

Monthly Operational Report

Tenterfield Shire Council May 2024

Council Meeting 26 June 2024



TENTERFIELD

1. CIVIC OFFICE

Delivery Program:

1.1.1

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

Action	Responsibility	Progress Comment
1.1.1.1 Improve and maintain communication methods in accordance with the Community Engagement Strategy.	General Manager	Independent consultants, Centium, have been engaged for the purpose of Community Engagement for the preparation of updating of the Community Strategic Plan as part of the Integrated Planning and Reporting Framework as required under legislation.
1.1.1.2 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 with closing on 25 April 2024. One submission was received with this and further reports being made to council at its 26 June 2024 council meeting. Community Consultation with Manager Water & Waste regarding the Tenterfield Flood Study 20 May

Delivery Program:

1.1.2

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

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

Delivery Program:

1.1.4

Promote and recognise the work of volunteers in the community.

Action	Responsibility	Progress Comment
1.2.4.1 Promote and recognise the work of volunteers in the community.	General Manager	The General Manager had the opportunity to meet with the Tenterfield Shire Ratepayer’s Association, Granite Borders Landcare and the Liston Progress Association and would like recognise the work of the volunteers of these valuable groups.

Delivery Program:

2.1.3

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

Action	Responsibility	Progress Comment
2.1.3.1 Investigate, advocate for, and source funding to improve transport infrastructure access across the shire.	General Manager	Funding for projects is sought through the available grant funding sources, for identified projects.

Delivery Program:

5.1.1

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

Action	Responsibility	Progress Comment
5.1.1.9 Influence and advocate support from Federal and State government in	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.

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relation to promotion of Tenterfield community objectives.		
5.1.1.10 Advocate to hand back Bruxner Way and Mt Lindesay Road to State Government.	General Manager	Lobbying of State Government regarding the handing back of the Bruxner Way and Mt Lindesay Road is ongoing.
5.1.1.11 Develop and maintain communications, media and information channels and ensure that all channels are fit for purpose with as broad reach as is sustainably possible.	Senior Advisor Communications & Economic Development	TSC Facebook page Post reach for May 13,201 Followers 1006 New followers 12 Top posts for May: 2427 – FIRE ACTION PLANNING TENTERFIELD 3/5 1998 – WATER MAIN BREAK 15/5 1386 – UPCOMING WORKS FOR MAY 13/5
5.1.1.12 Deliver councillor services and provide support to all councillors in a transparent and non-discriminatory manner including training, research, legislative and evidence-based advice.	General Manager	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.

Delivery Program:

5.2.2

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

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

2. ORGANISATION LEADERSHIP

Delivery Program:

1.2.3

Recognise and plan for the accessibility needs of our community.

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

Delivery Program:

5.1.2

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

Action	Responsibility	Progress Comment
5.1.2.4 Implement the long-term financial strategy, aligning the Long-Term Financial Plan with the Asset Management Plan and importantly councils sustainable, financial and resource capability.	General Manager	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 Ensure the continued review of council's	General Manager	Council continues to review its operations to ensure financial sustainability within its structure and service delivery. This is an ongoing effort with policies and procedures to be developed to align with financial risk and financial sustainability.

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operations to ensure financial sustainability.		
5.1.2.6 Council will divest itself of underperforming assets.	Senior Advisor Communications & Economic Development	Nil to report.

3. ECONOMIC GROWTH

Delivery Program:

2.1.1

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

Action	Responsibility	Progress Comment
<p>2.1.1.1 Seek opportunities that aligns with the Regional Economic Development Strategy (REDS).</p>	<p>Senior Advisor Communications & Economic Development</p>	<p>Officer worked with Dept of Regional NSW staff, Glen Innes Severn Shire staff and GHD consultants and the Mayor on DRAFT Regional Drought Resilience Plan, including two stakeholder group meetings – 1 & 29 May.</p> <p>Black Creek Green Fuels Pty Ltd has lodged DA to construct a methanol / biochar plant at “Black Creek” 8191 Bruxner Way approx. 82km west of Tenterfield. Using on-farm carbon-neutral biomass and/or freight in carbon-neutral biomass as required, the plant would employ gasification of carbon-neutral biomass, conversion to green methanol, with surplus resource directed to electricity generation for onsite process use. Electrolysed green hydrogen and oxygen may be added to optimise the process. Input of carbon-neutral biomass 52 tonnes/day to produce 22 tonnes/day of methanol – approx. 10.2 million litres/year and approx. 3.39 tonnes/day of biochar (1237 tonnes/year). Estimated development cost is \$26.84m. Operating 24/7, the plant would employ two persons on site at any one time.</p> <p>Local real estate agents report a slight softening of the housing market – with interest rates and cost-of-living pressures taking affect. However, this comes against the backdrop of the median sale price for houses in Tenterfield reaching \$472,500 - up 13.4% in the past 12 months (May 2023 – Apr 2024)</p>
<p>2.1.1.2 Deliver and manage Destination Marketing Plan and marketing campaigns and activities.</p>	<p>Senior Advisor Communications & Economic Development</p>	<p>Tenterfield Chamber of Tourism, Industry and Business (TCTIB) is responsible for tourism, destination marketing etc.</p> <p>Officer has continued working on lease renewal of Council properties: 142 Manners St (Ten FM) and 132 Manners St (Tenterfield Child Care Centre) and 157 Rouse St (the former Visitors’ Information Centre).</p>

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		<p>Tenterfield Child Care Centre management has agreed to increased rent, subject to building repairs being completed to ensure the centre maintains accreditation.</p> <p>Lease of the former Tenterfield Visitors’ Information Centre (157 Rouse St) is being progressed with Council resolving to accept EOI from the Salvation Army.</p> <p>TSC Facebook page Post reach for May 13,201 Followers 1006 New followers 12</p> <p>Top posts for May: 2427 – FIRE ACTION PLANNING TENTERFIELD 3/5 1998 – WATER MAIN BREAK 15/5 1386 – UPCOMING WORKS FOR MAY 13/5</p>
<p>Delivery Program: 5.2.3 Lobby and support government and local service providers to enhance communications infrastructure across the Tenterfield Shire.</p>		
<p>Action</p> <p>5.2.3.1 Support future proposals for improved telecommunications infrastructure.</p>	<p>Responsibility</p> <p>Senior Advisor Communications & Economic Development</p>	<p>Progress Comment</p> <p>Nil to report</p>

4. ARTS, CULTURE & LIBRARY SERVICES

Delivery Program:

1.1.3

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

Action	Responsibility	Progress Comment
<p>1.1.3.1 Provide and support access to arts and culture activities and opportunities that are inclusive and for all age groups such as National Youth Week activities, Arts North West opportunities and the Museums & Galleries NSW Museum Advisor Program.</p>	<p>Manager Arts, Culture and Library Services</p>	<p>During the May 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.</p> <p>The Museum Advisor attended Tenterfield on 13 and 15 May 2024 and met with the new General Manager Hein Basson and Manager Arts Culture and Library Services reporting on activities and planning for the ongoing care and maintenance of the SHPMSoA Museum collections. The Museum Advisor also provided advisory support services to Centenary Cottage regarding 2024 workshop planning, Tenterfield Railway Museum to finalise Barrack Buildings exhibition panels, meeting with Ian Unsworth regarding the Isolation Block for 2024 projects.</p> <p>The Manager Arts Culture and Library Services submitted the grant acquittal for the Annual Youth Week funding from the Department of Community and Justice and a separate submission into the National Youth Awards for the Tenterfield Youth Week Event ‘Outdoor & Story Quest Adventure’.</p> <p>The Library submitted an application to Questacon Science and Technology Centre – Canberra in a bid for Tenterfield Public Library to participate in a trial regional outreach program ‘Questacon Regional Tub Series – PILOT STUDY 2024’. The application was successful and a resulted in a quick turn-around opportunity for Tenterfield Public Library to host one of Questacon’s travelling interactive scientific display exhibitions during the month of June. The interactive displays cater to a variety of STEM interests, skillsets and are universally applicable to all ages.</p>
<p>1.1.3.2 Provide inclusive library services and programs that reflect</p>	<p>Manager Arts, Culture and Library Services</p>	<p>During the May reporting period the library recorded 1705 visitors through the doors (9% decrease from the same period last year which was higher than average due to the planned 6-week closure period for the refurbishment attracting increased visitation). During May the library services provided included 1,582 physical loans and 373 digital items borrowed with 241 individuals spending 242.25</p>

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<p>contemporary needs for all age groups.</p>		<p>hours using the public computers. The home Library service delivered 55 items to 16 home Library members. Storytime was attended by 17 children and 13 parents across 5 sessions and continues to be presented in partnership with Make-It Tenterfield who develop exciting new creative activities for each session.</p> <p>Tenterfield Public Library has joined the ‘Children’s Discovery – The Science of Play’ as a Partner LGA. This free membership provides access to a range of specially developed STEM library program and collection kit resources available on a subsidised cost per kit basis.</p>
<p>1.1.3.4 Undertake a service review of arts, culture and library services in alignment with Councils Workforce Management Strategy and Long-Term Financial Plan.</p>	<p>Manager Arts, Culture and Library Services</p>	<p>The library service review 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 being prepared.</p>

5. WORKFORCE DEVELOPMENT

Delivery Program:

5.1.1

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

Action	Responsibility	Progress Comment
5.1.1.4 Develop, manage and deliver the Workforce Management Strategy.	Manager Human Resources, Workforce Development & Safety	<p>Implementation of some specific Workforce Management Strategies are being impeded by current financial constraints.</p> <p>Community Compliance Officer (Ranger) commenced in the first week of June.</p> <p>Expressions of Interest have been sought from professional recruitment services for the recruitment of Director of Corporate along with an essential Asset Management position, which close early June.</p> <p>Australian Apprenticeship Support signup for continuation of a traineeship in the Library Services area will be undertaken in June 2024.</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 - 79 (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 end of June.</p>
5.1.1.5 Facilitate worker health and wellbeing consultation, communication, and participation processes.	Manager Human Resources, Workforce Development & Safety	<p>Management and supervisors are providing regular onsite workplace health and safety discussions/meetings with staff/crews adhering to their responsibilities under the Workplace Health & Safety legislation and Council Policy.</p> <p>Meetings held with StateCover relating to workers compensation premium projection with another scheduled in June.</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>

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		Health and Wellbeing initiatives are being sought for 2024. Flu vaccinations for this year were organized for staff, which occurred in May 2024.
5.1.1.6 Develop, manage and deliver skills targeted training plans.	Manager Human Resources, Workforce Development & Safety	Certificate III in Civil Construction Plant Operations ongoing. Diploma in Facilities Management ongoing. Traineeship - Certificate III in Business Administration – Completed in May. Traineeship – Certificate IV in Library & Information Services Code of Conduct & Dignity & Respect Training is being organised for all employees for July 2024. Regulatory training is being reviewed with various training being organised in 2024. Government incentives and initiatives are being investigated for future learning and development programs and is ongoing.
5.1.1.7 Develop, manage and deliver Employer of choice recruitment and retention services.	Manager Human Resources, Workforce Development & Safety	Expressions of Interest have been sought from professional recruitment services for the recruitment of Director of Corporate along with an essential Asset Management position, which close early June. 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. Implementation of some specific Workforce Management Strategies are being impeded by budgetary and organisational financial constraints.
5.1.1.8 Manage and report on Council’s Enterprise Risk Management Framework and Risk Register.	Manager Human Resources, Workforce Development & Safety	Council's risk register continues to be monitored, reviewed and updated. Audit and Risk Committee meeting is scheduled to be held in June 2024. Council's Risk Management Framework is underway. Various meetings have taken place with internal stakeholders, with further development to ensue following the 2024 September elections. Statewide Mutual insurance renewal questionnaires are completed. Northern Inland Risk Management Group meeting scheduled for July 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 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. RFS Service Levy Agreement (SLA) meeting to be held in October 2024. Scheduled work is being undertaken to maintain emergency services assets/buildings. Rural Fire Service, RFFF Form - request for reimbursements have been completed for various works. Information being sought for outstanding Section 44 reimbursement from the Rural Fire Service.

7. FINANCE & TECHNOLOGY

Delivery Program:

5.1.2

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

Action	Responsibility	Progress Comment
<p>5.1.2.1 Manage and deliver finance services.</p>	<p>Manager Finance & Technology</p>	<p>Council continues to seek to provide affordable services and delivery whilst ensuring finances are operated effectively.</p> <p>Financial Management Commencing Financial Year 2023-2024 Council has incorporated the additional \$1.87 Million in Ordinary Rates Revenue. Council continues to work on the recommendations set out by IPART as part of its determination of Council application.</p> <p>Council has continued to put a moratorium on recruitment of positions. 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>Interim Audit Council received the Interim Audit Management Letter on 27 May from New South Wales Audit Office. This letter will be presented to Audit, Risk and Improvement Committee on 19 June. Core findings reflected the need for Council to focus on Infrastructure Asset Management and support for quality data for development of Asset Management Plans.</p> <p>Special Rate Variation FY 2024/2025 On 15 November 2023 Council deferred to apply for a Special Rate Variation for the FY 2024/25. Council resolved that:</p> <ol style="list-style-type: none"> 1) Advise IPART that it will not be applying for a Special Rate Variation for the 2024/25 Financial Year. 2) Advise IPART that it will require a Special Rate Variation in the 2025/2026 Financial Year and shall prepare an application for submission during 2024/25 financial year.

		<p>3) Advise the public through the Council newsletters that:</p> <ul style="list-style-type: none"> a) A Special Rate Variation will be required in the future to ensure that roads and services are maintained, and b) Council has delayed the request to seek a Special Rate Variation in the 2024/25 Financial Year, based on the continuing cost of living pressures, the impact of bushfires on the community, the low stock and commodity prices and that Council will take time to plan and develop its works programs and service levels to match a future need for the Special Rate Variation. <p>Budget 2024/2025: The draft Operational and Capital Budget has completed its public exhibition. Council staff have updated the budget with new information that it has received post March council meeting. The Final Budget for FY 2024/2025 will be presented in Council meeting on 26 June 2024.</p> <p>The need for a Special Rate Variation commencing Financial Year 2025/2026 is also presented in the Budget Report which will be presented on 26 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>Corporate Market Loan Councils Corporate Market Loan facility remains in place to assist in working capital. During the month of May 2024, the Corporate Market Loan was not drawn down.</p> <p>Unrestricted Cash Position Council was positive unrestricted cash as at end May 2024.</p>
<p>5.1.2.2 Manage and report on Council’s Long-Term Financial Plan and facilitate and support</p>	<p>Manager Finance & Technology</p>	<p>Council Long Term Financial Plan has been updated and presented to Council as part of the Integrated Planning and Reporting documents. The recommendation of IPART has resulted in Council executive presenting a new service level framework to Council with specific reduction in service level across Council.</p>

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<p>internal and external audits.</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 several cost reductions have been presented. The LTFP also incorporates realistic inflation figures and the impact of inflation to council budget. The preliminary finding of the revaluation of infrastructure assets has been considered with realistic depreciation rates and asset useful life.</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 Manage investments – Plan develop and manage Council’s investment portfolio.</p>	<p>Manager Finance & Technology</p>	<p>Investments are managed within Council’s Investment Policy guidelines. Investments are reported to Council every month as part of the Finance and Accounts report, with the latest update being provided for May 2024.</p> <p>Council staff aim to invest more liquid funds for short time periods to gain maximum investment return without compromising working capital.</p> <p>Total Investment Balance as at 31 May 2024 was \$13.0 Million.</p>
<p>Delivery Program: 5.1.4 Deliver continuous improvements in Council’s business, processes and systems.</p>		
<p>Action</p>	<p>Responsibility</p>	<p>Progress Comment</p>
<p>5.1.4.1 Develop, manage and deliver Council’s Technology Strategic Plan.</p>	<p>Manager Finance & 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>

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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 May 2024</p>
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8. CORPORATE & GOVERNANCE

Delivery Program:

1.1.3

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

Action	Responsibility	Progress Comment
1.1.3.3 Manage all corporate art, artefacts, honour boards and memorabilia (including audit and security).	Manager Customer Service, Governance & Records	Civic artefacts continue to be stored in Council's main administration building and Records House in Manners Street, Tenterfield in May 2024.

Delivery Program:

5.1.1

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

Action	Responsibility	Progress Comment
5.1.1.1 Develop, manage and deliver Customer Services, in accordance with the Customer Service Charter.	Manager Customer Service, Governance & Records	<p>Compliments for May 2024 - 6 Complaints for May 2024 - 0 Abusive customers for May 2024 - 0 Customer Service General Enquiries for May 2024 - 80 Phone call statistics not available following changeover of Council's phone system.</p> <p>Customer service staff receipted and registered the following applications in May 2024: Section 10.7 Planning Certificates - 34 Section 603 Certificates - 29 Dwelling Permissibility Search - 8 Section 735A - 10 Sewer Diagrams - 10</p>

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		Drainage Diagrams – 7
<p>5.1.1.2 Develop, manage and deliver Governance Services, in accordance with OLG Compliance Guide, IP&R Framework and Reporting including the Monthly Operational Report, GIPA and PIDS and facilitate and support the ARIC.</p>	<p>Manager Customer Service, Governance & Records</p>	<p>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. 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.</p> <p>Annual Government Information Public Access Act reporting for 2022/2023 submitted to the Information and Privacy Commission on 28 November 2023. Council received 36 GIPA applications during the previous financial year.</p> <p>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>5.1.1.3 Develop, manage and deliver Records Management Services, in accordance with legislation.</p>	<p>Manager Customer Service, Governance & Records</p>	<p>The Records 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>

Delivery Program:

5.2.1

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

Action	Responsibility	Progress Comment
5.2.1.1 Deliver independent bi-annual Customer Satisfaction Survey.	Manager 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.

9. ENVIRONMENTAL MANAGEMENT

Delivery Program:

3.1.2

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

Action	Responsibility	Progress Comment														
3.1.2.1 Enforce Companion Animals, Illegal Dumping and Parking Control regulations.	Manager Parks, Gardens & Open Spaces	<p>2 Dog impounded and rehomed 2 feral cats caught and euthanised 1 Illegal dumping reported and still under investigation May desexing figures 37 dogs and 13 cats.</p> <p>Figures from the Tenterfield Healthy Pet Day.</p> <table border="1"> <thead> <tr> <th></th> <th>Cats</th> <th>Dogs</th> <th>Cats – M/C</th> <th>Dogs – M/C</th> <th>Cats for desexing</th> <th>Dogs for desexing</th> </tr> </thead> <tbody> <tr> <td>Tenterfield</td> <td>15</td> <td>46</td> <td>8</td> <td>12</td> <td>12</td> <td>18</td> </tr> </tbody> </table> <p>New Ranger commenced June 2024.</p>		Cats	Dogs	Cats – M/C	Dogs – M/C	Cats for desexing	Dogs for desexing	Tenterfield	15	46	8	12	12	18
	Cats	Dogs	Cats – M/C	Dogs – M/C	Cats for desexing	Dogs for desexing										
Tenterfield	15	46	8	12	12	18										
3.1.2.2 Manage and deliver the Weeds Management Program, Council’s Weeds Action Plan and regional weeds management plans.	Manager Parks, Gardens & Open Spaces	<p>Weed officer Report for May 2024</p> <ul style="list-style-type: none"> • Black Knapweed – Inspections and control works on Private properties and along Bellevue and Aldershot Rds. • Tropical Soda Apple – A control pass was done in Bryant’s plantation in Urbenville with the assistance of contractors, State Forests, and the Lessee of the Block. Work also was done in the Legume area where TSA had come off contractors machinery on private property where road works were completed. One TSA plant treated on the Bruxner Highway at the Crooked Creek rest area. • Giant Rats Tail Grass – Bruxner Highway, Plain Station Rd, Paddy’s Flat Rd and Hootan’s Rd. • Cape Broom – Billirimba Rd • Green Cestrum – Tooloom Rd and around the bridge on Clarence Valley Way. 														

		<ul style="list-style-type: none"> • Long Gully rd. -Pushed back vegetation where vision was impaired and invading the road from the top of the hill to the bottom. • Property inspections – 13 inspections done; no compliance letters sent. • High Risk Pathway inspections - completed along the New England Highway, Mt Lindsey Highway, Tooloom Rd., Bruxner Way, Bruxner Highway. One new incursion of Tropical Soda Apple found on the Bruxner Highway at the rest area at Crooked Creek. • Grant Applications – applied for and were successful in two grant applications for State Priority Weeds. One for the surveillance and control of Tropical Soda Apple = \$25,000 and the other for the surveillance and control of Water Hyacinth = \$20,000. Weeds Action Plan funding has been secured to the value of \$94,200.00 for the 2023/24 year. • Meetings – Attended the Regional Weeds Committee meeting in Inverell. • Field Days – Attended a Fire Ant and Biosecurity workshop in Liston.
<p>3.1.2.3 Notices and Orders to be issued or served where necessary as per the Local Government Act, EPA Act and POEO Act and Associated Regulations.</p>	<p>Manager Parks, Gardens & Open Spaces</p>	<p>1 x Notice of Intention issued for overgrown / untidy blocks, this still outstanding awaiting on the time frame.</p>

10. LIVESTOCK SALEYARD

Delivery Program:

2.1.2

Manage Council’s Livestock Saleyards in a commercial manner.

Action	Responsibility	Progress Comment																
2.1.2.1 Manage and deliver commercial Saleyard Services, including improving hard standing surface at double height ramp.	Manager Parks, Gardens & Open Spaces	<table border="0"> <tr> <td>Prime Cattle Sales</td> <td>1,071</td> <td>Head</td> <td>\$1,022,839.35</td> </tr> <tr> <td>Feature Weaner Sale</td> <td>907</td> <td>Head</td> <td>\$606,808.41</td> </tr> <tr> <td>Private Weigh</td> <td>111</td> <td>Head</td> <td>\$100,738.00</td> </tr> <tr> <td>TOTAL</td> <td>2,089</td> <td>Head</td> <td>\$1,730,385.76</td> </tr> </table> <p>Further cement slabs to be completed prior to end of the month. Looking to implement the locking of the yards as lots of the public are using them as they like to avoid paying fees.</p>	Prime Cattle Sales	1,071	Head	\$1,022,839.35	Feature Weaner Sale	907	Head	\$606,808.41	Private Weigh	111	Head	\$100,738.00	TOTAL	2,089	Head	\$1,730,385.76
Prime Cattle Sales	1,071	Head	\$1,022,839.35															
Feature Weaner Sale	907	Head	\$606,808.41															
Private Weigh	111	Head	\$100,738.00															
TOTAL	2,089	Head	\$1,730,385.76															

11. PLANNING & REGULATION

Delivery Program:

3.1.1

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

Action	Responsibility	Progress Comment
3.1.1.1 Monitor and deliver the Tenterfield Local Environmental Plan 2013 and Development Control Plan 2014 (as amended).	Manager Planning & Development Services	All applications assessed in accordance with Tenterfield LEP and DCP. Eleven (11) Development Applications lodged, one (1) modification, eleven (11) Development Applications and two (2) modifications approved. Thirty-nine (39) 10.7 Planning Certificates, ten (10) 735A certificates issued.
3.1.1.2 Manage and deliver heritage advisory services.	Manager Planning & Development Services	All projects completed under Local Fund and recipients reimbursed. Pre-lodgment advice in relation to proposed DAs.
3.1.1.3 Manage and deliver development, building and construction regulatory services.	Manager Planning & Development Services	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. Food premises inspections to be completed and invoices and approvals sent in June.

Applications Lodged May 2024

DA Number	Applicant	Address	Description of Work
2024.045	A. Ashton	Border Gate Road, Cottonvale	Dwelling
2024.046	D. Duckering	101 Sunnyside Hall Road, Tenterfield	Dwelling
2024.047	Tenterfield Surveys (Euler & Szymanski)	1 Tenterfield Street, Liston	Subdivision Five (5) Lots
2024.048	Tenterfield Surveys (McDonald & Hoffman)	98 Castlerag Road, Deepwater NSW 2372	Subdivision Two (2) Lots
2024.049	M. Barry (Kane)	62 Mud Flat Road, DRAKE	Subdivision Three (3) Lots
2024.050	A. Blackman	1 Anderson Lane, Jennings	Commercial Premises- retail premises(shop, mobile food van, photographic studio, lessons)
2024.051	Tenterfield Surveys (Family Mission Pty Ltd)	56 Geyers Road Tenterfield	Subdivision Seven (7) lot rural boundary adjustment and subdivision
CDC 2024.052	A. Renner	95 Martin Street, Tenterfield	Shed & 22500L Rainwater Tank
2024.053	T. Besseling	208 Pelham Street, Tenterfield NSW 2372	Shed
2024.054	A. Smith	49 Riley Street Tenterfield, NSW 2372	Shed
2024.055	M. O'Sullivan	6563 Mt Lindesay Road, Wylie Creek 2372	Subdivision Two (2) Lot

Applications Determined May 2024

DA Number	Applicant	Address	Description of Work
2024.032	Tenterfield Surveys (J & R Wild Pty Ltd)	58 Homestead Road, Tenterfield	Six (6) Lot Boundary Adjustment
2024.033	Sgarlata	52B Neagles Lane, Tenterfield	Dwelling
2024.036	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
2024.039	Allan Renner	95 Martin Street Tenterfield	Carport
2024.040	Nicole Donnelly	Woodside Road Woodside	Dwelling
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
2024.045	A. Ashton	Border Gate Road, Cottonvale	Dwelling
2024.046	D. Duckering	101 Sunnyside Hall Road, Tenterfield	Dwelling
2024.051	Tenterfield Surveys (Family Mission Pty Ltd)	56 Geyers Road Tenterfield	Subdivision Seven (7) lot rural boundary adjustment and subdivision
2022.149/1	Tenterfield Surveys	128 Logan & 148 Manners St Tenterfield	Four (4) Lot Boundary Adjustment

Applications Outstanding – May 2024

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

2024.038	Wes Smith Building	57 Haddocks Road Tenterfield	Dwelling	Awaiting additional information from applicant
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	Dwelling	Under assessment
2024.047	Tenterfield Surveys (Euler & Szymanski)	1 Tenterfield Street, Liston	Subdivision Five (5) Lots	Under assessment
2024.048	Tenterfield Surveys (McDonald & Hoffman)	98 Castlerag Road, Deepwater NSW 2372	Subdivision Two (2) Lots	Under assessment
2024.049	M. Barry (Kane)	62 Mud Flat Road, DRAKE	Subdivision Three (3) Lots	Under assessment/ Awaiting RFS
2024.050	A. Blackman	1 Anderson Lane, Jennings	Commercial Premises- retail premises(shop, mobile food van, photographic studio, lessons)	Under assessment
CDC 2024.052	A. Renner	95 Martin Street, Tenterfield	Shed & 22500L Rainwater Tank	Under assessment
2024.053	T. Besseling	208 Pelham Street, Tenterfield NSW 2372	Shed	Under assessment
2024.054	A. Smith	49 Riley Street Tenterfield, NSW 2372	Shed	Under assessment
2024.055	M. O'Sullivan	6563 Mt Lindesay Road, Wylie Creek 2372	Subdivision Two (2) Lot	Under assessment

FY 23/24 Development Statistics

		Dwellings	Additions/ Renovations to Existing Dwellings	Garages, Carports & Sheds	Commercial or Industrial Works	Subdivision	Recreation/ Tourism	FY 23/24 Monthly Total	FY 22/23 Monthly Total
Jul-23	No.	1	0	1	0	3	2	7	8
	Value	\$370,000.00	\$0.00	\$63,000.00	\$0.00	\$0.00	\$49,000.00	\$482,000.00	\$1,398,600.00
Aug-23	No.	4	1	2	0	2	2	11	16
	Value	\$914,150.00	\$77,000.00	\$124,000.00	\$0.00	\$0.00	\$482,680.00	\$1,597,830.00	\$2,736,200.00
Sep-23	No.	5	2	2	1	1	0	11	14
	Value	\$1,769,447.00	\$44,800.00	\$307,134.37	\$10,000.00	\$0.00	\$0.00	\$2,131,381.37	\$1,417,096.00
Oct-23	No.	5	0	0	0	2	0	7	10
	Value	\$1,394,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,394,000.00	\$971,065.00
Nov-23	No.	1	0	2	1	2	0	6	5
	Value	\$45,000.00	\$0.00	\$90,070.00	\$150,000.00	\$0.00	\$0.00	\$285,070.00	\$938,467.00
Dec-23	No.	6	0	0	0	1	0	7	10
	Value	\$2,845,023.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,845,023.00	\$1,775,000.00
Jan-24	No.	3	2	3	0	4	1	13	7
	Value	\$499,500.00	\$59,000.00	\$118,500.00	\$0.00	\$0.00	\$0.00	\$677,000.00	\$1,722,961.89
Feb-24	No.	2	1	5	0	0	1	9	13
	Value	\$175,000.00	\$61,130.00	\$296,985.00	\$0.00	\$0.00	\$0.00	\$533,115.00	\$547,346.89
Mar-24	No.	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.	2	0	3	1	5	0	11	14
	Value	\$496,850.00	\$0.00	\$92,121.00	\$22,000.00	\$0.00	\$0.00	\$610,971.00	\$686,975.00
Jun-24	No.								9
	Value								\$1,481,532.00
No. (Year to Date)		36	6	20	6	31	6	105	
FY 23/24 Total Value (Year to Date)		\$10,520,140.00	\$241,930.00	\$1,179,810.37	\$907,790.00	\$0.00	\$531,680.00	\$13,381,350.37	
FY 22/23 Total Value		\$14,031,755.00	\$1,570,238.00	\$1,507,750.78	\$1,348,467.00	\$0.00	\$48,000.00		\$18,506,210.78

12. BUILDINGS & AMENITIES

Delivery Program:

1.2.1

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

Action	Responsibility	Progress Comment
<p>1.2.1.4 Develop and deliver the Property Management Strategy.</p>	<p>Manager Planning & Development</p>	<p>Property Strategy - Under review - Draft not expected until 2024/2025 due to work requirements and being understaffed within the department - ongoing.</p> <p>Council Buildings</p> <ul style="list-style-type: none"> • 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. • Urbenville Medical Centre maintenance items completed in May. • Quote & Inspection for RFS Shed in Liston to repair roof and water damage - HR to select a quote. • Draft scope of work in May to replace Federation Park Kiosk and Change Room Roof to be sent out in June. • Builder engaged to commence urgent works at the Tenterfield Child Care Centre in Early May – work is now completed. • Scope of work sent to 6 local builders for repairs to both bathrooms in the Welburn Lane House – 2 quotes received- Contractor selected and work has commenced. <p>Current Capital Works</p> <ul style="list-style-type: none"> • Band Hall has had a building inspection completed and scope of work is being developed - ongoing. • Mt McKenzie digital tower Access Road sealing completed and fencing currently being scoped and put out for quotes in early June.

<p>1.2.1.5 Manage and update Land and Property Register.</p>	<p>Manager Planning & Development</p>	<ul style="list-style-type: none"> • Land and Property register is currently being managed as required. Spreadsheets are being updated as needed. • Current leases are being looked at and renewed as needed – Tenterfield Child Care Centre, Ten FM and Visitor Centre are being drafted. • Meeting held with Crown Lands - Plans of Management (PoMs) are to be completed, endorsed by Council, exhibited, and approved by the Crown – extension of time granted. Anticipate draft plans to be presented to Council August/September 2024. Property specialist position vacant.
<p>1.2.1.6 Develop and deliver the Buildings and Amenities Asset Management Plan.</p>	<p>Manager Planning & Development</p>	<p>Licences & Agreements on Council owned/managed Land</p> <ul style="list-style-type: none"> • Tenterfield Total Care draft lease for 136-138 Manners Street, Tenterfield – is still being reviewed by Tenterfield Total Care Committee solicitors are discussing terms - Ongoing. <p><u>GRANT FUNDING</u></p> <p>Following Grant Projects are still outstanding:</p> <p>Drought Communities Programme Extension – Project now completed</p> <p>National Bushfire Funding - Advertising Campaign Expansion & Brochure Production – ongoing.</p> <p>Stronger Country Communities Programs</p> <ul style="list-style-type: none"> • Memorial Hall floor - the new stage area expected to be delivered in June, quotes to be advertised for a thick curtain to be installed onto the retractable seating for padding - ongoing. • SCCF4-0951 Revitalization of Tenterfield Netball Courts – Acquittal completed • SCCF4-0948 Improvements to Sunnyside Hall – Acquittal completed. <p>Black Summer Funding</p> <ul style="list-style-type: none"> • Mingoola Hall Upgrades to include a toilet – Acquittal completed. • 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 and remainder of the electrical to be completed.

Monthly Operational Report – May 2024

<p>1.2.1.7 Manage Crown Lands and prepare designated Native Title Advice.</p>	<p>Manager Planning & 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:

1.2.1

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

Action	Responsibility	Progress Comment
1.2.1.1 Implement and deliver maintenance programs for Parks, Gardens and Open Spaces.	Manager Parks, Gardens & Open Space	Daily duties include Public toilet cleaning, park/street bins, BBQ cleaning, playground inspecting Mowing Brush cutting Spraying of parks and town streets Tree pruning/limb pick up 6 x large pinoaks removed due to decay and rot along Cowper Street Graffiti removal Cemetery maintenance Garden maintenance and repairs 2 x Rouse Street gardens had to be shortened due the power poles in the gardens Assist in event coordination setup Completion of the netball court upgrade. Line marking incorrect and will be corrected when the company is next town to work on the basketball courts Cleaning tables and benches in parks
1.2.1.2 Work with the Tenterfield Shire Village Progress Associations and the Parks, Gardens and Open Space Committee to support individual town and village themes.	Manager Parks, Gardens & Open Space	Limited active representatives Any project undertaken within budget

Monthly Operational Report – May 2024

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

Delivery Program:

1.2.2

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

Action	Responsibility	Progress Comment																												
1.2.2.1 Manage the Tenterfield War Memorial Baths (TWMB) Management Plan and contribute to service delivery.	Manager Planning & Development	<p>Management Plan</p> <ul style="list-style-type: none"> Updated Management Plan to be completed and implemented in the 2025-26 summer season. This plan is currently under review with the new contract. Air bubbles, cracks forming and paint peeling off both the 33m and Wade pool through season with some sharp edges still present. Roof of the Amenities building has been identified that it needs to be replaced in the near future due to age. Staff are continuously pursuing Grant Funding to upgrade the facility. <p>Month Review Pool has now closed to the public for the 23/24 season.</p> <p>Outstanding Maintenance</p> <ul style="list-style-type: none"> Grandstand and Gym lights – awaiting electrician quotes. Auto Vacuum to be repaired or replaced – Pool Managers seeking quotes. Cistern replacement for the male urinal – works to be completed prior to 24/25 season. <p>Season Pass Purchases for the 23/24 season</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																								

Monthly Operational Report – May 2024

Half Season Single	29	18	3	9	7	13
Total	103	72	49	61	90	75

Total Attendances for the 23/24 season

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

15. ASSET MANAGEMENT & RESOURCING

Delivery Program:

5.1.3

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

Action	Responsibility	Progress Comment
5.1.3.1 Develop and implement the Asset Management Strategy and associated systems.	Manager Asset & Program Planning	Transport asset revaluation is underway.
5.1.3.2 Deliver and manage the Pedestrian Access and Mobility Plan (incorporating the Disability Action Plan) and Bike Plan.	Manager Asset & Program Planning	The PAMP is under review for generic information within the document and a review of action list priorities – awaiting resourcing.
5.1.3.3 Infrastructure and assets inspections.	Manager Asset & Program Planning	Routine asset inspections are impacted by the vacancy of the Asset Officer position. Council are conducting limited/reactive inspections as required.
5.1.3.4 Review and update Council’s Risk Register and Intervention programs on an ongoing basis in accordance with inspection schedules.	Manager Asset & Program Planning	Risk Register is updated noting that a key risk remains, resourcing of technical support and supervision of major construction works. Council will go to tender seeking professional services to with assist grant funded projects.

16. COMMERCIAL WORKS

Delivery Program:

5.1.3

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

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

17. STORMWATER DRAINAGE

Delivery Program:

4.1.2

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

Action	Responsibility	Progress Comment
4.1.2.1 Implement the Stormwater Asset Management Plan.	Manager Asset & Program Planning	Further detail and planning required for stormwater infrastructure - awaiting resource allocation.

18. TRANSPORT NETWORK

Delivery Program:

4.1.1

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

Action	Responsibility	Progress Comment
4.1.1.1 Manage and deliver construction services for transport infrastructure, including footpaths, pavements and cycleways.	Manager Asset & Program Planning	Works programmed to include grant funded projects for Transport infrastructure.
4.1.1.2 Manage and deliver maintenance services for transport infrastructure.	Manager Works	<p>June 2024 Grading & Works Report</p> <p>Grading Schedule</p> <p>Northern Area: Undercliffe Falls Rd, Catarins Rd are graded and some shoulder work on Mt Lindesay Rd. Pavement repairs on Tooloom Rd at Windy Hill.</p> <p>Central Area: Graded Cataract River Rd, Barney Downs Rd, Finns Rd, Common Rd and Talmoi Rd. Western Street adjacent to the Cemetery and Mt Mackenzie Rd have had an initial seal.</p> <p>Western Area: WIP Silent Grove Rd and graded Binghi Rd.</p> <p>Eastern Area: Graded Sugarbag West Rd, Bunijah Rd, Old Main Camp Rd, Main Camp Rd and Morgan’s Creek Rd. Drainage work on Old Main Camp Rd, Main Camp Rd and Morgan’s Creek Rd.</p> <p>Plains Stn Rd remains under signage through Fraser’s Cutting.</p>

		<p>Works have commenced on Paddy's Flat Rd South between Bruxner Highway and Hootons Rd. Cross pipe installations are complete and excavators are doing drainage along the road verge. Pavement investigations occurring during the next few months.</p> <p>Replacement of the footpath in Miles St between Rouse St and Scott St, with footpath poured from Scott St to Sir Henry Parkes Motel to date. Work continues to Rouse St, will be completed during June.</p> <p>Across the Shire: Trimming of trees on Mt Lindesay to allow easier vehicle is mostly complete, section to complete between Lower Acacia and Legume.</p> <p>Council's 25t excavator: The 25 t digger has mulched timber on the Paddy's Flat Rd construction job, between Bruxner Highway and Hootons and is mulching Sugarbag East while in the district.</p> <p>BLACK SUMMER BUSHFIRES RECOVERY GRANTS PRORAM (BSBR) - BSBRO00438 - REMOVAL OF DEAD TREES ON COUNCIL ROADS – Timbarra Rd has had the tree canopy opened and is waiting for the mulcher to return. Tree canopy is opened up on Brushabers Rd and Schroeders Rd. Some mulching may occur, depending on funding availability.</p>
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19. PLANT, FLEET & EQUIPMENT

Delivery Program:

5.1.3

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

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

20. WASTE MANAGEMENT

Delivery Program:

3.1.4

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

Action	Responsibility	Progress Comment
3.1.4.1 Deliver and manage Waste and Recycling services.	Manager Water & Waste	<p>The Torrington Waste Transfer Station is awaiting final fencing installation, negotiations with neighbour over access will be concluded in May 2024, fencing will be re-instated, quotes obtained contractor engaged. Fencing expected to commence in September 2024.</p> <p>Cell 5, RFT and RFQ awarded with weekly progress meetings with Council’s QA consultants Tonkin and Councils construction contractor Townes Contracting Commenced this month. Monthly EPA progress reports continue. Capping plan and hydrological report for new monitoring well completed in February 2024. Drone survey and Ecological surveys completed in March 2024. Engaged surveyor to undertake base point locations at 5 sites, installation expected in June 2024.</p> <p>Council to received \$773,692 for improvements, from EPA and Heritage Trust at Boonoo Boonoo and Torrington, Variation was requested and agreed to alter scope to include new fluted compactor wheels expected delivery June 2024. Gates completed January 2024. Compulsory acquisition has been sent to the minister’s office, PAN approval 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>Alternative cover landfill (Posi-shell) spray unit deployed to Boonoo Boonoo Landfill (Site 51) six month trial granted by EPA this September 2023.</p> <p>Quarterly toolbox meeting occurred, April 2024.</p> <p>Replacement reported to Council’s February 2023 meeting, revised quotations received in November 2023, STG expected delivery June 2024.</p>

Monthly Operational Report – May 2024

		<p>Truck rollover occurred in March 2024, driver minor injuries, insurance investigations/negotiations continue expected settlement in June 2024.</p> <p>Site 51 incurred a break-in in May, tools, pumps, generator and fuel was stolen. Police are investigating, footage from security cameras have been provided.</p>
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21. WATER SUPPLY

Delivery Program:

3.1.3

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

Action	Responsibility	Progress Comment
3.1.3.1 Implement Water Service Strategic Plan in accordance with NSW Office of Water Guidelines.	Manager Water & Waste	<p>Bore at Shirley Park has new larger casing including deeper drilling from 97m to 150m, installation commenced in December completion in June 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 expected August 2024.</p> <p>Urbenville - new grid grant has Section 60 approvals in March 2024, for Lagoon construction, RFT released in December 2023 negotiations underway decision to increase the funding was granted and awarded in May 2024, tender review/resubmittal pending. Cage replacement is underway with track and pad to lift structure completed in June 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's new Water Filtration Plant is currently 750.0KL/day decreasing by 100.4KL/day. Current usage at Urbenville is 147.5KL/day providing a decrease in consumption of 29.3KL/day for the 3 communities.</p> <p>Tenterfield Dam Level is 87%-new data loggers place level at 100% receiving 23mm for the month of May 2024; Urbenville Tooloom Creek Level is 100% receiving 76mm for the month of May 2024.</p> <p>Meter Reading commenced in April completed May.</p> <p>Tenterfield 1 major main; 0 new meter; 0 new service connections; 0 water limiters installed; 0 water limiters removed; 0 disconnection, 10 broken services repaired/replaced; 0 services leaks repaired; 0 valve</p>

		<p>replacements; mains flushing occurred in 8 location and 0 hydrant replacements. Note. 0 section 67 private works jobs completed. Reservoir cleaned by Aqualift. 0 interim meter reads. Operator training continuing at New WTP. Hydrant and service valve raising along Pelham Street. Scour valve operated. Dam Safety NSW, legislative requirement with a 5-year live scenario held in Tenterfield in April 2024.</p> <p>Jennings 0 including meter; 0 meter replacements; 0 broken services repaired; 0 Major main break. New main installed 120m Carpenter Lane.</p> <p>Urbenville 0 major main broken main repairs, mains flushing occurred in 8 location, 0 new meter, 1 meter repair/replacements, 0 water limiters installed and 0 broken service repaired 0, SCADA Requires upgrade-Note Failure of telemetry (radio equipment) requiring replacement in December 2023 and January2024. Hydrants marked and painted. Replaced springs and diaphragms in Burkert Valves on Pre and Post Caustic, Raw Water, Potassium and Daff. Water quality information is also available in monthly water health cards available at Water Health Cards Tenterfield Shire Council (nsw.gov.au)</p>
<p>3.1.3.2 Deliver and manage the Water and Drought Management Plans and Flood Study.</p>	<p>Manager Water & Waste</p>	<p>Tenterfield update of the flood risk study awarded in March 2024. Initial meetings completed. Consultation undertaken on 20 May 2024, data handover completed.</p> <p>Council was awarded \$92,522 DPE-Water Regional Leakage Reduction Program, installation completed in May 2024, preliminary results have indicated some significant leaks in property.</p> <p>The Integrated water catchment management grant (IWCM) engagement of consultants expected in June 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 18 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. Bore completed in May, testing expected in June 2024.</p>

22. SEWERAGE SERVICES

Delivery Program:

3.1.5

Deliver affordable and effective wastewater management solution for the community.

Action	Responsibility	Progress Comment
<p>3.1.5.1 Maintain and operate the sewerage network, in line with the Asset Management Strategy.</p>	<p>Manager Water & Waste</p>	<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 June 2024.</p> <p>Tenterfield</p> <p>Sewer connections 1; Major pump station clearing 1; Blockages were reported and cleared at 3 locations; 0 broken main repair; with 0 mains visually checked with new CCTV, 0 major manhole repair, 0 broken main repairs 0 manholes raised, and 1 section 67 private works jobs completed in this reporting period. Pump refurbishment/repair 1 at STP July 2022, Major pumpstation maintenance 1. Surcharge event 0. STP Repairs 0.</p> <p>Urbenville</p> <p>Sewer connections 0; Major pump station clearing 0; Blockages were reported and cleared at 0 locations; 0 broken main repair; with 0 mains visually and 0 major manhole repair, 0 broken main repairs and 0 effluent line repair. 0 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 increased to 30 minutes while the median response time is at 25 minutes.</p>