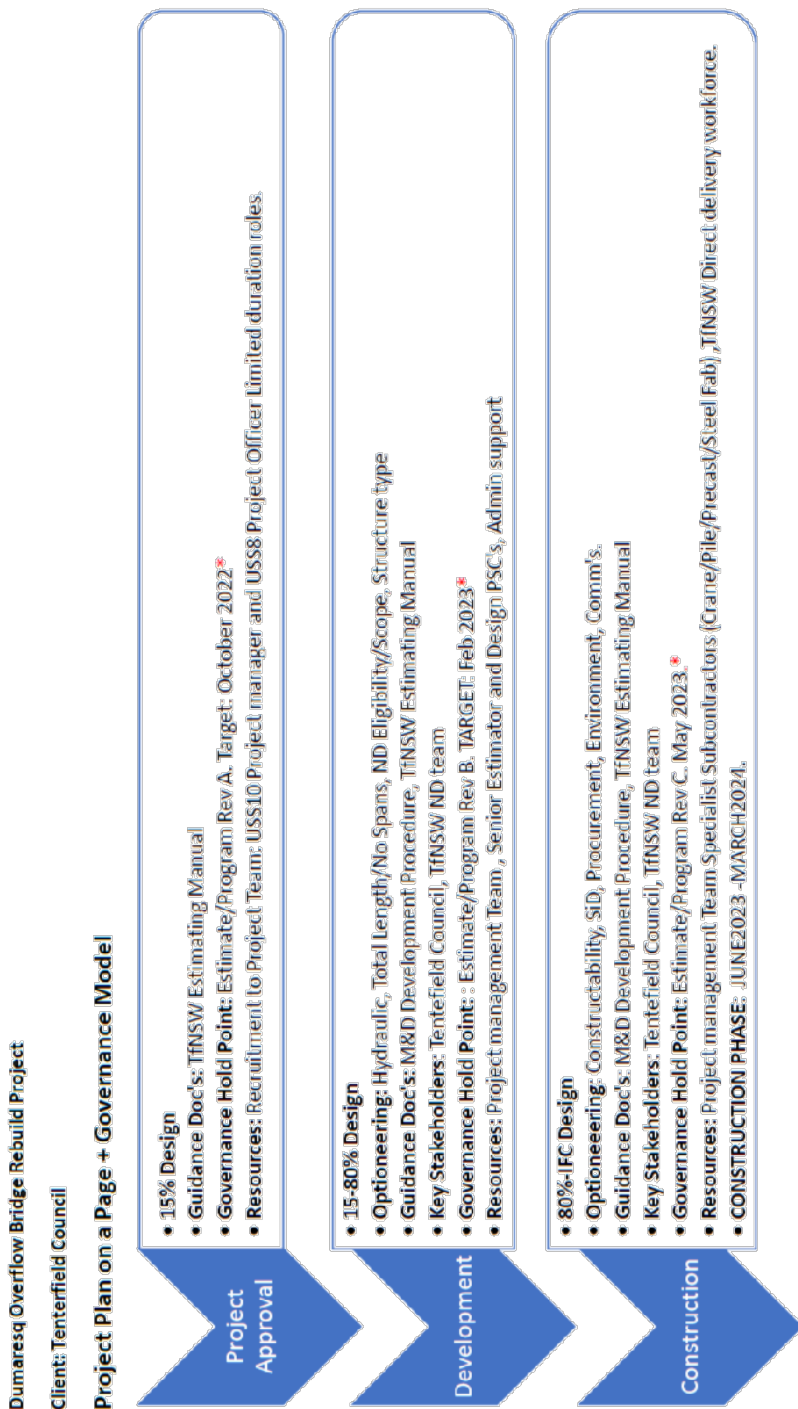
### **Dispute Resolution**

The Steering group shall collaboratively work together to complete the project. Should an issue be elevated to the steering group and appropriate action not be able to be agreed by the steering group the issue will be elevated to the Chief Executive TSC and TfNSW Director of M&D North.

### **Project Governance Hold Points**

The following hold points are in addition to the hold points identified in the attached "Project Plan on a Page + Governance Model":

- Estimated construction costs exceed Construction Budget.














## Dumaresq Bridge - TSC/TfNSW MOU

Final Audit Report

2023-03-20

|                 |                                                                 |
|-----------------|-----------------------------------------------------------------|
| Created:        | 2023-03-15 (Australian Eastern Daylight Time (New South Wales)) |
| By:             | chris healy 125060 (chris.healy@transport.nsw.gov.au)           |
| Status:         | Signed                                                          |
| Transaction ID: | CBJCHBCAABAASKNOHwZqT4xVUR8hWu7qvBDW44Haqh0N                    |

### "Dumaresq Bridge - TSC/TfNSW MOU" History

-  Document created by chris healy 125060 (chris.healy@transport.nsw.gov.au)  
2023-03-15 - 17:12:05 GMT+11
-  Document emailed to Fiona Keneally (f.keneally@tenterfield.nsw.gov.au) for signature  
2023-03-15 - 17:16:22 GMT+11
-  Email viewed by Fiona Keneally (f.keneally@tenterfield.nsw.gov.au)  
2023-03-15 - 19:34:58 GMT+11
-  Document e-signed by Fiona Keneally (f.keneally@tenterfield.nsw.gov.au)  
Signature Date: 2023-03-20 - 11:38:32 GMT+11 - Time Source: server
-  Document emailed to d.buckingham@tenterfield.nsw.gov.au for signature  
2023-03-20 - 11:38:33 GMT+11
-  Email viewed by d.buckingham@tenterfield.nsw.gov.au  
2023-03-20 - 12:24:40 GMT+11
-  Signer d.buckingham@tenterfield.nsw.gov.au entered name at signing as Daryl Buckingham  
2023-03-20 - 12:25:24 GMT+11
-  Document e-signed by Daryl Buckingham (d.buckingham@tenterfield.nsw.gov.au)  
Signature Date: 2023-03-20 - 12:25:26 GMT+11 - Time Source: server
-  Document emailed to nick mcmullen (nicholas.r.mcmullen@transport.nsw.gov.au) for signature  
2023-03-20 - 12:25:27 GMT+11
-  Email viewed by nick mcmullen (nicholas.r.mcmullen@transport.nsw.gov.au)  
2023-03-20 - 13:59:31 GMT+11
-  Signer nick mcmullen (nicholas.r.mcmullen@transport.nsw.gov.au) entered name at signing as nicholas mcmullen  
2023-03-20 - 14:00:26 GMT+11




Adobe Acrobat Sign

 Document e-signed by nicholas mcmullen (nicholas.r.mcmullen@transport.nsw.gov.au)


Signature Date: 2023-03-20 - 14:00:28 GMT+11 - Time Source: server

 Document emailed to Brett Butcher (brett.butcher@transport.nsw.gov.au) for signature

2023-03-20 - 14:00:30 GMT+11

 Email viewed by Brett Butcher (brett.butcher@transport.nsw.gov.au)

2023-03-20 - 17:00:53 GMT+11

 Document e-signed by Brett Butcher (brett.butcher@transport.nsw.gov.au)

Signature Date: 2023-03-20 - 17:03:34 GMT+11 - Time Source: server

 Agreement completed.

2023-03-20 - 17:03:34 GMT+11

Names and email addresses are entered into the Acrobat Sign service by Acrobat Sign users and are unverified unless otherwise noted.

**Memorandum of**  
**Understanding between**  
**TENTERFIELD SHIRE COUNCIL**  
**and**  
**Transport for NSW**  
**for**  
**Project**  
**Management &**  
**Delivery of the**  
**5 Bridges Replacement Projects**



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| <p><b>The Projects</b></p>   | <p>1 Tenterfield Shire Council (<b>TSC</b>) and Transport for NSW (<b>TfNSW</b>) have agreed this Memorandum of Understanding (<b>MOU</b>) for TfNSW to project manage and deliver the upgrade of 5 bridges at various locations for and on behalf of TSC (<b>Projects</b>). Further particulars of each Project are set out in Annexure A.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>MOU objectives</b></p> | <p>2 The intended benefits of this MOU, which will arise through a collaboration of resources and expertise, includes:</p> <ul style="list-style-type: none"> <li>a leveraging TfNSW’s and TSC’s technical expertise to achieve synergies in delivering each Project;</li> <li>b incorporating learnings into the process arising from the undertaking the Dumaresq Bridge Upgrade project;</li> <li>c facilitating TSC access to the extensive resources possessed by the broader TfNSW organisation;</li> <li>d responding quickly and flexibly to issues arising in connection with each Project;</li> <li>e assessing risks and developing mitigation strategies so TfNSW and TSC are fully aware of, and well positioned to manage exposure to risks associated with each Project;</li> <li>f providing opportunities for professional development of TSC and TfNSW staff; and</li> <li>g fostering and encouraging the development of a mutually beneficial ongoing, cooperative relationship between TfNSW and TSC.</li> </ul> <p>3 This MOU:</p> <ul style="list-style-type: none"> <li>a sets out the basis on which TfNSW will manage and deliver each Project for and on behalf of TSC;</li> <li>b sets out the requirements and expectations of a collaborative approach to achieve the Project outcomes to: <ul style="list-style-type: none"> <li>i ensure the works in connection with each Project are completed by the completion dates agreed between the parties, noting the overall completion requirements in paragraph 26;</li> <li>ii deliver each Project: <ul style="list-style-type: none"> <li>A within budget;</li> <li>B in accordance with the criteria of ‘Australian Government Disaster Recovery Funding Arrangements 2018’, ‘NSW Essential Public Asset Reconstruction Works Guidelines’ and ‘Fixing Country Bridges Guidelines’ (<b>Funding Requirements</b>);</li> <li>C to minimise Project-related costs that are ineligible for cost recovery under the guidelines in paragraph B above;</li> </ul> </li> </ul> </li> </ul> |

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|                                          | <p>D in accordance with AS5100 and SM1600 bridge design requirements and ensure that all departures are documented and agreed to by TSC, as the owner of the assets;</p> <p>E to any other standards, specifications or requirements accepted by the Project Steering Group (PSG) (see Annexure B below); and</p> <p>F to meet legislative requirements for environment and safety;</p> <p>G to provide a value for money, high-quality product;</p> <p>c defines and allocates responsibility for the financial costs and risks of the Project between the parties;</p> <p>d establishes a framework for governance to manage these matters;</p> <p>4 TSC and TfNSW will enter into separate funding deeds for each Project.</p> <p>5 TfNSW will develop and deliver each Project using its internal and contract resources and, where practicable, TSC resources.</p> <p>6 TSC will make monthly payments to TfNSW to cover TfNSW's costs of carrying out each Project. Payment requests will be supported by an invoice, financial ledger and Monthly Status Report (MSR) for each Project.</p> <p>7 This MOU is intended to manage each Project scope so that its total cost falls within approved funding amount set out in Annexure A (<b>Approved Funding Amount</b>) and each Project is delivered in accordance with the Funding Requirements.</p> |
| <b>TfNSW involvement</b>                 | <p>8 Section 55(3)(b) of the <i>Local Government Act 1993</i> (NSW) requires a competitive tender process in order to award a contract to carry out works. However this section does not apply to contracts entered into between a council and the Crown (whether in right of the Commonwealth, New South Wales or any other State or a Territory), a Minister of the Crown or a statutory body representing the Crown.</p> <p>9 TfNSW will competitively tender some the works required to deliver each Project, in accordance with its TfNSW's procurement requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Monitoring and project governance</b> | <p>10 TfNSW and TSC will establish a PSG as set out in Annexure B and appoint officers who shall support the PSG.</p> <p>11 The PSG will ensure each Projects objectives are achieved as well as release the Project hold points described in Annexure B, allowing for each Project to progress through key scope and funding gateways in accordance with the Funding Requirements.</p> <p>12 The PSG will manage Project finances and project governance to:</p> <p>a manage and minimise cost overruns;</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                       | <p>b use its best efforts to ensure the total cost of each Project is within the Approved Funding Amount and each Project is delivered within the relevant Funding Requirements; and</p> <p>c agree actions to avoid or mitigate cost over-runs.</p> <p>13 Following completion of the Project scoping and design phase, and in accordance with the project governance, TfNSW will:</p> <p>a provide construction cost estimates;</p> <p>b review the Approved Funding Amounts of each Project; and</p> <p>c advise if the Approved Funding Amounts are sufficient to deliver the Project.</p> <p>If the Approved Funding Amount is insufficient for the delivery model outlined in this MOU, TfNSW will advise the PSG prior to proceeding into the delivery phase (including procurement).</p> <p>14 In the event a Project is not able to be delivered for the Approved Funding Amount allocated by the funding body, the Project may be descope from this MOU or delayed until additional funding can be secured.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Funding</b></p> | <p>15 Each Project’s capital costs will be funded through (a) Essential Public Asset Reconstruction Works for AGRN1012 and (b) Fixing Country Bridges (<b>FCB</b>) program. Under these funding facilities, an Approved Funding Amount has been granted to TSC as follows:</p> <p>a <b>FCB</b> – Approved funding:</p> <p><b>Project 1</b> Mole River bridge (Springfield Road) - \$1,308,221.00</p> <p><b>Project 2</b> Acacia Creek bridge (Patersons Road) - \$767,229.00</p> <p><b>Project 3</b> Acacia Creek bridge (Toooloom Street) - \$713,128.00</p> <p><b>Project 4</b> Koreelah Creek bridge (White Swamp Road) - \$1,416,420.00</p> <p>b <b>Natural Disaster Funding</b> – Approved upper limit</p> <p><b>Project 5</b> Billirimba Creek bridge (Billirimba Road) - \$485,754.67</p> <p>16 Annexure A further sets out the Approved Funding Amount for each Project, including the funding entity who makes the facility available to TSC.</p> <p>17 TSC is to give consideration, and agree on, the proportion of the approved funding available to TfNSW to cover the cost of designing and constructing each Project (<b>Construction Budget</b>). The Construction Budget will be determined upon completion of final design and estimate in compliance to ‘Guidance note 3B deterministic contingency estimation 2018’ P90 estimate as referenced in the DRFA 2018 Section 6.5.3 and relevant Funding Requirements for the remaining Projects.</p> <p>18 TfNSW shall provide monthly:</p> |

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|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 | <ul style="list-style-type: none"> <li>a forecasts to TSC of anticipated project expenditure throughout each Project; and</li> <li>b updates on each Project program against its milestones, and present these documents to the PSG via the MSR.</li> </ul> <p>19 Separate funding deeds for each Project, as contemplated by this MOU, will set out the agreed arrangements for the payment of TfNSW's costs associated with managing and delivering each Project.</p> <p>20 TSC will make payment to the relevant WBS for that Project, which will include all costs incurred by TfNSW in the previous month including:</p> <ul style="list-style-type: none"> <li>a amounts payable by TfNSW to contractors and suppliers TfNSW has engaged to carry out the works and/or supply materials and/or goods in connection with the works on each Project; and</li> <li>b TfNSW's internal and other costs incurred in connection with each Project.</li> </ul> <p>21 TSC shall pay the amount of TfNSW's invoices as per the above payment terms, as may be further particularised in the funding deed for each Project.</p> <p>22 In addition to the separate funding deeds contemplated by this MOU, the parties will put in place the necessary arrangements (for example, a purchase order/s or similar arrangement) to facilitate payments by TSC to TfNSW for the design and construction of each Project.</p> |
| <p><b>TfNSW obligations</b></p> | <p>23 TfNSW must:</p> <ul style="list-style-type: none"> <li>a provide all necessary technical support, planning and assistance to design and construct each Project;</li> <li>b subject to the terms of this MOU, provide all necessary approvals required for each Project;</li> <li>c engage contractors to carry out the works comprising each Project (adopting TfNSW's standard form contracts) and use its reasonable endeavours to ensure the appointed contractors complete each Project in accordance with their respective contractual requirements;</li> <li>d manage and deliver each Project in accordance with: <ul style="list-style-type: none"> <li>i AS/NZS ISO9001 Quality Certification;</li> <li>ii ISO45001 Occupational health and Safety; and</li> <li>iii ISO14001 Environment Management Systems, and TfNSW's associated project plans and procedures</li> </ul> </li> <li>e arrange for any defects identified by TSC to be rectified up until the end of the respective defect's liability period (12 months from each date of practical completion) of each Project;</li> </ul>                                                                                                                                                                                                                                                                                                       |

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|                        | <ul style="list-style-type: none"> <li>f prepare and submit to TSC all documents reasonably required by TSC to grant a consent or approval for the carrying out of the works associated with each Project, as required by the <i>Environmental Planning and Assessment Act 1979</i> (NSW); and</li> <li>g prepare and submit to TSC monthly reports (including an updated program) reasonably required by TSC to comply with reporting requirements of each funding grant.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>TSC obligations</b> | <p>24 TSC must:</p> <ul style="list-style-type: none"> <li>a review and approve all application documents submitted to TSC in connection with any consent or approvals for the carrying out of the works as required by the <i>Environmental Planning and Assessment Act 1979</i> (NSW) and otherwise consider and assess any applications for an approval made to it in accordance with all applicable statutes and regulations and provide a response to any applications made to it within a reasonable time of the lodgement of that application.</li> <li>b accept responsibility for the long-term care and maintenance of each Project following practical completion (on the basis that TfNSW has further no responsibility, obligation and/or liability in connection with any Project other than in paragraph 23(e)); and</li> <li>c without limiting 24(b) above, manage the rectification of defects appearing in the works comprising the Project post-completion, including issuing notices to the contractors; and</li> <li>d report (as necessary) to the TfNSW Natural Disaster team and FCB team.</li> </ul> |
| <b>Timing</b>          | <p>25 Each party will use its best endeavours to procure that the works associated with each Project are completed, so that each Project is able to achieve practical completion by the following dates:</p> <ul style="list-style-type: none"> <li>a Natural Disaster funded assets – June 2024; and</li> <li>b FCB funded assets – July 2025.</li> </ul> <p>26 These dates have been provided to the relevant funding bodies however can be formally varied provided works are being completed within the relevant funding round obligations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Relationships</b>   | <p>27 Nothing in this MOU:</p> <ul style="list-style-type: none"> <li>a creates any relationship of partnership, employment, agency, joint venture, or other similar relationship between TSC and TfNSW; or</li> <li>b shall be construed as fettering any discretions of TFNSW or TSC in dealing with any application made to them or approval sought from them and without limitation, nothing in this MOU shall be construed as limiting or fettering in any way the exercise of a statutory discretion or duty by TFNSW or TSC.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             | <p>28 Neither party has the right or authority to:</p> <ul style="list-style-type: none"> <li>a bind the other party by any representation, declaration, or admission;</li> <li>b make any contract or commitment on behalf of the other party; or</li> <li>c assume any obligation or responsibility on behalf of the other organisation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Scope variations</b>     | <p>29 When delivering each Project, TfNSW must not undertake or permit any variation to the agreed scope of works or incur any costs in addition to those contemplated by the scope of works, without the PSG's prior approval.</p> <p>30 The PSG will have the flexibility to agree any scope adjustments required to ensure a Project best suits the objectives for that Project, including ensuring that the total cost falls within the approved budget and timings for that Project.</p>                                                                                                                                                                                                                                                                                                                                                         |
| <b>Project finalisation</b> | <p>31 All Project are currently designated "Local Roads".</p> <p>32 Accordingly, TSC is the roads authority for all of the Project assets.</p> <p>33 At practical completion of each Project:</p> <ul style="list-style-type: none"> <li>a TfNSW will handover the Project to TSC;</li> <li>b TSC will accept the handover of the Project; and</li> <li>c TfNSW will arrange for the respective contractor to rectify all defects in the works listed in the notice of practical completion (or otherwise identified prior to practical completion but not remedied) as soon as possible after practical completion.</li> </ul>                                                                                                                                                                                                                       |
| <b>Insurance</b>            | <p>34 TfNSW agrees that it, or its contractors will, for the duration of the Works, have in place the following insurances:</p> <ul style="list-style-type: none"> <li>a Workers' Compensation as per current <i>Workers Compensation Act 1987</i> (NSW);</li> <li>b Public Liability for an amount of \$20,000,000;</li> <li>c Professional Indemnity for an amount of \$20,000,000;</li> <li>d Product Liability for an amount of \$20,000,000; and</li> <li>e Motor Vehicle cover for loss of and/or property damage caused to or by a motor vehicle while being used for the purpose of or in connection with the TMF Agency's business.</li> </ul> <p>35 Before TfNSW commences each Project, and whenever requested in writing by TSC, TfNSW agrees to provide satisfactory evidence of the above insurances being affected and maintained.</p> |
| <b>Community engagement</b> | <p>36 The PSG shall agree to a community engagement protocol governing communications, media engagement and external issues management for each Project or generally for the Projects.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <p><b>Dispute resolution</b></p>         | <p>37 Where there is any dispute between TSC and TfNSW in connection with this MOU (including in relation to undertaking the Project and any payment to TfNSW), either party may refer the dispute to the TfNSW Project Manager and the TSC Project Manager for resolution.</p> <p>38 If after a period of 5 Business Days the dispute remains unresolved either party may refer the dispute to the PSG for resolution, in which case the PSG must follow the process set out in section 4 of Annexure B.</p> <p>39 If the dispute cannot be resolved by the PSG within 5 Business Days from the date on which it was referred to the PSG, the PSG may refer the dispute to the Director Infrastructure, TSC and the Senior Manager, Bridge Maintenance North, TfNSW.</p> <p>40 If any dispute cannot be resolved by is the methods set out above within 20 Business Days of the date the dispute was first referred to the TfNSW Project Manager and the TSC Project Manager, either party may refer the dispute to the Chief Executive Officer, TSC and the Director, Maintenance and Delivery, TfNSW for determination. Any such determination shall be final and binding on the parties.</p> |
| <p><b>Documents forming this MOU</b></p> | <p>41 Documents forming the MOU include:</p> <ul style="list-style-type: none"> <li>a This Memorandum of Understanding</li> <li>b Annexure A – Asset Information</li> <li>c Annexure B – Project Steering Group</li> <li>d Any documents referred to in this MOU as forming part of the MOU</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>Term</b></p>                       | <p>42 This MOU operates from the MOU’s date of execution until expiry of the last 12 month defect’s liability period of any Project under this MOU.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>No contract</b></p>                | <p>43 The terms of this MOU are not intended to be legally binding on the parties, however the parties commit to:</p> <ul style="list-style-type: none"> <li>a act in good faith; and</li> <li>b enter into agreements and any other arrangements when appropriate or necessary for undertaking each Project, whether or not contemplated by this MOU.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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**APPROVAL**


Aug 15, 2023

|                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><hr/> <p>Fiona Keneally<br/>Director Infrastructure<br/>For &amp; on behalf of Tenterfield Shire<br/>Council</p>                                                           | <br><hr/> <p><del>Nicholas McMullen</del> Sam Agnew<br/>Senior Manager Bridge Maintenance<br/>North<br/>For &amp; on behalf of Transport for NSW</p> |
| <br><small>Daryl Buckingham (Aug 14, 2023 11:41 GMT+10)</small><br><hr/> <p>Daryl Buckingham<br/>Chief Executive<br/>For &amp; on behalf of Tenterfield Shire<br/>Council</p> | <br><hr/> <p>Stuart Baverstock<br/>Director Maintenance and Delivery North<br/>For &amp; on behalf of Transport for NSW</p>                         |

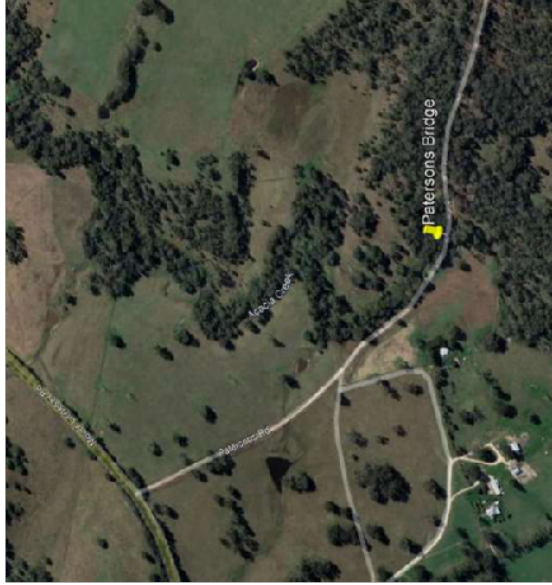
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**ANNEXURE A PROJECT INFORMATION**

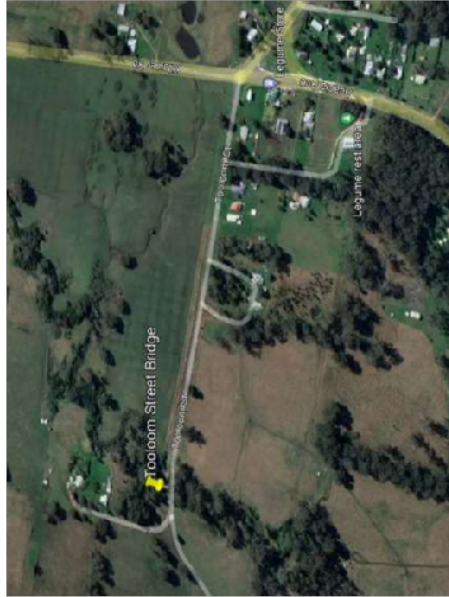
The 5 Projects included in this MOU are:

| No | Project           | Project location                                                                                                                    | Funding entity | Total Approved TSC Funding Amount | Target Project Milestones                                                                                                                                                                                                                                                                                                                                                                            |
|----|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Mole River Bridge | Springfield Road (60km west of Tenterfield)<br> | FCB            | \$1,308,221.00                    | <ul style="list-style-type: none"> <li>- Mole River bridge - Springfield Road</li> <li>- environmental assessment determined - September 2023</li> <li>- Gate 2 - detailed design approved - December 2023</li> <li>- Gate 3 - commence construction (within 18 months) - June 2024</li> <li>- Open to Traffic - September 2024</li> <li>- Gate 4 - Post completion report - October 2024</li> </ul> |

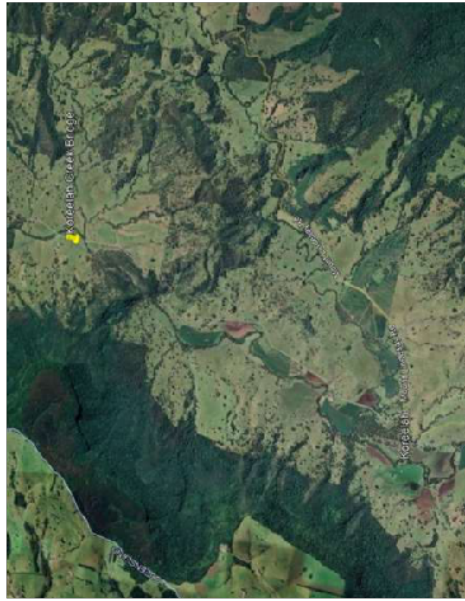
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| No | Project             | Project location                                                                                                                           | Funding entity | Total Approved TSC Funding Amount | Target Project Milestones                                                                                                                                                                                                                                                                                 |
|----|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2  | Acacia Creek Bridge | Patersons Road (approximately 20km south of Legume)<br> | FCB            | \$767,229.00                      | Acacia Creek bridge - Patersons Road<br>- environmental assessment determined - July 2023<br>- Gate 2 - detailed design approved - September 2023<br>- Gate 3 - commence construction (within 18 months) - October 2023<br>- Open to Traffic - June 2024<br>- Gate 4 - Post completion report - July 2024 |

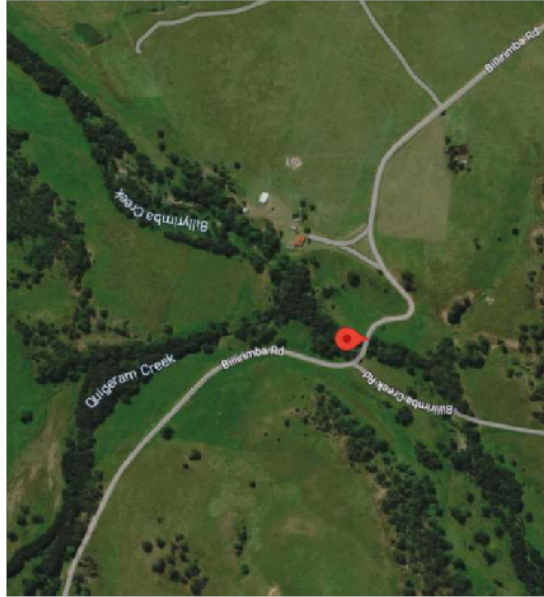
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| No | Project             | Project location                                                                                              | Funding entity | Total Approved TSC Funding Amount | Target Project Milestones                                                                                                                                                                                                                                                                                             |
|----|---------------------|---------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3  | Acacia Creek Bridge | Tooloom Street, Legume<br> | FCB            | \$713,128.00                      | Acacia Creek bridge -<br>Tooloom Street<br>- environmental assessment determined - September 2023<br>- Gate 2 - detailed design approved - December 2023<br>- Gate 3 - commence construction (within 18 months) - April 2024<br>- Open to Traffic - August 2024<br>- Gate 4 - Post completion report - September 2024 |

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| No | Project               | Project location                                                                                                      | Funding entity | Total Approved TSC Funding Amount | Target Project Milestones                                                                                                                                                                                                                                                                                                                                                                                |
|----|-----------------------|-----------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4  | Koreelah Creek Bridge | White Swamp Road, Old Koreelah<br> | FCB            | \$1,416,420.00                    | <ul style="list-style-type: none"> <li>- Koreelah Creek bridge - White Swamp Road</li> <li>- environmental assessment determined - September 2023</li> <li>- Gate 2 - detailed design approved - December 2023</li> <li>- Gate 3 - commence construction (within 18 months) - March 2024</li> <li>- Open to Traffic - August 2024</li> <li>- Gate 4 - Post completion report - September 2024</li> </ul> |

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|                                   |                                                                                                                         |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| No                                | 5                                                                                                                       |
| Project                           | Billirimba Creek Bridge                                                                                                 |
| Project location                  | <p>Billirimba Road, Rocky River</p>  |
| Funding entity                    | NDRRA                                                                                                                   |
| Total Approved TSC Funding Amount | \$485,754.67                                                                                                            |
| Target Project Milestones         | Market Response (Project Estimate_ - 31 <sup>st</sup> December 2023                                                     |

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## **ANNEXURE B PROJECT STEERING GROUP**

### **1 Membership**

|                           |                                                          |
|---------------------------|----------------------------------------------------------|
| Tenterfield Shire Council | Director Infrastructure<br>Project Manager               |
| Transport for NSW         | Senior Manager Bridge Maintenance North<br>Works Manager |

### **2 Objectives**

The Project Steering Group (**PSG**) shall oversee each Project's delivery by:

- a reviewing and considering MSRs submitted by project manager for each Project to ensure they conform with the Funding Requirements;
- b recommending and agreeing to the scope and estimates for each Project as well as checking eligibility under the Funding Requirements and 'Regional Roads and Transport Repair Package Guidelines';
- c integrating TfNSW and TSC resources and ensuring the appropriate execution of work packages by both parties. Work packages may include community engagement, site investigations, environmental approvals, land acquisition, project design, tendering, project construction, project reporting, project finalisation;
- d recommending to TSC and TfNSW any significant variation to the approved scope and delivery of any Project;
- e certifying the cost of the works and facilitating Project handover and acceptance; and
- f releasing the "Project Governance Hold points" and any other agreed hold points, such as design, planning approval, construction and handover.

Notwithstanding PSG's oversight role, project development, delivery and finalisation including day to day conduct and contract administration remains TfNSW's responsibility.

### **3 Conduct of PSG meetings**

- a PSG meetings shall be held at least monthly (or more often as the PSG decides) until practical completion is achieved for the final Project, at which time the PSG will dissolve.
- b Monthly meetings may be held by either tele- or videoconference, except for the quarterly face-to-face meeting.
- c Any face-to-face meetings shall be held at TSC offices or at a mutually agreed location or site.
- d The Chairperson shall be the Director Infrastructure, TSC.
- e In the absence of the Chairperson, the PSG's first item of business shall be the election of one of its number to preside over the PSG meeting.
- f Secretarial support to the PSG shall be provided by TSC. Minutes and any business papers shall be circulated to each member of the PSG at least 3 business days prior to each PSG meeting. Minutes shall be taken at each PSG meeting as a separate stand-alone document. Draft minutes shall be circulated to each member not more

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than 10 business days after each PSG meeting. Minutes shall be formally adopted at the following PSG meeting.

- g A PSG meeting shall not proceed unless a quorum of at least 2 persons, not less than one from each of TSC and TfNSW, are present.
- h The PSG may choose to invite guests on an “as needs” basis. This could include, but is not limited to, the TfNSW, local government and relevant project funding teams.
- i MSRs for each project shall be prepared and submitted to TSC and TfNSW [following/prior to] each PSG meeting, updating:
  - i the status of that Project;
  - ii approved project scope and any approved variations to that scope;
  - iii approved budget;
  - iv current estimated project cost;
  - v approved completion date;
  - vi current estimated project completion date; and
  - vii current work packages, including contractor, scope, approved cost, current estimated cost, approved date of completion, estimated date of completion, brief overview of progress and any issues, and a brief summary of actions to address those issues.

#### **4 Dispute resolution**

The PSG shall collaboratively work together to complete each Project.

Should an issue be elevated to the PSG and appropriate action not be able to be agreed by the PSG, the issue will be elevated to the Chief Executive TSC and TfNSW Director of M&D North.

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**5 Project Governance Hold Points**

The project governance hold points are to be submitted by TfNSW to TSC. The Hold points are to be released by TSC allowing TfNSW to commence work on the on the next project stage.

| <b>Project Stage</b> | <b>Hold Point</b>       | <b>Guidance Docs</b>                                                                                             | <b>Supporting Documentation</b>                                                                                                                                                              |
|----------------------|-------------------------|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Initiation           | 1. Initiation           | <ul style="list-style-type: none"> <li>MoU</li> </ul>                                                            | <ul style="list-style-type: none"> <li>Project details Annexure A</li> </ul>                                                                                                                 |
| Development          | 2. Commence Development | <ul style="list-style-type: none"> <li>TfNSW Estimating Manual</li> <li>M&amp;D Development Procedure</li> </ul> | <ul style="list-style-type: none"> <li>Concept Estimate</li> <li>Concept Design</li> <li>Concept Program</li> <li>Project Plan</li> </ul>                                                    |
|                      | 3. Complete Development | <ul style="list-style-type: none"> <li>TfNSW Estimating Manual</li> <li>M&amp;D Development Procedure</li> </ul> | <ul style="list-style-type: none"> <li>Delivery Estimate</li> <li>IFC Design</li> <li>Delivery program</li> <li>Environmental Approval</li> <li>M&amp;D Development Documentation</li> </ul> |
| Delivery             | 4. Start Construction   | <ul style="list-style-type: none"> <li>M&amp;D Project Start Up procedure</li> </ul>                             | <ul style="list-style-type: none"> <li>M&amp;D Project Specific Plan (PSP)</li> </ul>                                                                                                        |

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## [Execution version] TSC - Bridge upgrade - MOU 24.7.23

Final Audit Report












2023-08-15

|                 |                                                 |
|-----------------|-------------------------------------------------|
| Created:        | 2023-07-24                                      |
| By:             | Travis Irons (travis.iron@transport.nsw.gov.au) |
| Status:         | Signed                                          |
| Transaction ID: | CBJCHBCAABAAmv0j0S-peApIN-i-FTtR0eRMV1oHsUV6    |

### "[Execution version] TSC - Bridge upgrade - MOU 24.7.23" History

-  Document created by Travis Irons (travis.iron@transport.nsw.gov.au)  
2023-07-24 - 05:25:04 GMT
-  Document emailed to Fiona Keneally (f.keneally@tenterfield.nsw.gov.au) for signature  
2023-07-24 - 05:30:09 GMT
-  Email viewed by Fiona Keneally (f.keneally@tenterfield.nsw.gov.au)  
2023-08-03 - 05:25:35 GMT
-  New document URL requested by Fiona Keneally (f.keneally@tenterfield.nsw.gov.au)  
2023-08-03 - 05:25:53 GMT
-  Document e-signed by Fiona Keneally (f.keneally@tenterfield.nsw.gov.au)  
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-  Document emailed to d.buckingham@tenterfield.nsw.gov.au for signature  
2023-08-03 - 05:30:39 GMT
-  Email viewed by d.buckingham@tenterfield.nsw.gov.au  
2023-08-08 - 23:30:23 GMT
-  New document URL requested by d.buckingham@tenterfield.nsw.gov.au  
2023-08-14 - 00:40:45 GMT
-  Email viewed by d.buckingham@tenterfield.nsw.gov.au  
2023-08-14 - 00:41:06 GMT
-  Signer d.buckingham@tenterfield.nsw.gov.au entered name at signing as Daryl Buckingham  
2023-08-14 - 00:41:45 GMT



-  Document e-signed by Daryl Buckingham (d.buckingham@tenterfield.nsw.gov.au)  
Signature Date: 2023-08-14 - 00:41:47 GMT - Time Source: server
-  Document emailed to nick mcmullen (nicholas.r.mcmullen@transport.nsw.gov.au) for signature  
2023-08-14 - 00:41:49 GMT
-  Email viewed by nick mcmullen (nicholas.r.mcmullen@transport.nsw.gov.au)  
2023-08-14 - 01:28:51 GMT
-  Document signing delegated to Sam Agnew (sam.agnew@transport.nsw.gov.au) by nick mcmullen (nicholas.r.mcmullen@transport.nsw.gov.au)  
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-  Document emailed to Sam Agnew (sam.agnew@transport.nsw.gov.au) for signature  
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2023-08-14 - 03:00:38 GMT
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Signature Date: 2023-08-15 - 07:19:34 GMT - Time Source: server
-  Agreement completed.  
2023-08-15 - 07:19:34 GMT



|                      |                                                       |
|----------------------|-------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>          |
| <b>Submitted by:</b> | Roy Jones, Acting Chief Corporate Officer             |
| <b>Reference:</b>    | <b>ITEM GOV36/24</b>                                  |
| <b>Subject:</b>      | <b>QUARTERLY BUDGET REVIEW STATEMENT - MARCH 2024</b> |

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

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

#### **SUMMARY**

The purpose of this Report is to provide Council with a Quarterly Budget Review Statement in accordance with Regulation 203 of the Local Government (General) Regulation 2005 (the Regulation).

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

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

**Adopts the March 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 assets and reassessing commercial lease agreements to increase cash flow to meet requirements for the financial year in line with the original budget.**

#### **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



Our Governance No. 36 Cont...

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 2023/24 financial year was expected to be **(\$679,004)**. The Operating Deficit was **(\$323,972)** when capital grants and contributions were included. This was based on budgeted total revenue of \$26,488,672 and budgeted total operating expenditure of \$26,812,644.

In the September 2023 Quarterly Budget Review, the net effect of changes resulted in a decline of **(\$3,299,719)** from the projected deficit of the original budget, to result in a projected Net Operating Deficit of **(\$3,978,723)** excluding capital grants and contributions.

In the December 2023 Quarterly Budget Review, the net effect of changes made resulted in an improvement of \$48,300 from the projected deficit of the September 2023 revised budget, to result in a projected Net Operating Deficit of **(\$3,930,423)** excluding capital grants and contributions.

**In the March 2024 Quarterly Budget Review, the net effect of changes made has resulted in an improvement of \$243,905 from the projected operating deficit of the December QBR, to result in a projected Net Operating Deficit of **(\$3,686,518)** excluding capital grants and contributions.**

Our Governance No. 36 Cont...

The Operating Performance Ratio is an example of demonstrating whether Council is making an operating surplus or deficit and can be expressed including or excluding Capital income. Both are included in this quarters' Report.

The Operating Performance Ratio (excluding Capital income) is defined as:

Total Continuing Operating Revenue (excluding Capital grants and contributions) –  
Operating Expenses

---

Total Continuing Operating Revenue

For the 2023/24 year, Council originally budgeted for a negative Operating Ratio (deficit) both including and excluding Capital income of (1.22%) and (2.60%) respectively.

This was updated in the September 2023 Quarterly Budget Review to 42.50% and (12.59%) respectively. This was due to grant funding capital works carried forwards from previous year of approximately \$17 million. Further, grants carried forward for operational purposes totaled approximately \$4.3 million.

These ratios improved in the December 2023 Quarterly Budget Review to 52.11% and (11.60%) respectively. This is primarily due to increased investment income from higher interest rates for term deposits.

**As a result of the March 2024 Quarterly Budget Review, the Operating Ratio is now forecast at 52.82% including Capital Income, and (10.78%) excluding Capital income.**

**Comment by the Responsible Accounting Officer:**

The report clearly indicates that the projected financial position as at 30 June 2024 is unsatisfactory. Noting, this is primarily due to funding and timing of grants despite administration's ongoing operational deferrals. However, compared to the previous quarter Council finances has improved in the March quarter. For Council to reduce its operating deficit (excluding impact of carry forwards) Council needs to reduce its operating expenses and increase operating revenue.

In saying this, a key challenge facing council is its ability to generate own-sourced operating revenue. Council as part of its audited financial statements had a ratio of 24.08% which is well below the benchmark of greater than 60%.

Council's cash position has been positive unrestricted as of 31 March 2024 primarily due to advance payment of the Financial Assistance Grant in June 2023, increase in interest earned, reduction in payroll associated costs and Council receiving an outstanding reimbursement from Department of Regional New South Wales for the bushfire Local Economic Recovery Fund- Improvement to Mount Lindsay Road for \$1.4 Million.

As required under the Regulation, some remedial actions continue to be proposed as part of the March 2024 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)

Our Governance No. 36 Cont...

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;

- 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 increase in operational income by considering selling assets and to reassess current commercial lease agreements.

While the above will not return the operating position to surplus by 30 June 2024, the aim is to continue to ensure the financial sustainability of Council in the longer term.

It is recommended that Council focuses on increasing own source funding and minimize the reliance on external loans in the future.

### **Operational Budget Review:**

Council once again reduced budgets significantly and deferred operational expenditure as part of the 2023/24 budget process. This 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. As shown in the March Quarterly Budget Review, the unsatisfactory financial position continues to be a risk to Council's financial sustainability.

Council also continues to face challenges in treasury management of cash-flow due to the many grant-funded and disaster recovery (DRFA) works being funded in arrears (wherein cash is received after expenditure has been incurred).

As of September 2023, it was estimated that \$3.4 Million from the 2022/23 financial year is owed to Council in reimbursement for Flood Events DRFA AGRN 1012 which occurred in February 2022. For the March 2024 financial year to date Council additionally spent a further \$2.4 Million on DRFA works. Council as at March 2024 is awaiting the cash reimbursement.

The March 2024 budget review has increased the Operational Expenditure budget by \$55,873. The main budget increases include additional \$116,500 of operational costs in Water Supply, an extra \$80,000 in the Emergency Services area for SES building maintenance works, and \$23,000 added in the Buildings & Amenities area for Childcare Centre building repairs. These costs have been partly offset by budget savings in other areas.

Two new operational grants are included in this budget review:

| <b>Service Area</b>                | <b>Operational Expenditure Project</b>                       | <b>Budget</b> |
|------------------------------------|--------------------------------------------------------------|---------------|
| Emergency Services                 | SES Urbenville - Painting & Security System – Building Grant | \$ 14,366     |
| Arts, Culture and Library Services | Youth Week 2024 Grant                                        | \$ 3,412      |

Our Governance No. 36 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 March 2024 budget review has increased the Capital works expenditure budget by \$1.25 million, mainly due to the approval of a Disaster Recovery Funding Agreement (DRFA) capital project, as well as several smaller Council-funded capital works projects. Budgets for a number of projects in Water Supply and Sewerage Services have also been reduced or removed, for deferral to future financial years.

The total value of externally-funded capital expenditure added to the budget is \$995,678 as shown below:

| Service Area      | Capital Expenditure Project                                               | Budget     |
|-------------------|---------------------------------------------------------------------------|------------|
| Transport Network | DRFA AGRN1012 February 2022 EPAR - Billirimba Creek Bridge Reconstruction | \$ 995,678 |

### 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 31 March 2024, Council has a **positive unrestricted cash balance of \$2,830,322** and total internal restrictions remained at \$2.1million.

The Quarterly Budget Review also includes a reconciliation of Council's cash and investments on hand as at 31 March 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 March 2024 quarter occurred on 3 April 2024.

### 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.

Our Governance No. 36 Cont...

### **Consultancy and Legal Expenses:**

The current expenditure as at 31 March 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 2005
- 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 March 2024 Quarterly Budget Review, the forecast Operating Position has been revised to a surplus of \$42,402,164 (including capital grants and contributions) and an **Operating Deficit of (\$3,686,518) (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 2005.

#### **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 2005.

#### **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.

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

Prepared by staff member:

Roy Jones, Acting Chief Corporate Officer

Our Governance No. 36 Cont...

Approved/Reviewed by Manager: Hein Basson, General Manager  
Department: Office of the Chief Corporate Officer  
Attachments: **1** Quaraterly Budget Review - March 2024 9 Pages



Tenterfield Shire Council

Budget review for the quarter ended - 31 March 2024

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

*It is my opinion that the Quarterly Budget Review Statement for the Tenterfield Shire Council for the quarter ended 31 March 2024 indicates that Council's projected financial position at 30 June 2024 will be unsatisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure. Noting, this is primarily due to funding and timing of grants despite administrations ongoing operational deferrals. Council's cash position has been positive predominately by the receipt of 100% advance payment of Financial Assistance Grants in the previous financial year.*

*Under Regulation 203 (2) of the Local Government Act, I am required to suggest recommendations for remedial action.*

*To that end, I recommend in the March 2024 Quarterly Budget Review 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) 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;*
- 3) Council continues to explore increase in operational income by considering selling assets and to reassess current commercial lease agreements*

Signed: ..... Roy Jones .....

Date: 8/05/2024

Responsible Accounting Officer



**Budget Variations - Explanations**

C/F = Carry-forward from 2022/23 financial year

| Recommended Income Variations this Quarter              | (\$'000)     | Explanation:                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - Arts, Culture and Library Services                    | 3            | New Operating grant income: Youth Week 2024 grant \$3,412                                                                                                                                                                                                                                                |
| - Emergency Services                                    | 45           | New Operating grant income: SES Urbenville - Painting & Security System - Building Grant \$14,366<br>Addition to Operating income: Reimbursement for expenditure on October 2023 Fires - RFS Section 44 expenses \$31,000                                                                                |
| - Livestock Saleyards                                   | 19           | Addition to Operating income: Saleyards Dues \$12,000; WHS Surcharge \$4,000; Sundry income \$3,000                                                                                                                                                                                                      |
| - Parks, Gardens and Open Spaces                        | 11           | Addition to Operating income: Cemetery Fees \$7,000; Parks & Sporting Ground Fees \$4,000                                                                                                                                                                                                                |
| - Planning and Regulation                               | 40           | Addition to Capital income: Developer Contributions Section 7.11 (General Fund) \$40,000                                                                                                                                                                                                                 |
| - Asset Management and Resourcing                       | (10)         | Reduction to Operating income: Sale of Surplus/Obsolete Plant & Materials -\$10,000                                                                                                                                                                                                                      |
| - Transport Network                                     | 1,022        | Addition to Operating income: Permits/Application Fees \$15,000; North West Weight of Loads Group income \$11,000<br>Disaster Recovery Funding Agreement (DRFA) program - Capital works income: DRFA AGRN1012 February 2022 EPAR - Billirimba Creek Bridge Reconstruction \$995,678                      |
| - Waste Management                                      | 21           | Addition to Operating income: Recycling income \$50,000<br>Addition to Capital income: Developer Contributions Section 7.11 (Waste Fund) \$5,000<br>Reduction to Capital grant income: Torrington Landfill Closure & Transfer Station Construction -\$34,135 (invoice accrued at 30/06/23 was cancelled) |
| - Water Supply                                          | 155          | Addition to Operating income: Water Usage Charges \$140,000; Installation Charges \$10,000; Standpipe income \$5,000                                                                                                                                                                                     |
| <b>Total Recommended Income Variations this Quarter</b> | <b>1,306</b> |                                                                                                                                                                                                                                                                                                          |

| Recommended Expenditure Variations this Quarter              | (\$'000)  | Explanation:                                                                                                                                   |
|--------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------|
| - Economic Growth and Tourism                                | (23)      | Reduction: Economic Development costs -\$15,000; New England High Country Marketing contribution -\$8,405                                      |
| - Arts, Culture and Library Services                         | (97)      | New Operating grant income: Youth Week 2024 grant \$3,412<br>Reduction: Payroll costs -\$100,000                                               |
| - Emergency Services                                         | 94        | New Operating grant: SES Urbenville - Painting & Security System - Building Grant \$14,366<br>Addition: SES Building Maintenance \$80,000      |
| - Environmental Management                                   | (65)      | Reduction: Companion Animal Control Expenses -\$65,000                                                                                         |
| - Parks, Gardens and Open Spaces                             | 7         | Addition: Village Cemeteries Burial Costs \$7,000                                                                                              |
| - Buildings and Amenities                                    | 23        | Addition: Childcare Centre Urgent Repairs \$23,000                                                                                             |
| - Water Supply                                               | 117       | Addition: Water Treatment expenses \$82,000; Water Network maintenance \$24,500; Water Purchases from Southern Downs Regional Council \$10,000 |
| <b>Total Recommended Expenditure Variations this Quarter</b> | <b>56</b> |                                                                                                                                                |

This document forms part of Tenterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 31 March 2024 and should be read in conjunction with other documents in the QBRS.

| <b>Tenterfield Shire Council</b>                           |                            |                                      |                                     |                                     |                           |                              |
|------------------------------------------------------------|----------------------------|--------------------------------------|-------------------------------------|-------------------------------------|---------------------------|------------------------------|
| <b>Budget Statement for the year ended - 31 March 2024</b> |                            |                                      |                                     |                                     |                           |                              |
| <b>Capital Budget Review</b>                               |                            |                                      |                                     |                                     |                           |                              |
|                                                            | Original Budget<br>2023/24 | Approved Changes<br>September Review | Approved Changes<br>December Review | Recommended Changes<br>March Review | REVISED Budget<br>2023/24 | ACTUAL YTD<br>as at 31/03/24 |
|                                                            | \$'000                     | \$'000                               | \$'000                              | \$'000                              | \$'000                    | \$'000                       |
| <b>Capital Funding</b>                                     |                            |                                      |                                     |                                     |                           |                              |
| <i>Rates and other untied funding</i>                      | 6,379                      | 2,185                                | (1,779)                             | 140                                 | 6,924                     | 1,514                        |
| <i>Capital Grants &amp; Contributions</i>                  | 355                        | 29,921                               | 14,806                              | 1,007                               | 46,089                    | 8,827                        |
| <b>External Restrictions</b>                               |                            |                                      |                                     |                                     |                           |                              |
| - <i>Specific Purpose Unexpended Grants</i>                | -                          | 55                                   | -                                   | -                                   | 55                        | 55                           |
| - <i>Developer Contributions</i>                           | -                          | -                                    | -                                   | -                                   | -                         | -                            |
| - <i>Water Supply Fund</i>                                 | 670                        | 347                                  | 15                                  | 151                                 | 1,183                     | 1,183                        |
| - <i>Sewerage Service Fund</i>                             | 1,055                      | 709                                  | -                                   | (335)                               | 1,429                     | 1,429                        |
| - <i>Domestic Waste Management Fund</i>                    | 1,000                      | 2,509                                | 304                                 | 34                                  | 3,847                     | 3,847                        |
| - <i>Stormwater Management Fund</i>                        | 420                        | (290)                                | -                                   | -                                   | 130                       | 130                          |
| <b>Internal restrictions</b>                               |                            |                                      |                                     |                                     |                           |                              |
| - <i>Plant &amp; Vehicle Replacement Reserve</i>           | -                          | -                                    | -                                   | -                                   | -                         | -                            |
| <b>Other Capital Funding Sources</b>                       |                            |                                      |                                     |                                     |                           |                              |
| <i>Income from sale of assets</i>                          | 2,530                      | -                                    | (967)                               | 300                                 | 1,863                     | 1,695                        |
| <b>Total Capital Funding</b>                               | <b>12,409</b>              | <b>35,436</b>                        | <b>12,379</b>                       | <b>1,297</b>                        | <b>61,520</b>             | <b>18,680</b>                |



**Tenterfield Shire Council**  
**Budget Statement for the year ended - 31 March 2024**

**Capital Budget Review**

|                                      | Original Budget | Approved Changes | Approved Changes | Recommended Changes | REVISED Budget | ACTUAL YTD     |
|--------------------------------------|-----------------|------------------|------------------|---------------------|----------------|----------------|
|                                      | 2023/24         | September Review | December Review  | March Review        | 2023/24        | as at 31/03/24 |
|                                      | \$'000          | \$'000           | \$'000           | \$'000              | \$'000         | \$'000         |
| <b>Capital Expenditure</b>           |                 |                  |                  |                     |                |                |
| <b>New Assets</b>                    |                 |                  |                  |                     |                |                |
| - Civic Office                       | -               | -                | -                | -                   | -              | -              |
| - Organisation Leadership            | -               | -                | -                | -                   | -              | -              |
| - Economic Growth and Tourism        | -               | 835              | (250)            | -                   | 585            | 323            |
| - Arts, Culture and Library Services | -               | -                | -                | -                   | -              | -              |
| - Workforce Development              | -               | -                | -                | -                   | -              | -              |
| - Emergency Services                 | -               | -                | -                | -                   | -              | -              |
| - Finance and Technology             | -               | -                | -                | -                   | -              | -              |
| - Corporate and Governance           | -               | -                | -                | -                   | -              | -              |
| - Environmental Management           | -               | -                | -                | -                   | -              | -              |
| - Livestock Saleyards                | -               | -                | -                | -                   | -              | -              |
| - Parks, Gardens and Open Spaces     | 60              | -                | -                | -                   | 60             | 61             |
| - Planning and Regulation            | -               | -                | -                | -                   | -              | -              |
| - Buildings and Amenities            | -               | -                | -                | -                   | -              | -              |
| - Swimming Complex                   | -               | -                | -                | -                   | -              | -              |
| - Asset Management and Resourcing    | -               | -                | -                | -                   | -              | -              |
| - Commercial Works                   | -               | -                | -                | -                   | -              | -              |
| - Plant, Fleet and Equipment         | -               | -                | -                | -                   | -              | -              |
| - Transport Network                  | -               | 600              | -                | -                   | 600            | -              |
| - Waste Management                   | 670             | 3,139            | (70)             | -                   | 3,739          | 377            |
| - Water Supply                       | -               | 683              | 250              | -                   | 933            | 31             |
| - Sewerage Service                   | -               | 50               | -                | 70                  | 120            | -              |
| - Stormwater and Drainage            | -               | -                | -                | -                   | -              | -              |
| <b>Asset Renewals/Replacement</b>    |                 |                  |                  |                     |                |                |
| - Civic Office                       | -               | -                | -                | -                   | -              | -              |
| - Organisation Leadership            | -               | -                | -                | -                   | -              | -              |
| - Economic Growth and Tourism        | -               | -                | -                | -                   | -              | -              |
| - Arts, Culture and Library Services | 13              | 64               | -                | -                   | 77             | 33             |
| - Workforce Development              | -               | -                | -                | -                   | -              | -              |
| - Emergency Services                 | -               | -                | -                | -                   | -              | -              |
| - Finance and Technology             | 125             | (93)             | -                | -                   | 32             | -              |
| - Corporate and Governance           | -               | -                | -                | -                   | -              | -              |
| - Environmental Management           | -               | -                | -                | -                   | -              | -              |
| - Livestock Saleyards                | -               | 56               | -                | -                   | 56             | 14             |
| - Parks, Gardens and Open Spaces     | -               | 187              | 123              | 20                  | 330            | 201            |
| - Planning and Regulation            | -               | -                | -                | -                   | -              | -              |
| - Buildings and Amenities            | -               | 1,066            | (237)            | 20                  | 849            | 357            |
| - Swimming Complex                   | -               | 18               | -                | -                   | 18             | -              |
| - Asset Management and Resourcing    | 450             | (205)            | (235)            | -                   | 10             | 10             |
| - Commercial Works                   | -               | -                | -                | -                   | -              | -              |
| - Plant, Fleet and Equipment         | 3,737           | -                | (2,238)          | 400                 | 1,899          | 1,651          |
| - Transport Network                  | 4,299           | 26,380           | 11,506           | 996                 | 43,181         | 4,808          |
| - Waste Management                   | 219             | (29)             | 374              | -                   | 564            | 18             |
| - Water Supply                       | 456             | 2,316            | 656              | 151                 | 3,579          | 1,423          |
| - Sewerage Service                   | 947             | 659              | 2,500            | (405)               | 3,701          | 653            |
| - Stormwater and Drainage            | 420             | (290)            | -                | -                   | 130            | 2              |
| Loan Repayments (principal)          | 1,013           | -                | -                | -                   | 1,013          | 920            |
| <b>Total Capital Expenditure</b>     | <b>12,409</b>   | <b>35,436</b>    | <b>12,379</b>    | <b>1,252</b>        | <b>61,476</b>  | <b>10,882</b>  |

\* Some restricted cash is finalised as part of the end of year Financial Statement Process.

**Capital Expenditure Budget Variations - Explanations**

Proposed Expenditure Variations (\$'000) C/F = Carry-forward from 2022/23 financial year

**New Assets**

|                                           |           |                                                                                                   |
|-------------------------------------------|-----------|---------------------------------------------------------------------------------------------------|
| - Sewerage Service                        | 70        | Increase budget for Sewer fund capital project: Tenterfield STP - 3 Bay Shed for Storage \$70,000 |
| <b>Total New Asset Budget Adjustments</b> | <b>70</b> |                                                                                                   |

**Renewal Assets**

|                                               |              |                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - Parks, Gardens and Open Spaces              | 20           | Addition General fund capital project: Urbenville Cemetery - Fence Upgrades (SRV 2023) \$20,000                                                                                                                                                                                                                                                                                              |
| - Buildings and Amenities                     | 20           | Addition General fund capital project: Housing 53 Welburn Lane - Replace Flooring \$20,000                                                                                                                                                                                                                                                                                                   |
| - Plant, Fleet and Equipment                  | 400          | Increase budget for General fund capital project: Plant Purchases \$400,000 (light vehicles)                                                                                                                                                                                                                                                                                                 |
| - Transport Network                           | 996          | Disaster Recovery Funding Agreement (DRFA) program - Capital works: DRFA AGRN1012 February 2022 EPAR - Billirimba Creek Bridge Reconstruction \$995,678                                                                                                                                                                                                                                      |
| - Water Supply                                | 151          | Increase budget for Water fund capital project: Shirley Park Bore Refurbishment \$453,544<br>Reduction Water fund capital projects: Tenterfield Mains Replacement -\$285,000; Jennings Mains Replacement -\$11,800; Urbenville Water Treatment Plant Upgrade -\$5,949                                                                                                                        |
| - Sewerage Service                            | (405)        | Reduction Sewer fund capital projects: Tenterfield New Pump Station - Molesworth St -\$200,000; Tenterfield Mains Relining -\$100,000; Tenterfield Man Hole Level Alterations -\$65,000; Urbenville Telemetry From PS to STP -\$10,300; Urbenville Dehydrator -\$10,000; Urbenville Telemetry Upgrade -\$10,000; Urbenville Removal Sludge from Tertiary Ponds/Renewal of Capacity -\$10,000 |
| <b>Total Renewal Asset Budget Adjustments</b> | <b>1,182</b> |                                                                                                                                                                                                                                                                                                                                                                                              |

**Liabilities**

|                                              |              |
|----------------------------------------------|--------------|
| <b>Total Liabilities Budget Adjustments</b>  | <b>0</b>     |
| <b>Total Proposed Expenditure Variations</b> | <b>1,252</b> |

This document forms part of Tenterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 31 March 2024 and should be read in conjunction with other documents in the QBRs.



| <b>Tenterfield Shire Council</b>                                                  |                      |                 |                |            |               |               |
|-----------------------------------------------------------------------------------|----------------------|-----------------|----------------|------------|---------------|---------------|
| <b>Budget Statement for the year ended - 31 March 2024</b>                        |                      |                 |                |            |               |               |
| <b>Cash and Investment Review</b>                                                 |                      |                 |                |            |               |               |
|                                                                                   | Opening Balance      | Approved        | Approved       | Recommend  | PROJECTED     | ACTUAL YTD    |
|                                                                                   | 30/06/2023           | Changes         | Changes        | Changes    | year end      | 31/03/2024    |
|                                                                                   | from Audited         | September       | December       | March      | Result        |               |
|                                                                                   | Financial Statements | Review          | Review         | Review     | 2023/24       |               |
|                                                                                   | \$'000               | \$'000          | \$'000         | \$'001     | \$'000        | \$'000        |
| <b>Externally restricted</b>                                                      |                      |                 |                |            |               |               |
| <i>Specific Purpose Unexpended Grants - General Fund</i>                          | 8,671                | (8,671)         | -              | -          | -             | 16,296        |
| <i>Specific Purpose Unexpended Grants - Water Fund</i>                            | 168                  | (168)           | -              | -          | -             | 41            |
| <i>Specific Purpose Unexpended Grants - Sewer Fund</i>                            | -                    | -               | -              | -          | -             | -             |
| <i>Specific Purpose Unexpended Grants - Waste Fund</i>                            | 446                  | (446)           | -              | -          | -             | 106           |
| <i>Specific Purpose Unexpended Grants - Stormwater Fund</i>                       | -                    | -               | -              | -          | -             | -             |
| <i>Developer Contributions - General Fund</i>                                     | 651                  | 126             | 41             | 103        | 921           | 921           |
| <i>Developer Contributions - Water Fund</i>                                       | 94                   | -               | 15             | -          | 109           | 109           |
| <i>Developer Contributions - Sewer Fund</i>                                       | 54                   | -               | 14             | -          | 68            | 68            |
| <i>Developer Contributions - Waste Fund</i>                                       | 64                   | 13              | 5              | 10         | 92            | 92            |
| <i>Developer Contributions - Stormwater Fund</i>                                  | 7                    | -               | -              | -          | 7             | 7             |
| <i>RFS Unspent Funds</i>                                                          | 111                  | -               | -              | 3          | 114           | 114           |
| <i>Water Supply Fund</i>                                                          | 1,210                | (94)            | (544)          | (112)      | 460           | 2,316         |
| <i>Sewerage Service Fund</i>                                                      | 6,764                | (295)           | 110            | 335        | 6,914         | 7,418         |
| <i>Domestic Waste Management Fund</i>                                             | 8,464                | (2,272)         | (255)          | 16         | 5,953         | 10,398        |
| <i>Stormwater Management Fund</i>                                                 | 991                  | (69)            | -              | -          | 922           | 1,039         |
| <i>Trust Fund</i>                                                                 | 382                  | -               | (313)          | -          | 69            | 69            |
| <b>Total Externally restricted</b>                                                | <b>28,077</b>        | <b>(11,876)</b> | <b>(927)</b>   | <b>355</b> | <b>15,629</b> | <b>38,994</b> |
| <b>Internally restricted</b>                                                      |                      |                 |                |            |               |               |
| <i>Plant &amp; Vehicle Replacement</i>                                            | -                    | -               | 400            | -          | 400           | 400           |
| <i>Employees Leave Entitlements</i>                                               | -                    | -               | 200            | -          | 200           | 200           |
| <i>Special Projects - Infrastructure Projects Requiring Milestone Expenditure</i> | 5,500                | (1,000)         | (3,000)        | -          | 1,500         | 1,500         |
| <b>Total Internally restricted</b>                                                | <b>5,500</b>         | <b>(1,000)</b>  | <b>(2,400)</b> | <b>-</b>   | <b>2,100</b>  | <b>2,100</b>  |
| <b>Total Restricted</b>                                                           | <b>33,577</b>        | <b>(12,876)</b> | <b>(3,327)</b> | <b>355</b> | <b>17,729</b> | <b>41,094</b> |
| <b>Available Cash (Unrestricted Funds)</b>                                        | <b>1,313</b>         | <b>(809)</b>    | <b>368</b>     | <b>-</b>   | <b>400</b>    | <b>2,830</b>  |
| <b>Total Cash and Investments</b>                                                 | <b>34,890</b>        | <b>(13,685)</b> | <b>(2,959)</b> | <b>355</b> | <b>18,129</b> | <b>43,924</b> |

Notes:

The available cash position excludes restricted funds. External restrictions are funds that must be spent for a specific purpose and cannot be used by council for general operations. Internal restrictions are funds that council has determined will be used for a specific future purpose. Internal and external restrictions are not determined fully until after year end.

**Comment on Cash and Investments Position**

Some restricted cash is finalised as part of the end of year Financial Statement Process.  
 Council's Cash and Investments are performing within anticipated parameters.

**Recommended Changes to Revised Budget**

**Include:**  
 - an explanation for recommended changes and any impact on Council's original management plan / operational plan, delivery program or LTFF.  
 - any impacts of YTD expenditure on recommended changes to the budget  
 All changes required are in respect of the variations detailed in both the Capital budget and the Income and Expenditure Review

**Certification regarding Investments and Bank Reconciliations**

**Investments**

It is hereby certified that all investments listed below have made in accordance with the requirements of the Local Government Act 1993, (Section 625), the companion Regulations and Council's Investment Policy.

**Cash**

Bank reconciliations occur on a daily basis with a full reconciliation performed on a monthly basis. The full reconciliation for the March quarter occurred on 3 April 2024.

**Cash Book Reconciliation**

\$

|                                                      |                      |
|------------------------------------------------------|----------------------|
| Operating Account Cash balance as at 31 March 2024   | 29,854,987.23        |
| Trust Account Cash balance as at 31 March 2024       | 69,074.35            |
| <b>Total Cash (Not invested) as at 31 March 2024</b> | <b>29,924,061.58</b> |

**Reconciliation**

The YTD total Cash and Investments has been reconciled with funds invested and cash at bank:

| Financial Institution             | Amount               | Rating | Interest | Maturity Date |
|-----------------------------------|----------------------|--------|----------|---------------|
| National Australia Bank           | 1,500,000.00         | AA-    | 5.05%    | 22/04/2024    |
| National Australia Bank           | 1,000,000.00         | AA-    | 5.15%    | 28/05/2024    |
| National Australia Bank           | 2,000,000.00         | AA-    | 5.15%    | 11/06/2024    |
| National Australia Bank           | 1,000,000.00         | AA-    | 4.25%    | 17/04/2024    |
| Commonwealth Bank                 | 3,000,000.00         | AA-    | 4.74%    | 18/06/2024    |
| Westpac                           | 1,500,000.00         | AA-    | 4.94%    | 30/04/2024    |
| Westpac                           | 2,000,000.00         | AA-    | 5.17%    | 30/05/2024    |
| Westpac                           | 2,000,000.00         | AA-    | 5.11%    | 12/06/2024    |
| <b>TOTAL INVESTMENTS</b>          | <b>14,000,000.00</b> |        |          |               |
| <b>TOTAL CASH ON HAND</b>         | <b>29,924,061.58</b> |        |          |               |
| <b>TOTAL CASH AND INVESTMENTS</b> | <b>43,924,061.58</b> |        |          |               |

*This document forms part of Ternterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 31 March 2024 and should be read in conjunction with other documents in the QBRS.*

**Tenterfield Shire Council**

**Budget review for the quarter ended - 31 March 2024**

**Contracts**

| Contractor                                | Contract detail & purpose                                                                                  | Contract value \$ | Commencement date | Duration of contract | Budgeted (Y/N) |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------|-------------------|-------------------|----------------------|----------------|
| Michael Wood and Associates Pty Ltd       | Tenterfield Flood Study Grant - Updated Tenterfield Flood Study, Floodplain Risk Management Study and Plan | 89,960            | 18/03/2024        | Ongoing              | Y              |
| Veeleilix Pty Ltd - Just Sports N Fitness | Management of the Tenterfield War Memorial Baths (Swimming Pool)                                           | 135,369           | 31/03/2023        | 17/09/2024           | Y              |

Notes

1. Minimum reporting level is 1% of estimated income from continuing operations or \$50,000 whichever is the lesser.
2. Contracts to be listed are those entered into during the quarter and have yet to be fully performed (excluding contractors that are on Council's preferred supplier list).
3. Contracts for employment are not required to be included.
4. Where a contract for services etc was not included in the budget, an explanation is to be given (or reference made to an explanation in another Budget Review Statement).

**Consultancy and Legal Fees**

| Expense       | Expenditure YTD \$ | Budgeted (Y/N) |
|---------------|--------------------|----------------|
| Consultancies | 124,319            | Y              |
| Legal Fees    | 29,502             | Y              |

Definition of consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision-making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Notes:

Both Legal Fees and Consultancy fees are in line with expectations. A portion of the legal fees relating to Debt Recovery are recoverable.

*This document forms part of Tenterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 31 March 2024 and should be read in conjunction with other documents in the QBR.*





|                      |                                                            |
|----------------------|------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>               |
| <b>Submitted by:</b> | Roy Jones, Acting Chief Corporate Officer                  |
| <b>Reference:</b>    | <b>ITEM GOV37/24</b>                                       |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 30 APRIL 2024</b> |

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

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

#### **SUMMARY**

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

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

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

**That Council notes the Finance and Accounts Report for the period ended 30 April 2024.**

#### **BACKGROUND**

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

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

#### **REPORT:**

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

##### (a) Reconciliation of Accounts

A reconciliation of the cash books of all funds have been carried out with the appropriate bank statements as of 30 April 2024.

Cash Book Balances on this date were as follows: -



Our Governance No. 37 Cont...

|                        |                  |        |
|------------------------|------------------|--------|
| General (Consolidated) | \$ 28,618,682.00 | Credit |
| General Trust          | \$69,074.00      | Credit |

(b) Summary of Investments

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

**Concealed Water Leakage Concession Policy Update**

For the month of April, one (1) concession was granted under Council's Concealed Water Leakage Concession Policy totaling \$595.45

**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 32 applications for 603 Certificates in April 2024.

In the calendar year to date, there have been 89 applications compared to 76 applications for the same period last year.

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

| <b>RESTRICTED CASH ANALYSIS</b>                                                | <b>AS AT 30 APRIL<br/>2024</b> | <b>AS AT 30 JUNE<br/>2023</b> |
|--------------------------------------------------------------------------------|--------------------------------|-------------------------------|
|                                                                                |                                |                               |
| <b>TOTAL CASH &amp; INVESTMENTS</b>                                            | <b>\$41,891,345</b>            | <b>\$34,891,004</b>           |
|                                                                                |                                |                               |
| <b>EXTERNALLY RESTRICTED CASH</b>                                              | <b>\$37,239,936</b>            | <b>\$28,078,266</b>           |
|                                                                                |                                |                               |
| <b><i>INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)</i></b>         | <b>\$15,192,009</b>            | <b>\$9,285,089</b>            |
| GRANT-RELATED - <i>GENERAL</i> (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES) | \$15,077,040                   | \$8,670,754                   |
| GRANT-RELATED - <i>WATER</i> (EXCL DEVELOPER CONTRIBUTIONS)                    | \$9,124                        | \$168,056                     |
| GRANT-RELATED - <i>SEWER</i> (EXCL DEVELOPER CONTRIBUTIONS)                    | -                              | -                             |
| GRANT-RELATED - <i>WASTE</i> (EXCL DEVELOPER CONTRIBUTIONS)                    | \$105,845                      | \$446,279                     |
| GRANT-RELATED - <i>STORMWATER</i> (EXCL DEVELOPER CONTRIBUTIONS)               | -                              | -                             |
| BRUXNER WAY WIDENING                                                           | -                              | -                             |
|                                                                                |                                |                               |
| <b><i>INCLUDED IN DEVELOPER CONTRIBUTIONS</i></b>                              | <b>\$1,206,213</b>             | <b>\$870,032</b>              |
| DEVELOPER CONTRIBUTIONS - <i>GENERAL</i>                                       | \$929,295                      | \$651,144                     |
| DEVELOPER CONTRIBUTIONS - <i>WATER</i>                                         | \$109,187                      | \$94,296                      |
| DEVELOPER CONTRIBUTIONS - <i>SEWER</i>                                         | \$67,588                       | \$53,994                      |
| DEVELOPER CONTRIBUTIONS - <i>WASTE</i>                                         | \$93,070                       | \$63,921                      |
| DEVELOPER CONTRIBUTIONS - <i>STORMWATER</i>                                    | \$7,073                        | \$6,677                       |
|                                                                                |                                |                               |
| <b><i>INCLUDED IN RFS RESERVES</i></b>                                         | <b>\$104,733</b>               | <b>\$111,166</b>              |

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|                                                                                                  |                     |                     |
|--------------------------------------------------------------------------------------------------|---------------------|---------------------|
| RFS RESERVES                                                                                     | \$104,733           | \$111,166           |
| <b>INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER GRANT RELATED, DC AND RFS ABOVE)</b> | <b>\$20,736,981</b> | <b>\$17,811,979</b> |
| WATER                                                                                            | \$2,027,060         | \$1,210,136         |
| SEWER                                                                                            | \$7,393,379         | \$6,763,527         |
| WASTE                                                                                            | \$10,213,660        | \$8,464,494         |
| STORMWATER                                                                                       | \$1,033,808         | \$991,481           |
| TRUST FUND                                                                                       | \$69,074            | \$382,341           |
| <b>INTERNAL RESTRICTIONS</b>                                                                     | <b>\$2,100,000</b>  | <b>\$5,500,000</b>  |
| PLANT AND VEHICLE REPLACEMENT                                                                    | \$400,000           | -                   |
| EMPLOYEES LEAVE ENTITLEMENTS                                                                     | \$200,000           | -                   |
| SPECIAL PROJECTS – INFRASTRUCTURE FLOOD DAMAGE                                                   | \$1,500,000         | <b>\$5,500,000</b>  |
| <b>UNRESTRICTED FUNDS</b>                                                                        | <b>\$2,551,409</b>  | <b>\$1,312,738</b>  |

**Further Financial Reporting**

Presented below are operating statements of various business units.

**Library Services Operating:**

| Library Services                         | 23/24 Full Year Budget | Amendments to Budget for September QBR | Amendments to Budget for December QBR | Proposed Amendments to Budget for March QBR | Proposed 23/24 Review 3 Budget (Anticipated June 2024 Result) | 23/24 YTD Actuals | 23/24 % Spent (Review 3 budget) | Budget Remaining (Review 3 budget) |
|------------------------------------------|------------------------|----------------------------------------|---------------------------------------|---------------------------------------------|---------------------------------------------------------------|-------------------|---------------------------------|------------------------------------|
| <b>Operating Income</b>                  |                        |                                        |                                       |                                             |                                                               |                   |                                 |                                    |
| Library Operating Subsidy Income         | 25,871                 | 40,840                                 | 0                                     | 0                                           | 66,711                                                        | 66,711            | 100.00%                         | 0                                  |
| Library Sundry Income                    | 0                      | 0                                      | 0                                     | 0                                           | 0                                                             | 792               | 0.00%                           | 792                                |
| Library Fees & Charges Income            | 6,242                  | 0                                      | 0                                     | 0                                           | 6,242                                                         | 436               | 6.98%                           | 5,806                              |
| <b>TOTAL OPERATING INCOME</b>            | <b>32,113</b>          | <b>40,840</b>                          | <b>0</b>                              | <b>0</b>                                    | <b>72,953</b>                                                 | <b>67,939</b>     | <b>93.13%</b>                   | <b>6,599</b>                       |
| <b>Operating Expenditure</b>             |                        |                                        |                                       |                                             |                                                               |                   |                                 |                                    |
| Library Wages & Administration Expenses  | 390,382                | 128,344                                | 0                                     | (100,000)                                   | 418,726                                                       | 283,627           | 67.74%                          | 135,099                            |
| Library Resources (Books, DVDs, etc)     | 25,910                 | 0                                      | 0                                     | 0                                           | 25,910                                                        | 17,401            | 67.16%                          | 8,509                              |
| Database Subscriptions                   | 3,152                  | 0                                      | 0                                     | 0                                           | 3,152                                                         | 3,041             | 96.49%                          | 111                                |
| Contribution to Regional Library Service | 9,726                  | 0                                      | 0                                     | 0                                           | 9,726                                                         | 9,336             | 95.99%                          | 390                                |
| Electricity                              | 22,051                 | 10,000                                 | 0                                     | 0                                           | 32,051                                                        | 13,551            | 42.28%                          | 18,500                             |
| Telephone & Communications               | 9,040                  | 0                                      | 0                                     | 0                                           | 9,040                                                         | 4,353             | 48.15%                          | 4,687                              |
| Cleaning                                 | 19,038                 | 0                                      | 0                                     | 0                                           | 19,038                                                        | 9,639             | 50.63%                          | 9,399                              |
| Rates & Charges                          | 2,192                  | 0                                      | 0                                     | 0                                           | 2,192                                                         | 2,118             | 96.62%                          | 74                                 |
| Insurance                                | 5,512                  | (5,000)                                | 0                                     | 0                                           | 512                                                           | 166               | 32.49%                          | 346                                |
| Building & Asset Maintenance             | 35,010                 | (25,086)                               | 0                                     | 0                                           | 9,924                                                         | 2,783             | 28.05%                          | 7,141                              |
| Building Operations                      | 7,538                  | 0                                      | 0                                     | 0                                           | 7,538                                                         | 3,674             | 48.74%                          | 3,864                              |
| IT & Software                            | 22,901                 | 2,000                                  | 0                                     | 0                                           | 24,901                                                        | 17,158            | 68.90%                          | 7,743                              |
| Rental of Premises                       | 525                    | 0                                      | 0                                     | 0                                           | 525                                                           | 0                 | 0.00%                           | 525                                |
| Depreciation                             | 64,627                 | (12,171)                               | 0                                     | 0                                           | 52,456                                                        | 24,851            | 47.38%                          | 27,605                             |
| <b>TOTAL OPERATING EXPENDITURE</b>       | <b>617,604</b>         | <b>98,087</b>                          | <b>0</b>                              | <b>(100,000)</b>                            | <b>615,691</b>                                                | <b>391,699</b>    | <b>63.62%</b>                   | <b>223,992</b>                     |
| <b>NET OPERATING SURPLUS / (DEFICIT)</b> | <b>(585,491)</b>       | <b>(57,247)</b>                        | <b>0</b>                              | <b>100,000</b>                              | <b>(542,738)</b>                                              | <b>(323,760)</b>  |                                 | <b>(217,393)</b>                   |

## Our Governance No. 37 Cont...

**Livestock Saleyards Operating:**

| Livestock Saleyards                      | 23/24 Full Year Budget | Amendments to Budget for September QBR | Amendments to Budget for December QBR | Proposed Amendments to Budget for March QBR | Proposed 23/24 Review 3 Budget (Anticipated June 2024 Result) | 23/24 YTD Actuals | 23/24 % Spent (Review 3 budget) | Budget Remaining (Review 3 budget) |
|------------------------------------------|------------------------|----------------------------------------|---------------------------------------|---------------------------------------------|---------------------------------------------------------------|-------------------|---------------------------------|------------------------------------|
| <b>Operating Income</b>                  |                        |                                        |                                       |                                             |                                                               |                   |                                 |                                    |
| Saleyard Dues Income                     | 46,818                 | 0                                      | 0                                     | 12,000                                      | 58,818                                                        | 45,029            | 76.56%                          | 13,789                             |
| WHS Surcharge Income                     | 17,167                 | 0                                      | 0                                     | 4,000                                       | 21,167                                                        | 16,121            | 76.16%                          | 5,046                              |
| Agents Licence Fees Income               | 13,109                 | 0                                      | 0                                     | 0                                           | 13,109                                                        | 13,118            | 100.07%                         | 9                                  |
| Sundry Income - Saleyards                | 2,722                  | 0                                      | 0                                     | 3,000                                       | 5,722                                                         | 5,150             | 90.00%                          | 572                                |
| <b>TOTAL OPERATING INCOME</b>            | <b>79,816</b>          | <b>0</b>                               | <b>0</b>                              | <b>19,000</b>                               | <b>98,816</b>                                                 | <b>79,418</b>     | <b>80.37%</b>                   | <b>19,417</b>                      |
| <b>Operating Expenditure</b>             |                        |                                        |                                       |                                             |                                                               |                   |                                 |                                    |
| Operation Costs                          | 25,821                 | 0                                      | 15,000                                | 0                                           | 40,821                                                        | 36,042            | 88.29%                          | 4,779                              |
| Saleyards Asset Maintenance              | 45,286                 | 0                                      | 0                                     | 0                                           | 45,286                                                        | 28,199            | 62.27%                          | 17,087                             |
| Depreciation - Saleyards                 | 78,561                 | 3,962                                  | 0                                     | 0                                           | 82,523                                                        | 41,262            | 50.00%                          | 41,261                             |
| <b>TOTAL OPERATING EXPENDITURE</b>       | <b>149,668</b>         | <b>3,962</b>                           | <b>15,000</b>                         | <b>0</b>                                    | <b>168,630</b>                                                | <b>105,502</b>    | <b>62.56%</b>                   | <b>63,128</b>                      |
| <b>NET OPERATING SURPLUS / (DEFICIT)</b> | <b>(69,852)</b>        | <b>(3,962)</b>                         | <b>(15,000)</b>                       | <b>19,000</b>                               | <b>(69,814)</b>                                               | <b>(26,084)</b>   |                                 | <b>(43,712)</b>                    |

**Theatre and Museum Operating**

| Theatre & Museum Complex                         | 23/24 Full Year Budget | Amendments to Budget for September QBR | Amendments to Budget for December QBR | Proposed Amendments to Budget for March QBR | Proposed 23/24 Review 3 Budget (Anticipated June 2024) | 23/24 YTD Actuals | 23/24 % Spent (Review 3 budget) | Budget Remaining (Review 3 budget) |
|--------------------------------------------------|------------------------|----------------------------------------|---------------------------------------|---------------------------------------------|--------------------------------------------------------|-------------------|---------------------------------|------------------------------------|
| <b>Operating Income</b>                          |                        |                                        |                                       |                                             |                                                        |                   |                                 |                                    |
| Cinema Income                                    | 96,757                 | (91,096)                               | 0                                     | 0                                           | 5,661                                                  | 5,675             | 100.25%                         | 14                                 |
| Theatre Income                                   | 31,212                 | (30,314)                               | 0                                     | 0                                           | 898                                                    | 1,098             | 122.24%                         | 200                                |
| Museum Income                                    | 20,808                 | (17,533)                               | 0                                     | 0                                           | 3,275                                                  | 3,275             | 100.01%                         |                                    |
| Museum Advisory Services Income                  | 9,364                  | 0                                      | 0                                     | 0                                           | 9,364                                                  | 10,455            | 111.65%                         | 1,091                              |
| Café Rent Income                                 | 9,693                  | 3,556                                  | 0                                     | 0                                           | 13,249                                                 | 10,885            | 82.16%                          | 2,364                              |
| Café Utilities Reimbursement Income              | 3,849                  | 0                                      | 0                                     | 0                                           | 3,849                                                  | 3,164             | 82.21%                          | 685                                |
| M&G NSW 2023 Skills Development Grant Income     | 0                      | (4,000)                                | 0                                     | 0                                           | (4,000)                                                | (4,000)           | 100.00%                         | 0                                  |
| <b>TOTAL OPERATING INCOME</b>                    | <b>171,683</b>         | <b>(139,387)</b>                       | <b>0</b>                              | <b>0</b>                                    | <b>32,296</b>                                          | <b>30,552</b>     | <b>94.60%</b>                   | <b>4,354</b>                       |
| <b>Operating Expenditure</b>                     |                        |                                        |                                       |                                             |                                                        |                   |                                 |                                    |
| Theatre & Museum Wages & Administration Expenses | 218,371                | (176,934)                              | 0                                     | 0                                           | 41,437                                                 | 40,053            | 96.66%                          | 1,384                              |
| Cinema Operations                                | 53,434                 | (50,192)                               | 11,000                                | 0                                           | 14,242                                                 | 9,797             | 68.79%                          | 4,445                              |
| Theatre Operations                               | 29,291                 | (20,555)                               | 0                                     | 0                                           | 8,736                                                  | 8,736             | 100.00%                         | 0                                  |
| Museum Operations                                | 8,350                  | (525)                                  | 0                                     | 0                                           | 7,825                                                  | 2,874             | 36.72%                          | 4,951                              |
| Museum Advisory Services                         | 21,013                 | 0                                      | 0                                     | 0                                           | 21,013                                                 | 12,820            | 61.01%                          | 8,193                              |
| Arts North West Membership                       | 6,030                  | 0                                      | 0                                     | 0                                           | 6,030                                                  | 5,527             | 91.66%                          | 503                                |
| School of Arts Building Operations               | 5,269                  | 0                                      | 0                                     | 0                                           | 5,269                                                  | 4,404             | 83.59%                          | 865                                |
| Cleaning                                         | 22,050                 | 0                                      | 0                                     | 0                                           | 22,050                                                 | 18,828            | 85.39%                          | 3,222                              |
| Fire Monitoring and Inspections                  | 5,778                  | 0                                      | 5,000                                 | 0                                           | 10,778                                                 | 7,724             | 71.66%                          | 3,054                              |
| Security Monitoring                              | 3,257                  | 0                                      | 0                                     | 0                                           | 3,257                                                  | 2,917             | 89.56%                          | 340                                |
| Insurance                                        | 13,230                 | 0                                      | 0                                     | 0                                           | 13,230                                                 | 14,504            | 109.63%                         | (1,274)                            |
| Building & Asset Maintenance                     | 14,043                 | 0                                      | 0                                     | 0                                           | 14,043                                                 | 6,788             | 48.34%                          | 7,255                              |
| Promotions                                       | 3,152                  | (1,739)                                | 0                                     | 0                                           | 1,413                                                  | 1,470             | 104.04%                         | (57)                               |
| Volunteer Expenses                               | 2,692                  | (2,557)                                | 0                                     | 0                                           | 135                                                    | 135               | 99.73%                          | 0                                  |
| Depreciation                                     | 20,934                 | (705)                                  | 0                                     | 0                                           | 20,229                                                 | 9,791             | 48.40%                          | 10,438                             |
| <b>TOTAL OPERATING EXPENDITURE</b>               | <b>426,894</b>         | <b>(253,207)</b>                       | <b>16,000</b>                         | <b>0</b>                                    | <b>189,687</b>                                         | <b>146,368</b>    | <b>77.16%</b>                   | <b>43,319</b>                      |
| <b>NET OPERATING SURPLUS / (DEFICIT)</b>         | <b>(255,211)</b>       | <b>113,820</b>                         | <b>(16,000)</b>                       | <b>0</b>                                    | <b>(157,391)</b>                                       | <b>(115,816)</b>  |                                 | <b>(38,965)</b>                    |

Our Governance No. 37 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 2005
- Ministerial Investment Order
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Circulars

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Hein Basson  
General Manager**

Prepared by staff member: Roy Jones, Acting Chief Corporate Officer  
Approved/Reviewed by Manager: Hein Basson, General Manager  
Department: Office of the Chief Corporate Officer  
Attachments: **1** Investment Report 30 April 2024 1 Page

**TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 30 APRIL 2024**

| Financial Institution            | Issuer Rating | Investment Term | Maturity Date | Interest Rate | Amount               | Percentage Exposure |
|----------------------------------|---------------|-----------------|---------------|---------------|----------------------|---------------------|
| NAB                              | AA-           | 91 Days         | 22/Jul/24     | 5.00%         | 1,500,000.00         | 11.54%              |
| NAB                              | AA-           | 180 Days        | 28/May/24     | 5.15%         | 1,000,000.00         | 7.69%               |
| NAB                              | AA-           | 180 Days        | 11/Jun/24     | 5.15%         | 2,000,000.00         | 15.38%              |
| <b>TOTAL NAB INVESTMENTS</b>     |               |                 |               |               | <b>4,500,000.00</b>  | <b>34.62%</b>       |
| Commonwealth Bank                | AA-           | 3 Months        | 18/Jun/24     | 4.74%         | 3,000,000.00         | 23.08%              |
| <b>TOTAL CBA INVESTMENTS</b>     |               |                 |               |               | <b>3,000,000.00</b>  | <b>23.08%</b>       |
| Westpac                          | AA-           | 3 Months        | 30/Jul/24     | 4.96%         | 1,500,000.00         | 11.54%              |
| Westpac                          | AA-           | 6 Months        | 30/May/24     | 5.17%         | 2,000,000.00         | 15.38%              |
| Westpac                          | AA-           | 6 Months        | 12/Jun/24     | 5.11%         | 2,000,000.00         | 15.38%              |
| <b>TOTAL WESTPAC INVESTMENTS</b> |               |                 |               |               | <b>5,500,000.00</b>  | <b>42.31%</b>       |
| <b>INVESTMENTS TOTAL</b>         |               |                 |               |               | <b>13,000,000.00</b> | <b>100.00%</b>      |

**Summary**

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

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

**By:**  
 \_\_\_\_\_  
 R.Jones

\* Except as highlighted in the associated Council Report.

|                      |                                                                                                                                        |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                                                                                   |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media                                                                                         |
| <b>Reference:</b>    | <b>ITEM GOV38/24</b>                                                                                                                   |
| <b>Subject:</b>      | <b>2024/2025 COMMUNITY CONTRIBUTIONS AND DONATIONS<br/>- LEGAL ADVICE REGARDING INTER-FUND DONATIONS<br/>FROM LOCAL GOVERNMENT NSW</b> |

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

## SUMMARY

This report is provided to Council, presenting legal clarification from Local Government NSW regarding the transfer of funds from Council's Water, Waste and Sewer Funds to contribute towards Council's Community Contributions, as resolved at Council's Ordinary Meeting – 27 March 2024.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Notes the legal advice received from Local Government NSW.**
- (2) Reduces the total Community Contributions as resolved at the March 2024 Ordinary Council Meeting – Resolution # 49/24 – Part (23) from \$85,000 to \$11,000 for the 2024/2025 budget period to reflect the inability to transfer funds from the Water, Waste and Sewer Funds.**

## BACKGROUND

At Council's Ordinary Meeting of Wednesday 27 March 2024, it resolved (Resolution 49/24) to adopt the Tenterfield Shire Council Operational Plan 2024/2025 including Statement of Revenue Policy 2024/2025, including Part (23) Community Contributions totaling \$85,000 – as below.

### (23) Community contributions and donations:

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

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



## Our Governance No. 38 Cont...

|    |                                                              |                                                    |          |
|----|--------------------------------------------------------------|----------------------------------------------------|----------|
| 4  | Sir Henry Parkes Memorial Primary School                     | Presentation Night                                 | 150.00   |
| 5  | Tenterfield High School                                      | Presentation Night                                 | 150.00   |
| 6  | Urbenville Public School                                     | Presentation Night                                 | 150.00   |
| 7  | Woodenbong Public School                                     | Presentation Night                                 | 150.00   |
| 8  | Drake Primary School                                         | Learn to Swim – contribution to transport          | 550.00   |
| 9  | Urbenville Public School                                     | Learn to Swim – contribution to transport          | 550.00   |
| 10 | Westpac Helicopter Rescue Service                            | Helicopter Rescue Service – Annual Contribution    | 2,000.00 |
| 11 | Liston Hall Committee                                        | Annual contribution to assist with operating costs | 500.00   |
| 12 | Bolivia Hall Committee                                       | Annual contribution to assist with operating costs | 500.00   |
| 13 | Legume Hall Committee                                        | Annual contribution to assist with operating costs | 500.00   |
| 14 | Drake Hall Committee                                         | Annual contribution to assist with operating costs | 500.00   |
| 15 | Urbenville Hall Committee                                    | Annual contribution to assist with operating costs | 500.00   |
| 16 | Steinbrook Hall Committee                                    | Annual contribution to assist with operating costs | 500.00   |
| 17 | Sunnyside Hall Committee                                     | Annual contribution to assist with operating costs | 500.00   |
| 18 | Mingoola Hall Committee                                      | Annual contribution to assist with operating costs | 500.00   |
| 19 | Torrington Hall Committee                                    | Annual contribution to assist with operating costs | 500.00   |
| 20 | Tenterfield Highlander Pipe Band                             | For Australia Day Performance                      | 500.00   |
| 21 | Urbenville Community                                         | Bus Registration Costs                             | 850.00   |
| 22 | Tenterfield Seniors Week Committee                           | Seniors Week Activities                            | 1000.00  |
|    | Total External organisations Contributions and Donations     |                                                    | \$11,000 |
| 23 | Donation - Water for Parks and Recreation Facilities         | Donation from Water fund                           | \$20,000 |
| 24 | Donation - Water for Swimming Pool                           | Donation from Water fund                           | \$15,000 |
| 25 | Donation - Provision of Public Conveniences in various Parks | Donation from Sewerage fund                        | \$15,000 |
| 26 | Donation - Provision of Public Conveniences at swimming pool | Donation from Sewerage fund                        | \$10,000 |
| 27 | Donation - Community and Events waste disposal               | Donation from Waste Fund                           | \$15,000 |

Our Governance No. 38 Cont...

|  |                                          |  |          |
|--|------------------------------------------|--|----------|
|  | Total Inter Council Donations            |  | \$75,000 |
|  | Total Council Donations and Contribution |  | \$86,000 |

(Peter Petty/Peter Murphy)

### **Motion Carried**

Since the March 2024 Ordinary Council Meeting, staff have written to Local Government NSW seeking legal clarification around the donation of funds from the Water, Sewer and Waste funds to fund further "Community Donations". This legal advice has now been received.

### **REPORT:**

Council staff wrote to the Legal Department of Local Government NSW on 18 April 2024 seeking legal clarification on the transfer of funds from Council's Water, Waste and Sewer Funds to contribute towards Council's Community Contributions for the year 2024/2025.

Following is the conclusion of the Local Government NSW legal advice.

***"In summary, charges are made to provide the relevant services to the ratepayers upon whom the charges are levied and not to fund services to members of the community in general. This means that transferring the funds as resolved will be a breach of the Local Government Act 1993 (LGA)."***

(Attached is the full "Letter of Advice from Local Government NSW".)

The basic premise for not allowing the transfer of the funds relates to the Local Government Act 1993. Specifically, as follows:-

*"Pursuant to section 408, a council must have two separate funds – a consolidated fund and a trust fund. In regard to the consolidated fund, sub-section 409(3)(a) relevantly provides:*

#### *409 The consolidated fund*

- (1) All money and property received by a council must be held in the council's consolidated fund unless it is required to be held in the council's trust fund.*
- (2) Money and property held in the council's consolidated fund may be applied towards any purpose allowed by this or any other Act.*
- (3) However –*
  - (a) money that has been received as a result of the levying of a special rate or charge may not be used otherwise than for the purpose for which the rate or charge was levied..."*

To further explain the terms "special rate or charge", Local Government NSW attached the NSW Crown Solicitor's Office advice which confirms the following:-

*"The reference is s409 (3) (a) of the LGA to a "special rate or charge" is a reference to a special rate or a 'charge' and not to a special rate or a 'special charge'."*

Our Governance No. 38 Cont...

As provided, the charges were made to provide the relevant services to the ratepayers upon whom the charges were levied and not to fund services to members of the community.

Therefore, the Community Donations amount previously adopted will need to be reduced from \$85,000 to \$11,000, which is the Policy base allocation.

### **COUNCIL IMPLICATIONS:**

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

No additional Public Exhibition period will be required.

**2. Policy and Regulation**

- Local Government Act 1993

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

The reduction of the Community Contributions/Donations 2024/2025 from \$85,000 to \$11,000 will reduce the total budget allocated by \$75,000. This means that the General Fund expenditure will increase by this amount of \$75,000

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Usual staff will administer the project within their current roles. No additional Project Management is required.

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

|                               |                                                                                                                                                                 |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Elizabeth Melling, Executive Assistant & Media                                                                                                                  |
| Approved/Reviewed by Manager: | Hein Basson, General Manager                                                                                                                                    |
| Department:                   | Office of the Chief Executive                                                                                                                                   |
| Attachments:                  | <b>1</b> CONFIDENTIAL - Legal Advice - Local Government NSW (Separate attachment)<br><b>2</b> CONFIDENTIAL - NSW Crown Solicitor's Advice (Separate Attachment) |

|                      |                                                                                                   |
|----------------------|---------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                                              |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media                                                    |
| <b>Reference:</b>    | <b>ITEM GOV39/24</b>                                                                              |
| <b>Subject:</b>      | <b>TENTERFIELD CHAMBER OF TOURISM, INDUSTRY AND BUSINESS - REPORT 2 1 JANUARY - 31 MARCH 2024</b> |

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

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

#### **SUMMARY**

This report is to present to Council the Tenterfield Chamber of Tourism, Industry and Business – Report 2 under the funding agreement between Tenterfield Chamber of Tourism, Industry and Business (TCTIB) and Tenterfield Shire Council. The Tenterfield Tourism Group is required to report quarterly on activities within 30 days of the end of the quarter. The attached report covers the period 1 January 2024 to 31 March 2024.

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

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

**Notes the report from the Tenterfield Tourism Group for the period 1 January 2024 to 31 March 2024.**

#### **BACKGROUND**

Tenterfield Shire Council entered into a funding Agreement with the Tenterfield Chamber of Industry, Tourism and Business on 3 October 2023 to provide and execute an annual plan for tourism in the Tenterfield region.

#### **REPORT:**

The Tenterfield Tourism Group is required to report quarterly on activities within 30 days of the end of the quarter. The attached report covers the period 1 January 2024 to 31 March 2024.

The report for the period 1 January to 31 March 2024 was received by Council on time and in accordance with executed agreement.

#### **COUNCIL IMPLICATIONS:**

- 1. Community Engagement / Communication (per engagement strategy)**  
Nil.
- 2. Policy and Regulation**  
Nil.
- 3. Financial (Annual Budget & LTFP)**  
As per Council's 2023/2024 budget.

Our Governance No. 39 Cont...

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

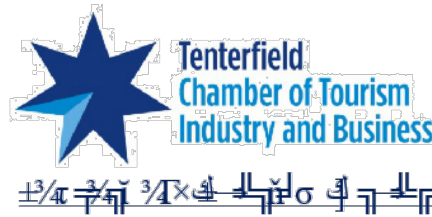
As per the executed agreement between Tenterfield Shire Council and Tenterfield Chamber of Tourism, Industry and Business.

**8. Project Management**

Nil.

**Hein Basson  
General Manager**

|                               |                                                                                       |
|-------------------------------|---------------------------------------------------------------------------------------|
| Prepared by staff member:     | Elizabeth Melling, Executive Assistant & Media                                        |
| Approved/Reviewed by Manager: | Hein Basson, General Manager                                                          |
| Department:                   | Office of the Chief Executive                                                         |
| Attachments:                  | <b>1</b> Tenterfield Tourism Group - Report 9<br>2 - 1 January to 31 March 2024 Pages |



**MISSION:** Make Tenterfield the No 1 tourist destination in northern NSW - southern Qld region.

**REPORT 2**

Under the Funding Agreement between TCTIB and TSC, the TTG is required to report to quarterly on activities within 30 days of the end of the quarter. This report covers the period 1 January-31 March 2024.

**TENTERFIELD TOURISM GROUP (TTG)**

A Tenterfield Tourism Group (TTG) has been formed as a subcommittee of the Tenterfield Chamber of Tourism Industry and Business (TCTIB) delegated by the Board. TTG operates with a constitution that includes roles of members and responsibilities of the subcommittee to the Board. To build and execute an annual plan for tourism in the region, TSC provided TCTIB \$100,000 funding. This funding was only received in late November 2023.

**President:** Kerri Hampton – My Property Buyers Agents/Bad Manners

**Vice President:** Sapphire Daley – Tales and Tones

**Secretary:** Professor Rowena Barrett – RoCycled/QUT

**Treasurer:** Roxanne Bancroft-Stuart/ Tenterfield Cobblers/Tenterfield High School

**Members:**

Sera Wright – Sera Wright Photography

Tim Cunningham – Cunningham Valuers/TCTIB Board

Two members of the TTG have resigned over this reporting period. Such turnover is not uncommon while a group is in the early stages of finding its identity and previous members continue to work with the TTG as their time allows. Under the Constitution the TTG meetings remain quorate with 5 in attendance. New TTG members will be sought in the new financial year.

**TTG Meetings held during this period:**

1. Saturday 13 January 2024, Bad Manners, 7-10am
2. Thursday 15 February 2024, Online 4-5pm
3. Thursday 14 March 2024, Online and in person, 4-5pm
4. Monday 18 March 2024, In person with TCTIB Executive, 4.30-6pm

**Next Quarter meeting dates:**

- ✓ Monday 22 April 2024, Online and in person with Councillor Kim Rodes TSC present, 5-6pm
- Thursday 16 May 5-6pm
- Thursday 20 June 5-6pm

**Activities achieved to date:**

(1) The TTG has focussed on the Phase 1: Tell the story (July 2023-June 2024) of the Annual Plan. A key success measure outlined in the Annual Plan is social media impact.

(2) Sera Wright has been managing social media, posting content created on Facebook and Instagram using the @VisitTenterfield and @Our\_Tenterfield handles to great effect. Since Sera has been managing the socials, traffic on the @VisitTenterfield pages has increased massively. This includes:

□





- 2300 new Facebook followers (656% increase),
- 564 new Instagram followers (8000% increase),
- 1.2 million reach on Facebook (2100% increase),
- 15,000 reach on Instagram (169% increase).

All this has been achieved through organic posting – there has been **no paid posts and no advertising**. The report at **Attachment 1** shows the demographics of followers and the content which is well received. The growth in followers, likes and reach is extraordinary for such a short period.

(3) Partnerships built to support further tourist travel to Tenterfield – eg, Hay Bale Trail, Autumn Festival. President spoke at TCTIB Members breakfast on Fri 15 March, Tenterfield TAFE, and is speaking at NENW Regional Leadership Summit in Tamworth on March 30 & April 1 2024.

(4) Website [visittenterfield.com.au](http://visittenterfield.com.au) has been reviewed with a number of recommendations for changes. While the existing website is operational and short updates posted as needed, the most efficient way to update the website is to create new one in a format that can be managed more organically. All data on existing site has been copied and saved. New wireframe developed. New photos and video content has been commissioned. However, the Tenterfield True branding is tired and no longer reflective of the region, so a rebrand is required. Much content needs to be updated and checked which is a significant task beyond the capabilities of a voluntary team and so administrative support is required.

(5) The Tenterfield True visitor booklet was first created in 2020 and commissioned by the TSC (<https://www.visittenterfield.com.au/content/uploads/2020/07/TENTERFIELD-GUIDE-2020-21-WEB.pdf>). Updating and releasing a new edition is a significant job beyond the personnel and financial capabilities of the TTG at this stage and cannot be done until a rebrand is completed. Until this occurs there is limited amounts of correct physical material available to tourists.

(6) A position description for an Administrator has been developed. A key requirement is to liaise with local business to ensure content and details are kept up to date for website, local compendiums/booklets, and that tourism materials are available around town and at VICs in key tourism markets etc.

**Current Budget Position (Attachment 2)**

**Expenses to 31 March 2024:** \$15,347.23

**Funds Remaining at 31 March 2024:** \$72,525.45

**Additional Funding:** \$15,000, ANZ Seeds of Renewal Grant received on 21 December 2023.

**Total:** \$87,525.45

It is unlikely the entire \$100,000 will be spent by 30 June 2024, given the funding only became available in December 2024. Carryover of unspent funds is requested. Having unspent funds is no reflection on the amount needed per annum. The funds available are too small to meaningfully make change. What is required is a significant injection to fully put the foundations in place.

- A Destination Management Plan (DMP) could cost approximately \$50,000 – such a plan, along with risk management and strategic alignment plans are needed for any application for government funds.
- A marketing rebrand will cost \$20,000-50,000.
- Creation of physical materials/collateral, like a new Tenterfield True type publication/maps/guides could cost \$20-40,000 with additional annual costs (\$5-10,000) to

□



ensure it is available in VICs around the region and other tourism outlets.. important to note that design fees need to be included into this.

- Membership of relevant tourism organisations (Granite Belt Wine Country, New England High Country) for cross promotion, advertising etc could be an annual cost of \$2-5,000.
- Seed funding to establish a new annual signature event \$20-\$25,000. It is evident that events bring large volumes of new people to Tenterfield which underpins the many businesses in town including hospitality and accommodation and services associated with these events like event hire, staff, decorators etc.
- Ad hoc, opportunistic PR and tourism campaigns – especially seasonal ones \$10-20,000/year
- Administrative support to apply for and deliver grant funding, to manage information, to liaise with local business, to communicate with suppliers etc could be \$1,103.90-\$1,515.10/week if the [NSW Local Government \(State\) Award 2023](#) is applied to this role.
- The above shows how significant costs are in the marketing and administration side to operate a tourism entity.

#### **Matters**

TCTIB Executive and TTG met in March to discuss shared purpose, integrated planning and engage in two-way communication around complementary matters such as administrative support and TCTIB strategy.

TTG looks forward to a positive and strong working relationship with the new TSC GM. It is highly unusual for a local government to outsource the management of local tourism given tourism is critical to local economic and regional development, particularly in a place like Tenterfield where there is no significant industry beyond the seasonally affected agricultural industry. Working hand in hand with TSC is needed for the achievement of the Tourism Mission and to ensure all understand Tenterfield region tourism equals economic development, and through this social impact can be created. TTG cannot execute on its mission with limited funding of \$50,000 per year in 2024-5 and 2025-6. That funding will be barely sufficient to maintain social media postings and the most basic services. TTG requests additional financial support of and security of a budget over a longer period for more meaningful long term economic and social impact to be created. Additional funds are required to employ an administrator to deliver ongoing and consistent efforts that action the elements of the Tourism plan.

The TTG looks forward to meeting and developing ongoing constructive two-way communication with the new TSC GM to ensure a collaborative way forward for Tenterfield's economic development.

**Professor Rowena Barrett**  
**Secretary, TTG**  
**30 April 2024**

**Attachment 1: Social Media Report**  
**Attachment 2: Bank Balance at 31 March 2024**

□



**Attachment 1: Social Media Report**

VISIT TENTERFIELD - 29TH APRIL 2024

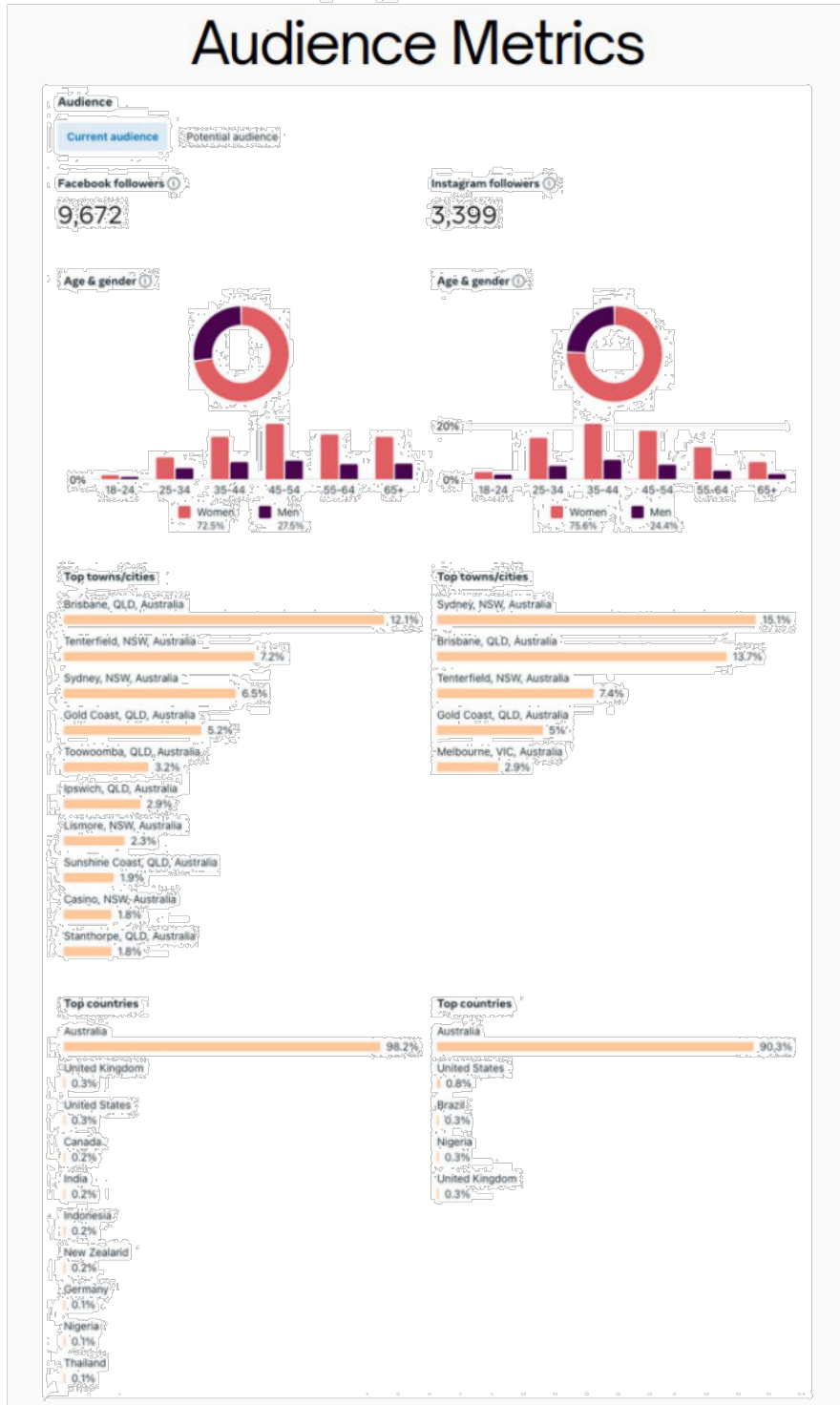
# Social Media Report



□

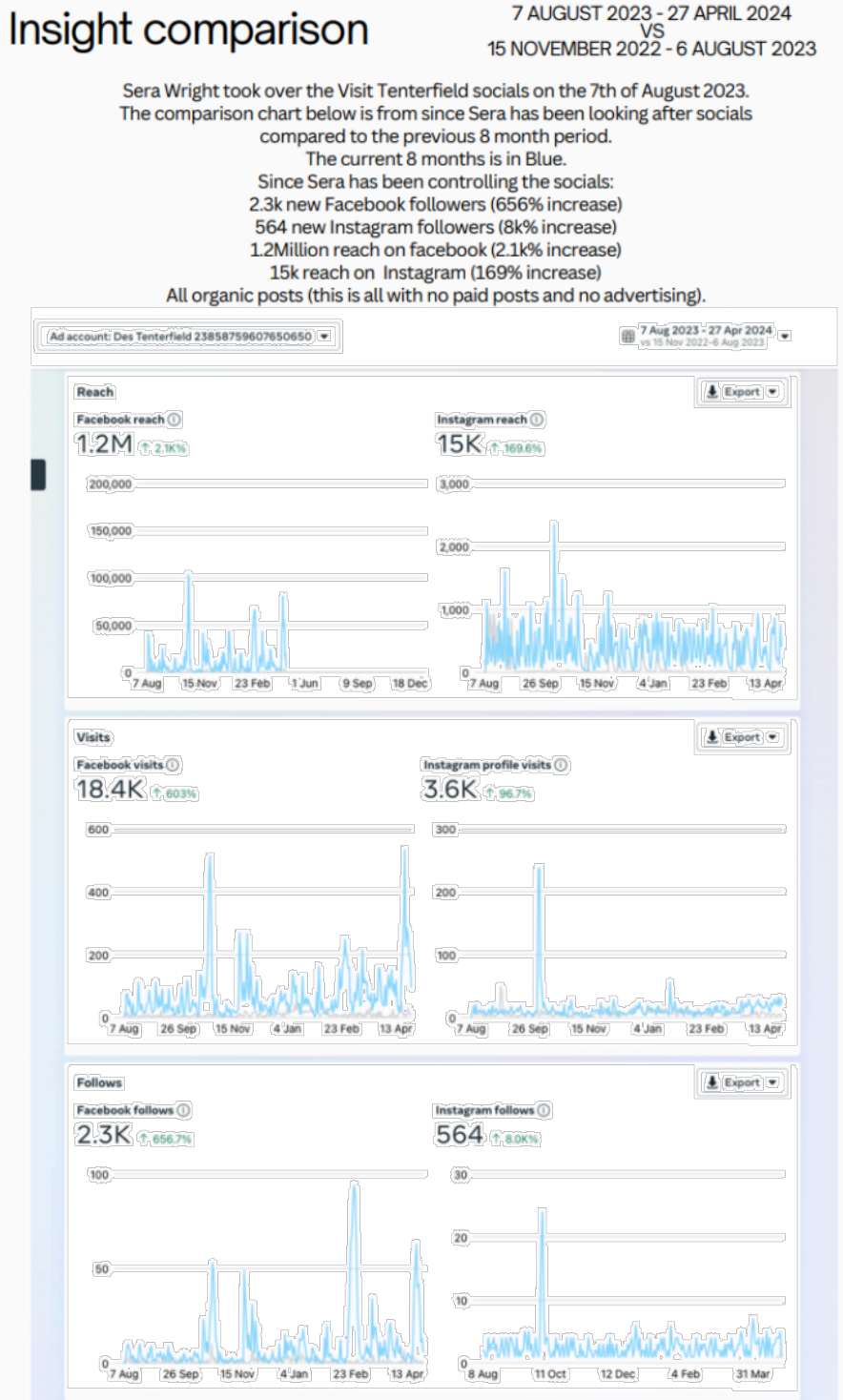


## Audience Metrics



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### Content Insights

| Title                                                             | Date published    | Reach  | Likes and reactions | Comments | Shares |
|-------------------------------------------------------------------|-------------------|--------|---------------------|----------|--------|
| Boyer Park is a family fun 4WD and motor bike park in Tenterfield | 22 Oct 2023       | 323.6K | 840                 | 749      | 132    |
| Weekend adventures are always a good choice when waterfalls       | 21 February 18:00 | 222.3K | 18K                 | 132      | 129    |
| Tenterfield Station Homestead is without doubt, one of the        | 26 February 19:31 | 190.7K | 1.7K                | 118      | 134    |
| We can't stop talking about Autumn in Tenterfield because         | 18 April 18:37    | 186.3K | 18K                 | 103      | 200    |
| Ugly Corner Falls is Located in Torrington State Conserva         | 17 January 18:48  | 163.8K | 643                 | 126      | 80     |
| 5 must see waterfalls in Tenterfield Shire. What's your fav       | 21 Nov 2023       | 135.9K | 709                 | 168      | 144    |
| It has been an absolutely beautiful Winter so far here in Tenter  | 19 Aug 2023       | 124.4K | 2.1K                | 36       | 148    |
| All beautiful Autumn roads lead to Tenterfield. What's your       | 21 April 07:48    | 111.9K | 1.8K                | 64       | 93     |
| UPDATE ON THE CURRENT AUTUMN COLOURS FOR                          | 21 April 18:03    | 94K    | 1.1K                | 70       | 71     |
| Have you walked Thunderbolts Lookout in Torrington State          | 13 March 18:00    | 82.7K  | 583                 | 88       | 58     |
| Looking for something to do this Easter Long Weekend?             | 28 March 18:00    | 79.1K  | 577                 | 48       | 81     |
| Start planning your trip to Tenterfield for this coming Autu      | 29 Dec 2023       | 74K    | 748                 | 36       | 38     |
| Did you know that Tenterfield Shire has its own breeder for       | 28 Nov 2023       | 67.7K  | 694                 | 70       | 103    |
| Sunrise at Bald Rock - on top of the world! How incredible is th  | 19 Oct 2023       | 56.9K  | 725                 | 52       | 61     |
| Tenterfield Shire's quiet country roads and remote, high          | 16 Oct 2023       | 53.8K  | 302                 | 42       | 51     |
| Urbenville, located in Tenterfield Shire in New South Wales just  | 5 Sep 2023        | 51.8K  | 743                 | 86       | 38     |
| Add Tenterfield Railway Station Museum to your list for your      | 1 Dec 2023        | 40.7K  | 509                 | 37       | 38     |
| Koreelah National Park, located in the northern corner of T       | 28 Sep 2023       | 39.2K  | 237                 | 42       | 31     |
| Tenterfield Shire's quiet country roads and remote, high          | 22 February 19:00 | 36.4K  | 278                 | 26       | 26     |
| Planning in Urbenville. Autumn is upon us and it is the           | 8 March 16:00     | 36.2K  | 523                 | 22       | 22     |
| All roads lead to Tenterfield Did you know that Tenterfield       | 14 Dec 2023       | 34.8K  | 325                 | 14       | 21     |
| Golden mornings on Timbarra Road - we have some absolu            | 9 Oct 2023        | 34.3K  | 564                 | 22       | 38     |
| Tenterfield's most famous building would have to be the Ten       | 31 January 18:00  | 33.8K  | 625                 | 26       | 26     |
| 6 National Parks to visit in Tenterfield Shire. Tenterfield Sh    | 27 Dec 2023       | 33.2K  | 709                 | 20       | 44     |
| The Peter Allen Hay Bale and Easter Bunny has surfaced in Ten     | 10 March 08:00    | 31.2K  | 378                 | 9        | 28     |

□





### Content Insights

| Title                                                                                   | Date published    | Reach | Likes and reactions | Comments | Shares |
|-----------------------------------------------------------------------------------------|-------------------|-------|---------------------|----------|--------|
| Ever imagined what the stars would look like from the top of...<br>Visit Tenterfield    | 30 Aug 2023       | 27.9K | 479                 | 4        | 86     |
| Basket Swamp Falls and National Park is located just 14km fr...<br>Visit Tenterfield    | 20 Aug 2023       | 24.9K | 284                 | 6        | 3      |
| Tenterfield Shire is a motorbike riders dream, with long wind...<br>Visit Tenterfield   | 8 Sep 2023        | 23.9K | 261                 | 3        | 1      |
| Autumn has arrived here in Tenterfield 🍂. The colours o...<br>Visit Tenterfield         | 16 March 10:01    | 23.9K | 311                 | 3        | 1      |
| We have some of the clearest night skies out here in Tent...<br>Visit Tenterfield       | 21 January 17:17  | 21.7K | 264                 | 18       | 16     |
| We hope everyone had a wonderful Easter Weekend 🐰 🍌 🍷...<br>Visit Tenterfield           | 3 April 18:22     | 19.9K | 488                 | 12       | 1      |
| Beautiful Bald Rock 🏔️ Have you walked to the top of Ba...<br>Visit Tenterfield         | 17 March 19:15    | 16.9K | 380                 | 38       | 17     |
| Spring is coming 🌸 Some of the trees in town have already sta...<br>Visit Tenterfield   | 15 Aug 2023       | 16.8K | 293                 | 16       | 14     |
| The beauty of Autumn in Tenterfield 🍂. One of our favou...<br>Visit Tenterfield         | 24 March 18:31    | 16.8K | 441                 | 22       | 32     |
| Tenterfield Shire's National Park campgrounds offer ideal...<br>Visit Tenterfield       | 21 March 20:00    | 16.6K | 179                 | 14       | 18     |
| Merry Christmas from the top of the largest granite monolith in...<br>Visit Tenterfield | 24 Dec 2023       | 16.6K | 174                 | 10       | 32     |
| Autumn has graced Tenterfield with its presence, painting...<br>Visit Tenterfield       | 11 April 18:38    | 15.8K | 425                 | 22       | 24     |
| Sitting at almost 1300m above sea level, the summit of Bald Ro...<br>Visit Tenterfield  | 24 February 17:30 | 15.9K | 368                 | 24       | 31     |
| sprawled across the rugged Mole Tableland you will find 1...<br>Visit Tenterfield       | 23 Oct 2023       | 15.9K | 216                 | 16       | 1      |
| We've been lucky enough to have some pretty spectacular sun...<br>Visit Tenterfield     | 20 January 18:44  | 15.7K | 127                 | 1        | 1      |
| A beautiful morning in Tenterfield 🌞 We are so lucky to exp...<br>Visit Tenterfield     | 22 Dec 2023       | 15.6K | 289                 | 13       | 1      |
| The Spring blooms are blossoming all over town and the...<br>Visit Tenterfield          | 26 Oct 2023       | 13.4K | 184                 | 18       | 24     |
| Have you visited the Cobb & Co museum in Lister's Linton, wi...<br>Visit Tenterfield    | 4 Sep 2023        | 13.3K | 384                 | 19       | 16     |
| Mount Mackenzie Scenic Lookout site at almost 1,300 met...<br>Visit Tenterfield         | 28 Aug 2023       | 10.9K | 162                 | 13       | 20     |
| Tenterfield Transport Museum Inc Annual Show and Shine...<br>Visit Tenterfield          | 6 March 18:38     | 10.4K | 224                 | 24       | 18     |
| 6 'must do' experiences in Tenterfield Shire this school holi...<br>Visit Tenterfield   | 4 January 18:11   | 9.9K  | 68                  | 6        | 41     |
| With school holidays just around the corner and Autumn...<br>Visit Tenterfield          | 6 April 09:24     | 8.6K  | 283                 | 17       | 22     |
| The first day of Autumn 🍂 It is the first day of Autumn...<br>Visit Tenterfield         | 1 March 17:04     | 8.6K  | 479                 | 76       | 48     |

□



**Attachment 2: Bank balance at 31 March 2024**

## Profit and Loss

TCTIB

For the 9 months ended 31 March 2024

|                                 | TOURISM<br>SUB-COMMITTEE | TOTAL             |
|---------------------------------|--------------------------|-------------------|
| <b>Trading Income</b>           |                          |                   |
| Grant/Funding                   | 15,000.00                | 15,000.00         |
| Sponsorship Income              | 100,000.00               | 100,000.00        |
| <b>Total Trading Income</b>     | <b>115,000.00</b>        | <b>115,000.00</b> |
| <b>Gross Profit</b>             |                          |                   |
|                                 | <b>115,000.00</b>        | <b>115,000.00</b> |
| <b>Operating Expenses</b>       |                          |                   |
| Administration costs            | 248.05                   | 248.05            |
| Advertising                     | 21,808.50                | 21,808.50         |
| Consulting                      | 4,125.00                 | 4,125.00          |
| Promotional Material            | 1,293.00                 | 1,293.00          |
| <b>Total Operating Expenses</b> | <b>27,474.55</b>         | <b>27,474.55</b>  |
| <b>Net Profit</b>               | <b>87,525.45</b>         | <b>87,525.45</b>  |

*Since this date, expenses for content creation and social media have also been paid with a closing balance on 29 April 2024 of \$71,438.10*

□

|                      |                                                |
|----------------------|------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>           |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media |
| <b>Reference:</b>    | <b>ITEM GOV40/24</b>                           |
| <b>Subject:</b>      | <b>SECONDARY EMPLOYMENT - GENERAL MANAGER</b>  |

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

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

#### **SUMMARY**

This report is to bring to Council the newly appointed General Manager's request for permission to engage, for remuneration, in work outside of his General Manager's position.

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

**That Council:**

**Commensurate with the provision of Section 353 (1) of the Local Government Act 1993,**

- (1) provides approval for the General Manager, to continue to engage in working with some of his clients providing coaching, mentoring and family systems therapy on a fee per hour basis, on condition that he does not engage any clients within the Tenterfield Shire Council's area of jurisdiction, and his private endeavour does not impact his capacity to deal with his Council work load.**

#### **BACKGROUND**

Mr. Hein Basson was appointed General Manager of Tenterfield Shire Council, commencing on 15 April 2024. Previously, Mr. Basson worked privately with clients as part of his business "Odin Systems and Differentiation People Consultancy" – providing coaching, mentoring and family systems therapy.

Mr. Basson would like to retain some of his previous clients in order to assist with his further personal development in the human behavioral field, which experience would also assist him in his role and function as General Manager.

#### **REPORT:**

As per Section 353 (1) of the Local Government Act 1993:-

- (1) "The general manager must not engage, for remuneration, in private employment or contract work outside the service of the council without the approval of council;"*

Our Governance No. 40 Cont...

Mr. Basson is seeking Council approval to continue working with some of his clients. Some of the work that Mr. Basson has undertaken has been on a "pro-bono" basis however, to facilitate him working towards his clinical recognitions a couple of the clients are fee- paying.

In light of Mr. Basson's move to Tenterfield and work for Council he has specified that he will not consult with or take on any clients living within the Tenterfield Shire Council's area, in order not to create a potential conflict of interest. Further, he will ensure that his private endeavor will not negatively impact on his capacity to deal with his Council workload.

### **COUNCIL IMPLICATIONS:**

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

Nil.

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

- Local Government Act 1993

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

Nil.

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

Nil.

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

Nil.

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

This report and letter ensure Council is undertaking "due care" governance of staff matters.

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

Nil.

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

Nil.

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

Prepared by staff member: Elizabeth Melling, Executive Assistant & Media

Approved/Reviewed by Manager: Hein Basson, General Manager

Department: Office of the Chief Executive

Attachments: **1** Secondary Employment Application **2** Pages



*Birthplace of Our Nation*

22 April 2024  
CR/103 INT24/547BEE07

Cr Bronwyn Petrie  
Mayor  
Tenterfield Shire Council  
247 Rouse Street,  
**TENTERFIELD NSW 2372**

**Email:- [b.petrie@tenterfield.nsw.gov.au](mailto:b.petrie@tenterfield.nsw.gov.au)**

Dear Cr Petrie,

**Re: Secondary Employment Application**

Further to my recent appointment as General Manager to Tenterfield Shire Council, I now request permission from Council to engage in secondary private employment outside of my General Manager position.

I am seeking Council's permission as per Section 353 (1) of the Local Government Act 1993:-

*(1) The general manager must not engage, for remuneration, in private employment or contract work outside the service of the council without the approval of the council;*

The reason for my application is that I would like to retain some of the clients I have been working with over the past few years as part of my business Odin Systems and Differentiation People Consultancy. Some of the work that I have been doing had been on a pro-bono basis, but a couple of my clients are paying a fee for my services provided for coaching/mentoring/family systems therapy.

I view my ongoing work in the above-mentioned space as professional development in the human behaviour field, and my objective is to work towards clinical registration with the Australian Association of Family

*All correspondence should be addressed to:*

**The Chief Executive  
Tenterfield Shire Council**

247 Rouse Street (PO Box 214) TENTERFIELD NSW 2372

Telephone: (02) 6736 6000 Facsimile: (02) 6736 6005 email: [council@tenterfield.nsw.gov.au](mailto:council@tenterfield.nsw.gov.au) website: [www.tenterfield.nsw.gov.au](http://www.tenterfield.nsw.gov.au)


ABN 85 010 810 083

Cont.....

Therapy (AAFT). I am trained in Bowen Family Systems Theory, and the concepts of this theory are not only applicable to families, but also to all groups of people – including organisations and communities. Therefore, I will also be viewing the Tenterfield Shire Council's organisational behaviour through this Bowen-lens and will be implementing some of these useful systems principles into the future.

In order to manage any potential conflicts of interests, I confirm that I will not consult with or take on any clients living within the Tenterfield Shire Council's area of jurisdiction.

Yours sincerely



Hein Basson  
**General Manager**



|                      |                                                       |
|----------------------|-------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                  |
| <b>Submitted by:</b> | Peter Murphy, Councillor                              |
| <b>Reference:</b>    | <b>ITEM NM7/24</b>                                    |
| <b>Subject:</b>      | <b>NOTICE OF MOTION - CROSS BORDER ACTIVATION HUB</b> |

**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**

A Notice of Motion was received from Councillors Peter Murphy and Greg Sauer on Monday 13 May 2024.

**NOTICE OF MOTION:****That Council:**

**Pursuant to the Southern Downs Regional Council and Tenterfield Shire Council Memorandum of Understanding Cross Border Collaborative Working Arrangement,**

- (1) Tenterfield Shire Council fully supports, in principle, the creation, development and promotion of a Cross Border activation Hub centred on the reopened Railway Precincts of Jennings and Wallangarra.**
- (2) Tenterfield Shire Council recommend to the South Downs Regional Council that it fully support, in principle, the creation, development and promotion of a Cross Border Activation Hun centred on the reopened Railway precincts of Wallangarra and Jennings.**

**BACKGROUND**

A Notice of Motion was received from Councillors Greg Sauer and Bronwyn Petrie on behalf of Cr Peter Murphy.

Notice of Motion No. 7 Cont...

**REPORT:**

Notice of Motion

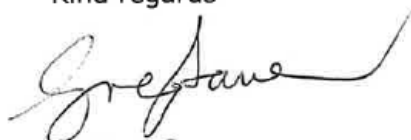
Monday 13 May 2024

"That,

pursuant to the Southern Downs Regional Council and Tenterfield Shire Council Memorandum of Understanding Cross Border Collaborative Working Arrangement,

1. Tenterfield Shire Council fully supports, in principle, the creation, development and promotion of a Cross Border Activation Hub centred on the reopened Railway Precincts of Jennings and Wallangarra and
2. Tenterfield Shire Council recommend to the Southern Downs Regional Council that it fully support, in principle, the creation, development and promotion of a Cross Border Activation Hub centred on the reopened Railway Precincts of Wallangarra and Jennings."

Kind regards



Cr Greg Sauer



Cr Bronwyn Petrie

**Commentary: General Manager**

The Memorandum of Understanding (MOU) referred to in the Notice of Motion is attached to the Business Paper for the information of Councillors.

Although I support the Notice of Motion in principle, I need to bring to Council's attention that I have concerns with the broad scope of the MOU as Council does not currently have the resources – both financial and human – to participate in the implementation of shared objectives of the MOU.

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

Prepared by staff member: Peter Murphy, Councillor

Approved/Reviewed by Manager: Hein Basson, General Manager

Notice of Motion No. 7 Cont...

Department:

Office of the Chief Executive

Attachments:

- |          |                                                                                       |         |
|----------|---------------------------------------------------------------------------------------|---------|
| <b>1</b> | Executed Memorandum of Understanding - Cross Border Collaborative Working Arrangement | 8 Pages |
| <b>2</b> | Notice of Motion - Cross Border Activation Hub                                        | 1 Page  |

**Southern Downs Regional Council**



**Southern Downs**  
REGIONAL COUNCIL

and

**Tenterfield Shire Council**



**Memorandum of Understanding**

**Cross Border**

**Collaborative Working Arrangement**

**December 2023**

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## 1. Introduction

This MoU document seeks to formalise the shared vision of a commitment to working together for the betterment of the border region local government areas of Southern Downs Regional Council and Tenterfield Shire Council.

This document also seeks to support the objectives and outcomes contained in the 2016 - 19 Statement of Principles and Priorities for Cross-border Collaboration between the Queensland and New South Wales governments<sup>1</sup>.

This MoU has been developed to advance the following objectives:

- i. A commitment to working collaboratively to achieve outcomes for the betterment of both Councils and their respective local government areas;
- ii. Seek to promote efficient and effective service delivery of 'Border communities';
- iii. Develop a shared advocacy on the BROCC 'Strategic Priority Areas' (SPA).

### The BROCC Strategic Priority Areas (SPA):

1. ECONOMIC DEVELOPMENT & TOURISM
  - Industry
  - Digital Connectivity
  - Tourism
2. LIVEABILITY
  - Health
  - Housing
  - Education
  - Policing/Crime Prevention
3. INFRASTRUCTURE
  - Road Network
  - Transport
  - Water Security, Urban & Waste Water
4. DISASTER MANAGEMENT
  - Agency Coordination
  - Biosecurity

<https://www.premiers.qld.gov.au/about-us/what-we-do/assets/qld-nsw-mou-2016-2019.pdf>



## 2. Background

Both QLD and NSW Councils have a limited history of working collaboratively on various joint projects across their Shire footprints. This is particularly relevant to Southern Downs Regional Council (SDRC) and Tenterfield Shire Council (TSC). SDRC and TSC entered into a Strategic Alliance in 2013 and it is recognised that this alliance needs to be reviewed and updated to reflect contemporary issues of mutual interest and collaboration.

This MoU signals a heightened commitment from the parties to strengthen the linkages that exist between border communities.

## 3. Purpose

3.1 This MoU establishes the collaborative working arrangements approach between Southern Downs Regional Council and Tenterfield Shire Council. It builds on the Parties existing commitment to working collaboratively for the betterment of both Councils and recognises the history of shared responsibility and the importance of a continued strong partnership.

3.2 This MoU sets out the framework for both Parties.

3.3 Both Parties seek from this MoU:

- i. **Collaboration:** a collaborative approach to delivering agreed projects and services.
- ii. **Cooperative partnership:** an understanding of the roles, responsibilities and obligations of the Parties.
- iii. **Service delivery:** sharing services to strengthen community capability.
- iv. **Value for money:** the cost-effective use of resources devoted to the management and support of projects and activities.
- v. **Accountability:** integrated decision-making with clearly defined roles and responsibilities
- vi. **Efficiency:** avoid duplication and conflict between the provision of services.
- vii. **Transparency:** information sharing in relation to agreed projects and activities.

3.4 Any prior obligation, whether financial or otherwise, of either Party, shall continue in the same manner as was the case prior to this MoU. This MoU does not create any additional financial commitment on the parties. Furthermore, it is acknowledged that each party shall continue to prioritise their own communities.

3.5 This MoU does not constitute or create any legally binding or enforceable obligations on the part of either Party.

3.6 The Parties are expected to always act in good faith during the term of this MoU.

#### 4. Commencement and Duration

The MoU will commence the date both Parties have signed and remain valid for a period of four (4) years, with a review after two (2) years or until either party has significant changes to the Agreement.

#### 5. Collaborative Working Arrangement – Strategic Priority Areas (SAP) – Activities

Southern Downs Regional Council and Tenterfield Shire Council agree to the following activities forming the basis of this MoU:

##### 5.1 ECONOMIC DEVELOPMENT & TOURISM

- Industry
- Digital Connectivity
- Tourism

Both Southern Downs Regional Council and Tenterfield Shire Council agree to:

- i. Work together to examine economic development & tourism needs of residents and determine if there are any service gaps in the border communities;
- ii. Develop a joint advocacy position on strategies to address these identified services gaps;
- iii. Consider and if appropriate support industry proposals that seek to enhance the economic outcomes of the border region;
- iv. Jointly apply for or support each other parties' applications for grants to deliver economic outcomes for the border region's communities.

##### 5.2 LIVEABILITY

- Health
- Housing
- Education
- Policing/Crime Prevention

Both Southern Downs Regional Council and Tenterfield Shire Council agree to:

- i. Work together to examine the liveability needs of residents and determine if there are any service gaps in the border communities;
- ii. Develop a joint advocacy position on improved delivery of services in the border communities.

##### 5.3 INFRASTRUCTURE

- Road Network
- Transport
- Water Security, Urban & Waste Water



Both Southern Downs Regional Council and Tenterfield Shire Council agree to:

- i. Examine opportunities to utilise shared contract arrangements for the efficient and effective delivery of services to the border communities;
- ii. Review service delivery including general maintenance and procurement to gain efficiencies and cost savings in the border regions; and
- iii. Advocate together on behalf of the region with respect to the proposed long-term program of infrastructure upgrade works.

#### **5.4 DISASTER MANAGEMENT**

- Agency Coordination
- Biosecurity

Both Southern Downs Regional Council and Tenterfield Shire Council agree to:

- i. Work together to respond and recover from disaster events;
- ii. Proactively work together to inform the travelling public of road closures due to disaster events;
- iii. Share and disseminate emergency information during response and recovery phases;
- iv. Participate in respective Local Disaster Management Group meetings;
- v. Advocate for a Cross Border Disaster Management Framework; and
- vi. Develop a joint advocacy position on any identified services gaps.

## **6. Intellectual Property**

6.1 Unless expressly provided, nothing in this MoU has the effect of transferring any intellectual property owned or created by either Party, to the other Party.

## **7. Confidential Information**

7.1 The Parties agree unless expressly authorised in writing by the other Party or required by law, confidential information will not be disclosed to any third party.

7.2 The Parties understand they are bound by privacy laws applicable to them in their respective jurisdictions.

## **8. Costs**

8.1 The Parties agree expenses associated with the implementation of this MoU and compliance with any legislative requirements remains the responsibility of each Party.

8.2 Should costs be incurred that are otherwise not considered by this MoU or the legislative provisions the responsibility for these costs will be subject to negotiation between the Parties.



## 9. Review and Variation

9.1 The MoU may be varied by agreement between the Parties in writing.

9.2 It will be sufficient evidence of any agreement to vary a schedule to the MoU if the Parties execute and date a document purporting to be a substitute schedule.

9.3 The Parties agree to review the content of the MoU 12 months from the commencement date, and thereafter annually on the anniversary of the initial review, or at such other time as may be agreed by the Parties.

## 10. Termination

10.1 Either party may, at any time, withdraw from this MoU without legal consequence by providing 30 days written notice to the other party.



## 11. Definitions

| Word or phrase | Definition                  |
|----------------|-----------------------------|
| MoU            | Memorandum of Understanding |
| SPA            | Strategic Priority Areas    |
|                |                             |



## 12. Signatures

Signed by the Parties on the dates set out below:

SIGNED for Southern Downs Regional Council by its duly authorised representative, in the presence of:

|                                                                                   |                                                                                    |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|  |  |
| Signature of representative                                                       | Signature of witness                                                               |
| <u>Mayor Vic Pennisi</u>                                                          | <u>Dave Burges</u>                                                                 |
| Name of representative (BLOCK LETTERS)                                            | Name of witness (BLOCK LETTERS)                                                    |
| <u>12 March 2024</u>                                                              |                                                                                    |
| Date signed                                                                       |                                                                                    |

SIGNED for Tenterfield Shire Council by its duly authorised representative, in the presence of:

|                                                                                     |                                                                                      |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |
| Signature of representative                                                         | Signature of witness                                                                 |
| <u>BRONNYN PETRIE (MAYOR)</u>                                                       | <u>KERRY HADDOCK</u>                                                                 |
| Name of representative (BLOCK LETTERS)                                              | Name of witness (BLOCK LETTERS)                                                      |
| <u>19 MARCH 2024</u>                                                                |                                                                                      |
| Date signed                                                                         |                                                                                      |

Notice of Motion

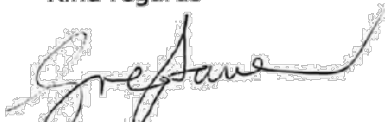
Monday 13 May 2024

"That,

pursuant to the Southern Downs Regional Council and Tenterfield Shire Council Memorandum of Understanding Cross Border Collaborative Working Arrangement,

1. Tenterfield Shire Council fully supports, in principle, the creation, development and promotion of a Cross Border Activation Hub centred on the reopened Railway Precincts of Jennings and Wallangarra and
2. Tenterfield Shire Council recommend to the Southern Downs Regional Council that it fully support, in principle, the creation, development and promotion of a Cross Border Activation Hub centred on the reopened Railway Precincts of Wallangarra and Jennings."

Kind regards



Cr Greg Sauer



Cr Bronwyn Petrie



|                      |                                                 |
|----------------------|-------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>            |
| <b>Submitted by:</b> | Elizabeth Melling - Executive Assistant & Media |
| <b>Reference:</b>    | <b>ITEM RES4/24</b>                             |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - APRIL 2024</b> |

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

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

#### **SUMMARY**

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

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

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

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

Prepared by staff member: Elizabeth Melling, Executive Assistant & Media  
 Approved/Reviewed by Manager: Hein Basson, General Manager  
 Department: Office of the Chief Executive  
 Attachments: **1** Actions Register - April 2024 25 Pages

|                                     |                                            |
|-------------------------------------|--------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Monday, 13 May 2024<br>2:12:12 PM |
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:                     |

| 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 |

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

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

|               |                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b>133/20</b> | <p><b>Resolved</b> that Council:</p> <ol style="list-style-type: none"> <li>(1) Proceed with the compulsory acquisition of the interest in the land described as right of carriageway and easement for water supply within Lot 7023 DP1126222 and within Lot 7022 DP 1126834 for the purpose of creating and obtaining an easement for water supply and right of carriage way to the</li> </ol> |
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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Monday, 13 May 2024<br>2:12:12 PM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                      |

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

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

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

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

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

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

| Meeting            | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Officer           | Title                                                                | Target    |
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| Council 23/09/2020 | 23/09/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Marchant, Gillian | <b>Mingoola Waste Transfer Station Site - Compulsory Acquisition</b> | 7/10/2020 |
| <b>187/20</b>      | <b>Resolved</b> that Council:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                   |                                                                      |           |
|                    | <ul style="list-style-type: none"> <li>(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</li> <li>(2) Proceed with the compulsory acquisition of the land described as the western portion of subdivided Lot 7018 in DP 1075621 for the purpose of subdivision, acquisition and developing the Mingoola Waste Transfer Station in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and</li> <li>(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</li> </ul> |                   |                                                                      |           |



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

**Notes**  
**17 Oct 2022 4:36pm Marchant, Gillian**  
 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 - Waste 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 |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |
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| <b>60/21</b> | <b>Resolved</b> that Council:                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |
|              | <p>(1) Proceed with the compulsory acquisition of the land described as part of Lot 7301 DP 1145839 for the purpose of dedicating a road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;</p> <p>(2) Make an application to the Minister and the Governor for approval to acquire part of Lot 7301 DP 1145839 by compulsory process under section 177 (2)(b) of the Roads Act 1993.</p> <p style="text-align: right;">(Greg Sauer/Bronwyn Petrie)</p> |  |  |  |

**Notes**  
**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

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| Meeting                                                                                                                                                                                                                                                                                                                                                       | Date | Officer | Title | Target |
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| 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:<br>10.5.21 Office of Local Government application required.<br>15.6.21-19.7.21 Office of Local Government Application being drafted.<br>18.8.21 Application and attachments sent 17/8/21 OUT21/61C3BA5A.<br>14.10.21 Application rejected as need updated searches & correspondence. Being arranged for resubmitting. |      |         |       |        |

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

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

| Meeting            | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Officer            | Title                                                                               | Target    |
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| Council 22/06/2022 | 22/06/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Francisco, Matthew | McCliftys Road & Bungulla Reserve Road - Public Gate & Vehicle By-pass Applications | 6/07/2022 |
| 124/22             | <b>Resolved</b> that Council as the Roads Authority under the Roads Act 1993:-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    |                                                                                     |           |
|                    | <ul style="list-style-type: none"> <li>(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</li> <li>(2) Provide applicant with Council Consent as outlined in 4.2 Council's Internal Administrative Procedures of Policy 2.162.</li> <li>(3) Advertise the approval with proposed installation 1 month after advertising as required by the Roads Regulation 2008.</li> </ul> |                    |                                                                                     |           |
|                    | (Giana Saccon/Tom Peters)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |                                                                                     |           |
|                    | <b>Motion Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |                                                                                     |           |

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



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

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

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

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

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| <b>148/22</b> | <b>Resolved</b> that Council proceed with action to formally dedicate Part of Lot 2 DP 815097 as a Public Road Reserve along A M White Drive from New England Highway to Bolivia Hall.<br><br><b>Motion Carried</b> | (Tim Bonner/Peter Petty) |
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| <p><b>Notes</b></p> <p>19 Mar 2024 2:41pm Melling, Elizabeth - Reallocation</p> |
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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Monday, 13 May 2024<br>2:12:12 PM |
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:                     |

| Meeting                                                                                                                                                                                                                             | Date | Officer | Title | Target |
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| Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC                                                                                                                              |      |         |       |        |
| <b>12 Mar 2023 8:42pm Counsell, David</b><br>Submission to TfNSW continuing.                                                                                                                                                        |      |         |       |        |
| <b>08 Dec 2022 1:01pm Counsell, David</b><br>Details being compiled for submission to TfNSW to undertake dedication.                                                                                                                |      |         |       |        |
| <b>14 Sep 2022 12:16pm Counsell, David</b><br>Crown Lands have confirmed status of the land and do not object to proposed dedication. Matter will now be referred to Transport for NSW to progress the formal dedication as a road. |      |         |       |        |
| <b>17 Aug 2022 12:50pm Melling, Elizabeth</b><br>Matter to be raised with Crown Lands for discussion of process.                                                                                                                    |      |         |       |        |

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

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| <u>202/22, 203/22</u> | <p><b>Resolved</b> that Council:</p> <p>(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</p> <p>(2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.</p> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> <p><b>Resolved</b> that Council:</p> <p>(1) Agree to the acquisition of land along Kildare Road for road aligning purposes; and</p> <p>(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.</p> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> |
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| <p><b>Notes</b></p> <p><b>13 Apr 2023 4:01pm Counsell, David</b><br/>Surveyor is still preparing acquisition plan as the matter is complex given nature and extent of the road alignment.</p> <p><b>12 Mar 2023 8:48pm Counsell, David</b><br/>Survey plans are still being compiled and have not yet been received from the land surveyors.</p> <p><b>31 Jan 2023 9:30am Counsell, David</b><br/>Surveyor has now completed field work pegging of proposed boundaries and plans are being compiled.</p> <p><b>08 Dec 2022 12:57pm Counsell, David</b><br/>Surveyor has been engaged and field survey work is partially undertaken with pegging of proposed boundary.</p> <p><b>12 Oct 2022 3:36pm Counsell, David</b><br/>Preliminary meeting held with registered surveyor to commence road reserve alignment process.</p> |
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| Meeting            | Date       | Officer         | Title                                                     | Target     |
|--------------------|------------|-----------------|-----------------------------------------------------------|------------|
| Council 28/09/2022 | 28/09/2022 | Davidson, Tamai | <b>OPTIONS TO MANAGE 142 MANNERS STREET, TENTERFIELD.</b> | 12/10/2022 |

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| <u>207/22</u> | <p><b>OFFICER'S RECOMMENDATION:</b></p> <p><b>That Council delegate authority to the Chief Executive to:</b></p> <ol style="list-style-type: none"> <li><b>1. Leave the current lessee in occupation of 'The Property' on a month to month basis at the same rent or;</b></li> <li><b>2. Commence negotiations for new commercial agreement(s) over 'The Property' with the existing tenant at market rents or;</b></li> </ol> |
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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Monday, 13 May 2024<br>2:12:12 PM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                      |

| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Target |
|---------|------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|         |      |         | <p><b>3. Commence negotiations for new commercial agreement(s) over 'The Property' with the existing tenant at a concessional annual payment or rent or;</b></p> <p><b>4. Investigate putting 'The Property' to the market for lease or;</b></p> <p><b>5. Investigate the sale of 142 Manners Street with vacant possession or subject to a lease at a market rent.</b></p> <p><b>AMENDMENT:</b><br/>That Council delegate authority to the Chief Executive to:</p> <p>1. Leave the current lessee in occupation of 'the property' on a month to month basis at the same rent until June 2023 and commence negotiations for the new commercial agreement with the existing tenant at a concessional rate for consideration of council</p> <p style="text-align: right;">(Peter Petty/Tim Bonner)</p> <p><b><u>Amendment Lost</u></b></p> <p><b>AMENDMENT:</b><br/>That Council delegate authority the Chief Executive to:</p> <p>1. Leave the current lessee in occupation of 'the property' on a month to month basis at the same rent until June 2023.</p> <p style="text-align: right;">(Greg Sauer/John Macnish)</p> <p><b><u>Amendment Carried</u></b></p> |        |

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

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

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| <b>212/22</b> | <p><b>OFFICER'S RECOMMENDATION:</b></p> <p><b>That Council:</b></p> <p><b>(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;</b></p> <p><b>(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</b></p> <p><b>(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</b></p> |
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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Monday, 13 May 2024<br>2:12:12 PM |
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:                     |

| Meeting                                                                                                                                                          | Date | Officer | Title                                                                                             | Target |
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|                                                                                                                                                                  |      |         | <b>approvals, satisfactory site analysis, Lease negotiation and development approval process.</b> |        |
| <b>Notes</b>                                                                                                                                                     |      |         |                                                                                                   |        |
| 10 Feb 2023 2:24pm Melling, Elizabeth - Reallocation<br>Action reassigned to Condrick, Jodie by Melling, Elizabeth - Neville Coonan no longer works for Council. |      |         |                                                                                                   |        |
| 19 Oct 2022 1:11pm Condrick, Jodie - Reallocation<br>Action reassigned to Coonan, Neville by Condrick, Jodie - Neville needs to complete POM and arrange lease   |      |         |                                                                                                   |        |
| 19 Oct 2022 1:09pm Condrick, Jodie<br>Letter of Support was sent and POM and lease are still being investigated                                                  |      |         |                                                                                                   |        |

| Meeting                                                                                                                                                          | Date                                                                                                                                            | Officer            | Title                                                                             | Target     |
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| Council 28/09/2022                                                                                                                                               | 28/09/2022                                                                                                                                      | Francisco, Matthew | ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - SUNNYSIDE PLATFORM ROAD | 12/10/2022 |
| <b>200/2</b>                                                                                                                                                     | <b>Resolved</b> 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)                                                                                                                        |                    |                                                                                   |            |
|                                                                                                                                                                  | <b>Motion Carried</b>                                                                                                                           |                    |                                                                                   |            |
| <b>Notes</b>                                                                                                                                                     |                                                                                                                                                 |                    |                                                                                   |            |
| 13 Apr 2023 3:47pm Counsell, David<br>Registered valuer has been engaged to assess the value for this matter along with other similar tasks underway at present. |                                                                                                                                                 |                    |                                                                                   |            |
| 12 Mar 2023 8:44pm Counsell, David<br>Acquisition plan completed and are with Solicitors to arrange to execute acquisition process.                              |                                                                                                                                                 |                    |                                                                                   |            |
| 31 Jan 2023 9:37am Counsell, David<br>Surveyor is completing field work and acquisition plan to be prepared during February.                                     |                                                                                                                                                 |                    |                                                                                   |            |
| 08 Dec 2022 12:53pm Counsell, David<br>Surveyor has been engaged for acquisition plan and works to undertaken adjusted fencing has been programmed.              |                                                                                                                                                 |                    |                                                                                   |            |
| 12 Oct 2022 3:31pm Counsell, David<br>Preliminary meeting held with registered surveyor to assist in acquisition process.                                        |                                                                                                                                                 |                    |                                                                                   |            |

| Meeting                                                                                                                                              | Date                                                                                                                                             | Officer            | Title                                                                                | Target     |
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| Council 28/09/2022                                                                                                                                   | 28/09/2022                                                                                                                                       | Francisco, Matthew | ACQUISITION OF LAND REQUIRED FOR ROAD REALIGNMENT PURPOSES ON PADDYS FLAT ROAD NORTH | 12/10/2022 |
| <b>201/22</b>                                                                                                                                        | <b>Resolved</b> that Council:                                                                                                                    |                    |                                                                                      |            |
|                                                                                                                                                      | (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)                                                                                                                         |                    |                                                                                      |            |
|                                                                                                                                                      | <b>Motion Carried</b>                                                                                                                            |                    |                                                                                      |            |
| <b>Notes</b>                                                                                                                                         |                                                                                                                                                  |                    |                                                                                      |            |
| 13 Apr 2023 3:47pm Counsell, David<br>Survey and acquisition plan preparation is continuing with the surveyors.                                      |                                                                                                                                                  |                    |                                                                                      |            |
| 12 Mar 2023 8:46pm Counsell, David<br>Survey field work is yet to be completed.                                                                      |                                                                                                                                                  |                    |                                                                                      |            |
| 31 Jan 2023 9:35am Counsell, David<br>Bridge approach works being finalised and surveyor is planning to undertake field work at the end of February. |                                                                                                                                                  |                    |                                                                                      |            |
| 08 Dec 2022 12:55pm Counsell, David                                                                                                                  |                                                                                                                                                  |                    |                                                                                      |            |

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

| Meeting                                                                                                                                                                                                                           | Date | Officer | Title | Target |
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| Surveyor has been engaged for acquisition plan. Fencing has been undertaken for new boundary.<br><b>12 Oct 2022 3:33pm Counsell, David</b><br>Meeting held with registered surveyor to assist in realignment acquisition process. |      |         |       |        |

| 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 |

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| <u>202/22, 203/22</u> | <p><b>Resolved</b> that Council:</p> <p>(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</p> <p>(2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.<br/><br/>(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> <p><b>Resolved</b> that Council:</p> <p>(1) Agree to the acquisition of land along Kildare Road for road aligning purposes; and</p> <p>(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.<br/><br/>(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> |
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| <p><b>Notes</b></p> <p><b>12 Mar 2023 8:47pm Counsell, David</b><br/>Solicitors are continuing the acquisition process with the two property owners.</p> <p><b>31 Jan 2023 9:32am Counsell, David</b><br/>Survey plans are completed and with Council's Solicitors for legal processing.</p> <p><b>08 Dec 2022 12:56pm Counsell, David</b><br/>Surveyor engaged, survey work undertaken and acquisition plan being compiled.</p> <p><b>02 Nov 2022 9:44am Counsell, David</b><br/>Field survey works have commenced for the acquisition.</p> <p><b>12 Oct 2022 3:35pm Counsell, David</b><br/>Preliminary meeting held with registered surveyor to assist in road widening acquisition with survey and plan preparation.</p> |
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| Meeting            | Date       | Officer            | Title                                                                                | Target     |
|--------------------|------------|--------------------|--------------------------------------------------------------------------------------|------------|
| Council 21/12/2022 | 21/12/2022 | Francisco, Matthew | TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING - THURSDAY 1 DECEMBER 2022 | 11/01/2023 |

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| <u>251/22</u> | <p><b>Resolved</b> that Council:</p> <p>(1) Receive and note the report of the Tenterfield Shire Council Local Traffic Committee meeting of 1 December 2022;</p> <p>(2) Adopt the recommendations from the meeting as follows:-</p> <p>a) <b>Traffic Accident - Tooloom Street, Urbenville</b><br/>TfNSW recommends a traffic signage review of the area and applying for Fatal Crash Response funding if upgrades are required.</p> <p>b) <b>Manners Street, Tenterfield – request for pedestrian crossing.</b><br/>Transport for NSW to assess the site in respect to the request for a pedestrian crossing given the close proximity to the New England Highway. Council to send a letter to TfNSW requesting assessment.</p> |
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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Monday, 13 May 2024<br>2:12:12 PM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                      |

| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Target |
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|         |      |         | <p><b>c) Rouse Street Telstra Driveway.</b><br/>All line marking of the parking bays be reviewed and renewed in CBD.</p> <p><b>d) Cycle Event.</b><br/>That Committee note the application and recommend the event be approved subject to any requirements of Transport for NSW and NSW Police in liaison with The Saddlers Mountain Bike Club Tenterfield Inc. prior to event.</p> <p><b>e) Manners Street Bus Stop.</b><br/>That the Committee note the request and prior to considering any change to the existing bus stop in Manners Street, seek comments from Transport for NSW Traffic Section in respect to any traffic impacts to the Rouse Street (New England Highway) traffic and parking arrangement implications.</p> <p><b>f) Proposed meeting dates for 2023</b><br/>Committee accept meeting dates as presented.</p> <p style="text-align: right;">(Tom Peters/Tim Bonner)</p> <p><b>Motion Carried</b></p> |        |

**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 |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b>18/23</b> | <p><b>Resolved</b> that Council:</p> <p>Receive and note the minutes of the Tenterfield Shire Local Traffic Committee meeting of 2 February 2023;</p> <p>(1) Adopt the following recommendations from General Business a) thru d):</p> <p>(a) ROUSE STREET VISITOR INFORMATION CENTRE PARKING SIGNS - That Council amend the regulatory parking signs for the Rouse Street parking spaces immediately in front of the Visitor Information Centre to 30-minute time limited parking;</p> <p>(b) TENTERFIELD HIGH SCHOOL CROSS COUNTRY EVENT - That Council approve the annual Tenterfield High School Cross Country event subject to Police approval and standard conditions;</p> <p>(c) ANZAC DAY – TENTERFIELD - That Council offer no objection to the temporary closure of roads including sections of Manners Street, Rouse Street and Molesworth Street associated with the annual ANZAC Day ceremony 25 April 2023 subject to approval by NSW Police and Transport NSW with standard conditions;</p> <p>(d) ANZAC DAY – URBENVILLE - That Council offer no objection to the temporary closure of streets including sections of 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.</p> <p style="text-align: right;">(Giana Saccon/Tom Peters)</p> |
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| <b>OUTSTANDING ACTIONS REPORT</b> | <b>Printed:</b> Monday, 13 May 2024<br>2:12:12 PM |
| <b>Division:</b>                  | <b>Date From:</b>                                 |
| <b>Committee:</b>                 | <b>Date To:</b>                                   |
| <b>Officer:</b>                   |                                                   |

| Meeting                                                                                                                                                        | Date | Officer | Title                 | Target |
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|                                                                                                                                                                |      |         | <b>Motion Carried</b> |        |
| <b>Notes</b>                                                                                                                                                   |      |         |                       |        |
| 19 Mar 2024 2:43pm Melling, Elizabeth - Reallocation<br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC |      |         |                       |        |
| 20 Jul 2023 11:21am Melling, Elizabeth<br>Signs updated. Need further inspection for accuracy.                                                                 |      |         |                       |        |
| 10 May 2023 4:12pm Counsell, David<br>VIC Parking sign amendments to be programmed.                                                                            |      |         |                       |        |
| 13 Apr 2023 4:03pm Counsell, David<br>Outstanding actions to be actioned, noting that signage upgrading near Bookookoorara bridge has been undertaken.         |      |         |                       |        |
| 12 Mar 2023 8:50pm Counsell, David<br>Actions from the February meeting are being programmed as staffing resources allow.                                      |      |         |                       |        |

| Meeting                                                                                                                                                                                                      | Date                                                                                                                                                                                                       | Officer         | Title                                      | Target     |
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| Council 22/03/2023                                                                                                                                                                                           | 22/03/2023                                                                                                                                                                                                 | Davidson, Tamai | LEASING OF 136 MANNERS STREET, TENTERFIELD | 12/04/2023 |
| <b>42/23</b>                                                                                                                                                                                                 | <b>Resolved</b> 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)                                                                                                                                                                                   |                 |                                            |            |
|                                                                                                                                                                                                              | <b>Motion Carried</b>                                                                                                                                                                                      |                 |                                            |            |
| <b>Notes</b>                                                                                                                                                                                                 |                                                                                                                                                                                                            |                 |                                            |            |
| 18 Mar 2024 12:40pm Davidson, Tamai<br>Contact made with solicitors to check on progress from Total Care - awaiting their sign off on lease                                                                  |                                                                                                                                                                                                            |                 |                                            |            |
| 20 Jul 2023 11:18am Melling, Elizabeth<br>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<br>Request for lease sent to solicitors for drafting                                                                                                                      |                                                                                                                                                                                                            |                 |                                            |            |

| Meeting            | Date                                                                                                                                                                                                                                                              | Officer            | Title                                                                                   | Target     |
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| Council 26/04/2023 | 26/04/2023                                                                                                                                                                                                                                                        | Francisco, Matthew | TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING MINUTES THURSDAY 6 APRIL 2023 | 17/05/2023 |
| <b>58/23</b>       | <b>Resolved</b> that Council:                                                                                                                                                                                                                                     |                    |                                                                                         |            |
|                    | Receive and note the minutes of the Tenterfield Shire Council Local Traffic Committee meeting of 6 April 2023;                                                                                                                                                    |                    |                                                                                         |            |
|                    | (1) And adopt the following recommendations from General Business a) thru c);                                                                                                                                                                                     |                    |                                                                                         |            |
|                    | (a) UNTAMED BORDER RUN - That Council offer no objection to the Killarney Show and Rodeo Society Inc to hold the Untamed Border Run event subject to Police approval and standard conditions;                                                                     |                    |                                                                                         |            |
|                    | (b) CBD LOADING ZONE - That Council not install any further loading zone in the main CBD area along Rouse Street;                                                                                                                                                 |                    |                                                                                         |            |
|                    | (c) LIGHT HORSE DRIVE - Council noted that maintenance of Light Horse Drive is not Council responsibility and that the issue be raised with Crown Lands to request road maintenance be undertaken for the benefit of Police vehicles and therefore the community. |                    |                                                                                         |            |

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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Monday, 13 May 2024<br>2:12:12 PM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                      |

| Meeting                                                                                                                                                        | Date | Officer | Title | Target                    |
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|                                                                                                                                                                |      |         |       | (Tom Peters/John Macnish) |
| <b>Motion Carried</b>                                                                                                                                          |      |         |       |                           |
| <b>Notes</b>                                                                                                                                                   |      |         |       |                           |
| 19 Mar 2024 2:43pm Melling, Elizabeth - Reallocation<br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC |      |         |       |                           |
| 20 Jul 2023 11:17am Melling, Elizabeth<br>Contact from NSW Police to quote of repairs to pavement Sec 67                                                       |      |         |       |                           |
| 10 May 2023 4:09pm Counsell, David<br>Actions from minutes being programmed                                                                                    |      |         |       |                           |

| Meeting                                                                                                                                                        | Date                                                                                                                                                                                  | Officer            | Title                                    | Target     |
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| Council 24/05/2023                                                                                                                                             | 24/05/2023                                                                                                                                                                            | Francisco, Matthew | MOLESWORTH STREET DRAINAGE PIPE EASEMENT | 14/06/2023 |
| 67/23                                                                                                                                                          | <b>Resolved</b> 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)                                                                                                                                                              |                    |                                          |            |
| <b>Motion Carried</b>                                                                                                                                          |                                                                                                                                                                                       |                    |                                          |            |
| <b>Notes</b>                                                                                                                                                   |                                                                                                                                                                                       |                    |                                          |            |
| 19 Mar 2024 2:44pm Melling, Elizabeth - Reallocation<br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC |                                                                                                                                                                                       |                    |                                          |            |
| 20 Jul 2023 11:12am Melling, Elizabeth<br>Surveyor to amend plans after liaising with owners of land.                                                          |                                                                                                                                                                                       |                    |                                          |            |

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

| Meeting            | Date                                                                                                                                     | Officer            | Title                                               | Target     |
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| Council 24/05/2023 | 24/05/2023                                                                                                                               | Francisco, Matthew | SHERRATT ROAD TORRINGTON - ROAD RESERVE ACQUISITION | 14/06/2023 |
| 66/23              | <b>Resolved</b> that Council:                                                                                                            |                    |                                                     |            |
|                    | (1) Agree to commence investigations for the formalisation of a road reserve for Sherratt Road, Tomtoy Avenue and Eschman Lane, and      |                    |                                                     |            |
|                    | (2) Undertake necessary searches, survey and plan preparation for the compulsory acquisition of Crown Land to form public road reserves. |                    |                                                     |            |
|                    | (Tom Peters/Kim Rhodes)                                                                                                                  |                    |                                                     |            |

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

| Meeting                                                                                                                                                        | Date | Officer | Title                 | Target |
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|                                                                                                                                                                |      |         | <b>Motion Carried</b> |        |
| <b>Notes</b>                                                                                                                                                   |      |         |                       |        |
| 19 Mar 2024 2:45pm Melling, Elizabeth - Reallocation<br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC |      |         |                       |        |
| 12 Oct 2023 9:19pm Counsell, David<br>Information being compiled for meeting with Crown Lands office.                                                          |      |         |                       |        |
| 20 Jul 2023 11:12am Melling, Elizabeth<br>Liaising with Crown Lands to determine surveyors scope.                                                              |      |         |                       |        |

| Meeting                                                                                                                                                                                  | Date                                                                                                                                                    | Officer            | Title                                                    | Target     |
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| Council 24/05/2023                                                                                                                                                                       | 24/05/2023                                                                                                                                              | Francisco, Matthew | <b>MT LINDESAY ROAD BRYANS GAP ROAD LAND ACQUISITION</b> | 14/06/2023 |
| <b>64/23</b>                                                                                                                                                                             | <b>Resolved</b> that Council:                                                                                                                           |                    |                                                          |            |
|                                                                                                                                                                                          | (1) Agree to commence investigation of the Mt Lindesay Road public road reserve with respect to proposed rehabilitation works near Bryans Gap Road, and |                    |                                                          |            |
|                                                                                                                                                                                          | (2) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes necessary for road rehabilitation, and                     |                    |                                                          |            |
|                                                                                                                                                                                          | (3) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.        |                    |                                                          |            |
|                                                                                                                                                                                          | (Tim Bonner/Kim Rhodes)                                                                                                                                 |                    |                                                          |            |
|                                                                                                                                                                                          | <b>Motion Carried</b>                                                                                                                                   |                    |                                                          |            |
| <b>Notes</b>                                                                                                                                                                             |                                                                                                                                                         |                    |                                                          |            |
| 19 Mar 2024 2:45pm Melling, Elizabeth - Reallocation<br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC                           |                                                                                                                                                         |                    |                                                          |            |
| 12 Oct 2023 9:15pm Counsell, David<br>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<br>Sent request to surveyor to confirm five boundary points.                                                                                      |                                                                                                                                                         |                    |                                                          |            |

| Meeting                                                                                                                                                        | Date                                                                                                                                                 | Officer            | Title                                                    | Target     |
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| Council 24/05/2023                                                                                                                                             | 24/05/2023                                                                                                                                           | Francisco, Matthew | <b>MT LINDESAY ROAD – BOUNDARY ROAD LAND ACQUISITION</b> | 14/06/2023 |
| <b>65/23</b>                                                                                                                                                   | <b>Resolved</b> that Council:                                                                                                                        |                    |                                                          |            |
|                                                                                                                                                                | (1) Agree to commence investigation of Mt Lindesay Road for the purpose of detailed design of a future roundabout at Boundary Road intersection, and |                    |                                                          |            |
|                                                                                                                                                                | (2) Agree to the acquisition of land adjacent to Mt Lindesay Road for the purpose of future roundabout construction, and                             |                    |                                                          |            |
|                                                                                                                                                                | (3) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.     |                    |                                                          |            |
|                                                                                                                                                                | (Kim Rhodes/Tim Bonner)                                                                                                                              |                    |                                                          |            |
|                                                                                                                                                                | <b>Motion Carried</b>                                                                                                                                |                    |                                                          |            |
| <b>Notes</b>                                                                                                                                                   |                                                                                                                                                      |                    |                                                          |            |
| 19 Mar 2024 2:45pm Melling, Elizabeth - Reallocation<br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC |                                                                                                                                                      |                    |                                                          |            |
| 12 Oct 2023 9:17pm Counsell, David<br>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<br>Updating correspondence to landowners. Preparing brief for surveyor.                                                 |                                                                                                                                                      |                    |                                                          |            |

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

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Officer            | Title                                                            | Target     |
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| Council 23/08/2023                                                                                                                                                                                                                                                                                                                                                                                                                                      | 23/08/2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Francisco, Matthew | SUNNYSIDE HALL ROAD - PUBLIC GATE & VEHICLES BY-PASS APPLICATION | 13/09/2023 |
| <b>134/23</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p><b>Resolved</b> that Council:</p> <ol style="list-style-type: none"> <li>(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</li> <li>(2) Provide the applicant with Council Consent in accordance with Policy 2.162 subject to no objections being received.</li> <li>(3) Advertise the approval with proposed installation 1 month after advertising as required by the Roads Regulation 2008.</li> </ol> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> |                    |                                                                  |            |
| <p><b>Notes</b></p> <p>19 Mar 2024 2:46pm Melling, Elizabeth - Reallocation<br/>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC</p> <p>12 Oct 2023 9:20pm Counsell, David<br/>No objections have been received and approval for installation is being prepared.</p> <p>19 Sep 2023 11:48am Ritchie, Hayley<br/>Advertised in Your Local News, Website. Submissions closed 13 September 2023.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |                                                                  |            |

| Meeting            | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Officer           | Title                               | Target     |
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| Council 27/09/2023 | 27/09/2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Marchant, Gillian | REPLACEMENT SIDE LOADER WASTE TRUCK | 18/10/2023 |
| <b>175/23</b>      | <p><b>OFFICER'S RECOMMENDATION:</b></p> <p><b>That Council:</b></p> <ol style="list-style-type: none"> <li>(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</li> <li>(2) Procure the project works in accordance with Local Government (General) Regulation 2021 - 178(3)(e) as detailed in the report; and</li> <li>(3) Delegate to the Chief Executive authority to negotiate, with other tenderers and award the contract to deliver the side loader truck waste tender</li> </ol> <p><b>AMENDMENT</b></p> <ol style="list-style-type: none"> <li>(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</li> <li>(2) Procure the project works in accordance with Local Government (General) Regulation 2021 - 178(3)(e) as detailed in the report; and</li> <li>(3) Delegate to the Chief Executive authority to negotiate within the approved upper limit budget of \$486,470 (incl gst), with other tenderers and award the contract to deliver the side loader truck waste tender.</li> </ol> <p style="text-align: right;">(Peter Murphy/Kim Rhodes)</p> <p><b>Amendment Carried</b></p> <p><b>Resolved</b> that Council:</p> <ol style="list-style-type: none"> <li>(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</li> </ol> |                   |                                     |            |

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

| Meeting               | Date | Officer | Title                                                                                                                                                                                                                                              | Target |
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| (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 within the approved upper limit budget of \$486,470 (incl gst), with other tenderers and award the contract to deliver the side loader truck waste tender.<br><br>(Peter Murphy/Kim Rhodes) |        |
| <b>Motion Carried</b> |      |         |                                                                                                                                                                                                                                                    |        |

**Notes**  
13 Apr 2024 8:21am Marchant, Gillian  
Waiting delivery  
17 Feb 2024 10:36am Marchant, Gillian  
Completed order raised  
10 Nov 2023 4:39pm Marchant, Gillian  
Negotiations continue  
13 Oct 2023 3:39pm Marchant, Gillian  
Negotiations underway

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

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <u>23/23, 24/23, 25/23</u> | <p><b>Resolved</b><br/> That Council receive this report for Discussion<br/> (Kim Rhodes/Tim Bonner)</p> <p><b>Motion Carried</b></p> <p><b>RECOMMENDATION</b></p> <p>That the report and recommendations from the Tenterfield Shire Local Traffic Committee meeting of 5 October 2023 be received and noted.</p> <p><b>RECOMMENDATIONS ARISING FROM MINUTES:</b></p> <ul style="list-style-type: none"> <li>• <b>LIGHTING REQUEST IN ROUSE STREET (NEW ENGLAND HIGHWAY)</b><br/> Noted that Transport NSW will continue to progress this matter with new consultants.</li> <li>• <b>DRAKE REVITALISATION – BRUXNER HIGHWAY</b><br/> Noted that Council staff will meet with Transport NSW staff in relation to the Bruxner Highway aspects of the project in Drake.</li> <li>• <b>HIGH STREET BUS ZONE</b><br/> The Committee recommended that the existing bus zone be removed and that the two bus zone signs be removed.</li> <li>• <b>AMOSFIELD ROAD ACCIDENT</b></li> <li>• Noted the accident details and recommended that an assessment be undertaken of curve signage along the road for any required maintenance and safety enhancement, particularly along Dalmoak Road.</li> <li>• <b>STANTHORPE STREET CLOSURE, LISTON</b><br/> That no objection be made to a temporary closure of Stanthorpe Street in Liston for the event, subject to concurrence from Council staff and NSW police once documents are received to hold a public event, closing of road including traffic control arrangements, notification of the public by the organisers, public liability insurance and payment of any applicable fees and charges.</li> <li>• <b>MT LINDESAY ROAD CULVERT</b><br/> That the committee recommended that the widening of the culvert be considered with any road formation upgrading through the village if external grant funding can be obtained for design or construction.</li> </ul> |
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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Monday, 13 May 2024<br>2:12:12 PM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                      |

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



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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Monday, 13 May 2024<br>2:12:12 PM<br>Date From:<br>Date To: |
| Division:<br>Committee:<br>Officer: |                                                                      |

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

**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 |
| <b>185/23</b>      | <b>OFFICER'S RECOMMENDATION:</b> |                    |                                   |            |
|                    | <b>That Council:</b>             |                    |                                   |            |

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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Monday, 13 May 2024<br>2:12:12 PM |
| Division:<br>Committee:<br>Officer: | Date From:<br>Date To:                     |

| Meeting                                                                                                                                                                               | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Target |
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|                                                                                                                                                                                       |      |         | <p><b>a) Note the draft Road Asset Management Plan October 2023 review; and</b></p> <p><b>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</b></p> <p><b>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.</b></p> <p><b>AMENDMENT:</b><br/> RECOMMENDATION:<br/> That the Road Asset Management Plan Review report be deferred to a future meeting of Council.<br/> (John Macnish/Tim Bonner)</p> <p><b><u>Amendment Carried</u></b></p> |        |
| <b>Notes</b><br><b>19 Mar 2024 2:46pm Melling, Elizabeth - Reallocation</b><br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC |      |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |

| Meeting                                                                                                                                                                               | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Officer            | Title                       | Target     |
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| Tenterfield Shire Council - Works & Services Committee<br>6/12/2023                                                                                                                   | 6/12/2023                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Francisco, Matthew | <b>HAWKINS GULLY BRIDGE</b> | 27/12/2023 |
| <a href="#">5/23</a>                                                                                                                                                                  | <p><b>Resolved</b> that the Works &amp; 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</p> <p>That Council allocate \$200,000 in the 2024/25 budget capital works to support a <b>co contribution</b> towards a grant application.</p> <p style="text-align: right;"><b>(Tim Bonner/Peter Petty)</b></p> <p><b><u>Motion Carried</u></b></p> |                    |                             |            |
| <b>Notes</b><br><b>19 Mar 2024 2:47pm Melling, Elizabeth - Reallocation</b><br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                    |                             |            |

| Meeting                                                                                                                                                                               | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Officer            | Title                            | Target     |
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| Tenterfield Shire Council - Works & Services Committee<br>6/12/2023                                                                                                                   | 6/12/2023                                                                                                                                                                                                                                                                                                                                                                                                                                            | Francisco, Matthew | <b>PLANT REPLACEMENT PROGRAM</b> | 27/12/2023 |
| <a href="#">6/23</a>                                                                                                                                                                  | <p><b>Resolved</b> that the Works &amp; 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</p> <p>That Council review the funding of Plant replacement in the December Quarterly Budget Review.</p> <p style="text-align: right;"><b>(Peter Petty/Tim Bonner)</b></p> <p><b><u>Motion Carried</u></b></p> |                    |                                  |            |
| <b>Notes</b><br><b>19 Mar 2024 2:47pm Melling, Elizabeth - Reallocation</b><br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                    |                                  |            |

| Meeting                                                             | Date                              | Officer            | Title                                             | Target     |
|---------------------------------------------------------------------|-----------------------------------|--------------------|---------------------------------------------------|------------|
| Tenterfield Shire Council - Works & Services Committee<br>6/12/2023 | 6/12/2023                         | Francisco, Matthew | <b>PEDESTRIAN ACCESS AND MOBILITY PLAN REVIEW</b> | 27/12/2023 |
| <a href="#">2/23</a>                                                | <p><b>Resolved</b> that the :</p> |                    |                                                   |            |

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| <b>OUTSTANDING ACTIONS REPORT</b>   |  | Printed: Monday, 13 May 2024<br>2:12:12 PM |
| Division:<br>Committee:<br>Officer: |  | Date From:<br>Date To:                     |

| Meeting                  | Date | Officer | Title                                                                                                         | Target |
|--------------------------|------|---------|---------------------------------------------------------------------------------------------------------------|--------|
| (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) |      |         |                                                                                                               |        |
| <u>Motion Carried</u>    |      |         |                                                                                                               |        |

**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<br>6/12/2023 | 6/12/2023 | Francisco, Matthew | TENTERFIELD BIKE PLAN                                                                                                   | 27/12/2023 |
| 3/23                                                                |           |                    | <u>Resolved</u> that the Works & Services Committee recommend the adoption of the revised Tenterfield Bike Plan (2023). |            |
| (Tim Bonner/Peter Petty)                                            |           |                    |                                                                                                                         |            |
| <u>Motion Carried</u>                                               |           |                    |                                                                                                                         |            |

**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 |

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |  |
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| 253/23 | <p><b>That Council resolves.</b></p> <p>(1) That the minutes of the Local Traffic Committee meeting held Thursday 7 December 2023 be adopted; and</p> <p>(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</p> <p>(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</p> <p>(4) That Council raise no objection to the Killarney Border Ranges Trail Ride on 23<sup>rd</sup> and 24<sup>th</sup> March 2024 subject to NSW Police approval being obtained and standard conditions of compliance including traffic management and safety, as well as public liability insurance being held and</p> <p>(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.</p> <p style="margin-left: 40px;">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</p> <p style="margin-left: 40px;">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.</p> <p><b>AMENDMENT</b><br/> <b>ITEM (2) ONLY</b></p> |  |  |  |
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| <b>OUTSTANDING ACTIONS REPORT</b>   |  | Printed: Monday, 13 May 2024<br>2:12:12 PM |
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| Meeting | Date | Officer | Title                                                                                                                  | Target                      |
|---------|------|---------|------------------------------------------------------------------------------------------------------------------------|-----------------------------|
|         |      |         | Refer the relocation of the Manner Street bus bay back to the Local Traffic Committee.<br><br><b>Amendment Carried</b> | (Bronwyn Petrie/Tim Bonner) |

**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 | Marchant, Gillian | <b>BOONOO BOONOO RFT</b> | 20/12/2023 |

**244/23 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**  
**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 | <b>TENTERFIELD BAND HALL</b> | 10/01/2024 |

**241/23 Resolved** that Council:  
 (1) Accept the return of the Band Hall offer from Leech's Gully Progress Association;  
 (2) Request the Leech's 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 Leech's Gully Progress Association amending existing Development Application 2023.076 for the erection of a hall on the site at Leech's Gully Road, Tenterfield at no further cost to Council.  
 (4) Utilise the funds not expended by Leech's 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  
**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 scgdeduled in January to identify priority works to request quotes from local builders. Expressions of interest to be sought after priority works completed.

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

**32/24 Resolved** that Council:

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

(Kim Rhodes/Peter Murphy)

**Motion Carried**

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

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

**48/24 Resolved** that Council:

- (1) That the Draft Operational Budget for 2024/25 be endorsed by Council and included in Council's Delivery Program for 2024/25 to 2027/28, and that it be placed on public exhibition for a period of twenty-eight (28) days seeking written public comment,
- (2) That Council prepare an application for a cumulative Special Rate Variation (SRV) and seek approval from IPART for the SRV to be effective from 2025/2026 to address anticipated Operating result deficits and requirements for future maintenance of infrastructure assets, and that the SRV application is applied cumulatively over a seven (7) year period to reduce the cost burden on ratepayers noting that the total increase of the proposed SRV may increase General rates by over 100%.
- (3) That Council commence the preparation of the Special Rate Variation (SRV) community consultation documentation with suitable consultants for public presentation and discussion between July and September 2024.
- (4) That Council identify the preferred Special Rate Variation (SRV) percentage to ensure long term financial management of assets prior to public presentation.
- (5) That the SRV application is prepared on the basis that a maximum amount of the SRV funding is to cover the maintenance and capital costs for bridges into the future.
- (6) Council will take all reasonable actions to reduce actual rates levied to levels below the approved SRV for each financial year.
- (7) That Council recognises and develops a Loan Policy that set outs staff and Councillor reporting requirements before any loan is included within future financial plans and that a Council resolution is required relating to the loan application and program applied in an open Council meeting.
- (8) That the existing Council Overdraft facility can only be drawn on following a resolution of Council and that the General Manager must provide a report identifying why the Overdraft is required and justification for the change to any approved budget area.



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| <b>OUTSTANDING ACTIONS REPORT</b>   | Printed: Monday, 13 May 2024<br>2:12:12 PM |
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| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                          | Target                     |
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|         | (9)  |         | That Council develop and maintain an unallocated cash position of \$3,000,000 as a minimum with an average unallocated cash restriction of \$5,000,000 and that Council develop and approve a policy to ensure that a minimum cash at hand complies with the policy.                                                                                           |                            |
|         | (10) |         | That Council decrease its Overdraft facility from \$5million to \$0.5million over the next 5 years to reflect the increase in unallocated cash at hand and to reduce long term risks and costs of holding a bank overdraft.                                                                                                                                    |                            |
|         | (11) |         | That Council note that the 2024/25 budget has been developed on a maximum staff full time equivalent (FTE) of 82 persons and that further staff numbers will be managed to allow an Internal to external staff split of approximately 35-40 to 60-65%. Further that future redundancy of staff may be required in the development of a new staffing structure. |                            |
|         | (12) |         | That Council undertake a review of all plant (heavy and light) to develop a long-term plant requirement and replacement policy.                                                                                                                                                                                                                                |                            |
|         | (13) |         | That Council undertake a comprehensive review of the asset values, maintenance levels and long-term asset costs to ensure that the long-term financial plans are not accumulating additional costs and inaccurate expenditure needs, and                                                                                                                       |                            |
|         | (14) |         | That Council review its long-term service obligations, the community needs and the resourcing options including the use of external service providers to manage its accumulated costs and rate variations into the future.                                                                                                                                     |                            |
|         | (15) |         | That Council include in the Draft Budget Capital Expenditure items for Drake Community Hall with grant funding to be sought including installation of air conditioning, skillion roof, bathroom reconfiguration for the installation of a shower, lights, fans and solar panels to allow use as an emergency evacuation centre.                                |                            |
|         | (16) |         | Develop a Grant Application Policy.                                                                                                                                                                                                                                                                                                                            |                            |
|         |      |         |                                                                                                                                                                                                                                                                                                                                                                | (Peter Petty/Peter Murphy) |
|         |      |         | <b>Motion Carried</b>                                                                                                                                                                                                                                                                                                                                          |                            |

**Notes**  
**13 May 2024 2:09pm Melling, Elizabeth**  
 Some community input received. Will be reported to the June 2024 Ordinary Council Meeting.  
**18 Apr 2024 10:09am Melling, Elizabeth**  
 Placed on Councils website and hard copies available throughout the Progress Associations, Library and Administration Building.  
 28 Days for feedback

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

|              |                               |  |                                                                                                                                                           |                          |
|--------------|-------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>56/24</b> | <b>Resolved</b> that Council: |  |                                                                                                                                                           |                          |
|              | (1)                           |  | Note the Department of Planning and Environment assessed the Integrated Water Catchment Management tender/s, and that                                     |                          |
|              | (2)                           |  | Procurement of these project work/s is under Section 55 (3) (b) of the Local Government Act 1993, and                                                     |                          |
|              | (3)                           |  | Award the Tender to Public Works Advisory for the upper limit fee of \$1,031,827, noting that Council will be responsible for funding 25% of this amount. |                          |
|              |                               |  |                                                                                                                                                           | (Greg Sauer/Peter Petty) |
|              |                               |  | <b>Motion Carried</b>                                                                                                                                     |                          |

**Notes**



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| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Officer      | Title                               | Target     |
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| Council 27/03/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 27/03/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Basson, Hein | NEW ENGLAND WEEDS AUTHORITY - TRIAL | 17/04/2024 |
| <b>45/24</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>Resolved</b> that Council:</p> <ul style="list-style-type: none"> <li>(1) That Council enter into a one-year trial with New England Weeds Authority (New England Weeds County Council) subject to negotiation of staffing and other resources being managed and protected during the trial period, with quarterly reporting, and</li> <li>(2) To transfer all grant and other operational funding to the County Council for the agreed period.</li> </ul> <p style="text-align: right;">(Peter Petty/Kim Rhodes)</p> <p><b>Motion Carried</b></p> |              |                                     |            |
| <p><b>Notes</b></p> <p><b>13 May 2024 2:03pm Melling, Elizabeth</b><br/>                     Informal information received from staff regarding NE Weeds Authority's current standing. Have written to NE Weeds Authority to seek clarification.</p> <p><b>18 Apr 2024 10:01am Melling, Elizabeth</b><br/>                     Awaiting contract to sign</p> <p><b>18 Apr 2024 10:00am Melling, Elizabeth</b><br/>                     Letter &amp; phone call - written to Tim Weeks - Weeds Authority with Council's decision.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |                                     |            |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Officer      | Title                                                | Target     |
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| Council 27/03/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 27/03/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Mills, Bruce | TENTERFIELD CHILDCARE CENTRE - LEASE RENEWAL OPTIONS | 17/04/2024 |
| <b>43/24</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>Resolved</b> that Council:</p> <ul style="list-style-type: none"> <li>(1) Accept the rent offer of \$20,000 for one year, noting that sewer and water charges and cosmetic maintenance/improvements will be the responsibility of the Tenterfield Childcare Centre and Council will be responsible for rates and structural maintenance of the council owned building, and</li> <li>(2) Renew the existing Lease to reflect the increase in rent with Tenterfield Childcare Centre, and</li> <li>(3) Continue to negotiate with Tenterfield Childcare Centre on a Lease-to-Buy Agreement that may include the purchase of Records House (134 Manners St) as well as 132 Manners St.</li> </ul> <p style="text-align: right;">(Kim Rhodes/Geoff Nye)</p> <p><b>Motion Carried</b></p> |              |                                                      |            |
| <p><b>Notes</b></p> <p><b>01 May 2024 12:01pm Mills, Bruce</b><br/>                     TCCC has advised of urgent repairs needed to main building to maintain accreditation. Property officer has sought quotes from builder(s) for the repairs and is waiting for quote(s) to be prepared.</p> <p><b>18 Apr 2024 10:03am Melling, Elizabeth</b><br/>                     Officer has contacted TCCC several times about signing new lease. TCCC committee secretary says she has told all, run past all committee, but has not advised when this will happen. Asked again 16.4.24.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              |                                                      |            |

| Meeting             | Date                                                                                                                                                                                                                                                                                                                                                           | Officer           | Title          | Target     |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------|------------|
| Council 27/03/2024  | 27/03/2024                                                                                                                                                                                                                                                                                                                                                     | Marchant, Gillian | WASTE VOUCHERS | 17/04/2024 |
|                     | <p><b>OFFICER'S RECOMMENDATION:</b></p> <p><b>That Council:</b></p> <ul style="list-style-type: none"> <li>(1) Remove Waste Vouchers for rate-payers from 2024/2025 onwards, and</li> <li>(2) Honour any Vouchers issued for the three-year statutory period from 2021/22 financial year.</li> </ul> <p style="text-align: right;">(Kim Rhodes/Greg Sauer)</p> |                   |                |            |
| <p><b>Notes</b></p> |                                                                                                                                                                                                                                                                                                                                                                |                   |                |            |

| <b>OUTSTANDING ACTIONS REPORT</b>                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |                                                                                           |            |
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| <b>Division:</b><br><b>Committee:</b><br><b>Officer:</b>                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              | <b>Printed:</b> Monday, 13 May 2024<br>2:12:12 PM<br><b>Date From:</b><br><b>Date To:</b> |            |
| Meeting                                                                                                                                                                                           | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Officer      | Title                                                                                     | Target     |
| <b>18 Apr 2024 10:01am Melling, Elizabeth</b><br>Meeting conveyed to progress this issue.                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |                                                                                           |            |
| Meeting                                                                                                                                                                                           | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Officer      | Title                                                                                     | Target     |
| Council 24/04/2024                                                                                                                                                                                | 24/04/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Mathers, Lee | TENTERFIELD PUBLIC LIBRARY SERVICE REVIEW                                                 | 15/05/2024 |
| <b>60/24</b>                                                                                                                                                                                      | <p><b>Resolved</b> that Council:</p> <p>(1) Receives and notes the Report;</p> <p>(2) Library staff develop and implement staged actions over the medium term to:</p> <ul style="list-style-type: none"> <li>• Review services and hours of operation - to be reported back to the May 2024 Ordinary Council Meeting.</li> <li>• Investigate a potential mobile library.</li> <li>• Promote library services.</li> <li>• Increase membership.</li> <li>• Implement participation engagement programs i.e., libraries as creative spaces and life-long learning.</li> <li>• Enhance services for Aboriginal and Torres Strait Islander Peoples and other culturally and linguistically diverse groups.</li> <li>• Collection development and management priorities of renewal and acquisition, increase culturally diverse offerings, digital local studies assets incorporated into catalogue.</li> </ul> <p>(3) A progress Library Service Review be undertaken within three (3) years to review and assess progress on medium term outcomes and setting future strategic priorities in alignment with Councils Delivery Program and Operational Plans, Long Term Financial Plan and Workforce Management Strategy.</p> <p style="text-align: right;">(Geoff Nye/Kim Rhodes)</p> <p><b>Motion Carried</b></p> |              |                                                                                           |            |
| <b>Notes</b><br><b>13 May 2024 2:02pm Melling, Elizabeth</b><br>Staff will develop review information for a later Councillor Workshop. Timeframe on reduced staff numbers too short for May 2024. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |                                                                                           |            |