



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER ORDINARY COUNCIL MEETING 28 AUGUST 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 28 August 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.

~~~000~~~

## 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

6. (ITEM MIN11/24) ....CONFIRMATION OF PREVIOUS MINUTES7  
7.

### 8. TABLING OF DOCUMENTS

### 9. URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

**10. MAYORAL MINUTE**

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

**12. OPEN COUNCIL REPORTS**

**OUR COMMUNITY**

(ITEM COM5/24) FUNDING FOR DISABLED PUBLIC TOILET AMENITIES AT THE YOUTH PRECINCT ..... 18

(ITEM COM6/24) ACKNOWLEDGEMENT OF TENTERFIELD TOURISM GROUP QUARTERLY REPORT FROM APRIL TO JUNE 2024 ..... 22

**OUR ECONOMY**

**OUR ENVIRONMENT**

(ITEM ENV9/24) BOLIVIA COMMUNICATION TOWER - 5465 NEW ENGLAND HIGHWAY, BOLIVIA..... 40

**OUR GOVERNANCE**

(ITEM GOV66/24) FUTURE OPERATIONAL MANAGEMENT OF THE SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS ..... 44

(ITEM GOV67/24) MONTHLY OPERATIONAL REPORT FOR JULY 2024 ..... 53

(ITEM GOV68/24) FINANCE & ACCOUNTS - PERIOD ENDED 31 JULY 2024.... 95

(ITEM GOV69/24) REPORT ON LOAN BALANCES 30 JUNE 2024 ..... 99

**RESOLUTION REGISTER**

(ITEM RES7/24) COUNCIL RESOLUTION REGISTER - AUGUST 2024 ..... 103

**13. REPORTS OF DELEGATES & COMMITTEES**

**14. NOTICES OF MOTION**

**15. RESOLUTION REGISTER**

**16. CONFIDENTIAL BUSINESS**

**17. MEETING CLOSED**

**(ITEM MIN11/24) CONFIRMATION OF PREVIOUS MINUTES**

---

**REPORT BY:** Heather Grasso

**RECOMMENDATION**

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

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

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

**ATTACHMENTS**

- 1** Unadopted Minutes of Ordinary Council Meeting - 14 August 2024 10 Pages

# MINUTES



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

## **MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 14 AUGUST 2024**

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the "Koreelah Room", Council's Administration Building, 247 Rouse Street, Tenterfield on Wednesday 14 August 2024 commencing at 9.34 am

**ATTENDANCE**

Councillor Bronwyn Petrie (Mayor)  
Councillor Peter Petty  
Councillor Tim Bonner (via ZOOM from 11.24 am)  
Councillor Tom Peters  
Councillor Kim Rhodes  
Councillor Greg Sauer  
Councillor Geoff Nye (via Phone, as his ZOOM-link failed)  
Councillor Peter Murphy

**ALSO IN ATTENDANCE**

General Manager (Hein Basson)  
Acting Executive Assistant & Media (Heather Grasso)  
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)**

---

**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**

**113/24 Resolved**

That the application for Leave of Absence of Councillor John Macnish be approved.

(Greg Sauer/Peter Murphy)

**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 Councillors |      |      |
|                 |      |      |

Mr Matthew Francisco, Director Infrastructure Services disclosed and made a declaration of a conflict of interest in:

Item GOV64/24 TENDER EVALUATION FOR PROFESSIONAL SERVICES FOR PROJECT MANAGEMENT PERSONNEL TENDER (RFT 19-23/24),

as he was an employee for 13/14-years of one of the companies that tendered.

Mr Francisco will be leaving the meeting when this item is discussed, not participating in any discussion on it.

**(ITEM MIN10/24) CONFIRMATION OF PREVIOUS MINUTES**

**114/24** **Resolved**

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

be confirmed and signed as a true record of the proceedings of this meeting.

(Kim Rhodes/Peter Petty)

**Motion Carried**

**TABLING OF DOCUMENTS**

Nil.

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

Nil.

**MAYOR MINUTE**

Nil.

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

**115/24** **Resolved**

That the following items be considered in the confidential section of the Business Paper:

- (1) ITEM GOV63/24 TENTERFIELD SHIRE COUNCIL STRATEGIC ASSURANCE MAPPING AND INTERNAL AUDIT PLAN 2024 – 2027
- (2) ITEM ENV6/24 UPDATE REPORT URBENVILLE, MULLI MULLI, WOODENBONG - URBENVILLE WATER SUPPLY PROJECT LAGOON CONSTRUCTION TENDER AWARD RFT 06-23/24
- (3) ITEM GOV64/24 TENDER EVALUATION FOR PROFESSIONAL SERVICES FOR PROJECT MANAGEMENT PERSONNEL TENDER (RFT 19-23/24).
- (4) ITEM GOV65/24 ORGANISATION STRUCTURE: LEADERSHIP DIRECTION FOR A CORE-FUNCTIONS COUNCIL

(Kim Rhodes/Tom Peters)

**Motion Carried**

**OPEN COUNCIL REPORTS**

**OUR COMMUNITY**

Nil.

**OUR ECONOMY**

Nil.

**OUR ENVIRONMENT**

Tamai Davidson, Manager Planning Property & Development entered the meeting, the time being 9.38 am.

**(ITEM ENV7/24) REQUEST FOR REFUND OF DEVELOPMENT APPLICATION AND CONSTRUCTION CERTIFICATE FEES - FRIENDS OF TENTERFIELD AERODROME**

**SUMMARY**

The purpose of this report is for Council to consider a request from the Friends of Tenterfield Aerodrome (FOTA) to waive and refund fees paid for their Development Application and Construction Certificate for a machinery shed lodged with Council for assessment at the Tenterfield Aerodrome, 127 Schroders Road, Tenterfield.

**OFFICER'S RECOMMENDATION**

**That Council:**

Favourably considers the request from Friends of Tenterfield Aerodrome to waive the amount of \$841.00 as required by Council's Fees and Charges for the processing of a Development Application and Construction Certificate for the erection of a Machinery Shed on Lot 1 DP 236737, 127 Schroders Road, Tenterfield – Tenterfield Aerodrome.

**AMENDMENT**

That Council:

Agrees to the request from Friends of Tenterfield Aerodrome to waive the amount of \$841.00 as required by Council's Fees and Charges for the processing of a Development Application and Construction Certificate for the erection of a Machinery Shed on Lot 1 DP 236737, 127 Schroders Road, Tenterfield – Tenterfield Aerodrome.

(Peter Murphy/Kim Rhodes)

**Amendment Carried**



**116/24**

**Resolved**

that Council:

Agrees to the request from Friends of Tenterfield Aerodrome to waive the amount of \$841.00 as required by Council's Fees and Charges for the processing of a Development Application and Construction Certificate for the erection of a Machinery Shed on Lot 1 DP 236737, 127 Schrodgers Road, Tenterfield – Tenterfield Aerodrome.

(Kim Rhodes/Peter Petty)

**Motion Carried**

Tamai Davidson, Manager Planning Property & Development left the meeting, the time being 9.43 am.

**(ITEM ENV8/24) YOUTH PRECINCT AMENITIES**

**SUMMARY**

Council has received requests for additional public toilet amenities for the Youth Precinct. This report considers the need for the additional amenities and the ongoing costs of establishing this facility. These initial costs of these facilities are able to be funded through a Government grant. The costs of operation and maintenance, as well as the eventual replacement of the facilities will be the responsibility of the Council.

**OFFICER'S RECOMMENDATION**

**That Council:**

Does not proceed with the provision of additional public toilet amenities at the youth precinct due to the proximity of public toilets in the nearby Jubilee Park.

**AMENDMENT**

That Council:

Proceeds with the provision of disabled public toilet amenities at the youth precinct, and that the Director of Infrastructure Services shall bring a report to the 28 August 2024 Ordinary Council Meeting as to the funding thereof, either through the Stronger Countries Community grant or through another source.

(Peter Murphy/Kim Rhodes)

**Amendment Carried**

**117/24**

**Resolved**

**That Council:**

Proceeds with the provision of disabled public toilet amenities at the youth precinct, and that the Director of Infrastructure Services shall bring a report to

---

the 28 August 2024 Ordinary Council Meeting as to the funding thereof, either through the Stronger Countries Community grant or through another source.

(Peter Petty/Kim Rhodes)

**Motion Carried**

**OUR GOVERNANCE**

Nil.

**REPORTS OF DELEGATES & COMMITTEES**

Nil.

**NOTICES OF MOTION**

Nil.

**RESOLUTION REGISTER**

Nil.

**CONFIDENTIAL BUSINESS**

118/24

**Resolved**

That Council moves in to Closed Session to consider the confidential reports.

(Peter Petty/Kim Rhodes)

**Motion Carried**

Erika Bursford, Manager Customer Service, Governance & Records entered the meeting, the time being 10.11 am.

**(ITEM GOV63/24) TENTERFIELD SHIRE COUNCIL STRATEGIC ASSURANCE MAPPING AND INTERNAL AUDIT PLAN 2024 - 2027**

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (ARIC Confidential) of the Local Government Act, 1993, as the matter involves Information and documents pertaining to the Committee are confidential and are not to be made publicly available.”.

**SUMMARY**

The purpose of this report is to provide the Tenterfield Shire Council Strategic Assurance Mapping and Internal Audit Plan to Council. The Plan identifies an appropriate and deliverable Internal Audit Program for implementation by Council’s Internal Audit Coordinator from 2024 to 2027.

22 August 2024

6

**119/24**    **Resolved**

That Council adopts the Strategic Assurance Mapping and Internal Audit Plan 2024 to 2027, as per attachment to the report as Annexures.

(Kim Rhodes/Greg Sauer)

**Motion Carried**

Erika Bursford, Manager Customer Service, Governance & Records left the meeting, the time being 10.13 am.

Gillian Marchant, Manager Water & Waste entered the meeting, the time being 10.13 am.

**(ITEM ENV6/24) UPDATE REPORT URBENVILLE, MULLI MULLI, WOODENBONG - URBENVILLE WATER SUPPLY PROJECT LAGOON CONSTRUCTION TENDER AWARD RFT 06-23/24**

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

**SUMMARY**

The purpose of this report is to provide an update to Council on the Urbenville Water Supply Project the determination of the RFT 06-23/24 award decision for the works to provide Urbenville lagoon and reticulation construction.

**120/24**    **Resolved**

That Council receives and notes the contents of the report.

(Peter Petty/Kim Rhodes)

**Motion Carried**

Gillian Marchant, Manager Water & Waste left the meeting, the time being 10.33 am.

James Paynter, Manager Works entered the meeting, the time being 10.34 am.

Matthew Francisco, Director of Infrastructure left the meeting at 11.19 am.

**(ITEM GOV64/24) TENDER EVALUATION FOR PROFESSIONAL SERVICES FOR PROJECT MANAGEMENT PERSONNEL TENDER (RFT 19-23/24).**

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

**SUMMARY**

The purpose of this report is to summarise and present the outcomes of the tender review processes from Infrastructure's recent Professional Services for Project Management Personnel tender (RFT 19-23/24). Three companies are recommended, to work as part of the Department of Infrastructure Services' team for at least 12 months; supporting various projects, including near-term significant disaster recovery works.

121/24

**Resolved**

That Council:

1. Engages the conforming tender companies mentioned below in respective contracts called *Professional Services Contract – Professional Services for Project Management Personnel* to work with the Department of Infrastructure Services team for an initial term of 12 months, with two six-month extension options for each contract, for the following annual tender amounts:

|                            |           |
|----------------------------|-----------|
| a. RB Ausling:             | \$871,700 |
| b. DCPM:                   | \$406,600 |
| c. Dionysus Group Tas WPS: | \$459,540 |
2. Authorises the General Manager to negotiate and engage other companies from those that submitted conforming tenders, in the event of preferred personnel from the above-mentioned companies becoming unavailable at any time throughout the anticipated contract period, without the need to retender.

(Greg Sauer/Peter Murphy)

**Motion Carried**

James Paynter, Manager Works left the meeting, the time being 11.35 am.

Matthew Francisco, Director of Infrastructure returned to the meeting at 11.39 am.

---

**(ITEM GOV65/24) ORGANISATION STRUCTURE LEADERSHIP**  
**DIRECTION FOR A CORE-FUNCTIONS COUNCIL**

---

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (a) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals.

**SUMMARY**

The purpose of this report is for the General Manager to formalise his consultation with the Council elected body regarding the adoption of a revised organisation structure that will provide leadership direction for a Council that is focused on providing core local government functions into the future.

122/24

**Resolved**

That Council:

- (1) Notes the contents of the General Manager's report; specifically recognising the current financial position of Council and the associated deliberate decision for Council to only provide core functions to the community with a staffing component of 82 full time equivalent staff, and with an ongoing service level review of especially its extensive roads network.
- (2) Approves the revised Organisation Structure as consulted on by the General Manager with Council attached as an Annexure to the report, consisting of a two-departmental structure led by a Director of Infrastructure Services and a Director of Corporate Services; further noting the equity in the number of direct reports to the three "senior" staff members (i.e. the General Manager and the mentioned two Directors) consisting of five direct reports each.
- (3) Notes the number of changes to the rest of the organisation structure, including the proposed redundancies and redesign of particular positions within the "indoor" staff component, in order to generate savings to enable Council to fill some much-needed positions within the "outdoor" staff component – including a grader driver and two water cart operators and an additional mechanic, to ensure good road maintenance practices and the servicing of ageing plant are being adhered to, as well as within the asset management section to ensure robust data informs Council's Long Term Financial Plan and financial sustainability into the future.
- (4) Reassesses its organisation structure again within 12 months after the September 2024 general local government elections – which would provide for an opportunity to make some adjustments to the proposed structure, especially focusing on Council better aligning its organisation structure with the objectives and actions enshrined within its Integrated Planning and Reporting suite of documents, adhering to sound governance principles and being able to implement recommendations from the Audit, Risk and Improvement Committee, providing a safe workplace to all its staff, and where an effective and efficient workforce is culturally encouraged to achieve a work-life balance.

---

(5) Communicates the revised Organisation Structure to the Chair of the Audit, Risk and Improvement Committee, in order for this Committee to be aware of the changes in Council's workforce structure.

(Kim Rhodes/Greg Sauer)

**Motion Carried**

**MOVED BACK INTO OPEN COUNCIL**

123/24

**Resolved**

That Council moves back into Open Council.

(Peter Petty/Kim Rhodes)

**Motion Carried**

The meeting moved out of the closed session and the recording device was turned on, the time being 11.59 am.

In accordance with Section 253 of Local Government Regulations (General) 2005, the Mayor read out the resolutions as resolved whilst in closed session and took the opportunity on behalf of the Councillors to thank departing staff for their service.

**MEETING CLOSED**

There being no further business the Mayor declared the meeting closed at 12.06 pm.

.....  
Councillor Bronwyn Petrie  
Mayor/Chairperson

|                      |                                                                           |
|----------------------|---------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                                             |
| <b>Submitted by:</b> | Matthew Francisco, Director of Infrastructure                             |
| <b>Reference:</b>    | <b>ITEM COM5/24</b>                                                       |
| <b>Subject:</b>      | <b>Funding for Disabled Public Toilet Amenities at the Youth Precinct</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 the report is to investigate and propose suitable funding sources for the provision of a disabled public toilet amenities facility in the youth precinct.

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

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

- (1) Requests a variation to the scope of works for the grant received under the Stronger Country Communities Fund (SCCF) 5 to include the construction and / or installation of a disabled public toilet amenities facility at the youth precinct.
- (2) Authorises the Director of Infrastructure Services to request quotations for a design and construct process to install the disabled public toilet amenities facility, if approval from The NSW State Government – Regional NSW is received for the change to the scope of works.
- (3) Requests the Director of Infrastructure Services reports to Council on which works, if any, are not delivered following the change to the scope of works (if approved), once this impact is known, after the design and construct contract for the disabled public toilet amenities facility is sufficiently advanced.

#### **BACKGROUND**

Tenterfield Shire Council has been successful in receiving a grant from the New South Wales Government acting through Regional NSW. This grant is under the Stronger Country Communities Fund (SCCF) 5 for the Tenterfield Youth Precinct Infrastructure Upgrade, Stage 2. The works approved in the grant include the following:

- Installation of a public outdoor basketball court
- Renovation of the existing amenities block
- Widening of existing footpath
- Creation of new footpaths to the amenity block/ to improve access and connectivity of walking and cycling options
- Installation of a range of park furniture
- Installation of a range of open space amenities

There is currently \$213,528 remaining unexpended in these grant funds.

Our Community No. 5 Cont...

Tenterfield Shire Council has adopted a Plan of Management for the subject reserve, one of the permitted uses for the reserve is Visitor Facilities, which specifically includes toilets.

### **REPORT:**

At the Council meeting held on 14 August the Council resolved:

#### **That Council:**

Proceeds with the provision of disabled public toilet amenities at the youth precinct, and that the Director of Infrastructure Services shall bring a report to the 28 August 2024 Ordinary Council Meeting as to the funding thereof, either through the Stronger Countries Community grant or through another source.

(Peter Petty/Kim Rhodes)

In response to this Council resolution, sources of funding were investigated. The three sources of funding investigated were:

1. Development Contributions
2. Funding through the grant obtained through the Stronger Country Communities Fund (SCCF) 5
3. The General Fund

#### **Developer Contributions**

The Tenterfield Shire Council Development Contributions plan was reviewed. This plan was adopted by Council in 2020. The development contributions plan was developed by Cardno (NSW/ACT) Pty Ltd. The law around Development Contributions is a specialized area of the law and for a contributions plan to be effective it must comply with the relevant legislation and case law.

The development contributions plan adopted by Council has no provisions for funding a public toilet in the Skate Park.

Due to the law around the collection and subsequent expenditure of development contributions, any funds collected by Council under the currently adopted Development Contributions Plan are not able to be used to fund or partially fund a public toilet in the Skate Park.

#### **Funding through the grant obtained through the Stronger Country Communities Fund (SCCF) 5**

As noted above, Tenterfield Shire Council has been successful in receiving a grant from the New South Wales Government acting through Regional NSW. This grant is under the Stronger Country Communities Fund (SCCF) 5 for the Tenterfield Youth Precinct Infrastructure Upgrade, Stage 2.

While the construction or installation of disabled public toilet amenities at the youth precinct has not been included in the grant application, the provisions of the grant funding deed allow Council to request a variation to the scope of works.



Our Community No. 5 Cont...

If Regional NSW allow the variation to the scope of works, this funding could be used to provide a disabled public toilet amenities facility in the youth precinct.

### **The General Fund**

There is no funding currently allocated to the provision of a disabled public toilet amenities facility in the youth precinct. Also, no other project was able to be identified as a possible saving to fund this public toilet facility.

### **Conclusion**

The Stronger Country Communities Fund (SCCF) 5, has the greatest likelihood to fund the disabled public toilet amenities facility in the youth precinct, whilst minimising the impact on the General Fund in relation to the initial capital cost. Funding for the operation and maintenance of the proposed facility will need to be provided from the General Fund.

### **COUNCIL IMPLICATIONS:**

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

No community consultation is required to be carried out.

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

Policy and regulation matters are discussed in the body of the report.

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

The financial implications were detailed in Item ENV8/24.

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

The proposed facility is an additional asset, which increases Council's asset base and consequent depreciation costs.

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

There will be no changes to the Workforce Management Strategy.

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

Not applicable.

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

Not applicable.

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

Project Management resources will be assigned to manage this project.

**Hein Basson**

Our Community No. 5 Cont...

**General Manager**

Prepared by staff member: Matthew Francisco, Director of Infrastructure  
Approved/Reviewed by Manager: Hein Basson, General Manager  
Department: Engineering Department  
Attachments: There are no attachments for this report.

|                      |                                                                                              |
|----------------------|----------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                                         |
| <b>Submitted by:</b> | Mitchell Baade, Acting Executive Assistant & Media                                           |
| <b>Reference:</b>    | <b>ITEM COM6/24</b>                                                                          |
| <b>Subject:</b>      | <b>Acknowledgement of Tenterfield Tourism Group Quarterly Report from April To June 2024</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**

**OFFICER'S RECOMMENDATION:**

**That Council:**

**Acknowledges Report 3 from the Tenterfield Tourism Group for the period of 1 April 2024 to 30 June 2024.**

**BACKGROUND**

**REPORT:**

**COUNCIL IMPLICATIONS:**

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

Our Community No. 6 Cont...

Nil.

**Hein Basson  
General Manager**

|                               |                                                                                       |
|-------------------------------|---------------------------------------------------------------------------------------|
| Prepared by staff member:     | Mitchell Baade, Acting Executive Assistant & Media                                    |
| Approved/Reviewed by Manager: | Hein Basson, General Manager                                                          |
| Department:                   | Office of the Chief Executive                                                         |
| Attachments:                  | <b>1</b> Tenterfield Tourism Group Quarterly Report 1 April to 30 June 2024. 16 Pages |



**DATE:** 31 July 2024

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

**REPORT 3:** 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 April - 30 June 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

**TTG Meetings held during this quarter:**

1. Monday 22 April 2024, 5-6pm, online and in person
2. Monday 20 May 2024, 5-6 pm, online and in person

**Next Quarter meeting dates:**

1. Monday 22 July 2024, 5-6pm
2. Monday 26 August 2024, 5-6pm
3. Monday 23 September 2024, 5-6pm

**ACTIVITIES ACHIEVED THIS QUARTER**

- (1) Maintain flow of new content on socials
- (2) Destination Tenterfield video created by Precipice Films (**Total cost \$5,500 + GST with \$7,381.47 additional costs for talent, project management, accommodation, meals etc**) for launch in Quarter 4, 2024.
- (3) Kick off the Destination Management Planning process, with support of Margot Davies Unearthed Prosperity (**max cost \$6,000**) for completion in Quarter 1, 2025.

**Destination Management Plan workshops held:**

- a. 3 June 2024, 7.30am -12.30pm, Tenterfield TAFE
- b. 24 June 2024, 8.00am – 12.30pm, Tenterfield TAFE
- (4) Commission Demographic Design for the new Destination Tenterfield brand work for completion in Quarter 4, 2024 (**Total cost \$3,880 + GST with additional accommodation etc costs**)
- (5) Submit forward plan to TCTIB (then to TSC) for carry over of funds and grant spending new \$50,000 for financial year 2024-2025 (**Approved by TSC**)
- (6) Revisit all options available for a Tenterfield Visitor Information Centre (VIC) with TSC for decision by Quarter 4, 2024. Focus on long term option/position and one that creates

1



revenue generating ability to assist Tenterfield Tourism Group become less reliant on external funding.

- (7) Produce a new 4-page 4 colour process A4 visitor guide with existing local maps that are available to be folded and inserted into these, for launch in Quarter 3, 2024. This is an interim option whilst the group work on redesigning a full-blown visitor guide to replace the outdated Tenterfield True booklet.
- (8) Winter Photoshoot campaign by Sapphire Daley and Sera Wright to capture local businesses, landscapes and all things that espouse winter in Tenterfield, alongside purchase of relevant images. All images will be used on social media, marketing collateral and new website.
- (9) Relationships have been rebuilt with the New England High Country Group (**Subscription is \$8,000**) with a focus on the new brand positioning and how the group can look at events to link the region together – i.e. Autumn – could this be the number one location in Australia for Autumn

**2023-2024 Financial Year**

Profit and Loss Bank balance at 30 June 2024 = \$52,910.48 (**Attachment 1**)

All spending for 2023-2024 financial year (**Attachment 2**)

**Additional Funding allocated over this Quarter:**

1. \$30,000, Janelle Saffin Office for future Visitor Information Centre fit-out.
2. TCTIB Contribution: Executive approved \$1,000 matched funding with TTG to contract Emma Louise Johnson to update all Tenterfield ADTW listings, for completion in Quarter 4, 2024.

**MATTERS ARISING**

The DMP process will be unique to Tenterfield. Guidance has been provided by Margot Davies, but this will be a work in progress focussed on the unique Tourism attributes of the region not wider economic development activities which are the remit of the TSC. Positive engagement at the workshops has been experienced. New workshops will be developed as the weather improves to engage a wider cross section of tourism providers.

TTG has parsimoniously used financial resources made available by TSC. Providers have generously discounted costs and TSC has allowed a carry-over of unspent funds.

TTG members continue to contribute more than significant time and in-kind financial resources for the benefit of the region.

The need for a physical tourism centre has become more apparent over time, despite the impact and traction of the digital content. Funds have been made available through Janelle Saffin's office while agreement has been reached with that office for TTG to vary the location of a physical entity. TTG is keen to develop any physical entity with revenue potential and is open to continuing to explore with TSC the possible use of Bruxner Park as a location for such a physical entity. This would also coincide with a proposed new plan to activate/redesign the entire park in the CBD to make this a key location for visitors to go to.

The TTG continues to look forward to ongoing constructive two-way communication with TCTIB and TSC to ensure a collaborative way forward for tourism development across the Tenterfield region.

**Professor Rowena Barrett (Secretary, TTG)**

**31 July 2024**



Attachment 1: 2023-2024 Profit and Loss and bank balance at 30 June 2024

## Profit and Loss

TCTIB

For the year ended 30 June 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                     | 32,119.97                | 32,119.97         |
| Advertising - Social Media      | 15,240.00                | 15,240.00         |
| Advertising - Website           | 3,975.00                 | 3,975.00          |
| Consulting                      | 8,685.50                 | 8,685.50          |
| Promotional Material            | 1,821.00                 | 1,821.00          |
| <b>Total Operating Expenses</b> | <b>62,089.52</b>         | <b>62,089.52</b>  |
| <b>Net Profit</b>               | <b>52,910.48</b>         | <b>52,910.48</b>  |



Attachment 2: Spending across 2023-2024



Account Transactions

| DATE                     | SOURCE             | DESCRIPTION                        | REFERENCE             | DEBIT      | CREDIT     | RUNNING BALANCE | GROSS        | GST |
|--------------------------|--------------------|------------------------------------|-----------------------|------------|------------|-----------------|--------------|-----|
| 5 June 2024              | Payable Invoice    | The Mad Platter & Co               | INV0194               | -          | 420.00     | 1,168.00        | 420.00       | -   |
| 7 June 2024              | Payable Payment    | Payment: Demographic Design Co.    | INV-0228              | 748.00     | -          | 420.00          | (748.00)     | -   |
| 9 June 2024              | Payable Invoice    | Photography Byron Bay              | INVT014               | -          | 1,180.00   | 1,600.00        | 1,180.00     | -   |
| 16 June 2024             | Payable Invoice    | Part of the Club Trust             | 240401                | -          | 551.67     | 2,151.67        | 551.67       | -   |
| 18 June 2024             | Payable Invoice    | Photography Byron Bay              | INVT015               | -          | 810.00     | 2,961.67        | 810.00       | -   |
| 20 June 2024             | Payable Invoice    | Sound Trails Pty Ltd               | INV-0049              | -          | 440.00     | 3,401.67        | 440.00       | -   |
| 24 June 2024             | Payable Payment    | Payment: Photography Byron Bay     | INVT014               | 1,180.00   | -          | 2,221.67        | (1,180.00)   | -   |
| 24 June 2024             | Payable Payment    | Payment: Part of the Club Trust    | 240401                | 551.67     | -          | 1,670.00        | (551.67)     | -   |
| 24 June 2024             | Payable Payment    | Payment: The Mad Platter & Co      | INV0194               | 420.00     | -          | 1,250.00        | (420.00)     | -   |
| 24 June 2024             | Payable Invoice    | The Mad Platter & Co               | INV0195               | -          | 280.00     | 1,530.00        | 280.00       | -   |
| 27 June 2024             | Payable Invoice    | Reuben Nutt                        | INV-0090              | -          | 528.00     | 2,058.00        | 528.00       | -   |
| Total Trade creditors    |                    |                                    |                       | 60,031.52  | 62,089.52  | 2,058.00        | 2,058.00     | -   |
| Closing Balance          |                    |                                    |                       | -          | 2,058.00   | 2,058.00        | -            | -   |
| <b>Trade receivables</b> |                    |                                    |                       |            |            |                 |              |     |
| Opening Balance          |                    |                                    |                       |            |            |                 |              |     |
| 1 Oct 2023               | Receivable Invoice | Tenterfield Shire Council          | Tourism Sub-Committee | 100,000.00 | -          | 100,000.00      | 100,000.00   | -   |
| 15 Dec 2023              | Receivable Payment | Payment: Tenterfield Shire Council | Tourism Sub-Committee | -          | 100,000.00 | -               | (100,000.00) | -   |
| Total Trade receivables  |                    |                                    |                       | 100,000.00 | 100,000.00 | -               | -            | -   |
| Closing Balance          |                    |                                    |                       |            |            |                 |              |     |
| Total                    |                    |                                    |                       | 337,121.04 | 337,121.04 | -               | 234,116.00   | -   |

| DATE        | SOURCE          | DESCRIPTION                                   | REFERENCE                | DEBIT    | CREDIT   | RUNNING BALANCE | GROSS      | GST |
|-------------|-----------------|-----------------------------------------------|--------------------------|----------|----------|-----------------|------------|-----|
| 14 Apr 2024 | Payable Invoice | Royal Tenterfield                             | 15958                    | -        | 270.00   | 7,770.00        | 270.00     | -   |
| 14 Apr 2024 | Payable Invoice | Photography Byron Bay                         | INVT012                  | -        | 1,080.00 | 8,850.00        | 1,080.00   | -   |
| 16 Apr 2024 | Payable Invoice | Royal Tenterfield                             | G001                     | -        | 71.00    | 8,921.00        | 71.00      | -   |
| 17 Apr 2024 | Payable Payment | Payment: Photography Byron Bay                | INVT011                  | 7,500.00 | -        | 1,421.00        | (7,500.00) | -   |
| 18 Apr 2024 | Payable Invoice | Precipice Films                               | 1044                     | -        | 5,500.00 | 6,921.00        | 5,500.00   | -   |
| 20 Apr 2024 | Payable Invoice | Part of the Club Trust                        | 240401                   | -        | 7,500.00 | 14,421.00       | 7,500.00   | -   |
| 21 Apr 2024 | Payable Payment | Payment: Photography Byron Bay                | INVT012                  | 1,080.00 | -        | 13,341.00       | (1,080.00) | -   |
| 30 Apr 2024 | Payable Payment | Payment: Precipice Films                      | 1044                     | 5,500.00 | -        | 7,841.00        | (5,500.00) | -   |
| 30 Apr 2024 | Payable Payment | Payment: Other Vendor                         | Autumn Campaign Expenses | 500.00   | -        | 7,341.00        | (500.00)   | -   |
| 30 Apr 2024 | Payable Payment | Payment: Other Vendor                         | Autumn Campaign Expenses | 500.00   | -        | 6,841.00        | (500.00)   | -   |
| 30 Apr 2024 | Payable Payment | Payment: Other Vendor                         | Autumn Campaign Expenses | 500.00   | -        | 6,341.00        | (500.00)   | -   |
| 30 Apr 2024 | Payable Payment | Payment: Other Vendor                         | Autumn Campaign Expenses | 475.80   | -        | 5,865.20        | (475.80)   | -   |
| 30 Apr 2024 | Payable Payment | Payment: Royal Tenterfield                    | 15958                    | 270.00   | -        | 5,595.20        | (270.00)   | -   |
| 30 Apr 2024 | Payable Invoice | Other Vendor                                  | Autumn Campaign Expenses | -        | 2,625.80 | 8,221.00        | 2,625.80   | -   |
| 30 Apr 2024 | Payable Payment | Payment: Other Vendor                         | Autumn Campaign Expenses | 150.00   | -        | 8,071.00        | (150.00)   | -   |
| 12 May 2024 | Payable Invoice | Photography Byron Bay                         | INVT013                  | -        | 1,580.00 | 9,651.00        | 1,580.00   | -   |
| 14 May 2024 | Payable Payment | Payment: Photography Byron Bay                | INVT013                  | 1,580.00 | -        | 8,071.00        | (1,580.00) | -   |
| 14 May 2024 | Payable Invoice | Danielle Ware T/As D Design for Hair          | INV-0052                 | -        | 88.00    | 8,159.00        | 88.00      | -   |
| 14 May 2024 | Payable Payment | Payment: Royal Tenterfield                    | G001                     | 71.00    | -        | 8,088.00        | (71.00)    | -   |
| 20 May 2024 | Payable Payment | Payment: Danielle Ware T/As D Design for Hair | INV-0052                 | 88.00    | -        | 8,000.00        | (88.00)    | -   |
| 20 May 2024 | Payable Payment | Payment: Other Vendor                         | Autumn Campaign Expenses | 500.00   | -        | 7,500.00        | (500.00)   | -   |
| 20 May 2024 | Payable Payment | Payment: Part of the Club Trust               | 240401                   | 7,500.00 | -        | -               | (7,500.00) | -   |
| 22 May 2024 | Payable Invoice | Unearthed Prosperity                          | 00000031                 | -        | 3,112.50 | 3,112.50        | 3,112.50   | -   |
| 28 May 2024 | Payable Invoice | Nucleo Pty Ltd                                | 00008575                 | -        | 330.00   | 3,442.50        | 330.00     | -   |
| 30 May 2024 | Payable Payment | Payment: Unearthed Prosperity                 | 00000031                 | 3,112.50 | -        | 330.00          | (3,112.50) | -   |
| 31 May 2024 | Payable Invoice | Demographic Design Co.                        | INV-0228                 | -        | 748.00   | 1,078.00        | 748.00     | -   |
| 3 June 2024 | Payable Payment | Payment: Nucleo Pty Ltd                       | 00008575                 | 330.00   | -        | 748.00          | (330.00)   | -   |

Account Transactions

Account Transactions

| DATE        | SOURCE          | DESCRIPTION                            | REFERENCE | DEBIT    | CREDIT   | RUNNING BALANCE | GROSS      | GST |
|-------------|-----------------|----------------------------------------|-----------|----------|----------|-----------------|------------|-----|
| 15 Feb 2024 | Payable Payment | Payment: Paul Donnelly                 | 96        | 180.00   | -        | 7,197.97        | (180.00)   | -   |
| 20 Feb 2024 | Payable Payment | Payment: Brand One                     | 1340      | 1,057.56 | -        | 6,140.41        | (1,057.56) | -   |
| 22 Feb 2024 | Payable Invoice | Photography Byron Bay                  | INVT009   | -        | 1,080.00 | 7,220.41        | 1,080.00   | -   |
| 22 Feb 2024 | Payable Payment | Payment: Photography Byron Bay         | INVT009   | 1,080.00 | -        | 6,140.41        | (1,080.00) | -   |
| 27 Feb 2024 | Payable Invoice | Nucleo Pty Ltd                         | 00008094  | -        | 330.00   | 6,470.41        | 330.00     | -   |
| 5 Mar 2024  | Payable Payment | Payment: The Found Media Group Pty Ltd | INV-0727  | 715.00   | -        | 5,755.41        | (715.00)   | -   |
| 5 Mar 2024  | Payable Payment | Payment: The Found Media Group Pty Ltd | INV-0725  | 1,320.00 | -        | 4,435.41        | (1,320.00) | -   |
| 5 Mar 2024  | Payable Payment | Payment: The Found Media Group Pty Ltd | INV-0726  | 1,100.00 | -        | 3,335.41        | (1,100.00) | -   |
| 5 Mar 2024  | Payable Payment | Payment: Nucleo Pty Ltd                | 00008094  | 330.00   | -        | 3,005.41        | (330.00)   | -   |
| 6 Mar 2024  | Payable Invoice | 12 Worlds Pty Ltd                      | INV-0064  | -        | 1,485.00 | 4,490.41        | 1,485.00   | -   |
| 13 Mar 2024 | Payable Invoice | Tori Page                              | 1         | -        | 150.00   | 4,640.41        | 150.00     | -   |
| 14 Mar 2024 | Payable Invoice | Lucy McCowen                           | 1         | -        | 150.00   | 4,790.41        | 150.00     | -   |
| 18 Mar 2024 | Payable Invoice | Photography Byron Bay                  | INVT010   | -        | 1,080.00 | 5,870.41        | 1,080.00   | -   |
| 22 Mar 2024 | Payable Invoice | Chill Winston                          | 234       | -        | 1,050.00 | 6,920.41        | 1,050.00   | -   |
| 22 Mar 2024 | Payable Invoice | Chill Winston                          | 233       | -        | 315.00   | 7,235.41        | 315.00     | -   |
| 25 Mar 2024 | Payable Payment | Payment: Grant Heidrich Carpentry      | 10638168  | 117.91   | -        | 7,117.50        | (117.91)   | -   |
| 25 Mar 2024 | Payable Payment | Payment: Photography Byron Bay         | INVT010   | 1,080.00 | -        | 6,037.50        | (1,080.00) | -   |
| 25 Mar 2024 | Payable Payment | Payment: Tori Page                     | 1         | 150.00   | -        | 5,887.50        | (150.00)   | -   |
| 28 Mar 2024 | Payable Payment | Payment: Chill Winston                 | 233       | 315.00   | -        | 5,572.50        | (315.00)   | -   |
| 28 Mar 2024 | Payable Payment | Payment: Chill Winston                 | 234       | 1,050.00 | -        | 4,522.50        | (1,050.00) | -   |
| 29 Mar 2024 | Payable Payment | Payment: G M Direct                    | 00000430  | 247.50   | -        | 4,275.00        | (247.50)   | -   |
| 8 Apr 2024  | Payable Payment | Payment: 12 Worlds Pty Ltd             | INV-0064  | 1,485.00 | -        | 2,790.00        | (1,485.00) | -   |
| 8 Apr 2024  | Payable Payment | Payment: 12 Worlds Pty Ltd             | INV-0060  | 1,320.00 | -        | 1,470.00        | (1,320.00) | -   |
| 8 Apr 2024  | Payable Payment | Payment: 12 Worlds Pty Ltd             | INV-0059  | 1,320.00 | -        | 150.00          | (1,320.00) | -   |
| 8 Apr 2024  | Payable Payment | Payment: Lucy McCowen                  | 1         | 150.00   | -        | -               | (150.00)   | -   |
| 10 Apr 2024 | Payable Invoice | Photography Byron Bay                  | INVT011   | -        | 7,500.00 | 7,500.00        | 7,500.00   | -   |

Account Transactions

| DATE        | SOURCE          | DESCRIPTION                      | REFERENCE | DEBIT    | CREDIT   | RUNNING BALANCE | GROSS      | GST |
|-------------|-----------------|----------------------------------|-----------|----------|----------|-----------------|------------|-----|
| 29 Oct 2023 | Payable Invoice | Photography Byron Bay            | INVT004   | -        | 1,080.00 | 2,795.58        | 1,080.00   | -   |
| 9 Nov 2023  | Payable Payment | Payment: Photography Byron Bay   | INVT004   | 1,080.00 | -        | 1,715.58        | (1,080.00) | -   |
| 9 Nov 2023  | Payable Invoice | Unique Graphic De Signs          | 00013074  | -        | 434.50   | 2,150.08        | 434.50     | -   |
| 13 Nov 2023 | Payable Payment | Payment: Photography Byron Bay   | INVT001   | 1,530.00 | -        | 620.08          | (1,530.00) | -   |
| 16 Nov 2023 | Payable Payment | Payment: Unique Graphic De Signs | 00013074  | 434.50   | -        | 185.58          | (434.50)   | -   |
| 16 Nov 2023 | Payable Payment | Payment: Brand One               | INV-1334  | 185.58   | -        | -               | (185.58)   | -   |
| 26 Nov 2023 | Payable Invoice | Photography Byron Bay            | INVT005   | -        | 1,080.00 | 1,080.00        | 1,080.00   | -   |
| 26 Nov 2023 | Payable Invoice | Photography Byron Bay            | INVT006   | -        | 1,000.00 | 2,080.00        | 1,000.00   | -   |
| 1 Dec 2023  | Payable Payment | Payment: Photography Byron Bay   | INVT006   | 1,000.00 | -        | 1,080.00        | (1,000.00) | -   |
| 1 Dec 2023  | Payable Payment | Payment: Photography Byron Bay   | INVT005   | 1,080.00 | -        | -               | (1,080.00) | -   |
| 21 Dec 2023 | Payable Invoice | G M Direct                       | 00000430  | -        | 247.50   | 247.50          | 247.50     | -   |
| 1 Jan 2024  | Payable Invoice | 12 Worlds Pty Ltd                | INV-0059  | -        | 1,320.00 | 1,567.50        | 1,320.00   | -   |
| 3 Jan 2024  | Payable Invoice | Photography Byron Bay            | INVT007   | -        | 1,080.00 | 2,647.50        | 1,080.00   | -   |
| 15 Jan 2024 | Payable Payment | Payment: Photography Byron Bay   | INVT007   | 1,080.00 | -        | 1,567.50        | (1,080.00) | -   |
| 18 Jan 2024 | Payable Invoice | Unique Graphic De Signs          | 00013153  | -        | 44.00    | 1,611.50        | 44.00      | -   |
| 18 Jan 2024 | Payable Invoice | Chill Winston                    | INV 222   | -        | 1,050.00 | 2,661.50        | 1,050.00   | -   |
| 22 Jan 2024 | Payable Invoice | Grant Heidrich Carpentry         | 10638168  | -        | 117.91   | 2,779.41        | 117.91     | -   |
| 22 Jan 2024 | Payable Invoice | Photography Byron Bay            | INVT008   | -        | 1,080.00 | 3,859.41        | 1,080.00   | -   |
| 30 Jan 2024 | Payable Payment | Payment: Chill Winston           | INV 222   | 1,050.00 | -        | 2,809.41        | (1,050.00) | -   |
| 31 Jan 2024 | Payable Invoice | Paul Donnelly                    | 96        | -        | 180.00   | 2,989.41        | 180.00     | -   |
| 1 Feb 2024  | Payable Payment | Payment: Unique Graphic De Signs | 00013153  | 44.00    | -        | 2,945.41        | (44.00)    | -   |
| 1 Feb 2024  | Payable Invoice | 12 Worlds Pty Ltd                | INV-0060  | -        | 1,320.00 | 4,265.41        | 1,320.00   | -   |
| 13 Feb 2024 | Payable Payment | Payment: Photography Byron Bay   | INVT008   | 1,080.00 | -        | 3,185.41        | (1,080.00) | -   |
| 14 Feb 2024 | Payable Invoice | The Found Media Group Pty Ltd    | INV-0727  | -        | 715.00   | 3,900.41        | 715.00     | -   |
| 14 Feb 2024 | Payable Invoice | The Found Media Group Pty Ltd    | INV-0725  | -        | 1,320.00 | 5,220.41        | 1,320.00   | -   |
| 14 Feb 2024 | Payable Invoice | The Found Media Group Pty Ltd    | INV-0726  | -        | 1,100.00 | 6,320.41        | 1,100.00   | -   |
| 15 Feb 2024 | Payable Invoice | Brand One                        | 1340      | -        | 1,057.56 | 7,377.97        | 1,057.56   | -   |

Account Transactions

| DATE                          | SOURCE          | DESCRIPTION                                   | REFERENCE                | DEBIT     | CREDIT    | RUNNING BALANCE | GROSS       | GST |
|-------------------------------|-----------------|-----------------------------------------------|--------------------------|-----------|-----------|-----------------|-------------|-----|
| 30 Apr 2024                   | Payable Payment | Payment: Other Vendor                         | Autumn Campaign Expenses | -         | 500.00    | (16,736.47)     | (500.00)    | -   |
| 30 Apr 2024                   | Payable Payment | Payment: Other Vendor                         | Autumn Campaign Expenses | -         | 500.00    | (17,236.47)     | (500.00)    | -   |
| 30 Apr 2024                   | Payable Payment | Payment: Other Vendor                         | Autumn Campaign Expenses | -         | 150.00    | (17,386.47)     | (150.00)    | -   |
| 30 Apr 2024                   | Payable Payment | Payment: Other Vendor                         | Autumn Campaign Expenses | -         | 500.00    | (17,886.47)     | (500.00)    | -   |
| 30 Apr 2024                   | Payable Payment | Payment: Other Vendor                         | Autumn Campaign Expenses | -         | 475.80    | (18,362.27)     | (475.80)    | -   |
| 30 Apr 2024                   | Payable Payment | Payment: Other Vendor                         | Autumn Campaign Expenses | -         | 270.00    | (18,632.27)     | (270.00)    | -   |
| 30 Apr 2024                   | Payable Payment | Payment: Royal Tenterfield                    | 15958                    | -         | 71.00     | (18,703.27)     | (71.00)     | -   |
| 14 May 2024                   | Payable Payment | Payment: Royal Tenterfield                    | G001                     | -         | 1,580.00  | (20,283.27)     | (1,580.00)  | -   |
| 14 May 2024                   | Payable Payment | Payment: Photography Byron Bay                | INVT013                  | -         | 88.00     | (20,371.27)     | (88.00)     | -   |
| 20 May 2024                   | Payable Payment | Payment: Danielle Ware T/As D Design for Hair | INV-0052                 | -         | 500.00    | (20,871.27)     | (500.00)    | -   |
| 20 May 2024                   | Payable Payment | Payment: Other Vendor                         | Autumn Campaign Expenses | -         | 7,500.00  | (28,371.27)     | (7,500.00)  | -   |
| 20 May 2024                   | Payable Payment | Payment: Part of the Club Trust               | 240401                   | -         | 3,112.50  | (31,483.77)     | (3,112.50)  | -   |
| 30 May 2024                   | Payable Payment | Payment: Uneathed Prosperity                  | 00000031                 | -         | 330.00    | (31,813.77)     | (330.00)    | -   |
| 3 June 2024                   | Payable Payment | Payment: Nucleo Pty Ltd                       | 00008575                 | -         | 748.00    | (32,561.77)     | (748.00)    | -   |
| 7 June 2024                   | Payable Payment | Payment: Demographic Design Co.               | INV-0228                 | -         | 1,180.00  | (33,741.77)     | (1,180.00)  | -   |
| 24 June 2024                  | Payable Payment | Payment: Photography Byron Bay                | INVT014                  | -         | 420.00    | (34,161.77)     | (420.00)    | -   |
| 24 June 2024                  | Payable Payment | Payment: The Mad Platter & Co                 | INV0194                  | -         | 551.67    | (34,713.44)     | (551.67)    | -   |
| 24 June 2024                  | Payable Payment | Payment: Part of the Club Trust               | 240401                   | 15,000.00 | 49,713.44 | (34,713.44)     | (34,713.44) | -   |
| Total TCTIB - Tourism Account |                 |                                               |                          | -         | 34,713.44 | (34,713.44)     | -           | -   |
| Closing Balance               |                 |                                               |                          | -         | -         | -               | -           | -   |

**Trade creditors**

|                 |                 |                                |          |          |          |          |            |   |
|-----------------|-----------------|--------------------------------|----------|----------|----------|----------|------------|---|
| Opening Balance |                 |                                |          | -        | 1,530.00 | 1,530.00 | 1,530.00   | - |
| 7 Sept 2023     | Payable Invoice | Photography Byron Bay          | INVT001  | -        | 4,812.50 | 6,342.50 | 4,812.50   | - |
| 29 Sept 2023    | Payable Invoice | Brand One                      | TENT01   | -        | 1,080.00 | 7,422.50 | 1,080.00   | - |
| 2 Oct 2023      | Payable Invoice | Photography Byron Bay          | INVT003  | 1,080.00 | -        | 6,342.50 | (1,080.00) | - |
| 13 Oct 2023     | Payable Payment | Payment: Photography Byron Bay | INVT003  | -        | 185.58   | 6,528.08 | 185.58     | - |
| 20 Oct 2023     | Payable Invoice | Brand One                      | INV-1334 | -        | -        | 1,715.58 | (4,812.50) | - |
| 26 Oct 2023     | Payable Payment | Payment: Brand One             | TENT01   | 4,812.50 | -        | -        | -          | - |

Account Transactions TCTIB 8 Jul 2024



| DATE        | SOURCE          | DESCRIPTION                            | REFERENCE | DEBIT     | CREDIT   | RUNNING BALANCE | GROSS      | GST |
|-------------|-----------------|----------------------------------------|-----------|-----------|----------|-----------------|------------|-----|
| 13 Nov 2023 | Payable Payment | Payment: Photography Byron Bay         | INVT001   | -         | 1,530.00 | (1,530.00)      | (1,530.00) | -   |
| 16 Nov 2023 | Payable Payment | Payment: Unique Graphic De Signs       | 00013074  | -         | 434.50   | (1,964.50)      | (434.50)   | -   |
| 21 Dec 2023 | Receive Money   | ANZ                                    |           | 15,000.00 | -        | 13,035.50       | 15,000.00  | -   |
| 30 Jan 2024 | Payable Payment | Payment: Chill Winston                 | INV 222   | -         | 1,050.00 | 11,985.50       | (1,050.00) | -   |
| 1 Feb 2024  | Payable Payment | Payment: Unique Graphic De Signs       | 00013153  | -         | 44.00    | 11,941.50       | (44.00)    | -   |
| 13 Feb 2024 | Payable Payment | Payment: Photography Byron Bay         | INVT008   | -         | 1,080.00 | 10,861.50       | (1,080.00) | -   |
| 15 Feb 2024 | Payable Payment | Payment: Paul Donnelly                 | 96        | -         | 180.00   | 10,681.50       | (180.00)   | -   |
| 20 Feb 2024 | Payable Payment | Payment: Brand One                     | 1340      | -         | 1,057.56 | 9,623.94        | (1,057.56) | -   |
| 22 Feb 2024 | Payable Payment | Payment: Photography Byron Bay         | INVT009   | -         | 1,080.00 | 8,543.94        | (1,080.00) | -   |
| 5 Mar 2024  | Payable Payment | Payment: The Found Media Group Pty Ltd | INV-0727  | -         | 715.00   | 7,828.94        | (715.00)   | -   |
| 5 Mar 2024  | Payable Payment | Payment: The Found Media Group Pty Ltd | INV-0725  | -         | 1,320.00 | 6,508.94        | (1,320.00) | -   |
| 5 Mar 2024  | Payable Payment | Payment: The Found Media Group Pty Ltd | INV-0726  | -         | 1,100.00 | 5,408.94        | (1,100.00) | -   |
| 5 Mar 2024  | Payable Payment | Payment: Nucleo Pty Ltd                | 00008094  | -         | 330.00   | 5,078.94        | (330.00)   | -   |
| 25 Mar 2024 | Payable Payment | Payment: Grant Heidrich Carpentry      | 10638168  | -         | 117.91   | 4,961.03        | (117.91)   | -   |
| 25 Mar 2024 | Payable Payment | Payment: Photography Byron Bay         | INVT010   | -         | 1,080.00 | 3,881.03        | (1,080.00) | -   |
| 25 Mar 2024 | Payable Payment | Payment: Tori Page                     | 1         | -         | 150.00   | 3,731.03        | (150.00)   | -   |
| 28 Mar 2024 | Payable Payment | Payment: Chill Winston                 | 234       | -         | 1,050.00 | 2,681.03        | (1,050.00) | -   |
| 28 Mar 2024 | Payable Payment | Payment: Chill Winston                 | 233       | -         | 315.00   | 2,366.03        | (315.00)   | -   |
| 29 Mar 2024 | Payable Payment | Payment: G M Direct                    | 00000430  | -         | 247.50   | 2,118.53        | (247.50)   | -   |
| 8 Apr 2024  | Payable Payment | Payment: 12 Worlds Pty Ltd             | INV-0060  | -         | 1,320.00 | 798.53          | (1,320.00) | -   |
| 8 Apr 2024  | Payable Payment | Payment: 12 Worlds Pty Ltd             | INV-0064  | -         | 1,485.00 | (686.47)        | (1,485.00) | -   |
| 8 Apr 2024  | Payable Payment | Payment: Lucy McCowen                  | 1         | -         | 150.00   | (836.47)        | (150.00)   | -   |
| 8 Apr 2024  | Payable Payment | Payment: 12 Worlds Pty Ltd             | INV-0059  | -         | 1,320.00 | (2,156.47)      | (1,320.00) | -   |
| 8 Apr 2024  | Payable Payment | Payment: Photography Byron Bay         | INVT011   | -         | 7,500.00 | (9,656.47)      | (7,500.00) | -   |
| 17 Apr 2024 | Payable Payment | Payment: Photography Byron Bay         | INVT012   | -         | 1,080.00 | (10,736.47)     | (1,080.00) | -   |
| 21 Apr 2024 | Payable Payment | Payment: Precipice Films               | 1044      | -         | 5,500.00 | (16,236.47)     | (5,500.00) | -   |
| 30 Apr 2024 | Payable Payment |                                        |           | -         |          |                 |            | -   |

Account Transactions

| Account Transactions | DATE         | SOURCE                         | DESCRIPTION                                                                                                                             | REFERENCE             | DEBIT      | CREDIT     | RUNNING BALANCE | GROSS      | GST |
|----------------------|--------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------|------------|-----------------|------------|-----|
|                      | 31 Jan 2024  | Payable Invoice                | Paul Donnelly - Hay Bales for Sunrise Event                                                                                             | 96                    | 180.00     | -          | 392.74          | 180.00     | -   |
|                      | 15 Feb 2024  | Payable Invoice                | Brand One - Sunrise BBQ Items                                                                                                           | 1340                  | 519.78     | -          | 912.52          | 519.78     | -   |
|                      | 15 Feb 2024  | Payable Invoice                | Brand One - Display Stand Components & posters                                                                                          | 1340                  | 380.48     | -          | 1,293.00        | 380.48     | -   |
|                      | 27 June 2024 | Payable Invoice                | Reuben Nutt - Bald Rock Sunrise Image Purchase                                                                                          | INV-0090              | 528.00     | -          | 1,821.00        | 528.00     | -   |
|                      |              | Total Promotional Material     |                                                                                                                                         |                       | 1,821.00   | -          | 1,821.00        | 1,821.00   | -   |
|                      |              | <b>Sponsorship Income</b>      |                                                                                                                                         |                       |            |            |                 |            |     |
|                      |              |                                | Tenterfield Shire Council - \$50,000 for Alternate Plan (Signs, Brochuer stands, major outdoor signs and digital tourism promotion, etc |                       |            | 50,000.00  | 50,000.00       | 50,000.00  | -   |
|                      | 1 Oct 2023   | Receivable Invoice             |                                                                                                                                         | Tourism Sub-Committee | -          | 50,000.00  | 50,000.00       | 50,000.00  | -   |
|                      | 1 Oct 2023   | Receivable Invoice             | Tenterfield Shire Council - \$50,000 annual payment                                                                                     |                       | -          | 50,000.00  | 100,000.00      | 50,000.00  | -   |
|                      |              | Total Sponsorship Income       |                                                                                                                                         |                       | -          | 100,000.00 | 100,000.00      | 100,000.00 | -   |
|                      |              | <b>TCTIB - General Account</b> |                                                                                                                                         |                       |            |            |                 |            |     |
|                      |              | Opening Balance                |                                                                                                                                         |                       |            |            |                 |            |     |
|                      | 13 Oct 2023  | Payable Payment                | Payment: Photography Byron Bay                                                                                                          | INVT003               | -          | 1,080.00   | (1,080.00)      | (1,080.00) | -   |
|                      | 26 Oct 2023  | Payable Payment                | Payment: Brand One                                                                                                                      | TENT01                | -          | 4,812.50   | (5,892.50)      | (4,812.50) | -   |
|                      | 9 Nov 2023   | Payable Payment                | Payment: Photography Byron Bay                                                                                                          | INVT004               | -          | 1,080.00   | (6,972.50)      | (1,080.00) | -   |
|                      | 16 Nov 2023  | Payable Payment                | Payment: Brand One                                                                                                                      | INV-1334              | -          | 185.58     | (7,158.08)      | (185.58)   | -   |
|                      | 1 Dec 2023   | Payable Payment                | Payment: Photography Byron Bay                                                                                                          | INVT006               | -          | 1,000.00   | (8,158.08)      | (1,000.00) | -   |
|                      | 1 Dec 2023   | Payable Payment                | Payment: Photography Byron Bay                                                                                                          | INVT005               | -          | 1,080.00   | (9,238.08)      | (1,080.00) | -   |
|                      | 15 Dec 2023  | Receivable Payment             | Payment: Tenterfield Shire Council                                                                                                      | INV-0974              | 100,000.00 | -          | 90,761.92       | 100,000.00 | -   |
|                      | 15 Jan 2024  | Payable Payment                | Payment: Photography Byron Bay                                                                                                          | INVT007               | -          | 1,080.00   | 89,681.92       | (1,080.00) | -   |
|                      |              | Total TCTIB - General Account  |                                                                                                                                         |                       | 100,000.00 | 10,318.08  | 89,681.92       | 89,681.92  | -   |
|                      |              | Closing Balance                |                                                                                                                                         |                       | 89,681.92  | -          | 89,681.92       | -          | -   |
|                      |              | <b>TCTIB - Tourism Account</b> |                                                                                                                                         |                       |            |            |                 |            |     |
|                      |              | Opening Balance                |                                                                                                                                         |                       |            |            |                 |            |     |

Account Transactions

| DATE                        | SOURCE          | DESCRIPTION                                                                                                                                                                                                              | REFERENCE | DEBIT           | CREDIT           | RUNNING BALANCE  | GROSS            | GST      |
|-----------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------|------------------|------------------|------------------|----------|
| 1 Feb 2024                  | Payable Invoice | 12 Worlds Pty Ltd - Tenterfield Tourism Group Monthly Media Retainer - Feb24                                                                                                                                             | INV-0060  | 1,320.00        | -                | 2,640.00         | 1,320.00         | -        |
| 6 Mar 2024                  | Payable Invoice | 12 Worlds Pty Ltd - Tenterfield Tourism Group PR & Media Consulting Activities - March 2024                                                                                                                              | INV-0064  | 1,485.00        | -                | 4,125.00         | 1,485.00         | -        |
| 22 May 2024                 | Payable Invoice | Unearthed Prosperity - 50% Downpayment on Destination Management Plan Workshop Prep, participation for community and business session, detailed review and feedback on draft tourism strategy and brand development plan | 000000031 | 3,112.50        | -                | 7,237.50         | 3,112.50         | -        |
| 31 May 2024                 | Payable Invoice | Demographic Design Co. - Tourism Workshop - Logo and Branding Design Consultation June 3rd 7.30am - 12.30pm                                                                                                              | INV-0228  | 748.00          | -                | 7,985.50         | 748.00           | -        |
| 5 June 2024                 | Payable Invoice | The Mad Platter & Co - Tourism Group - Business Consultation Wraps, Sweets & Fruit Platter for 20ppt @ \$20.50                                                                                                           | INV0194   | 420.00          | -                | 8,405.50         | 420.00           | -        |
| 24 June 2024                | Payable Invoice | The Mad Platter & Co - Tourism Group - Business Consultation Wraps, Sweets & Fruit Platter for 18ppt @ \$15.00                                                                                                           | INV0195   | 280.00          | -                | 8,685.50         | 280.00           | -        |
| <b>Total Consulting</b>     |                 |                                                                                                                                                                                                                          |           | <b>8,685.50</b> | <b>-</b>         | <b>8,685.50</b>  | <b>8,685.50</b>  | <b>-</b> |
| <b>Grant Funding</b>        |                 |                                                                                                                                                                                                                          |           |                 |                  |                  |                  |          |
| 21 Dec 2023                 | Receive Money   | ANZ - ANZ Seeds of Renewal Fund                                                                                                                                                                                          |           | -               | 15,000.00        | 15,000.00        | 15,000.00        | -        |
| <b>Total Grant Funding</b>  |                 |                                                                                                                                                                                                                          |           | <b>-</b>        | <b>15,000.00</b> | <b>15,000.00</b> | <b>15,000.00</b> | <b>-</b> |
| <b>Promotional Material</b> |                 |                                                                                                                                                                                                                          |           |                 |                  |                  |                  |          |
| 20 Oct 2023                 | Payable Invoice | Brand One - Bamboo Bowl & Lollies for VIC                                                                                                                                                                                | INV-1334  | 94.83           | -                | 94.83            | 94.83            | -        |
| 22 Jan 2024                 | Payable Invoice | Grant Heidrich Carpentry - Supplies for Sunrise Morning Show Hay Bale Display                                                                                                                                            | 10638168  | 117.91          | -                | 212.74           | 117.91           | -        |

Account Transactions TCTIB 8 Jul 2024

Page 5 of 12



Account Transactions

| DATE         | SOURCE                                  | DESCRIPTION                                                                                     | REFERENCE | DEBIT            | CREDIT   | RUNNING BALANCE  | GROSS            | GST      |
|--------------|-----------------------------------------|-------------------------------------------------------------------------------------------------|-----------|------------------|----------|------------------|------------------|----------|
| 9 June 2024  | Payable Invoice                         | Photography Byron Bay - Social Media update - 4wks 13th May - 9th Jun @ \$270/wk                | INVT014   | 1,080.00         | -        | 1,4430.00        | 1,080.00         | -        |
| 18 June 2024 | Payable Invoice                         | Photography Byron Bay - Social Media 3 weeks (10.06.24 - 30.06.24) @ \$270/week                 | INVT015   | 810.00           | -        | 15,240.00        | 810.00           | -        |
|              | <b>Total Advertising - Social Media</b> |                                                                                                 |           | <b>15,240.00</b> | <b>-</b> | <b>15,240.00</b> | <b>15,240.00</b> | <b>-</b> |
|              | <b>Advertising - Website</b>            |                                                                                                 |           |                  |          |                  |                  |          |
| 18 Jan 2024  | Payable Invoice                         | Chill Winston - Comprehensive Website Audit                                                     | INV222    | 1,050.00         | -        | 1,050.00         | 1,050.00         | -        |
| 27 Feb 2024  | Payable Invoice                         | Nucleo Pty Ltd - Website Hosting for Visittenterfield.com.au 6mths 13th Dec23 - 12th Jun24      | 00008094  | 330.00           | -        | 1,380.00         | 330.00           | -        |
| 13 Mar 2024  | Payable Invoice                         | Tori Page - 6hrs @ \$25/ph for Website Information Assistance                                   | 1         | 150.00           | -        | 1,530.00         | 150.00           | -        |
| 14 Mar 2024  | Payable Invoice                         | Lucy McCowen - Website Content Transfer 6hrs x \$25/hr                                          | 1         | 150.00           | -        | 1,680.00         | 150.00           | -        |
| 22 Mar 2024  | Payable Invoice                         | Chill Winston - Desktop + Mobile Wix Template development 10hrs @ \$105/hr                      | 234       | 1,050.00         | -        | 2,730.00         | 1,050.00         | -        |
| 22 Mar 2024  | Payable Invoice                         | Chill Winston - Desktop + Mobile Wireframe for Tenterfield Tourism Group 3hrs @ \$105/hr        | 233       | 315.00           | -        | 3,045.00         | 315.00           | -        |
| 12 May 2024  | Payable Invoice                         | Photography Byron Bay - Website Updating - Aug23-May24 - 10hrs @ \$50/hr                        | INVT013   | 500.00           | -        | 3,545.00         | 500.00           | -        |
| 28 May 2024  | Payable Invoice                         | Nucleo Pty Ltd - visittenterfield.com.au - Website Hosting for 6 months 13th Jun - 12th Dec2024 | 00008575  | 330.00           | -        | 3,875.00         | 330.00           | -        |
| 9 June 2024  | Payable Invoice                         | Photography Byron Bay - Website Update 2hrs @ \$50/hr                                           | INVT014   | 100.00           | -        | 3,975.00         | 100.00           | -        |
|              | <b>Total Advertising - Website</b>      |                                                                                                 |           | <b>3,975.00</b>  | <b>-</b> | <b>3,975.00</b>  | <b>3,975.00</b>  | <b>-</b> |
|              | <b>Consulting</b>                       |                                                                                                 |           |                  |          |                  |                  |          |
| 1 Jan 2024   | Payable Invoice                         | 12 Worlds Pty Ltd - Tenterfield Tourism Group Monthly Media Retainer - Jan2024                  | INV-0059  | 1,320.00         | -        | 1,320.00         | 1,320.00         | -        |

Account Transactions TCTIB 8 Jul 2024

Page 4 of 12

Account Transactions

| DATE                              | SOURCE          | DESCRIPTION                                                                                                | REFERENCE | DEBIT    | CREDIT | RUNNING BALANCE | GROSS    | GST |
|-----------------------------------|-----------------|------------------------------------------------------------------------------------------------------------|-----------|----------|--------|-----------------|----------|-----|
| <b>Advertising - Social Media</b> |                 |                                                                                                            |           |          |        |                 |          |     |
| 7 Sept 2023                       | Payable Invoice | Photography Byron Bay - Initial Handover of Social Media Social Media 4 weeks 7th Aug - 3rd Sep @ \$270/wk | INVT001   | 1,530.00 | -      | 1,530.00        | 1,530.00 | -   |
| 2 Oct 2023                        | Payable Invoice | Photography Byron Bay - Social Media 4 weeks 4th Sep - 1st Oct @ \$270/wk                                  | INVT003   | 1,080.00 | -      | 2,610.00        | 1,080.00 | -   |
| 29 Oct 2023                       | Payable Invoice | Photography Byron Bay - Social Media 4 weeks 2nd Oct - 29th Oct @ \$270/wk                                 | INVT004   | 1,080.00 | -      | 3,690.00        | 1,080.00 | -   |
| 26 Nov 2023                       | Payable Invoice | Photography Byron Bay - Social Media - Photoshoot & Content Creation - Where to Stay & Eat Campaign        | INVT006   | 1,000.00 | -      | 4,690.00        | 1,000.00 | -   |
| 26 Nov 2023                       | Payable Invoice | Photography Byron Bay - Social Media 4 weeks 30th Oct - 26th Nov                                           | INVT005   | 1,080.00 | -      | 5,770.00        | 1,080.00 | -   |
| 3 Jan 2024                        | Payable Invoice | Photography Byron Bay - Social Media 4 weeks 27th Nov - 24th Dec @ \$270/week                              | INVT007   | 1,080.00 | -      | 6,850.00        | 1,080.00 | -   |
| 22 Jan 2024                       | Payable Invoice | Photography Byron Bay - Social Media 4wks 25th Dec - 21st Jan @ \$270/wk                                   | INVT008   | 1,080.00 | -      | 7,930.00        | 1,080.00 | -   |
| 14 Feb 2024                       | Payable Invoice | The Found Media Group Pty Ltd - Social Media Packages - Found Regional                                     | INV-0726  | 1,100.00 | -      | 9,030.00        | 1,100.00 | -   |
| 22 Feb 2024                       | Payable Invoice | Photography Byron Bay - Social Media 4 weeks 22nd Jan - 18th Feb @ \$270/week                              | INVT009   | 1,080.00 | -      | 10,110.00       | 1,080.00 | -   |
| 18 Mar 2024                       | Payable Invoice | Photography Byron Bay - Social Media - 4wks @ \$270/week 19th Feb - 17th Mar24                             | INVT010   | 1,080.00 | -      | 11,190.00       | 1,080.00 | -   |
| 14 Apr 2024                       | Payable Invoice | Photography Byron Bay - Social Media 4 weeks 18th Mar - 14th Apr @ \$270/wk                                | INVT012   | 1,080.00 | -      | 12,270.00       | 1,080.00 | -   |
| 12 May 2024                       | Payable Invoice | Photography Byron Bay - Social Media 4 weeks 15th Apr - 12th May - \$270/week                              | INVT013   | 1,080.00 | -      | 13,350.00       | 1,080.00 | -   |

Account Transactions TCTIB 8 Jul 2024

Page 3 of 12

Account Transactions

| DATE              | SOURCE          | DESCRIPTION                                                                                                                                                                    | REFERENCE                | DEBIT     | CREDIT | RUNNING BALANCE | GROSS     | GST |
|-------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------|--------|-----------------|-----------|-----|
| 14 Apr 2024       | Payable Invoice | Photography with full licensing Content Creation for Socials Royal Tenterfield - 1 Night                                                                                       | 15958                    | 270.00    | -      | 15,343.50       | 270.00    | -   |
| 16 Apr 2024       | Payable Invoice | Accommodation - Chris - Photo Shoot Royal Tenterfield - Meal for Chris Meier - Photo Shoot                                                                                     | G001                     | 71.00     | -      | 15,414.50       | 71.00     | -   |
| 18 Apr 2024       | Payable Invoice | Precipice Films - Tourism Shoot 2 x 12hr shoots, Camera, lighting, sound, drone, Part of the Club Trust - Tales & Tones Photography - Tourism Content Creation 2 Months Autumn | 1044                     | 5,500.00  | -      | 20,914.50       | 5,500.00  | -   |
| 20 Apr 2024       | Payable Invoice | Photography, talent sourcing, management, production list, co-ordination 2 months Winter Photography, hybrid content production Fully licensed images                          | 240401                   | 7,500.00  | -      | 28,414.50       | 7,500.00  | -   |
| 30 Apr 2024       | Payable Invoice | Other Vendor - Day 1 Shoot - Female Talent Chloe Jones                                                                                                                         | Autumn Campaign Expenses | 500.00    | -      | 28,914.50       | 500.00    | -   |
| 30 Apr 2024       | Payable Invoice | Other Vendor - Day 1 Shoot - Male Talent Cassidy Thrift                                                                                                                        | Autumn Campaign Expenses | 500.00    | -      | 29,414.50       | 500.00    | -   |
| 30 Apr 2024       | Payable Invoice | Other Vendor - Day 1 Shoot - Junior Production Aid - Nahail McLeod                                                                                                             | Autumn Campaign Expenses | 150.00    | -      | 29,564.50       | 150.00    | -   |
| 30 Apr 2024       | Payable Invoice | Other Vendor - Day 2 Shoot - Female Talent Jess Lockwood                                                                                                                       | Autumn Campaign Expenses | 500.00    | -      | 30,064.50       | 500.00    | -   |
| 30 Apr 2024       | Payable Invoice | Other Vendor - Day 2 Shoot - Male Talent - Mitchell Smith                                                                                                                      | Autumn Campaign Expenses | 500.00    | -      | 30,564.50       | 500.00    | -   |
| 30 Apr 2024       | Payable Invoice | Other Vendor - Shoot Expenses - Sapphire Daly                                                                                                                                  | Autumn Campaign Expenses | 475.80    | -      | 31,040.30       | 475.80    | -   |
| 14 May 2024       | Payable Invoice | Danielle Ware T/As D Design for Hair - Model Hair for Tourism Photo Shoot                                                                                                      | INV-0052                 | 88.00     | -      | 31,128.30       | 88.00     | -   |
| 16 June 2024      | Payable Invoice | Part of the Club Trust - Tales & Tones Photography - TTG Music License                                                                                                         | 240401                   | 551.67    | -      | 31,679.97       | 551.67    | -   |
| 20 June 2024      | Payable Invoice | Sound Trails Pty Ltd - Annual hosting for the Tenterfield Soundtrails and Bald Rock Soundtrails                                                                                | INV-0049                 | 440.00    | -      | 32,119.97       | 440.00    | -   |
| Total Advertising |                 |                                                                                                                                                                                |                          | 32,119.97 | -      | 32,119.97       | 32,119.97 | -   |

# Account Transactions

## TCTIB

For the period 1 July 2023 to 30 June 2024

Events is Tourism Sub-committee.

| DATE                        | SOURCE          | DESCRIPTION                                                                                                                                       | REFERENCE | DEBIT         | CREDIT   | RUNNING BALANCE | GROSS         | GST      |
|-----------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------|----------|-----------------|---------------|----------|
| <b>Administration costs</b> |                 |                                                                                                                                                   |           |               |          |                 |               |          |
| 20 Oct 2023                 | Payable Invoice | Brand One - Emails Exchange Fee - Aug, Sep & Oct23                                                                                                | INV-1334  | 90.75         | -        | 90.75           | 90.75         | -        |
| 15 Feb 2024                 | Payable Invoice | Brand One - Emails Exchange Fee - Nov, Dec, Jan & Feb                                                                                             | 1340      | 157.30        | -        | 248.05          | 157.30        | -        |
|                             |                 | <b>Total Administration costs</b>                                                                                                                 |           | <b>248.05</b> | <b>-</b> | <b>248.05</b>   | <b>248.05</b> | <b>-</b> |
| <b>Advertising</b>          |                 |                                                                                                                                                   |           |               |          |                 |               |          |
| 29 Sept 2023                | Payable Invoice | Brand One - 7 Tourism Brochure Stands                                                                                                             | TENT01    | 4,812.50      | -        | 4,812.50        | 4,812.50      | -        |
| 9 Nov 2023                  | Payable Invoice | Unique Graphic De Signs - Tenterfield Visitors Centre Artwork @ \$70/hr, 10 A4 Stickers, 10 A5 stickers, 14 double sided decals, 5 A4 sign panels | 00013074  | 434.50        | -        | 5,247.00        | 434.50        | -        |
| 21 Dec 2023                 | Payable Invoice | G M Direct - Install TV on Tenterfield Bakery Wall for Tourism Advertising                                                                        | 00000430  | 247.50        | -        | 5,494.50        | 247.50        | -        |
| 18 Jan 2024                 | Payable Invoice | Unique Graphic De Signs - Tourism Stand Display Sign for Railway Museum                                                                           | 00013153  | 44.00         | -        | 5,538.50        | 44.00         | -        |
| 14 Feb 2024                 | Payable Invoice | The Found Media Group Pty Ltd - Newsletter feature - Found Regional                                                                               | INV-0727  | 715.00        | -        | 6,253.50        | 715.00        | -        |
| 14 Feb 2024                 | Payable Invoice | The Found Media Group Pty Ltd - Adventure Activities Regional Guide                                                                               | INV-0725  | 1,320.00      | -        | 7,573.50        | 1,320.00      | -        |
| 10 Apr 2024                 | Payable Invoice | Photography Byron Bay - Autumn Campaign - 2mths Winter Campaign - 2mth Still Photography with full licensing Drone                                | INVT011   | 7,500.00      | -        | 15,073.50       | 7,500.00      | -        |

|                      |                                                                        |
|----------------------|------------------------------------------------------------------------|
| <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 ENV9/24</b>                                                    |
| <b>Subject:</b>      | <b>Bolivia Communication Tower - 5465 New England Highway, Bolivia</b> |

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

|                      |                                                                                                                                                                 |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 recommend that Council hand over ownership of the Bolivia Communication Tower (the tower) which is no longer in operation and serves no purpose for Council or the community it originally serviced. It is recommended that the tower be handed over to the current owner of the land at no cost and Council be released from the right of carriageway as a beneficiary.

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

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

1. Council hands ownership of the Bolivia Communication Tower to the current owner of Lot 137 DP 751487; and
2. Council requests the release of Council as a beneficiary on the right of carriageway attached to the title of the land.

#### **BACKGROUND**

The tower is 1 of 3 'Self Help' analogue towers that were erected by Council in 2003 on private land owned by Mr. C. and Mrs. P. McCowen (the owners) from Commonwealth grant funding. At the time, they were also referred to as 'black spot' towers. The other two (2) are located in Drake and Urbenville and it is proposed to investigate the status of these towers into the future.

The Original Grant Deed was signed on 7th August 2003 and ended on 16 April 2004. The Deed makes reference to disposal of the asset (Clause 7.3) and notification requirements to the Commonwealth within five (5) years following the end of the Grant Period. It is considered that all requirements of the Grant have been met and Council is able to dispose of the Asset.

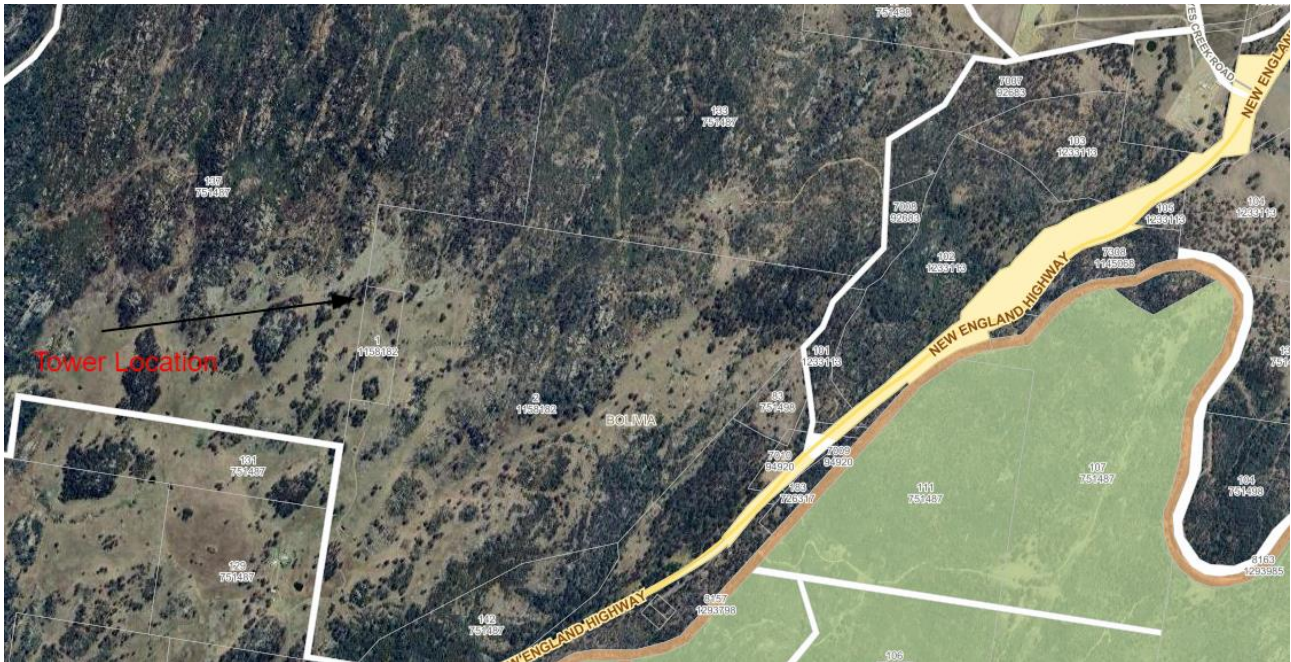
All towers ceased transmission on 27 November 2012 and were replaced by digital transmission.

As far as can be determined, the tower has not been used for any purpose since they ceased being used as analogue towers. A search of the Register of Radiocommunications Licences only reveals licences located on the two adjoining towers utilised by Optus and Telstra (located on Lot 1 DP 1158182) and one on the former Transport for NSW site located on the corner of Pyes Creek Road and the New England Highway.



Our Environment No. 9 Cont...

Whilst a draft lease was prepared by Jennings & Kneipp in 2004, it was never finalised between Council and the owners. Council therefore has no legal tenure (such as a lease or licence) over the land on which the tower is erected.



The tower comprises a steel tower and transportable shed within a fenced enclosure.



In 2021, the owners initially sought to obtain a key to the compound and the shelter shed and power board/meter so that they could gain access to both and install Vision Radio broadcasting equipment.

Given that Council does not have any tenure over the land, it is not possible to enter into a lease/sublease to the owners or any other potential occupant. If Council were to

Our Environment No. 9 Cont...

enter into a lease/sublease, it is likely the owners would request Council to enter into a lease over the land and charge rent for same. There is also the question of risk (accident and Public) if Council were to allow the owners to use the tower. There is the potential to spend significant time on something that will make no return to Council, along with a risk of having an unused and unmaintained tower on someone else's land. Council's relevant records do not indicate that an outcome was reached at this time (2021).

#### **REPORT:**

On 26 June 2024 the owners again approached Council seeking to utilize the tower for installing Vision Radio at their expense. The tower site is currently locked, with Council holding the keys for the facility.

#### **COUNCIL IMPLICATIONS:**

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

No implications.

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

- No implications.

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

Disposing of the tower will remove any financial liability for Council, including costs associated with power and insurances.

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

The tower is included in the recent valuation of Council assets (other structures) as at 30 June 2024, with a value of \$39,509.00.

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

No implications.

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

The tower is owned by Council, however Council has no legal tenure over the land. As Council is the owner of the tower, Council is responsible for any maintenance of the structure in to the future.

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

No implications.

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

No implications.

**Matthew Francisco**  
**Director of Infrastructure**

Our Environment No. 9 Cont...

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> | Hein Basson, General Manager                                                         |
| <b>Reference:</b>    | <b>ITEM GOV66/24</b>                                                                 |
| <b>Subject:</b>      | <b>Future Operational Management of the Sir Henry Parkes Memorial School of Arts</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.                                           |

#### **SUMMARY**

The purpose of this report is for Council to consider a future operational management structure for the Sir Henry Parkes Memorial School of Arts, i.e. the establishment of an incorporated not for profit association under the *NSW Associations Incorporations Act 2009*.

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

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

- (1) Notes the information contained in the report of the General Manager.
- (2) Supports and facilitates the establishment of an incorporated not for profit association under the *Associations and Incorporations Act 2009* (NSW) for purposes of managing the day-to-day operations of the Sir Henry Parkes Memorial School of Arts.
- (3) Authorises the General Manager to make the necessary arrangements for the establishment of the Association mentioned in paragraph two above, through the engagement of Ms Kerri Swaine of the local legal firm Jennings and Kneipp. Further, that the costs of this engagement, as well as other incidental costs like advertising costs for expressions of interests for membership of this newly formed Association, and other similar minor expenses, be borne by Council.
- (4) Approves a collaborative approach with all stakeholders to arrive at a Constitution for the new Association that will guarantee the ongoing operations of the Sir Henry Parkes Memorial School of Arts – in the best interest of the Tenterfield local community, but also the Australian nation because of its historical significance.
- (5) Deliberates the annual financial contribution that it will be willing to make towards the Tenterfield School of Arts operations and set the amount as \$....., which will be used as a starting point for discussions regarding the establishment of an incorporated not for profit Association.
- (6) Reserves the right to approve the final list of functions, services, and actions that will be enshrined within the Constitution of the newly formed Association.

Our Governance No. 66 Cont...

- (7) Reserves the right to approve the final recurrent annual funding and the purposes thereof that will be made available by Council to the newly formed Association.
- (8) Reserves the right to approve the terms and conditions of the Agreement that will have to be entered into between Council and the newly established Association for it to be able to exercise the day-to-day operational management responsibilities of the Sir Henry Parkes Memorial School of Arts.

## BACKGROUND

Council adopted the following resolution (226/23) at its Ordinary Council Meeting held on 22 November 2023:

**Resolved** that Council:

- (1) Form a S355 Committee under the Local Government Act 1993 to support the voluntary operation areas of the Tenterfield School of Arts Museum, Cinema and Theatre.
- (2) That two Councillors are nominated and appointed to the S355 Committee.
- (3) That Council publicly advertise for individuals or groups to nominate for a position on the committee as per the Draft Terms of Reference.
- (4) That Council consider all nominations from individuals or groups and that these persons or groups are formally appointed by resolution of Council as per the Draft Terms of Reference.
- (5) That Council and the National Trust discuss the formation of a revised Joint Committee under the Terms of the Lease.
- (6) That Council elect two Councillors to the Joint Committee as permitted in the Lease, and
- (7) That Council call a meeting of the Joint Committee to discuss the overall operation of the School of Arts and all other requirements as prescribed by the Lease as soon as practicable.

A Terms of Reference for this Committee had been developed but did not address the day-to-day operational management of the School of Arts Museum, Cinema and Theatre. The Committee has met a few times, and it is my perception that the situation has been viewed by particular individuals before my arrival that the "work" of the Section 355-Committee had largely been done.

However, after some time has now elapsed, it is clear that a structure which is more focused on and involved in the day-to-day management of the facility is needed to ensure that the different operations function optimally, and that the volunteers (Friends of the Tenterfield School of Arts) not only feel valued and supported, but also as if clear operational direction is being given on an ongoing basis.

It was my initial intention to amend the Terms of Reference of the existing Section 355-Committee (and I have started to do some work in this regard), so that this Committee could assume the above-mentioned role of becoming more involved with the operational management of the School of Arts, and then, over time, potentially morph into another structure like an incorporated body. It is however interesting to note that many Councils in NSW are busy moving away from using Section 355-Committees to manage some of their assets (primarily community halls), because of ongoing problems experienced with governance and financial matters.

Our Governance No. 66 Cont...

However, I attended a meeting of the Friends of the Tenterfield School of Arts on the afternoon of 8 August 2024 and became acutely aware of the level of passion and enthusiasm within this group. This awareness made me think about the most appropriate manner within which this positive energy could be captured in the shorter and longer term to ensure the ongoing involvement of this group's members with this facility, but ideally within a structure that will facilitate it to happen without creating other obstacles or difficulties. The possibility of an incorporated not for profit association had been mentioned by Cr Murphy (who is also the Chair of the current Section 355-Committee) and had been discussed at this Friends' Meeting, albeit rather briefly and not in any great depth.

Initially, I believed it might be too big a jump to go directly to the establishment of an incorporated not for profit association at this stage, but I have since become convinced that it would be in the best interest of all the stakeholders to start pursuing this objective immediately. It would be reasonable to expect the process of arriving at a clear and acceptable Constitution for this Association and an Agreement between Council and this newly established Association to take some time – possibly a month or two (or three)? Therefore, the sooner this goal is being pursued, the better.

#### **REPORT:**

After this matter had been raised fleetingly with Councillors after the Additional Council Meeting held on Wednesday, 14 August 2024, as part of an informal Workshop discussion, I had a meeting with Ms Kerri Swaine of the local legal firm Jennings & Kneipp on the afternoon of the following day.

Ms Swaine is very much aware of the local circumstances within our community, and has intimate knowledge of many community organisations, including the Friends of the Tenterfield School of Arts and other organisations with which there could potentially be some synergies, like the local Tenterfield National Monument Association, the Henry Parkes Foundation etc.

In principle, Ms Swaine would be willing to act on Council's behalf in this matter, as well as on the behalf of the Friends of the School of Arts and other potentially interested organisations, associations or persons who put forward an expression of interest to be involved with this proposed new Association. Personally, I believe that it is also in Council's best interest to engage an external legal person like Ms Swaine to encourage trust and confidence in the process with the parties that may like to become involved with the establishment of this Association.

#### **COUNCIL IMPLICATIONS:**

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

It is envisaged that part of the process to get the new Association established will include an advertisement for expressions of interest or similar from organised community groups, associations and individuals who would like become part of the new Tenterfield School of Arts Operational Management Association. Collaboration will have to had with these people to arrive at an acceptable Constitution for this new Association, as well as an Agreement between Council and the Association – delineating the services and functions that will be provided and the parameters within which it will happen.

Our Governance No. 66 Cont...

## 2. Policy and Regulation

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- *Associations and Incorporations Act 2009*

## 3. Financial (Annual Budget & LTFP)

Extracts from the 2024/25 and 2023/24-Budgets pertaining to the Tenterfield School of Arts are attached to this report as an **Annexure**.

Council is budgeting for an operating deficit of \$124,966 for the current financial year, whilst it had budgeted for an operating deficit of \$255,211 for the 2023/24-financial year based on previous years' historic income and expenditure figures. With staff positions going vacant, and a significant drop-off in cinema, theatre and museum operations, the deficit for this last-mentioned financial year was reduced to \$157,391 (acknowledging that the income from these activities also significantly reduced).

This scenario leaves Council with a difficult decision to make regarding the assessment of a reasonable financial contribution towards the ongoing operations at the School of Arts. It is suggested that the current financial year's budget numbers should be used as a guideline, and for the Agreement between Council and the new Tenterfield School of Arts Operational Management Association to clearly stipulate that, depending on the successful resurrection and revitalisation of the cinema, theatre and museum operations and the levels of income and expenditure that these activities generate into the future, the annual Council contribution would be revisited and adjusted.

However, Council will have to determine a reasonable amount that it would be comfortable to expend as an annual contribution towards the ongoing operations of this facility – basically placing a value on this tourism attraction for the community from an economic development perspective – acknowledging that it adds to the gamut of attractions available within the Tenterfield local government area and the larger region, which in turn contributes to the visitor economy; visitors stopping in town, spending money at businesses and hopefully deciding to either stay over for a night or two and/or visit again – and the multiplying effect that every external dollar spent has on the local micro-economy.

Of course, the fact that Council is not currently able to achieve annual balanced budgets is not helpful. Objectively, taking all emotion out of the equation, and acknowledging its current financial position, Council cannot afford it to be caught up in a situation where its annual financial commitment towards a particular functional area is totally uncertain and unclear.

Therefore, further discussion in this regard at the Ordinary Council Meeting of 28 August 2024 will be appreciated.

## 4. Asset Management (AMS)

The Sir Henry Parkes Memorial School of Arts is not Council's property. Council has entered into a long-term lease agreement of 50-years with the National Trust of Australia (NSW) on 1 July 1999 for a yearly rent of \$1.00.

Our Governance No. 66 Cont...

However, this lease agreement makes provision for Council to accept full operational responsibility for this asset, as if it were Council's own asset. This is arguably not an entirely fair arrangement, but represents the current situation.

Clause 4.3 of the lease agreement deals with payment by Council of "any municipal or water land taxes and other charges, outgoings or assessment which may at any time during the term, be separately levied or imposed on the land or any part thereof", and "the cost and expense of all services to the land and including but without limiting the generality of the foregoing telephone, electricity, electricity meter rents, oil, gas, excess water, garbage and trade waste removal."

Clause 9 deals with Council's responsibility in terms of a conservation management plan, as follows:

"The tenant will restore, refurbish and redevelop the building consistently with the uses permitted by this lease but only:

- 9.1.1 In accordance with a conservation management plan 'the Plan' prepared by a suitable qualified heritage consultant adopted by the joint committee and approved by the Heritage Council of New South Wales, and for the time being in force; and
- 9.1.2 With the prior consent of the Landlord which will not be unreasonably withheld in subclause 9.1.1 is complied with."

Clause 10 deals with Council's responsibility to keep improvements in repair, as follows:

"The tenant must at all times well and substantially repair and keep in good and substantial repair and condition all improvements erected now or at any time hereafter on the land and all additions to all improvements and every part thereof including the fire equipment appurtenances drains and pipes."

Clause 6.17 separately deals with Council's responsibility to "provide and maintain in good order and condition and keep readily available for use upon the land proper and sufficient fire fighting and fire extinguishing appliances to the satisfaction of the Tenant's Fire Control Officer".

Also, Clause 6.18 specifically addresses the Parkes Collection, stating that " The Parkes Collection will be housed in the School of Arts building and the landlord and the tenant will enter into a written agreement providing for the storage, maintenance and preservation of the Parkes Collection."

Clause 11 deals with the payment of insurances by Council and the Landlord, stating in Clause 11.1. that public liability insurances will be the responsibility of Council, whilst the Landlord "will during the term of this Lease insure the building and contents, including but not limited to the Parkes Collection, for its full insurable value" (subclause 11.3.1). However, subclause 11.3.2 makes provision for these building and contents insurance payments to be reimbursed by Council to the Landlord.

A "Building Condition Assessment Report" of the Tenterfield School of Arts had been done by Council's Building Surveyor in November 2023, listing 42 items of

Our Governance No. 66 Cont...

either an operational or capital nature that need attention. All these items have not been costed, but it will in all probability add up to somewhere between \$100,000 and \$200,000 – maybe more – given that it is an old and heritage listed building with some water leak damage.

Since an incorporated association is a legal entity in its own right, it will be in a position to apply for and administrate grant funding for purposes of maintenance and renewal of the building structure and its components.

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

Council does not have the resources, both financial and human, to operationally manage the School of Arts – like it used to do in the past. Therefore, the establishment of an incorporated not for profit association is being considered to fulfill this function.

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

Council has entered into a 50-year lease agreement with the National Trust of Australia (NSW) on 1 July 1999, with a termination date of 30 June 2049, and with an option to renew the lease for another 50 years (Clause 3.2 read in conjunction with Item 4 of the Reference Schedule) – but subject to the Governor’s Consent.

However, Council may terminate this lease in accordance with the provisions of Clause 3.1.2 of the Lease Agreement. It reads as follows:

“3.1.2 Notwithstanding Clause 3.1.1 hereto the Tenant may at any time upon giving not less than six (6) months prior written notice to the Landlord surrender this lease which surrender will determine the term hereby granted but such surrender will be without prejudice to the rights of either party in respect of any antecedent breach matter or thing.”

Similarly, the landlord may terminate the lease with Council with six (6) months’ notice if Council (the tenant) “ceases to be the council for the Local Government area in which the land is situated”, or Council “loses the right or power to use or maintain the land or the building as provided for in this lease”.

It will be imperative for a clear and legally binding Agreement between Council and the new Tenterfield School of Arts Operational Management Association to be prepared and executed - delineating the services and functions that will be provided and the parameters within which it will happen, including the term that the arrangement will be valid for, a quarterly (or shorter or longer) reporting mechanism, and the recurrent annual financial contribution and assistance Council will be providing.

Please also refer to the comments made above under the sub-heading “Asset Management”.

In addition, it is important to note that an incorporated association is a legal entity in its own right, separate from its members. Therefore, members are protected against any claims made against the association such as debts, or compensation claims for negligence.

Our Governance No. 66 Cont...

## 7. Performance Measures

As was mentioned above, a quarterly (or similar, but shorter or longer) reporting mechanism will be built into the legally binding Agreement between Council and the proposed new Tenterfield School of Arts Operational Management Association.

## 8. Project Management

It is envisaged that the process to establish a new Association for the School of Arts may take a month or two (or three); depending on the level of interest shown and the number of matters that will have to be collaborated on to arrive at an acceptable Constitution for the new Association and an Agreement between Council and the Association – describing the services and functions that will be provided and the boundaries within which it will happen.

### Hein Basson General Manager

|                               |                                                 |
|-------------------------------|-------------------------------------------------|
| Prepared by staff member:     | Hein Basson, General Manager                    |
| Approved/Reviewed by Manager: | Hein Basson, General Manager                    |
| Department:                   | Office of the Chief Executive                   |
| Attachments:                  | <b>1</b> School of Arts Budgets 2023-24 2 Pages |

Tenterfield Shire Council - Theatre & Museum Complex

| Theatre & Museum Complex                         | 24/25 Full Year Budget | 24/25 YTD Actuals | 24/25 % Spent (Original budget) |
|--------------------------------------------------|------------------------|-------------------|---------------------------------|
| <b>Operating Income</b>                          |                        |                   |                                 |
| Cinema Income                                    | 0                      | 0                 | 0.00%                           |
| Theatre Income                                   | 0                      | 200               | 0.00%                           |
| Museum Income                                    | 0                      | 218               | 0.00%                           |
| Museum Advisory Services Income                  | 9,598                  | 0                 | 0.00%                           |
| Café Rent Income                                 | 13,580                 | 1,182             | 8.70%                           |
| Café Utilities Reimbursement Income              | 3,946                  | 1,722             | 43.63%                          |
| M&G NSW 2023 Skills Development Grant Income     | 0                      | 0                 | 0.00%                           |
| <b>TOTAL OPERATING INCOME</b>                    | <b>27,124</b>          | <b>3,322</b>      | <b>12.25%</b>                   |
| <b>Operating Expenditure</b>                     |                        |                   |                                 |
| Theatre & Museum Wages & Administration Expenses | 0                      | 213               | 0.00%                           |
| Cinema Operations                                | 9,571                  | 45                | 0.47%                           |
| Theatre Operations                               | 12,000                 | 0                 | 0.00%                           |
| Museum Operations                                | 2,042                  | 2,632             | 128.90%                         |
| Museum Advisory Services                         | 22,694                 | 0                 | 0.00%                           |
| Arts North West Membership                       | 6,500                  | 5,676             | 87.33%                          |
| School of Arts Building Operations               | 5,609                  | 41                | 0.72%                           |
| Cleaning                                         | 23,153                 | 2,100             | 9.07%                           |
| Fire Monitoring and Inspections                  | 6,241                  | 0                 | 0.00%                           |
| Security Monitoring                              | 3,439                  | 108               | 3.13%                           |
| Insurance                                        | 15,215                 | 0                 | 0.00%                           |
| Building & Asset Maintenance                     | 20,897                 | 91                | 0.44%                           |
| Promotions                                       | 1,500                  | 0                 | 0.00%                           |
| Volunteer Expenses                               | 3,000                  | 0                 | 0.00%                           |
| Depreciation                                     | 20,229                 | 0                 | 0.00%                           |
| <b>TOTAL OPERATING EXPENDITURE</b>               | <b>152,090</b>         | <b>10,906</b>     | <b>7.17%</b>                    |
| <b>NET OPERATING SURPLUS / (DEFICIT)</b>         | <b>(124,966)</b>       | <b>(7,584)</b>    |                                 |
| <b>TOTAL CAPITAL INCOME</b>                      | <b>0</b>               | <b>0</b>          | <b>#DIV/0!</b>                  |
| <b>TOTAL CAPITAL EXPENDITURE</b>                 | <b>0</b>               | <b>0</b>          | <b>#DIV/0!</b>                  |
| <b>NET CAPITAL SURPLUS / (DEFICIT)</b>           | <b>0</b>               | <b>0</b>          |                                 |
| <b>NET OVERALL SURPLUS / (DEFICIT)</b>           | <b>(124,966)</b>       | <b>(7,584)</b>    |                                 |

SUMMARY:

| Theatre & Museum Complex                 | 24/25 Full Year Budget | 24/25 YTD Actuals | 24/25 % Spent (Original budget) |
|------------------------------------------|------------------------|-------------------|---------------------------------|
| <b>Total Operating Income</b>            | <b>27,124</b>          | <b>3,322</b>      | <b>12.25%</b>                   |
| <b>Total Operating Expenditure</b>       | <b>152,090</b>         | <b>10,906</b>     | <b>7.17%</b>                    |
| <b>NET OPERATING SURPLUS / (DEFICIT)</b> | <b>(124,966)</b>       | <b>(7,584)</b>    |                                 |
| <b>Total Capital Income</b>              | <b>0</b>               | <b>0</b>          | <b>#DIV/0!</b>                  |
| <b>Total Capital Expenditure</b>         | <b>0</b>               | <b>0</b>          | <b>#DIV/0!</b>                  |
| <b>NET CAPITAL SURPLUS / (DEFICIT)</b>   | <b>0</b>               | <b>0</b>          |                                 |
| <b>NET OVERALL SURPLUS / (DEFICIT)</b>   | <b>(124,966)</b>       | <b>(7,584)</b>    |                                 |

\*Report Contains Filters



Tenterfield Shire Council - Theatre & Museum Complex  
Finance Report as at 30 June 2024

| Theatre & Museum Complex                         | 23/24 Full Year Budget | Adopted 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>                          |                        |                                                              |                   |                                 |                                    |
| Cinema Income                                    | 96,757                 | 5,661                                                        | 5,676             | 100.27%                         | 15                                 |
| Theatre Income                                   | 31,212                 | 898                                                          | 1,498             | 166.79%                         | 600                                |
| Museum Income                                    | 20,808                 | 3,275                                                        | 3,493             | 106.67%                         | 218                                |
| Museum Advisory Services Income                  | 9,364                  | 9,364                                                        | 10,455            | 111.65%                         | 1,091                              |
| Café Rent Income                                 | 9,693                  | 13,249                                                       | 13,248            | 100.00%                         | 1                                  |
| Café Utilities Reimbursement Income              | 3,849                  | 3,849                                                        | 3,164             | 82.21%                          | 685                                |
| M&G NSW 2023 Skills Development Grant Income     | 0                      | (4,000)                                                      | (4,000)           | 100.00%                         | 0                                  |
| <b>TOTAL OPERATING INCOME</b>                    | <b>171,683</b>         | <b>32,296</b>                                                | <b>33,535</b>     | <b>103.84%</b>                  | <b>2,610</b>                       |
| <b>Operating Expenditure</b>                     |                        |                                                              |                   |                                 |                                    |
| Theatre & Museum Wages & Administration Expenses | 218,371                | 41,437                                                       | 40,923            | 98.76%                          | 514                                |
| Cinema Operations                                | 53,434                 | 14,242                                                       | 12,767            | 89.65%                          | 1,475                              |
| Theatre Operations                               | 29,291                 | 8,736                                                        | 8,736             | 100.00%                         | 0                                  |
| Museum Operations                                | 8,350                  | 7,825                                                        | 2,992             | 38.23%                          | 4,833                              |
| Museum Advisory Services                         | 21,013                 | 21,013                                                       | 16,284            | 77.50%                          | 4,729                              |
| Arts North West Membership                       | 6,030                  | 6,030                                                        | 5,527             | 91.66%                          | 503                                |
| School of Arts Building Operations               | 5,269                  | 5,269                                                        | 4,929             | 93.55%                          | 340                                |
| Cleaning                                         | 22,050                 | 22,050                                                       | 23,027            | 104.43%                         | (977)                              |
| Fire Monitoring and Inspections                  | 5,778                  | 10,778                                                       | 8,366             | 77.62%                          | 2,412                              |
| Security Monitoring                              | 3,257                  | 3,257                                                        | 3,556             | 109.18%                         | (299)                              |
| Insurance                                        | 13,230                 | 13,230                                                       | 14,504            | 109.63%                         | (1,274)                            |
| Building & Asset Maintenance                     | 14,043                 | 14,043                                                       | 9,897             | 70.48%                          | 4,146                              |
| Promotions                                       | 3,152                  | 1,413                                                        | 1,470             | 104.04%                         | (57)                               |
| Volunteer Expenses                               | 2,692                  | 135                                                          | 135               | 99.73%                          | 0                                  |
| Depreciation                                     | 20,934                 | 20,229                                                       | 19,583            | 96.81%                          | 646                                |
| <b>TOTAL OPERATING EXPENDITURE</b>               | <b>426,894</b>         | <b>189,687</b>                                               | <b>172,695</b>    | <b>91.04%</b>                   | <b>16,992</b>                      |
| <b>NET OPERATING SURPLUS / (DEFICIT)</b>         | <b>(255,211)</b>       | <b>(157,391)</b>                                             | <b>(139,160)</b>  |                                 | <b>(14,382)</b>                    |
| <b>TOTAL CAPITAL INCOME</b>                      | <b>0</b>               | <b>0</b>                                                     | <b>0</b>          | <b>0.00%</b>                    | <b>0</b>                           |
| <b>TOTAL CAPITAL EXPENDITURE</b>                 | <b>0</b>               | <b>0</b>                                                     | <b>0</b>          | <b>0.00%</b>                    | <b>0</b>                           |
| <b>NET CAPITAL SURPLUS / (DEFICIT)</b>           | <b>0</b>               | <b>0</b>                                                     | <b>0</b>          |                                 | <b>0</b>                           |
| <b>NET OVERALL SURPLUS / (DEFICIT)</b>           | <b>(255,211)</b>       | <b>(157,391)</b>                                             | <b>(139,160)</b>  |                                 | <b>(14,382)</b>                    |

SUMMARY:

| Theatre & Museum Complex                 | 23/24 Full Year Budget | Adopted 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>Total Operating Income</b>            | <b>171,683</b>         | <b>32,296</b>                                                | <b>33,535</b>     | <b>103.84%</b>                  | <b>2,610</b>                       |
| <b>Total Operating Expenditure</b>       | <b>426,894</b>         | <b>189,687</b>                                               | <b>172,695</b>    | <b>91.04%</b>                   | <b>16,992</b>                      |
| <b>NET OPERATING SURPLUS / (DEFICIT)</b> | <b>(255,211)</b>       | <b>(157,391)</b>                                             | <b>(139,160)</b>  |                                 | <b>(14,382)</b>                    |
| <b>Total Capital Income</b>              | <b>0</b>               | <b>0</b>                                                     | <b>0</b>          | <b>0.00%</b>                    | <b>0</b>                           |
| <b>Total Capital Expenditure</b>         | <b>0</b>               | <b>0</b>                                                     | <b>0</b>          | <b>0.00%</b>                    | <b>0</b>                           |
| <b>NET CAPITAL SURPLUS / (DEFICIT)</b>   | <b>0</b>               | <b>0</b>                                                     | <b>0</b>          |                                 | <b>0</b>                           |
| <b>NET OVERALL SURPLUS / (DEFICIT)</b>   | <b>(255,211)</b>       | <b>(157,391)</b>                                             | <b>(139,160)</b>  |                                 | <b>(14,382)</b>                    |

\*Report Contains Filters

|                      |                                                 |
|----------------------|-------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>    |
| <b>Submitted by:</b> | Lee Sisson, Governance Officer                  |
| <b>Reference:</b>    | <b>ITEM GOV67/24</b>                            |
| <b>Subject:</b>      | <b>MONTHLY OPERATIONAL REPORT FOR JULY 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. |

---

**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 2024/2025 Operational Plan.

**OFFICER'S RECOMMENDATION:**

**That Council:**

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

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

|                               |                                       |
|-------------------------------|---------------------------------------|
| Prepared by staff member:     | Lee Sisson, Governance Officer        |
| Approved/Reviewed by Manager: | Hein Basson, General Manager          |
| Department:                   | Office of the Chief Corporate Officer |
| Attachments:                  | <b>1</b> July MOR 41 Pages            |

# Monthly Operational Report

Tenterfield Shire Council July 2024

Council Meeting 28 August 2024



**TENTERFIELD**

Monthly Operational Report – July 2024

**1. CIVIC OFFICE**

|                                                                                                                                                                                                                         |                       |                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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       | Independent consultants, Centium, have been engaged for the purpose of Community Engagement for the preparation and updating of the Community Strategic Plan as part of the Integrated Planning and Reporting Framework as required under legislation. |
| 1.1.1.2<br>Provide opportunities for the community to participate in decision making.                                                                                                                                   | General Manager       | An Information session for prospective Councillors was held on 27 July. Local Government NSW, Maire Sheehan gave an informative presentation with several community members attending along with current councillors.                                  |
| <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       | Nil to report.                                                                                                                                                                                                                                         |

Monthly Operational Report – July 2024

|                                                                                                                                                                                                                                                                            |                       |                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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       | Make it Tenterfield continue to provide the library with new creative activities for story time sessions.                                               |
| <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 relation to promotion of Tenterfield community objectives.                                                                                                                                  | 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 – July 2024

|                                                                                                                                                                                                    |                                                            |                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 &<br>Economic Development | TSC Facebook Page<br>Post reach for July – 12,277<br>Post Engagement – 2,541<br>New Followers – 34<br><br>Top posts for July:<br>Cobb & Co Heritage Weekend<br>4WD Ambulance an operational must for Tenterfield: Saffin<br>Minister for Regional Transport and Roads visits Tenterfield |
| 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.                                                               |
| <b>Delivery Program:</b>                                                                                                                                                                           |                                                            |                                                                                                                                                                                                                                                                                          |
| <b>5.2.2</b>                                                                                                                                                                                       |                                                            |                                                                                                                                                                                                                                                                                          |
| <b>Work with key stakeholders and the community to lobby for adequate health services in our region.</b>                                                                                           |                                                            |                                                                                                                                                                                                                                                                                          |
| <b>Action</b>                                                                                                                                                                                      | <b>Responsibility</b>                                      | <b>Progress Comment</b>                                                                                                                                                                                                                                                                  |
| 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 – July 2024

## 2. ORGANISATION LEADERSHIP

|                                                                                                                                                                                                      |                       |                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Delivery Program:</b><br><b>1.2.3</b><br><b>Recognise and plan for the accessibility needs of our community.</b>                                                                                  |                       |                                                                                                                                                                                                                                                            |
| <b>Action</b>                                                                                                                                                                                        | <b>Responsibility</b> | <b>Progress Comment</b>                                                                                                                                                                                                                                    |
| 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.                                                                                                        |
| <b>Delivery Program:</b><br><b>5.1.2</b><br><b>Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.</b>                                        |                       |                                                                                                                                                                                                                                                            |
| <b>Action</b>                                                                                                                                                                                        | <b>Responsibility</b> | <b>Progress Comment</b>                                                                                                                                                                                                                                    |
| 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 operations to ensure financial sustainability.                                                                                                   | 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. |

Monthly Operational Report – July 2024

|                                                                     |                                                            |                |
|---------------------------------------------------------------------|------------------------------------------------------------|----------------|
| 5.1.2.6<br>Council will divest itself of<br>underperforming assets. | Senior Advisor<br>Communications &<br>Economic Development | Nil to Report. |
|---------------------------------------------------------------------|------------------------------------------------------------|----------------|



Monthly Operational Report – July 2024

### 3. ECONOMIC GROWTH

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Delivery Program:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>2.1.1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Develop and facilitate a diversified and growing economy that is a balance of all economic contributors.</b>                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Action</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Responsibility</b>                                                                                                          | <b>Progress Comment</b>                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>2.1.1.1<br/>                 Seek opportunities that aligns with the Regional Economic Development Strategy (REDS).</p> <p>Actively encourage and support increased activation of the Memorandum of Understanding between Tenterfield Shire Council and Southern Downs Regional Council (Queensland).</p> <p>Continue to lobby for major public investment for the shire/region including New England Highway upgrades, and the planned Tenterfield Heavy Vehicle Bypass.</p> | <p>Senior Advisor<br/>                 Communications &amp;<br/>                 Economic<br/>                 Development</p> | <p>The 80km zone north of Tenterfield town has recently been extended to make it a safer zone with the Bruxner Highway intersecting with the New England Highway.</p>                                                                                                                                                                                                                                        |
| <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>                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>5.2.3.1<br/>                 Engage with Federal government representatives, and elected local member, on telecommunications issues in Tenterfield Shire and lobby for upgrades.</p> <p>Engage with representatives of telecommunications service providers on Tenterfield Shire transmission and reception issues, including planned upgrades to improve services.</p>                                                                                                       | <p>Senior Advisor<br/>                 Communications &amp;<br/>                 Economic<br/>                 Development</p> | <p>The GM had a meeting with David Crough from NBN on 4 June 2024 and the NBN is busy expanding their services in Tenterfield; fibre to the kerb will be available to be extended into houses for the majority of Tenterfield township, and the bandwidth of the internet connections by air for the south-eastern part of the residential area in Tenterfield is also in the process of being upgraded.</p> |

Monthly Operational Report – July 2024

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

| <b>Delivery Program:</b>                                                                                                                                                                                                                                       |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.1.3</b>                                                                                                                                                                                                                                                   |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1.1.3.1<br>Provide and support access to arts and culture activities and opportunities that are inclusive and for all age groups such as National Youth Week activities, Arts North West opportunities and the Museums & Galleries NSW Museum Advisor Program. | Manager Arts, Culture and Library Services | During the July reporting period the museum advisor visited Tenterfield from 30 July to 1 August 2024 and provided professional advisory services and support to the Tenterfield Railway Museum for a working bee, station entrance upgrade and development of display panels. Exhibition development for the Petrie cottage at Centenary Cottage.                                                                                                                                                                                                                                                                                                              |
| 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 July reporting period the library recorded 1569 visitors through the doors (31% increase on the same period in 2022, (Tenterfield library was closed for refurbishment in July 2023). During July the library services provided included 1,558 physical loans and 393 digital items borrowed with 217 individuals spending 298 hours using the public computers. The home Library service delivered 40 items to 14 home Library members. Storytime was attended by 23 children and 17 parents across 2 sessions and continues to be presented in partnership with Make-It Tenterfield who develop exciting new creative activities for each session. |
| 1.1.3.4<br>Undertake a service review of arts, culture and library services in alignment with Councils Workforce Management Strategy and Long-Term Financial Plan.                                                                                             | Manager Arts, Culture and Library Services | Completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

Monthly Operational Report – July 2024

## 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<br>Develop, manage and deliver the Workforce Management Strategy.                                                                                                                                               | Manager Human Resources, Workforce Development & Safety | The recruitment process for the Director of Corporate and Manager Asset & Program Planning commenced in late July through the professional recruitment services of McArthur. Statistics for Council’s organisational structure in the new financial year are – Full Time Equivalent (FTE) 82. Workforce management strategies and organisational review has continued with actions being undertaken as per The Local Government (State) Award requirements commencing in July. Organisational change is subject to the required Award instrument processes. The current head count - 80 (Note: this count has not been finalised due to the continued workforce review, organisational change and the required Award instrument processes). Current Casual count - 5 (Note: casuals are not included in the head count and work is varied). Specific position description reviews have ensured due to organisational change and restructure. Implementation of some specific Workforce Management Strategies are being impeded by current financial constraints. |
| 5.1.1.5<br>Facilitate worker health and wellbeing consultation, communication, and participation processes.                                                                                                             | Manager Human Resources, Workforce Development & Safety | Management and supervisors are providing regular onsite workplace health and safety discussions/meetings with staff/crews adhering to their responsibilities under the Workplace Health & Safety legislation and Council Policy. Meetings held with State Cover relating to workers compensation and insurance. 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. Health and Wellbeing initiatives continue to being sought for 2024.                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5.1.1.6                                                                                                                                                                                                                 | Manager Human Resources, Workforce                      | Certificate III in Civil Construction Plant Operations ongoing.<br>Diploma in Facilities Management ongoing.<br>Traineeship – Certificate IV in Library & Information Services ongoing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

Monthly Operational Report – July 2024

|                                                                                                                            |                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Develop, manage and deliver skills targeted training plans.</p>                                                         | <p>Development &amp; Safety</p>                                    | <p>Code of Conduct &amp; Dignity &amp; Respect Training is being organised for all employees in July 2024. Regulatory training is being reviewed with various training to be organised in 2024. Government incentives and initiatives are being investigated for future learning and development programs which include traineeship and apprenticeships and is ongoing.</p>                                                                                                                                                                                                          |
| <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>The recruitment process for the Director of Corporate and Manager Asset &amp; Program Planning commenced in late July through the professional recruitment services of McArthur. Actions from Council’s restructure will come into effect in August, with recruitment planned for positions of Librarian, Library &amp; Information Services Assistant, Team Leader (Grader), Plant Operator (Water Cart) x 2 in mid to late August. Implementation of some specific Workforce Management Strategies are being impeded by budgetary and organisational 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> | <p>Council's risk register continues to be monitored, reviewed and updated. Audit and Risk Committee meeting is scheduled to be held in September 2024. Council's Risk Management Framework is underway. Further development to ensue following the 2024 September Council elections. Public Liability Claims continue to be managed. Northern Inland Risk Management Group meeting scheduled for September 2024.</p>                                                                                                                                                                |

Monthly Operational Report – July 2024

**6. EMERGENCY SERVICES**

|                                                                                                                                         |                                    |                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Delivery Program:</b>                                                                                                                |                                    |                                                                                                                                                                                                                                                                                                                                                       |
| <b>3.1.6</b>                                                                                                                            |                                    |                                                                                                                                                                                                                                                                                                                                                       |
| <b>We are prepared, resourced and educated as a community to deal with natural disasters such as bushfires, storm and flood events.</b> |                                    |                                                                                                                                                                                                                                                                                                                                                       |
| <b>Action</b>                                                                                                                           | <b>Responsibility</b>              | <b>Progress Comment</b>                                                                                                                                                                                                                                                                                                                               |
| 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 September 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.<br>Northern Inland Bush Fire Management Committee Meeting is scheduled for August 2024. |

Monthly Operational Report – July 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. |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                   | Responsibility                     | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5.1.2.1<br>Manage and deliver finance services.                                                                                          | Manager<br>Finance &<br>Technology | <p>Council continues to seek to provide affordable services and delivery whilst ensuring finances are operated effectively.</p> <p><b>Financial Management</b></p> <p>The Budget for Financial Year 2024/2025 has been adopted by Council in June 2024. The additional \$1.8 Million in ordinary rates revenue forms part of Council revenue into the future. Council continues to work on the recommendations set out by IPART as part of its SRV determination for Councils earlier SRV application.</p> <p>Council has 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>On 28 June 2024, Council received 85% of Financial Assistance Grants (FAG) for 2024/2025 as an advance payment. This equated to \$5,724,438 deposited in Council Bank account on 28 June. The remaining 15% of Financial Assistance Grant is to be distributed quarterly through the Financial Year 2024-2025 commencing mid – August 2024, November 2024, February 2025, and May 2025.</p> <p><b>August Update – On 16 August Council received \$266,422.00 as first quarterly instalment of FAG Grant.</b></p> |

Monthly Operational Report – July 2024

|                                                                                                                                              |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                              |                                         | <p><b>Special Rate Variation FY 2025/2026</b></p> <p>On 24 July 2024 Council altered and rescinded parts of motion 96/24 which was adopted on 26 June 2024. In moving the rescission and alternation motion, Council agreed to not proceed with a Special Rate Variation application for FY 2025/2026.</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 July 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 July 2024.</p>                                                                                                                                                                                                                                                              |
| <p>5.1.2.2<br/>         Manage and report on Council’s Long-Term Financial Plan and facilitate and support internal and external audits.</p> | <p>Manager 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 presenting a new service level framework to Council with specific reduction in service levels across Council.</p> <p>As Council continuously works toward a Fiscal Repair Strategy and an updated Asset Management Plan the decisions Council makes will be reflected in the Long Term Financial Plan (LTFP).</p> <p>As part of the preparation of the Budget 2024/2025’s LTFP several cost reductions have been presented. The LTFP also incorporates realistic inflation figures and the impact of inflation to the council budget. The preliminary finding of the revaluation of infrastructure assets has been considered with realistic depreciation rates and asset useful life.</p> |

Monthly Operational Report – July 2024

|                                                                                         |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                         |                              | The Final Long Term Financial Plan has been adopted as part of the adopted Budget 2024/2025.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5.1.2.3<br>Manage investments – Plan develop and manage Council’s investment portfolio. | Manager Finance & Technology | Investments are managed within Council’s Investment Policy guidelines. Investments are reported to Council every month as part of the Finance and Accounts report, with the latest update being provided for July 2024.<br><br>Council staff aim to invest more liquid funds for short time periods to gain maximum investment return without compromising working capital.<br><br>Total Investment Balance as at 31 July 2024 was \$13.0 Million.                                                                                                                                                                                                                                                                                                                                                        |
| <b>Delivery Program:</b>                                                                |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>5.1.4</b>                                                                            |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Deliver continuous improvements in Council’s business, processes and systems.</b>    |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Action</b>                                                                           | <b>Responsibility</b>        | <b>Progress Comment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5.1.4.1<br>Develop, manage and deliver Council’s Technology Strategic Plan.             | Manager Finance & Technology | Council’s Technology Strategic Plan is a work in progress, documents are being updated on a regular basis in conjunction with requirements associated with hardware and cyber security. The focus is Cybersecurity and threats originating from external sources. Council IT staff are in continuous training and development with NSW Cybersecurity.<br><br>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 end of useful life and present a high risk to Council IT infrastructure and business continuance if encountered by hardware issues.<br><br>No IT related issues or breach were reported in July 2024 |



Quarterly Operational Report – July 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 Customer Service, Governance & Records | Civic artefacts continue to be stored in Council's main administration building and Records House in Manners Street, Tenterfield in July 2024. Council does not have a designated budget for management and protection of civic artefacts and memorabilia.                                  |
| <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 Customer Service, Governance & Records | Compliments for July 2024 - 11<br>Complaints for July 2024 - 0<br>Abusive customers for July 2024 - 0<br>Customer Service General Enquiries for July 2024 - 85                                                                                                                              |
| 5.1.1.2<br>Develop, manage and deliver Governance Services, in accordance with OLG Compliance Guide, IP&R Framework and Reporting including                                                                                                                                | Manager Customer Service, Governance & Records | Updated Audit, Risk and Improvement Committee Terms of Reference and Internal Audit Charter adopted by Council on 24 July 2024.<br><br>Next meeting of the Audit, Risk and Improvement Committee will be on 25 September 2024, for the purpose of reviewing Council's financial statements. |

Quarterly Operational Report – July 2024

|                                                                                                                                                                                                            |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>the Monthly Operational Report, GIPA and PIDS and facilitate and support the ARIC.</p>                                                                                                                  |                                                           | <p>Public Interest Disclosure Annual Reporting was submitted to NSW Ombudsman’s Office on 31 July 2024. No Public Interest Disclosures were made during 2023/2024 financial year.</p> <p>Public Interest Disclosure self-assessment report completed and submitted on 13 August 2024.</p>                                                                                                                                                                                         |
| <p>5.1.1.3 Develop, manage and deliver Records Management Services, in accordance with legislation.</p>                                                                                                    | <p>Manager Customer Service, Governance &amp; Records</p> | <p>Records staff have continued to categorise previously bulk scanned records in altus ECM, when operational tasks allow. Continued support to customer service and other areas of Council have reduced the ability to complete day to day activities and work on previously digitised records. Email traffic to Council’s email box has increased markedly in recent months, especially on Mondays, due to a weekend’s worth of traffic to process as well as Monday emails.</p> |
| <p><b>Delivery Program:</b><br/> <b>5.2.1</b><br/> <b>Services to our community are provided in an equitable, safe, professional, friendly and timely manner consistent with our corporate values.</b></p> |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Action</b></p>                                                                                                                                                                                       | <p><b>Responsibility</b></p>                              | <p><b>Progress Comment</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>5.2.1.1 Deliver independent bi-annual Customer Satisfaction Survey.</p>                                                                                                                                 | <p>Manager Customer Service, Governance &amp; Records</p> | <p>Customer Satisfaction Survey being undertaken by Civic Office in 2024/2025.</p>                                                                                                                                                                                                                                                                                                                                                                                                |

Monthly Operational Report – July 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 | <p>1 x stray cat impounded &amp; released to rescue.<br/>                     2 x stray dogs seized roaming without owners and impounded, both released to owners' same day.<br/>                     4 x Barking dog complaints<br/>                     4 x Barking dog warning letters sent<br/>                     4 x Untidy/overgrown premises complaints<br/>                     4 x Untidy/overgrown premises letters sent<br/>                     Roaming dog complaints in Urbenville<br/>                     2 x Straying stock on roads complaints<br/>                     Parking infringements:<br/>                     12 x Park continuously for longer than indicated<br/>                     1 x stop in disabled parking area without permit displayed<br/>                     1 x stop in taxi zone<br/>                     1 x stop in bus zone<br/>                     Daily/Weekly patrols done in Tenterfield, Urbenville, Drake, Liston, Legume and surrounding areas for roaming stray animals/stock and parking.</p> |
| 3.1.2.2<br>Manage and deliver the Weeds Management Program, Council's Weeds Action Plan and regional weeds management plans.                                                      | Manager Parks, Gardens & Open Spaces | <p><b>Weed officer Report for July 2024</b></p> <ul style="list-style-type: none"> <li>• <u>Black Knapweed</u> – Inspections and control works on Private properties and along Bellevue and Aldershot Rds.</li> <li>• <u>Tropical Soda Apple</u> – Tabulam and Urbenville.</li> <li>• <u>Mother of Millions</u> – Mt Lindsey Highway in Legume, Cullendore Rd and Beaury Creek Rd.</li> <li>• <u>Lantana.</u> – Billirimba Rd</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

Monthly Operational Report – July 2024

|                                                                                                                                                                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                 |                                                 | <ul style="list-style-type: none"> <li>• <u>Council Lands</u> - Tenterfield Sale Yards</li> <li>• <u>Property inspections</u> –26 inspections done; no compliance letters sent.</li> <li>• <u>High Risk Pathway inspections</u> - completed along the New England Highway, Mt Lindsey Highway, Tooloom Rd., Bruxner Way, Bruxner Highway. No new incursions found.</li> <li>• <u>Meetings</u> – Attended the Regional road management for weeds meeting in Glen Innes and the Tropical Soda Apple Taskforce meeting in Coffs Harbour.</li> </ul> |
| <p>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.</p> | <p>Manager Parks, Gardens &amp; Open Spaces</p> | <p>No notices or orders have been issued in the month of July.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

Monthly Operational Report – July 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>Sale Totals July 2024<br/>                     Private Weighing 53 Head \$47,419.50</p> <p>Financial Year total: 14,413 Head</p> <p>Further cement slabs have been completed in front of the new double height ramp.</p> <p>Continuing to look into implement the locking of the yards as lots of the public are using them as they like to avoid paying fees.</p> |

Monthly Operational Report – July 2024

**11. PLANNING & REGULATION**

| Delivery Program:                                                                                                                                               |                                         |                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1.1                                                                                                                                                           |                                         |                                                                                                                                                                                                                                                                                                                         |
| Town and Village planning supports and enhances local place making principles to deliver sustainable land use management practices for our natural environment. |                                         |                                                                                                                                                                                                                                                                                                                         |
| Action                                                                                                                                                          | Responsibility                          | Progress Comment                                                                                                                                                                                                                                                                                                        |
| 3.1.1.1<br>Monitor and deliver the Tenterfield Local Environmental Plan 2013 and Development Control Plan 2014 (as amended).                                    | Manager Planning & Development Services | July – all applications assessed in accordance with Tenterfield LEP and DCP. Seven (7) Development Applications lodged, eight (8) approved. Thirty five (35) 10.7 certificates, six (6) 735A certificates issued.                                                                                                       |
| 3.1.1.2<br>Manage and deliver heritage advisory services.                                                                                                       | Manager Planning & Development Services | Heritage Fund for 24/25 – applications open – funding from Heritage Office NSW. Closing date 16 August 2024. Pre lodgement advice for DA, minor works proposals, State Heritage Inventory database forms continue to be updated, site meetings.                                                                         |
| 3.1.1.3<br>Manage and deliver development, building and construction regulatory services.                                                                       | Manager Planning & Development Services | Construction certificates, S68 on site 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 completed and annual report lodged. |

### Applications Lodged July 2024

| DA Number | Applicant           | Address                         | Description of Work                                                                         |
|-----------|---------------------|---------------------------------|---------------------------------------------------------------------------------------------|
| 2024.063  | Wes Smith Building  | 477-493 Rouse St, Tenterfield   | Dwelling                                                                                    |
| 2024.064  | M. Cortex           | 14-18 Railway Ave, Tenterfield  | Alterations & Additions to Existing Building-<br>Restaurant, Gallery, Beer Garden, Dwelling |
| 2024.065  | Tenterfield Surveys | 1027 Bruxner Way, Tenterfield   | Subdivision-5 lot boundary adjustment                                                       |
| 2024.066  | R. Evans            | 127 Schrodgers Road Tenterfield | Shed                                                                                        |
| 2024.067  | C. Groszek          | 35 Snake Creek Road, Sandy Hill | Dwelling                                                                                    |
| 2024.068  | K. Landers          | 132 Wood Street, Tenterfield    | Shed                                                                                        |
| 2024.069  | H. Chaplin          | Hayden Street, Drake            | Dwelling                                                                                    |

### Applications Determined July 2024

| DA Number    | Applicant           | Address                         | Description of Work                        |
|--------------|---------------------|---------------------------------|--------------------------------------------|
| 2024.049     | M. Barry            | Mud Flat Road, Drake            | Three (3) Lot Subdivision                  |
| 2024.058     | M. Ashton           | 101 Ogilvie Drive Tabulam       | Use of Existing Building as Dwelling       |
| 2024.023     | S. Puglisi          | Rouse Street, Tenterfield       | Shed                                       |
| 2024.059     | G. Kentish          | 360 Rouse Street Tenterfield    | Commercial Premises- Food & Drink Premises |
| 2024.063     | Wes Smith Building  | 477-493 Rouse St, Tenterfield   | Dwelling                                   |
| CDC 2024.061 | J. Swney            | 789 Bruxner Way Tenterfield     | Extension to Existing Dwelling             |
| 2024.060     | Tenterfield Surveys | 2 Ballandean Street             | 4 Lot Subdivision                          |
| 2024.066     | R. Evans            | 127 Schrodgers Road Tenterfield | Shed                                       |



**Applications Outstanding – July 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 & new owner have indicated they wish to pursue DA.          |
| 2021.012  | Corbett                           | Bluff River Road, Tenterfield   | Primitive Camp Ground                                       | Insufficient Information provided to complete assessment<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 - Entertainment Facility                               | Amended plans received and being renotified to neighbours until 16/8/24                                                           |
| 2024.049  | Barry (Kane)                      | 62 Mud Flat Road, DRAKE         | Subdivision Three (3) Lots                                  | Under assessment/ Awaiting RFS                                                                                                    |

|          |                     |                                         |                                                                                          |                                                         |
|----------|---------------------|-----------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------|
| 2024.055 | O'Sullivan          | 6563 Mt Lindesay Road, Wylie Creek 2372 | Subdivision Two (2) Lot                                                                  | RFS/Under Assessment                                    |
| 2024.057 | Ford                | Fairfield Street Drake                  | Dwelling                                                                                 | Awaiting additional information from applicant          |
| 2024.062 | Hall                | Currs Road, Tenterfield                 | Manufactured Dwelling, Carport & Six Caravan Sites                                       | Under assessment/Awaiting RFS                           |
| 2024.064 | M. Cortex           | 14-18 Railway Ave, Tenterfield          | Alterations & Additions to Existing Building- Restaurant, Gallery, Beer Garden, Dwelling | Under assessment – neighbour notification until 16/8/24 |
| 2024.065 | Tenterfield Surveys | 1027 Bruxner Way, Tenterfield           | Subdivision-5 lot boundary adjustment                                                    | RFS/Under Assessment                                    |
| 2024.067 | C. Groszek          | 35 Snake Creek Road, Sandy Hill         | Dwelling                                                                                 | Under Assessment                                        |
| 2024.068 | K. Landers          | 132 Wood Street, Tenterfield            | Shed                                                                                     | Under Assessment                                        |
| 2024.069 | H. Chaplin          | Hayden Street, Drake                    | Dwelling                                                                                 | Under Assessment                                        |

| FY 24/25 Development Statistics     |       |                 |                                                    |                              |                                   |             |                        |                           |                           |
|-------------------------------------|-------|-----------------|----------------------------------------------------|------------------------------|-----------------------------------|-------------|------------------------|---------------------------|---------------------------|
|                                     |       | Dwellings       | Additions/<br>Renovations to<br>Existing Dwellings | Garages, Carports &<br>Sheds | Commercial or<br>Industrial Works | Subdivision | Recreation/<br>Tourism | FY 24/25 Monthly<br>Total | FY 23/24 Monthly<br>Total |
| Jul-23                              | No.   | 3               | 0                                                  | 2                            | 1                                 | 1           | 0                      | 7                         | 7                         |
|                                     | Value | \$1,023,429.00  | \$0.00                                             | \$60,036.00                  | \$150,000.00                      | \$0.00      | \$0.00                 | \$1,233,465.00            | \$482,000.00              |
| Aug-23                              | No.   |                 |                                                    |                              |                                   |             |                        |                           | 11                        |
|                                     | Value |                 |                                                    |                              |                                   |             |                        |                           | \$1,597,830.00            |
| Sep-23                              | No.   |                 |                                                    |                              |                                   |             |                        |                           | 11                        |
|                                     | Value |                 |                                                    |                              |                                   |             |                        |                           | \$2,131,381.37            |
| Oct-23                              | No.   |                 |                                                    |                              |                                   |             |                        |                           | 7                         |
|                                     | Value |                 |                                                    |                              |                                   |             |                        |                           | \$1,394,000.00            |
| Nov-23                              | No.   |                 |                                                    |                              |                                   |             |                        |                           | 6                         |
|                                     | Value |                 |                                                    |                              |                                   |             |                        |                           | \$285,070.00              |
| Dec-23                              | No.   |                 |                                                    |                              |                                   |             |                        |                           | 7                         |
|                                     | Value |                 |                                                    |                              |                                   |             |                        |                           | \$2,845,023.00            |
| Jan-24                              | No.   |                 |                                                    |                              |                                   |             |                        |                           | 13                        |
|                                     | Value |                 |                                                    |                              |                                   |             |                        |                           | \$677,000.00              |
| Feb-24                              | No.   |                 |                                                    |                              |                                   |             |                        |                           | 9                         |
|                                     | Value |                 |                                                    |                              |                                   |             |                        |                           | \$533,115.00              |
| Mar-24                              | No.   |                 |                                                    |                              |                                   |             |                        |                           | 13                        |
|                                     | Value |                 |                                                    |                              |                                   |             |                        |                           | \$628,290.00              |
| Apr-24                              | No.   |                 |                                                    |                              |                                   |             |                        |                           | 10                        |
|                                     | Value |                 |                                                    |                              |                                   |             |                        |                           | \$2,196,670.00            |
| May-24                              | No.   |                 |                                                    |                              |                                   |             |                        |                           | 11                        |
|                                     | Value |                 |                                                    |                              |                                   |             |                        |                           | \$610,971.00              |
| Jun-24                              | No.   |                 |                                                    |                              |                                   |             |                        |                           | 8                         |
|                                     | Value |                 |                                                    |                              |                                   |             |                        |                           | \$863,000.00              |
| No. (Year to Date)                  |       | 3               | 0                                                  | 2                            | 1                                 | 1           | 0                      | 7                         | 113                       |
| FY 24/25 Total Value (Year to Date) |       | \$1,023,429.00  | \$0.00                                             | \$60,036.00                  | \$150,000.00                      | \$0.00      | \$0.00                 | \$1,233,465.00            |                           |
| FY 23/24 Total Value                |       | \$10,640,140.00 | \$329,930.00                                       | \$1,179,810.37               | \$1,227,790.00                    | \$0.00      | \$866,680.00           |                           | \$14,244,350.37           |

Monthly Operational Report – July 2024

**12. BUILDINGS & AMENITIES**

| Delivery Program:                                                                             |                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.2.1                                                                                         |                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Provide safe and accessible public spaces and places that are well maintained, clean and fun. |                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Action                                                                                        | Responsibility                 | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 1.2.1.4<br>Develop and deliver the Property Management Strategy.                              | Manager Planning & Development | <p>Property Strategy – Under review – 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>• Only maintenance that is being completed are items that pose an issue to staff or community safety.</li> <li>• Visitor information centre building has been cleaned ready for new tenant.</li> <li>• Urbenville Medical Centre – additional maintenance items and replacement of fire system to be completed in August 2024 – Ongoing.</li> <li>• Quote &amp; Inspection for RFS Shed in Liston to repair roof and water damage – Awarded work to a local contractor – work ongoing.</li> <li>• Draft scope of work is being completed to replace Federation Park building’s roof to be sent out towards the end of the year.</li> <li>• Work completed on the repairs and flooring to the Welburn Lane house.</li> <li>• Repairs to Memorial Hall downpipes and stormwater pipe due to damage.</li> <li>• Hand Dryers in Library and Disabled Toilets at the School of Arts have been replaced in July.</li> <li>• Further repairs to the air conditioning system at the library, the unit is over 20 years old and may need to be replaced.</li> <li>• Air conditioning unit repairs and service was completed on the customer service unit of the Administration building.</li> <li>• Asset Impairment Review was completed in July for council buildings to form part of the end of year audit requirements to report any significant damage to the assets.</li> </ul> |

Monthly Operational Report – July 2024

|                                                                                   |                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                   |                                | <p><b>Current Capital Works</b></p> <ul style="list-style-type: none"> <li>Band Hall scope of work for repairs will be sent out in August/September 2024 for quotation to local builders – Ongoing.</li> <li>Mt McKenzie digital tower access road – fencing has been awarded and due to start August.</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>Meeting held with Crown Lands – Plans of Management (PoM) 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 late 2024. Property specialist position vacant.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 1.2.1.6<br>Develop and deliver the Buildings and Amenities Asset Management Plan. | Manager Planning & Development | <p><b>Licences &amp; Agreements on Council owned/managed land</b></p> <ul style="list-style-type: none"> <li>Tenterfield Total Care draft lease for 136-138 Manners St Tenterfield is still being reviewed by Tenterfield Total Care Committee, solicitors are discussing terms – Ongoing, surveyor now engaged to finalise survey works as per DA consent.</li> </ul> <p><b>Grant funding</b></p> <ul style="list-style-type: none"> <li><b>National Bushfire Funding</b> – Advertising campaign expansion and brochure production has been completed.</li> <li><b>Stronger Country Communities Programs</b> – Memorial Hall final floor upgrades have been completed with grant report to be completed in August.</li> <li><b>Black Summer Funding</b> – Memorial Hall installation of emergency lighting and ceiling fans – remainder of lights ordered and due for installation August/September.</li> </ul> |
| 1.2.1.7<br>Manage Crown Lands and prepare designated Native Title Advice.         | Manager Planning & Development | Aboriginal Land Claims – all requests for response have been completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

Monthly Operational Report – July 2024

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

| Delivery Program:<br>1.2.1<br>Provide safe and accessible public spaces and places that are well maintained, clean and fun.                                             |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                                                  | Responsibility                      | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 1.2.1.1<br>Implement and deliver maintenance programs for Parks, Gardens and Open Spaces.                                                                               | Manager Parks, Gardens & Open Space | Daily duties include Public toilet cleaning, park/street bins, BBQ cleaning, playground inspecting<br>Mowing<br>Brush cutting<br>Spraying of town streets and footpaths<br>Tree pruning/limb pick up<br>Graffiti removal<br>Cemetery maintenance<br>New road at Cemetery completed<br>Garden maintenance, repairs, planting and re mulched<br>2 x Rouse Street gardens had to be shortened due the power poles in the gardens –near completion.<br>Assist in event coordination setup<br>Netball court line marking is incorrect and will be corrected when the company is next town to work on the basketball courts – Completed<br>Cleaning tables and benches in parks<br>Aluminum slats ordered to replace timber on picnic tables in Bruxner Park |
| 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 active representatives<br>Any project undertaken within budget                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

Monthly Operational Report – July 2024

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

Monthly Operational Report – July 2024

**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. |                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |           |           |           |         |         |         |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |              |            |           |           |           |           |           |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------|-----------|---------|---------|---------|--------------------|----|----|----|----|----|----|--------------------|----|----|---|---|---|----|--------------------|----|----|----|----|----|----|--------------------|----|----|---|---|---|----|--------------|------------|-----------|-----------|-----------|-----------|-----------|
| Action                                                                                                                   | Responsibility                 | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |           |           |           |         |         |         |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |              |            |           |           |           |           |           |
| 1.2.2.1<br>Manage the Tenterfield War Memorial Baths (TWMB) Management Plan and contribute to service delivery.          | Manager Planning & Development | <p><b>Management Plan</b></p> <ul style="list-style-type: none"> <li>Updated Management Plan to be completed and implemented in the 2025-26 summer season. This plan is currently under review with the new contract.</li> <li>Due to the age of the pool and water leaking, investigation has commenced for an engineering report to be completed to determine future actions for the pool</li> <li>Staff are pursuing opportunities for Grant Funding to upgrade the facility.</li> <li>Asset Impairment Review was completed in July for Swimming Pool to form part of the end of year audit requirements to report any significant damage to the assets.</li> <li>Commencing discussions for maintenance and improvements for the start of 24/25 season</li> </ul> <p><b>Month Review</b><br/>Pool has now closed to the public for the 23/24 season to be opened again in October 2024.</p> <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> <tr> <td>Half Season Single</td> <td>29</td> <td>18</td> <td>3</td> <td>9</td> <td>7</td> <td>13</td> </tr> <tr> <td><b>Total</b></td> <td><b>103</b></td> <td><b>72</b></td> <td><b>49</b></td> <td><b>61</b></td> <td><b>90</b></td> <td><b>75</b></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 | Half Season Single | 29 | 18 | 3 | 9 | 7 | 13 | <b>Total</b> | <b>103</b> | <b>72</b> | <b>49</b> | <b>61</b> | <b>90</b> | <b>75</b> |
|                                                                                                                          | 2023/24                        | 2022/23                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2021/22   | 2020/21   | 2019/20   | 2018/19   |         |         |         |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |              |            |           |           |           |           |           |
| Full Season Family                                                                                                       | 30                             | 26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 27        | 26        | 49        | 39        |         |         |         |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |              |            |           |           |           |           |           |
| Half Season Family                                                                                                       | 15                             | 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 5         | 9         | 9         | 13        |         |         |         |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |              |            |           |           |           |           |           |
| Full Season Single                                                                                                       | 29                             | 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 14        | 17        | 25        | 10        |         |         |         |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |              |            |           |           |           |           |           |
| Half Season Single                                                                                                       | 29                             | 18                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 3         | 9         | 7         | 13        |         |         |         |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |              |            |           |           |           |           |           |
| <b>Total</b>                                                                                                             | <b>103</b>                     | <b>72</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>49</b> | <b>61</b> | <b>90</b> | <b>75</b> |         |         |         |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |                    |    |    |    |    |    |    |                    |    |    |   |   |   |    |              |            |           |           |           |           |           |



Monthly Operational Report – July 2024

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 |

Monthly Operational Report – July 2024

## 15. ASSET MANAGEMENT & RESOURCING

| Delivery Program:                                                                                                                           |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.1.3                                                                                                                                       |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Management of Council’s assets will be long term and focused on meeting the needs of the community now, and into the future.                |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Action                                                                                                                                      | Responsibility                   | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 5.1.3.1<br>Develop and implement the Asset Management Strategy and associated systems.                                                      | Manager Asset & Program Planning | Transport asset revaluation is under assessment. Condition rating data to be collected during the next six months followed by analysis and calculations for LTFP.                                                                                                                                                                                                                                                                                   |
| 5.1.3.2<br>Deliver and manage the Pedestrian Access and Mobility Plan (incorporating the Disability Action Plan) and Bike Plan.             | Manager Asset & Program Planning | The PAMP is under review for generic information within the document and a review of action list priorities – 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 Inspector (AI) position. The AI position will be advertised following the appointment of an Asset Manager. 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 has completed a request for quote seeking professional services to assist with grant funded projects. Professional Services Tender has passed through Council and appointment of a Project Manager, Project Engineer, Project Officer and a Surveillance Officer is in negotiations for commencement. |

Monthly Operational Report – July 2024

## 16. COMMERCIAL WORKS

**Delivery Program:**

**5.1.3**

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

| Action                                                            | Responsibility | Progress Comment                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.1.3.7<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. |

Monthly Operational Report – July 2024

## 17. STORMWATER DRAINAGE

**Delivery Program:**

**4.1.2**

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

| Action                                                           | Responsibility                      | Progress Comment                                                                                                                                        |
|------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.1.2.1<br>Implement the<br>Stormwater Asset<br>Management Plan. | Manager Asset &<br>Program Planning | Further detail and planning required for stormwater infrastructure - awaiting resource allocation.<br>The Asset Manager's position is being advertised. |

Monthly Operational Report – July 2024

**18. TRANSPORT NETWORK**

| Delivery Program:                                                                                                                                                                |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.1.1                                                                                                                                                                            |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Deliver a well-designed, safe road network, including carparking, footpaths and cycleways, that is suitable for all users now and take into consideration future network demand. |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Action                                                                                                                                                                           | Responsibility                   | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4.1.1.1<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>July 2024 Grading &amp; Works Report</b></p> <p><b>Grading Schedule</b></p> <p><b>Northern Area:</b> Grading shoulders on Mt Lindesay Rd between Liston and Legume. Graded Dalmoak Rd and Maryland Lane.</p> <p><b>Central Area:</b> Graded Steinbrook Hall Rd, Steinbrook School Rd, Mathiesons Rd, Gunyah Rd, Bald Rock, Four Mile Ck Rd and Branch Ck.</p> <p><b>Western Area:</b> Graded Torrington Town Streets, Tent Hill Rd, Upper Mole River Rd and Woodside Rd. Cleaned up guard rail vegetation on Bruxner Way and wattle trees hanging over the road.</p> <p><b>Eastern Area:</b> Gravel resheet Boorook Rd, Gilgurry Rd and Harrigans Lane.</p> <p>Plains Stn Rd remains under signage through Fraser’s Cutting.</p> |

Monthly Operational Report – July 2024

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>Works on Paddy’s Flat Rd South between Bruxner Highway and Hootons Rd have commenced, with drainage and cross pipes completed. Pavement investigations are complete, awaiting results for pavement designs.</p> <p><b>Council’s 25t excavator:</b><br/>The excavator loaded trucks for resheeting at Boorook and Gilgurry roads, currently mulching on Timbarra Rd and some mulching work on Brushabers Rd as part of the Black Summer funding.</p> |
|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Monthly Operational Report – July2024

**19. PLANT, FLEET & EQUIPMENT**

|                                                                                                                                                                                 |                                  |                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Delivery Program:</b><br><b>5.1.3</b><br><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.                                                                                                                      |

Monthly Operational Report – July 2024

**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. |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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, 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 Towns Contracting Commenced this month. Monthly EPA progress reports continue. Soiltech Testing services have been engaged carry out level 1 GITA requirements during construction of cell 5. Townes Contracting has commenced tree clearing in lay down areas in preparation for hard stands to be constructed. Material for lining has been ordered and delivery is expected towards the end of August into September, the liners will be stored on the hardstand once construction is complete. Areas have been identified for use to store machinery and equipment with Townes Contracting utilising Council facilities as a site office. Technical specifications have been sent to the EPA regarding the use of explosives to fracture granite rocks that are too large for machinery.</p> <p>Council to received \$773,692 for improvements, from EPA and Heritage Trust at Boonoo Boonoo and Torrington. New fluted compactor wheels expected delivered August 2024. Compulsory acquisition has progressed with minister approval expected in August and, gazettal notices pending.</p> <p>Replacement side loader reported to Council’s February 2023 meeting STG expected delivery August 2024.</p> <p>Truck rollover occurred in March 2024, insurance investigations/negotiations continue expected settlement in August 2024.</p> |



Monthly Operational Report – July 2024

**21. WATER SUPPLY**

| Delivery Program:<br>3.1.3<br>Deliver total water cycle management approach including water conservation and complying with relevant acts and legislation. |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                                     | Responsibility        | 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 completed in June 2024, drawdown water quality 24-hour testing completed in July 2024. Reinstallation of bore and flood tower expected September 2024.</p> <p>Works for the New Water Filtration Plant on Scrub Road are completed, first round of POP (proof of performance testing) completed in April 2024. Tenterfield town began receiving potable in May 2024. Noting second POP testing scheduled for winter conditions expected August 2024.</p> <p>Urbenville -new grid grant lagoon award completed June 2024. 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 741.4KL/day decreasing by 0.05KL/day. Current usage at Urbenville is 23.8KL/day providing a decrease in consumption of 18.8KL/day for the 3 communities.</p> <p>Tenterfield Dam Level is <b>97%-new data loggers place level at 100%</b> receiving 33.2mm for the month of July 2024; Urbenville Tooloom Creek Level is <b>100%</b> receiving 57mm for the month of July 2024.</p> <p>Meter Reading commenced in April completed June.</p> <p><b>Tenterfield</b></p> <p><b>1</b> major main; <b>1</b> main; <b>1</b> new meter; <b>1</b> new service connections; <b>0</b> water limiters installed; <b>1</b> water limiters removed/disconnection; <b>0</b> disconnection, <b>8</b> broken services repaired/replaced; <b>2</b> services leaks repaired; <b>0</b> valve replacements; mains flushing occurred in <b>8</b> location and <b>0</b> hydrant replacements. Note. <b>0</b> section 67 private works jobs completed. <b>4</b> interim meter reads/testing. Operator training</p> |

Monthly Operational Report – July 2024

|                                                                                                        |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                        |                                  | <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 2024. Major reservoir new pipe-work extension 1.5m.</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>0</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.<br/>         Water quality information is also available in monthly water health cards available at <a href="https://www.tenterfieldshire.nsw.gov.au/water-health-cards">Water Health Cards   Tenterfield Shire Council (nsw.gov.au)</a></p> |
| <p>3.1.3.2<br/>         Deliver and manage the Water and Drought Management Plans and Flood Study.</p> | <p>Manager Water &amp; Waste</p> | <p>Tenterfield update of the flood risk study awarded in March 2024. Initial meetings completed. Consultation undertaken on May 20<sup>th</sup>, 2024, data handover completed.</p> <p>Council was awarded \$92,522 DPE-Water Regional Leakage Reduction Program, installation completed final reports expected August 2024.</p> <p>The Integrated water catchment management grant (IWCM) engagement of consultants completed in June 2024; data handover expected to be completed August 2024.</p> <p>The Tenterfield Sustainable and Disaster Resilient Communities program, for the villages of Drake, Liston, Legume, and Torrington. Note waiting for approvals to drill from NRAR (over 20 months) Legume licence obtained. Council’s contractors Slade Drilling have completed drilling for water at Legume in water has been found at 0.5L/s. Bore fit out expected to be completed in August 2024.</p>                                                                                                                                                                                                            |

Monthly Operational Report – July 2024

**22. SEWERAGE SERVICES**

| Delivery Program:<br>3.1.5<br>Deliver affordable and effective wastewater management solution for the community. |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                           | Responsibility        | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 3.1.5.1<br>Maintain and operate the sewerage network, in line with the Asset Management Strategy.                | Manager Water & Waste | <p>Molesworth/Miles Street pumping station review and design amendment under development.</p> <p>RFQ's for sewer relining and manhole relining 2024 under development.</p> <p>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, installation completed in June 2024. Refurbishment specifications under development July expected completion September 2024.</p> <p>Urbenville and Tenterfield, SCADA development planning for upgrades underway July 2024.</p> <p><b>Tenterfield</b></p> <p>Sewer connections <b>0</b>; Major pump station clearing <b>0</b>; Blockages were reported and cleared at <b>6</b> locations; <b>1</b> broken main repair; with <b>0</b> mains visually checked with new CCTV, <b>0</b> major manhole repair, <b>0</b> broken main repairs <b>0</b> manholes raised, and <b>0</b> section 67 private works jobs completed in this reporting period. Pump refurbishment/repair <b>0</b> at STP, Major pumpstation maintenance <b>0</b>. Surcharge event <b>1</b>. STP Repairs <b>0</b>.</p> <p><b>Urbenville</b></p> <p>Sewer connections <b>0</b>; Major pump station clearing <b>0</b>; Major pump station repair/maintenance <b>2</b>; Blockages were reported and cleared at locations; <b>0</b> broken main repair; with <b>0</b> mains visually, <b>0</b> major manhole repair, <b>0</b> broken main repairs, <b>0</b> effluent line repair, <b>1</b> effluent pump repair and <b>0</b> section 67 private works jobs completed, in this reporting period. Storm flow at STP <b>0</b> hrs. Installed padlocks on Historical park toilets due to vandalism ongoing, open at 0730 close toilets at 1530. Average time for response to sewer chokes remained at <b>30</b> minutes while the median response time is at <b>25</b> minutes.</p> |

|                      |                                                           |
|----------------------|-----------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>              |
| <b>Submitted by:</b> | Roy Jones, Manager Finance & Technology                   |
| <b>Reference:</b>    | <b>ITEM GOV68/24</b>                                      |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 31 JULY 2024</b> |

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

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

#### **SUMMARY**

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

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

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

**That Council notes the Finance and Accounts Report for the period ended 31 July 2024.**

#### **BACKGROUND**

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

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

#### **REPORT:**

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

##### **(a) Reconciliation of Accounts**

A reconciliation of the cash books of all funds have been carried out with the appropriate bank statements as of 31 July 2024.

Cash Book Balances on this date were as follows: -

Our Governance No. 68 Cont...

|                        |                  |        |
|------------------------|------------------|--------|
| General (Consolidated) | \$ 52,430,952.00 | Credit |
| General Trust          | \$69,074.00      | Credit |

(b) Summary of Investments

Attachment to this report is a certified schedule of all Council's investments as of 31 July 2024 showing the various invested amounts and applicable interest rates.

**Concealed Water Leakage Concession Policy Update**

For the month of July, three (3) concession totaling \$4,556.60 were granted under Council's Concealed Water Leakage Concession Policy.

**603 Certificates**

During the sale of a property a 603 Certificate is usually requested to identify if there are any outstanding or payable fees to Council by way of rates, charges or otherwise in respect of a parcel of land. There were 29 applications for 603 Certificates in July 2024.

In the calendar year to date, there have been 177 applications compared to 123 applications for the same period last year.

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

Please note: Council is currently undertaking its Annual Financial Statements and Audit reporting requirements for 30 June 2024. Detailed analysis will be presented after the completion of Audit process.

**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 & LTFFP)**

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Our Governance No. 68 Cont...

Nil.

**8. Project Management**

Nil.

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

Prepared by staff member: Roy Jones, Manager Finance & Technology  
Approved/Reviewed by Manager: Hein Basson, General Manager  
Department: Office of the Chief Corporate Officer  
Attachments: **1** Investment Register - 31 July 2024

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

| Financial Institution                   | Issuer Rating | Investment Term | Maturity Date | Interest Rate | Amount                     | Percentage Exposure  |
|-----------------------------------------|---------------|-----------------|---------------|---------------|----------------------------|----------------------|
| NAB                                     | AA-           | 91 Days         | 21/Oct/24     | 5.15%         | 1,500,000.00               | 11.54%               |
| NAB                                     | AA-           | 181 Days        | 25/Nov/24     | 5.10%         | 1,000,000.00               | 7.69%                |
| NAB                                     | AA-           | 90 Days         | 09/Sep/24     | 5.00%         | 2,000,000.00               | 15.38%               |
| <b><u>TOTAL NAB INVESTMENTS</u></b>     |               |                 |               |               | <b><u>4,500,000.00</u></b> | <b><u>34.62%</u></b> |
| Commonwealth Bank                       | AA-           | 3 Months        | 16/Sep/24     | 4.69%         | 3,000,000.00               | 23.08%               |
| <b><u>TOTAL CBA INVESTMENTS</u></b>     |               |                 |               |               | <b><u>3,000,000.00</u></b> | <b><u>23.08%</u></b> |
| Westpac                                 | AA-           | 3 Months        | 30/Oct/24     | 4.99%         | 1,500,000.00               | 11.54%               |
| Westpac                                 | AA-           | 3 Months        | 30/Aug/24     | 4.90%         | 2,000,000.00               | 15.38%               |
| Westpac                                 | AA-           | 3 Months        | 12/Sep/24     | 4.91%         | 2,000,000.00               | 15.38%               |
| <b><u>TOTAL WESTPAC INVESTMENTS</u></b> |               |                 |               |               | <b><u>5,500,000.00</u></b> | <b><u>42.31%</u></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

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b> |
| <b>Submitted by:</b> | Roy Jones, Manager Finance & Technology      |
| <b>Reference:</b>    | <b>ITEM GOV69/24</b>                         |
| <b>Subject:</b>      | <b>REPORT ON LOAN BALANCES 30 JUNE 2024</b>  |

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

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

#### **SUMMARY**

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

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

**That Council notes the loan balance as at 30 June 2024 was \$20,127,922.63 (\$20,190,432.82 as at 31 March 2024).**

#### **BACKGROUND**

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

#### **REPORT:**

Loan payments are being made in accordance with the particular loan agreements. Council's loan balance as at 30 June 2024 was \$20,127,922.63 (\$20,190,432.82 as at 31 March 2024).

On 24 July 2024, Council was presented a Loans Reports as at 30 June 2024 indicating a balance of \$20,115,861.86. As Council staff complete the end of year process certain transactions have impacted this balance which now reflects \$20,127,922.63 which is a difference of \$12,060.77. Considering the immateriality of this amount there was no impact on the Debt service ratio.

#### **New Loans Taken Out between reporting periods 1 July 2023 to 30 June 2024.**

No New Loans were taken out during the reporting period.

#### **Bridging Finance**

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



Our Governance No. 69 Cont...

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

As at 30 June 2024, Council did not use any amount from this facility to transfer into its General Fund for business operations.

Debt Service Cover Ratio: The 'debt service cover ratio' measures the operating cash available to service debt including interest, principal and lease payments. The benchmark set by OLG for the ratio is greater than two times.

Council's Audited Debt Service Cover Ratio as at 30 June 2023 is 8.3x (benchmark is >2.00x).

Council's Unaudited Debt Service Cover Ratio as at 30 June 2024 is 10.61x (benchmark is >2.00x).

The ratio has improved primarily due to receipt of Financial Assistance Grant and other revenue from grants in June 2024.

Debt Service Ratio: The debt service ratio measures the proportion of general income that is used to repay debt and interest charges. The benchmark for this ratio is greater than 0% and less than 20%.

Councils Indicative Debt Service Ratio for June 2024 is 5%.

**Please note: As Council prepares its Financial Statements for Audit the ratio may slightly vary to the Final Audited Financial Statements.**

## **COUNCIL IMPLICATIONS:**

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

For the 2023/24 Operational Plan and Budget Council had indicated a Nil Borrowing. The NSW Office of Local Government (OLG) was notified of this. For the 2023/2024 financial year Council did not borrow any money.

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

- Section 621 of the *Local Government Act 1993* allows a Council to borrow at any time for any purpose allowed under the Act subject to any restrictions imposed by the Minister in accordance with Section 624 of the Act.
- Borrowing Policy.

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

Nil.

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

Nil.

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

Nil.

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

Our Governance No. 69 Cont...

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Hein Basson  
General Manager**

|                               |                                           |
|-------------------------------|-------------------------------------------|
| Prepared by staff member:     | Roy Jones, Manager Finance & Technology   |
| Approved/Reviewed by Manager: | Hein Basson, General Manager              |
| Department:                   | Office of the Chief Corporate Officer     |
| Attachments:                  | <b>1</b> Loan Register as at 30 June 2024 |

**Tenterfield Shire Council**  
**Loans Schedule**  
**As at 30 June 2024**

| Loan Details                                      |                                                             |           |                                |               |            |                  |                            | Principal \$                         |
|---------------------------------------------------|-------------------------------------------------------------|-----------|--------------------------------|---------------|------------|------------------|----------------------------|--------------------------------------|
| FUND                                              | PURPOSE                                                     | AMOUNT \$ | OBTAINED FROM                  | DATE OBTAINED | DUE DATE   | RATE OF INTEREST | INTERVALS AT WHICH PAYABLE | Principal Balance as at 30 June 2024 |
| General Fund                                      | Transport Infrastructure (and supportive plant items)       | 3,100,000 | Commonwealth Bank of Australia | 29/03/2023    | 31/03/2043 | 5.57%            | Half Yearly                | 3,012,376.22                         |
| General Fund                                      | Transport Infrastructure (and supportive plant items)       | 2,604,612 | Commonwealth Bank of Australia | 31/03/2022    | 31/03/2042 | 4.40%            | Half Yearly                | 2,433,256.37                         |
| General Fund                                      | Infrastructure 2020/21                                      | 4,048,952 | Commonwealth Bank of Australia | 31/03/2021    | 29/03/2041 | 2.69%            | Half Yearly                | 3,569,946.52                         |
| General Fund                                      | Infrastructure 2019/20                                      | 1,000,000 | Commonwealth Bank of Australia | 15/06/2020    | 15/06/2040 | 2.90%            | Half Yearly                | 843,390.90                           |
| General Fund                                      | Main Street Upgrade                                         | 1,200,000 | National Australia Bank        | 25/02/2015    | 25/02/2025 | 3.70%            | Half Yearly                | 140,762.36                           |
| Sewer Fund                                        | Tenterfield Sewerage Treatment Plant                        | 2,500,000 | National Australia Bank        | 30/05/2008    | 30/05/2033 | 7.81%            | Half Yearly                | 1,460,915.25                         |
| Water Fund                                        | Dam Wall Construction (1)                                   | 3,087,672 | CBA (Refinanced from ANZ)      | 29/09/2021    | 30/09/2041 | 2.59%            | Half Yearly                | 2,783,611.21                         |
| Water Fund                                        | Dam Wall Construction (2)                                   | 2,684,880 | CBA (Refinanced from CBA)      | 6/07/2022     | 7/07/2042  | 5.73%            | Half Yearly                | 2,572,839.96                         |
| Water Fund                                        | Urbenville Water Treatment Plant                            | 375,000   | National Australia Bank        | 5/02/2009     | 5/02/2033  | 6.47%            | Half Yearly                | 227,928.57                           |
| Waste Fund                                        | Waste Management - Boonoo Boonoo Landfill (Develop Stage 5) | 3,300,000 | Commonwealth Bank of Australia | 31/03/2022    | 31/03/2042 | 4.40%            | Half Yearly                | 3,082,895.27                         |
| <b>TOTAL Principal Balance as at 30 June 2024</b> |                                                             |           |                                |               |            |                  |                            | <b>20,127,922.63</b>                 |

|                      |                                                  |
|----------------------|--------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>             |
| <b>Submitted by:</b> | Administration Assistant                         |
| <b>Reference:</b>    | <b>ITEM RES7/24</b>                              |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - AUGUST 2024</b> |

|                                                               |                                                                                                                                                                                                                         |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                                                                         |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.                                                                    |
| <b>CSP Strategy:</b>                                          | Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making. |
| <b>CSP Delivery Program</b>                                   | 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 June 2024.**

**Hein Basson  
General Manager**

|                                  |                                                    |             |
|----------------------------------|----------------------------------------------------|-------------|
| Prepared by staff member:        | Heather Grasso                                     |             |
| Approved/Reviewed by<br>Manager: | Hein Basson, General Manager                       |             |
| Department:                      | Office of the Chief Executive                      |             |
| Attachments:                     | <b>1</b> Outstanding Actions Report<br>August 2024 | 33<br>Pages |

**OUTSTANDING ACTIONS REPORT**

Printed: Wednesday, 21 August 2024 4:55:16 PM  
 Date From: 27/02/2019  
 Date To: 31/12/9999

Division:  
 Committee: Council  
 Officer:

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

**30/19** **Resolved** that Council:

- (1) Proceed with the compulsory acquisition of the land described as part of Lot 7016 DP 1073681, Lot 7017 DP 1106730 and Lot 7020 DP 1106731 for the purpose of operational land being for road widening in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991 and subject to the Undetermined Aboriginal Land Claim being withdrawn; and
- (2) Make an application to the Minister and the Governor for approval to acquire part of Lot 7016 DP 1073681, Lot 7017 DP 1106730 and Lot 7020 DP 1106731 by compulsory process under section 177(1) and 177(2)(b) of the Roads Act 1993; and
- (3) Requests the Minister for Local Government approve a reduction in the notification period from 90 days to the minimum 60 days.

(Greg Sauer/Gary Verri)

**Notes**

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

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

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

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

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

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

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

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

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

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

**02 Dec 2021 12:48pm Fitzpatrick, Christie**  
 Data imported from Resolution Register:  
 18.3.19 Awaiting Final plans to be sent with application to Minister.  
 12.4.19 No change to status.  
 10.5.19 No change.  
 12.7.19 Final plans being reviewed.  
 19.8.19 Pricing being sought from registered surveyors for the initial set out of proposed acquisition areas.  
 15.11.19 No change to status.  
 10.2.20 Section of existing boundary between 0.1 to 1 km has been pegged in consultation with RMS design review.  
 Advice of determination of Land Claim received for Lots 7016, 7017 & 7020 received at start of November. Likely impacts to the project to be discussed with RMS.  
 11.5.20 Interim section 0.1km to 1.0km agreed with RMS for commencement of works once water is again available for construction. Drainage materials have been ordered and remaining sections to be surveyed with a view to minimise any compulsory acquisition required.  
 1.7.20 Survey of design centreline has been initially done on Legume 0-6.0km section and minor adjustments being considered to minimise extent of works impacting on adjacent properties.  
 7.8.20 The set out of a slightly modified alignment has commenced that should minimise extent of acquisition required.

|                                                          |         |                                                            |
|----------------------------------------------------------|---------|------------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>                        |         | <b>Printed: Wednesday, 21 August 2024 4:55:16 PM</b>       |
| <b>Division:</b><br><b>Committee:</b><br><b>Officer:</b> | Council | <b>Date From:</b> 27/02/2019<br><b>Date To:</b> 31/12/9999 |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Date | Officer | Title | Target |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| 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. |      |         |       |        |

| Meeting            | Date       | Officer            | Title                                                             | Target     |
|--------------------|------------|--------------------|-------------------------------------------------------------------|------------|
| Council 22/07/2020 | 22/07/2020 | Francisco, Matthew | <b>Tenterfield Common Easement and Lot Compulsory Acquisition</b> | 27/07/2020 |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">133/20</a> | <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 water source and pump infrastructure in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;</li> <li>(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;</li> <li>(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;</li> <li>(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;</li> <li>(5) Classifies the land as operational land;</li> <li>(6) Requests the Minister for Local Government approve a reduction in the notification period from 90 days to 30 days;</li> <li>(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;</li> <li>(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.</li> </ol> <p style="text-align: right;">(Brian Murray/Michael Petrie)</p> |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Notes</b><br/>                 19 Mar 2024 2:37pm Melling, Elizabeth - Reallocation<br/>                 Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**OUTSTANDING ACTIONS REPORT**

Printed: Wednesday, 21 August 2024 4:55:16 PM  
 Date From: 27/02/2019  
 Date To: 31/12/9999

Division:  
 Committee: Council  
 Officer:

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Date | Officer | Title | Target |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| <b>10 Feb 2023 2:14pm Melling, Elizabeth - Reallocation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |         |       |        |
| Action reassigned to Counsell, David by Melling, Elizabeth - James Pryor no longer works for Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |      |         |       |        |
| <b>02 Dec 2021 1:17pm Fitzpatrick, Christie</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |      |         |       |        |
| Data imported from Resolution Register:<br>13.8.20 Jennings & Kneipp instructed to develop the 88B instrument for the easement.<br>CA application drafted.<br>No response from the Common Trust regarding their concurrence within the allotted timeframe.<br>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.<br>15.10.20 Compulsory Land Acquisition submitted to Crown Lands for processing.<br>3.12.20 Sent to OLG as advised by Crown to begin next steps.<br>9.2.21 Register Acquisition Plan being finalised between surveyor and OLG.<br>10.3.21 Registered Acquisition Plan with NSW Land Registry Services for advice.<br>20.4.21 This acquisition has stalled as the Common Trust Board have not signed the papers for the Agreement.<br>11.6.21 Resending papers to trust.<br>Waiting on response<br>9.9.21 Adviseements underway to proceed with acquisition due to second attempt with no response.<br>11.11.21 Several attempts made by phone and letter to the Common Trust since April 2021, however no response has been received.<br>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 |
| <a href="#">176/20</a> | <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><br>(Gary Verri/Bronwyn Petrie) |                    |                                                                                   |           |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Date | Officer | Title | Target |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| <b>02 Dec 2021 1:24pm Fitzpatrick, Christie</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |      |         |       |        |
| Data imported from Resolution Register:<br>11.9.20 Letter forwarded to NPWS dated 3 September 2020, awaiting response.<br>12.2.21 Phone meeting held NPWS & EO 14.12.20 further details to be discussed through CE & Manager EDCE<br>12.3.21 Meeting held with Acting CE,DI,EO & Manager EDCE. EO to provide response to NPWS.<br>19.4.21 NPWS has confirmed that gazettal documents have been withdrawn from the Ministers Office. Meeting to be arranged between TSC and NPWS.<br>10.5.21 Making arrangements for NPWS to attend June 2021 Councillor Workshop.<br>10.6.21 Councillor workshop with NPWS 10.06.21<br>18.8.21 NPWS looking at all paper roads through NP. Will prioritise Maryland NP. TSC to pay for survey.<br>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>Mingoola Waste Transfer Station Site - Compulsory Acquisition</b> | 7/10/2020 |
| <a href="#">187/20</a> | <b>Resolved</b> that Council:<br><br>(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<br><br>(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 |                   |                                                                      |           |

**OUTSTANDING ACTIONS REPORT**

**Division:**  
**Committee:** Council  
**Officer:**

**Printed:** Wednesday, 21 August 2024 4:55:16 PM  
**Date From:** 27/02/2019  
**Date To:** 31/12/9999

| Meeting                       | Date | Officer | Title                                                                                                                                                                                                                                                  | Target |
|-------------------------------|------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                               |      |         | (3) Make an application to the Minister and the Governor for approval to acquire Lot 7013 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and                                                                    |        |
|                               |      |         | (4) Make an application to the Minister and the Governor for approval to acquire the western portion of the subdivided Lot 7018 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and                              |        |
|                               |      |         | (5) Classify the land as operational land; and                                                                                                                                                                                                         |        |
|                               |      |         | (6) Proceed with the subdivision of the land described as Lot 7018 in DP 1075621 for the purpose of compulsory acquisition of the newly-formed Lot in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and |        |
|                               |      |         | (7) Arrange the survey of the formed road, known as Springfield Road, that traverses through Lot 7013 in DP 1075621 and dedicate this as a Public Road; and                                                                                            |        |
|                               |      |         | (8) Make an application to the Minister and the Governor for approval to acquire the newly-formed Road Lot that traverses through Lot 7013 in DP 1075621 by compulsory process under section 177(1) or 177(2)(a) or 177(2)(b) of the Roads Act.        |        |
| (Brian Murray/Michael Petrie) |      |         |                                                                                                                                                                                                                                                        |        |

**Notes**

- 07 Jun 2024 4:23pm Marchant, Gillian  
On hold till 2025
- 13 May 2024 3:49pm Marchant, Gillian  
On hold till 2025
- 13 Apr 2024 8:23am Marchant, Gillian  
On hold till 2025
- 10 Nov 2023 4:37pm Marchant, Gillian  
Negotiations Continue
- 13 Oct 2023 3:34pm Marchant, Gillian  
Negotiations Continue
- 14 Sep 2023 9:34am Marchant, Gillian  
Negotiations continue
- 10 Aug 2023 10:55am Marchant, Gillian  
Negotiations continue
- 14 Jul 2023 5:32pm Marchant, Gillian  
Negotiations continue
- 10 May 2023 2:01pm Marchant, Gillian  
Negotiations continue with NTScorp
- 06 Apr 2023 9:18am Marchant, Gillian  
Negotiations with NTScorp
- 10 Mar 2023 6:13pm Marchant, Gillian  
Negotiations with RSM
- 14 Feb 2023 3:25pm Marchant, Gillian  
Negotiations Ongoing
- 08 Dec 2022 10:56am Marchant, Gillian  
Negotiations Ongoing
- 11 Nov 2022 2:14pm Marchant, Gillian  
Negotiations Ongoing
- 17 Oct 2022 4:36pm Marchant, Gillian  
Negotiations ongoing
- 14 Sep 2022 1:46pm Marchant, Gillian  
Negotiations ongoing.
- 02 Dec 2021 1:26pm Fitzpatrick, Christie



**OUTSTANDING ACTIONS REPORT**

Printed: Wednesday, 21 August 2024 4:55:16 PM  
 Date From: 27/02/2019  
 Date To: 31/12/9999

Division:  
 Committee: Council  
 Officer:

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

**202/20 Resolved** that Council investigate the opportunities that may be available near and including the town dam for recreational activities with a view to producing a master plan for presentation to the Council and subsequently the community.

(Bob Rogan/Greg Sauer)

**Notes**

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

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

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

**17 Feb 2024 10:35am Marchant, Gillian**  
Reviewing potential grant

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**10 Aug 2022 12:35pm Marchant, Gillian**

**OUTSTANDING ACTIONS REPORT**

Printed: Wednesday, 21 August 2024 4:55:16 PM  
 Date From: 27/02/2019  
 Date To: 31/12/9999

Division:  
 Committee: Council  
 Officer:

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Date | Officer | Title | Target |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| Waiting for grant decision for Masterplan<br><b>18 Jul 2022 4:34pm Marchant, Gillian</b><br>Note masterplan grant applied for 14/07/2022<br>Fishing Platform fence has been altered to accomodate platform, requotations supplied and approved, meeting due 21/07/2022.<br><b>02 Dec 2021 1:34pm Fitzpatrick, Christie</b><br>Data imported from Resolution Register:<br>1.10.20 Scheduled for discussion at Councillor Workshop 21/10. Meeting with invited community members (due to COVID) 27/10.<br>1.12.20 Meetings held, results consolidated and provided for comment. Survey of parks underway. Focus group established.<br>15.4.21 Site inspection with focus group held, preliminary designs under investigation<br>6.5.21 Investigation into possible grants underway<br>11.6.21 - 9.9.21 Investigations continue-note awarded fishing platform grant<br>18.10.21 Signed Deeds of Grant<br>12.11.21 Platform planning underway. |      |         |       |        |

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

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |  |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <a href="#">60/21</a> | <p><b>Resolved</b> that Council:</p> <p>(1) Proceed with the compulsory acquisition of the land described as part of Lot 7301 DP 1145839 for the purpose of dedicating a road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;</p> <p>(2) Make an application to the Minister and the Governor for approval to acquire part of Lot 7301 DP 1145839 by compulsory process under section 177 (2)(b) of the Roads Act 1993.</p> <p style="text-align: right;">(Greg Sauer/Bronwyn Petrie)</p> |  |  |  |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| <p><b>Notes</b></p> <p><b>19 Mar 2024 2:39pm Melling, Elizabeth - Reallocation</b><br/>                     Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC</p> <p><b>12 Oct 2023 9:03pm Counsell, David</b><br/>                     Application for acquisition will be continued once all applicable searches have been completed.</p> <p><b>09 May 2023 10:18am Counsell, David</b><br/>                     Still awaiting search responses before further action can proceed.</p> <p><b>13 Apr 2023 3:38pm Counsell, David</b><br/>                     Updated search of the Land Claim Register has been lodged, search of Tribunal Registers and comment from Local Land Services sought for application. Liaison has also been made with OLG for checklist for their portal system. However the assets staff officer has recently left Council, and this matter will need to be prioritised other general enquiries.</p> <p><b>12 Mar 2023 8:35pm Counsell, David</b><br/>                     Staff resources being allocated to this matter in April to revise the application.</p> <p><b>10 Feb 2023 2:17pm Melling, Elizabeth - Reallocation</b><br/>                     Action reassigned to Counsell, David by Melling, Elizabeth - Jess Gibbins on extended leave. Feb 23</p> <p><b>15 Nov 2022 4:12pm Melling, Elizabeth</b><br/>                     Staff member currently on extended leave until January 2023</p> <p><b>14 Feb 2022 2:58pm Gibbins, Jessica</b><br/>                     Collating documents for the new application to send to OLG</p> <p><b>02 Dec 2021 1:54pm Fitzpatrick, Christie</b><br/>                     Data imported from Resolution Register., 10.5.21 Office of Local Government application required., 15.6.21-19.7.21 Office of Local Government Application being drafted., 18.8.21 Application and attachments sent 17/8/21 OUT21/61C3BA5A., 14.10.21 Application rejected as need updated searches &amp; correspondence. Being arranged for resubmitting.</p> |  |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|

| 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 |

|                                                          |         |                                                            |
|----------------------------------------------------------|---------|------------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>                        |         | <b>Printed: Wednesday, 21 August 2024 4:55:16 PM</b>       |
| <b>Division:</b><br><b>Committee:</b><br><b>Officer:</b> | Council | <b>Date From:</b> 27/02/2019<br><b>Date To:</b> 31/12/9999 |

| Meeting               | Date | Officer | Title                                                                                                                                                                                                                                            | Target |
|-----------------------|------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <a href="#">45/22</a> |      |         | <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.<br><br>(John Macnish/Kim Rhodes) |        |
| <b>Motion Carried</b> |      |         |                                                                                                                                                                                                                                                  |        |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Notes</b><br><b>19 Mar 2024 2:39pm Melling, Elizabeth - Reallocation</b><br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC<br><b>12 Oct 2023 9:05pm Counsell, David</b><br>Matter will be finalised with solicitors.<br><b>12 Mar 2023 8:39pm Counsell, David</b><br>Survey plan completed, solicitors processing final title transfers. Final completion of matter to be confirmed.<br><b>15 Nov 2022 4:13pm Melling, Elizabeth</b><br>Staff member responsible on extended leave until January 2023<br><b>14 Apr 2022 12:09pm Gibbins, Jessica</b><br>Correspondence sent to applicable land owners. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Meeting            | Date       | Officer            | Title                                                                                              | Target    |
|--------------------|------------|--------------------|----------------------------------------------------------------------------------------------------|-----------|
| Council 22/06/2022 | 22/06/2022 | Francisco, Matthew | <b>McCliftys Road &amp; Bungulla Reserve Road - Public Gate &amp; Vehicle By-pass Applications</b> | 6/07/2022 |

|                        |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|------------------------|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <a href="#">124/22</a> |  |  | <b>Resolved</b> that Council as the Roads Authority under the Roads Act 1993:-<br><br>(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<br><br>(2) Provide applicant with Council Consent as outlined in 4.2 Council’s Internal Administrative Procedures of Policy 2.162.<br><br>(3) Advertise the approval with proposed installation 1 month after advertising as required by the Roads Regulation 2008.<br><br>(Giana Saccon/Tom Peters) |  |
| <b>Motion Carried</b>  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Notes</b><br><b>19 Mar 2024 2:40pm Melling, Elizabeth - Reallocation</b><br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC<br><b>12 Oct 2023 9:07pm Counsell, David</b><br>Inspection yet to be undertaken for finalisation of matter.<br><b>12 Mar 2023 8:41pm Counsell, David</b><br>Consents have been issued and works have commenced on both matters. Application process is complete.<br><b>15 Nov 2022 4:13pm Melling, Elizabeth</b><br>Staff member currently on extended leave until January 2023 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Meeting            | Date       | Officer            | Title                                    | Target     |
|--------------------|------------|--------------------|------------------------------------------|------------|
| Council 27/07/2022 | 27/07/2022 | Francisco, Matthew | <b>AM White Drive reserve dedication</b> | 10/08/2022 |

|                        |  |  |                                                                                                                                                                                                                        |  |
|------------------------|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <a href="#">148/22</a> |  |  | <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>(Tim Bonner/Peter Petty) |  |
|------------------------|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|                                                          |         |                                                            |
|----------------------------------------------------------|---------|------------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>                        |         | <b>Printed: Wednesday, 21 August 2024 4:55:16 PM</b>       |
| <b>Division:</b><br><b>Committee:</b><br><b>Officer:</b> | Council | <b>Date From:</b> 27/02/2019<br><b>Date To:</b> 31/12/9999 |

| Meeting                                                                                                                                                                                                                             | Date | Officer | Title                 | Target |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|-----------------------|--------|
|                                                                                                                                                                                                                                     |      |         | <b>Motion Carried</b> |        |
| <b>Notes</b>                                                                                                                                                                                                                        |      |         |                       |        |
| <b>19 Mar 2024 2:41pm Melling, Elizabeth - Reallocation</b><br>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 27/07/2022                                                                                                                                                    | 27/07/2022                                                                                                                                | Francisco, Matthew | <b>Policy 2.162 Public Gates and Vehicle Bypasses</b> | 10/08/2022 |
| <a href="#">159/22</a>                                                                                                                                                | <b>Resolved</b> that Council:                                                                                                             |                    |                                                       |            |
|                                                                                                                                                                       | Place Policy 2.162 Public Gates and Vehicle Bypasses on public display for 28 days to seek community input prior to reviewing the policy. |                    |                                                       |            |
|                                                                                                                                                                       | (Peter Petty/Peter Murphy)                                                                                                                |                    |                                                       |            |
|                                                                                                                                                                       | <b>Motion Carried</b>                                                                                                                     |                    |                                                       |            |
| <b>Notes</b>                                                                                                                                                          |                                                                                                                                           |                    |                                                       |            |
| <b>19 Mar 2024 2:41pm Melling, Elizabeth - Reallocation</b><br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC |                                                                                                                                           |                    |                                                       |            |
| <b>15 May 2023 12:48pm Melling, Elizabeth</b><br>Councillor Workshop - 10 May 2023                                                                                    |                                                                                                                                           |                    |                                                       |            |
| <b>12 Mar 2023 8:43pm Counsell, David</b><br>Report to Council planned for April meeting.                                                                             |                                                                                                                                           |                    |                                                       |            |
| <b>08 Dec 2022 12:59pm Counsell, David</b><br>Report to Council yet to be completed.                                                                                  |                                                                                                                                           |                    |                                                       |            |
| <b>14 Sep 2022 12:24pm Counsell, David</b><br>Public exhibition period has been held and a report will be prepared for Council to review the Policy.                  |                                                                                                                                           |                    |                                                       |            |
| <b>12 Aug 2022 4:26pm Melling, Elizabeth</b><br>Put on Public Display - Website. 28 days on display.                                                                  |                                                                                                                                           |                    |                                                       |            |

| Meeting                                                                                                                                                               | Date                                                                                                                                                                     | Officer            | Title                                                                                    | Target     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------|------------|
| Council 27/07/2022                                                                                                                                                    | 27/07/2022                                                                                                                                                               | Francisco, Matthew | <b>Policy 2.130 Construction &amp; Maintenance of Property Access from Council Roads</b> | 10/08/2022 |
| <a href="#">160/22</a>                                                                                                                                                | <b>Resolved</b> that Council:                                                                                                                                            |                    |                                                                                          |            |
|                                                                                                                                                                       | Place Policy 2.130 Construction & Maintenance of Property Access from Council Roads on public display for 28 days to seek community input prior to reviewing the policy. |                    |                                                                                          |            |
|                                                                                                                                                                       | (Peter Petty/Peter Murphy)                                                                                                                                               |                    |                                                                                          |            |
|                                                                                                                                                                       | <b>Motion Carried</b>                                                                                                                                                    |                    |                                                                                          |            |
| <b>Notes</b>                                                                                                                                                          |                                                                                                                                                                          |                    |                                                                                          |            |
| <b>19 Mar 2024 2:41pm Melling, Elizabeth - Reallocation</b><br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC |                                                                                                                                                                          |                    |                                                                                          |            |
| <b>15 May 2023 12:48pm Melling, Elizabeth</b><br>Councillor Worksop - 10 May 2023                                                                                     |                                                                                                                                                                          |                    |                                                                                          |            |
| <b>12 Mar 2023 8:43pm Counsell, David</b>                                                                                                                             |                                                                                                                                                                          |                    |                                                                                          |            |

**OUTSTANDING ACTIONS REPORT**

Printed: Wednesday, 21 August 2024 4:55:16 PM  
 Date From: 27/02/2019  
 Date To: 31/12/9999

Division:  
 Committee: Council  
 Officer:

| Meeting                                                                                                                                             | Date | Officer | Title | Target |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| Report to Council meeting planned for April meeting.                                                                                                |      |         |       |        |
| <b>08 Dec 2022 12:58pm Counsell, David</b><br>Revised drawings to be compiled and report to Council yet to be completed.                            |      |         |       |        |
| <b>14 Sep 2022 12:26pm Counsell, David</b><br>Public exhibition period has been held and a report will be prepared for Council to review the Policy |      |         |       |        |
| <b>12 Aug 2022 4:30pm Melling, Elizabeth</b><br>Policy on Public Display for 28 days - TSC Website.                                                 |      |         |       |        |

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

**200/2** **Resolved** that Council:

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

(Peter Petty/Tom Peters)

**Motion Carried**

**Notes**

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

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

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

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

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

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

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

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

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

**201/22** **Resolved** 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)

**Motion Carried**

**Notes**

|                                                          |         |                                                            |
|----------------------------------------------------------|---------|------------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>                        |         | <b>Printed: Wednesday, 21 August 2024 4:55:16 PM</b>       |
| <b>Division:</b><br><b>Committee:</b><br><b>Officer:</b> | Council | <b>Date From:</b> 27/02/2019<br><b>Date To:</b> 31/12/9999 |

| Meeting                                                                                                        | Date | Officer | Title | Target |
|----------------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| <b>19 Mar 2024 2:42pm Melling, Elizabeth - Reallocation</b>                                                    |      |         |       |        |
| Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC         |      |         |       |        |
| <b>12 Oct 2023 9:11pm Counsell, David</b>                                                                      |      |         |       |        |
| Still awaiting survey by registered surveyors.                                                                 |      |         |       |        |
| <b>20 Jul 2023 11:23am Melling, Elizabeth</b>                                                                  |      |         |       |        |
| Awaiting surveyor to finalise plans.                                                                           |      |         |       |        |
| <b>10 May 2023 5:01pm Counsell, David</b>                                                                      |      |         |       |        |
| Still awaiting Tenterfield Surveys to complete field work.                                                     |      |         |       |        |
| <b>13 Apr 2023 3:47pm Counsell, David</b>                                                                      |      |         |       |        |
| Survey and acquisition plan preparation is continuing with the surveyors.                                      |      |         |       |        |
| <b>12 Mar 2023 8:46pm Counsell, David</b>                                                                      |      |         |       |        |
| Survey field work is yet to be completed.                                                                      |      |         |       |        |
| <b>31 Jan 2023 9:35am Counsell, David</b>                                                                      |      |         |       |        |
| Bridge approach works being finalised and surveyor is planning to undertake field work at the end of February. |      |         |       |        |
| <b>08 Dec 2022 12:55pm Counsell, David</b>                                                                     |      |         |       |        |
| Surveyor has been engaged for acquisition plan. Fencing has been undertaken for new boundary.                  |      |         |       |        |
| <b>12 Oct 2022 3:33pm Counsell, David</b>                                                                      |      |         |       |        |
| 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 | <b>ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - MT LINDESAY ROAD BLER PROJECT</b> | 12/10/2022 |

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">202/22, 203/22</a> | <p><b>Resolved</b> that Council:</p> <ol style="list-style-type: none"> <li>(1) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes on various curves being widened under the BLER Fund project; and</li> <li>(2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.</li> </ol> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> <p><b>Resolved</b> that Council:</p> <ol style="list-style-type: none"> <li>(1) Agree to the acquisition of land along Kildare Road for road aligning purposes; and</li> <li>(2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners in consideration to close an existing road reserve in exchange.</li> </ol> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Notes</b></p> <p><b>19 Mar 2024 2:42pm Melling, Elizabeth - Reallocation</b><br/>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC</p> <p><b>12 Oct 2023 9:12pm Counsell, David</b><br/>Professional valuers are assessing the acquisition site and report of compensation yet to be received.</p> <p><b>09 May 2023 10:22am Counsell, David</b><br/>Survey plans have been registered and will be forwarded to valuers for their information in assessing compensation.</p> <p><b>13 Apr 2023 4:00pm Counsell, David</b></p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**OUTSTANDING ACTIONS REPORT**

Printed: Wednesday, 21 August 2024 4:55:16 PM  
 Date From: 27/02/2019  
 Date To: 31/12/9999

Division:  
 Committee: Council  
 Officer:

| Meeting                                                                                                                    | Date | Officer | Title | Target |
|----------------------------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| Registered valuer has been engaged to assess the value of the land involved.                                               |      |         |       |        |
| <b>12 Mar 2023 8:47pm Counsell, David</b>                                                                                  |      |         |       |        |
| Solicitors are continuing the acquisition process with the two property owners.                                            |      |         |       |        |
| <b>31 Jan 2023 9:32am Counsell, David</b>                                                                                  |      |         |       |        |
| Survey plans are completed and with Council's Solicitors for legal processing.                                             |      |         |       |        |
| <b>08 Dec 2022 12:56pm Counsell, David</b>                                                                                 |      |         |       |        |
| Surveyor engaged, survey work undertaken and acquisition plan being compiled.                                              |      |         |       |        |
| <b>02 Nov 2022 9:44am Counsell, David</b>                                                                                  |      |         |       |        |
| Field survey works have commenced for the acquisition.                                                                     |      |         |       |        |
| <b>12 Oct 2022 3:35pm Counsell, David</b>                                                                                  |      |         |       |        |
| Preliminary meeting held with registered surveyor to assist in road widening acquisition with survey and plan preparation. |      |         |       |        |

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

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |  |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <a href="#">202/22, 203/22</a> | <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> |  |  |  |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Notes</b></p> <p><b>19 Mar 2024 2:42pm Melling, Elizabeth - Reallocation</b><br/>                     Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC</p> <p><b>12 Oct 2023 9:13pm Counsell, David</b><br/>                     Survey plans have now been received and forwarded to valuers for assessment of the acquisition and proposed road closure areas.</p> <p><b>20 Jul 2023 11:23am Melling, Elizabeth</b><br/>                     Awaiting survey to prepare plans.</p> <p><b>09 May 2023 10:21am Counsell, David</b><br/>                     Still awaiting survey plans from Tenterfield Surveys</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> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



|                                     |         |                                               |
|-------------------------------------|---------|-----------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>   |         | Printed: Wednesday, 21 August 2024 4:55:16 PM |
| Division:<br>Committee:<br>Officer: | Council | Date From: 27/02/2019<br>Date To: 31/12/9999  |

| Meeting             | Date | Officer         | Title                                                                                                      | Target |
|---------------------|------|-----------------|------------------------------------------------------------------------------------------------------------|--------|
| 08 Dec 2022 12:57pm |      | Counsell, David | Surveyor has been engaged and field survey work is partially undertaken with pegging of proposed boundary. |        |
| 12 Oct 2022 3:36pm  |      | Counsell, David | Preliminary meeting held with registered surveyor to commence road reserve alignment process.              |        |

| 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 |

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |  |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 211/22 | <p><b>Resolved</b><br/>                 That Council:</p> <ol style="list-style-type: none"> <li>(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;</li> <li>(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</li> <li>(3) Provide 'in principle' approval for the Chief Executive to commence negotiations for a long-term Lease over the Reserve. The 'in principle' approval is provided subject to the satisfactory resolution of community consultation processes, necessary Crown Land approvals, satisfactory site analysis, Lease negotiation and development approval process.</li> </ol> |  |  |  |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|

|                                                                                                                                                                  |  |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| <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     |
|--------------------|------------|--------------------|--------------------------------------------------------------------------------------|------------|
| Council 21/12/2022 | 21/12/2022 | Francisco, Matthew | TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING - THURSDAY 1 DECEMBER 2022 | 11/01/2023 |

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 251/22 | <p><b>Resolved that Council:</b></p> <ol style="list-style-type: none"> <li>(1) Receive and note the report of the Tenterfield Shire Council Local Traffic Committee meeting of 1 December 2022;</li> <li>(2) Adopt the recommendations from the meeting as follows:-                     <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>c) <b>Rouse Street Telstra Driveway.</b><br/>All line marking of the parking bays be reviewed and renewed in CBD.</li> </ol> </li> </ol> |  |  |  |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|



|                                             |  |                                               |
|---------------------------------------------|--|-----------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>           |  | Printed: Wednesday, 21 August 2024 4:55:16 PM |
| Division:<br>Committee: Council<br>Officer: |  | Date From: 27/02/2019<br>Date To: 31/12/9999  |

| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Target |
|---------|------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|         |      |         | <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><u>Motion Carried</u></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.

| 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 |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>18/23</u> | <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> <ul style="list-style-type: none"> <li>(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;</li> <li>(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;</li> <li>(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;</li> </ul> |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                          |         |                                                            |
|----------------------------------------------------------|---------|------------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>                        |         | <b>Printed: Wednesday, 21 August 2024 4:55:16 PM</b>       |
| <b>Division:</b><br><b>Committee:</b><br><b>Officer:</b> | Council | <b>Date From:</b> 27/02/2019<br><b>Date To:</b> 31/12/9999 |

| Meeting                      | Date | Officer | Title                                                                                                                                                                                                                                                                                                                          | Target                    |
|------------------------------|------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
|                              |      |         | (d) ANZAC DAY – URBENVILLE - That Council offer no objection to the temporary closure of streets including sections of Beauray Street, Tooloom Street and Clarence Way in Urbenville associated with the annual ANZAC Day ceremony 25 April 2023 subject to approval by NSW Police and Transport NSW with standard conditions. |                           |
|                              |      |         |                                                                                                                                                                                                                                                                                                                                | (Giana Saccon/Tom Peters) |
| <b><u>Motion Carried</u></b> |      |         |                                                                                                                                                                                                                                                                                                                                |                           |

**Notes**  
**19 Mar 2024 2:43pm Melling, Elizabeth - Reallocation**  
 Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC  
**20 Jul 2023 11:21am Melling, Elizabeth**  
 Signs updated. Need further inspection for accuracy.  
**10 May 2023 4:12pm Counsell, David**  
 VIC Parking sign amendments to be programmed.  
**13 Apr 2023 4:03pm Counsell, David**  
 Outstanding actions to be actioned, noting that signage upgrading near Bookookoorara bridge has been undertaken.  
**12 Mar 2023 8:50pm Counsell, David**  
 Actions from the February meeting are being programmed as staffing resources allow.

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

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |                          |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--------------------------|
| <b><u>42/23</u></b>          | <b><u>Resolved</u></b> that Council:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |                          |
|                              | <ul style="list-style-type: none"> <li>(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.</li> <li>(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.</li> <li>(3) Commence the lease from 1 April 2023.</li> </ul> |  |  |                          |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  | (Kim Rhodes/Peter Petty) |
| <b><u>Motion Carried</u></b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |                          |

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

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

|                     |                                      |  |  |  |
|---------------------|--------------------------------------|--|--|--|
| <b><u>58/23</u></b> | <b><u>Resolved</u></b> that Council: |  |  |  |
|---------------------|--------------------------------------|--|--|--|

|                                                          |         |                                                            |
|----------------------------------------------------------|---------|------------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>                        |         | <b>Printed: Wednesday, 21 August 2024 4:55:16 PM</b>       |
| <b>Division:</b><br><b>Committee:</b><br><b>Officer:</b> | Council | <b>Date From:</b> 27/02/2019<br><b>Date To:</b> 31/12/9999 |

| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Target |
|---------|------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|         |      |         | <p>Receive and note the minutes of the Tenterfield Shire Council Local Traffic Committee meeting of 6 April 2023;</p> <p>(1) And adopt the following recommendations from General Business a) thru c);</p> <p>(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;</p> <p>(b) CBD LOADING ZONE – That Council not install any further loading zone in the main CBD area along Rouse Street;</p> <p>(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.</p> <p style="text-align: right;">(Tom Peters/John Macnish)</p> <p><b><u>Motion Carried</u></b></p> |        |

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

| Meeting            | Date       | Officer            | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Target     |
|--------------------|------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 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>       |            |                    | <p><b><u>Resolved</u></b> that Council:</p> <p>(1) Agree to commence investigation of the Mt Lindesay Road public road reserve with respect to proposed rehabilitation works near Bryans Gap Road, and</p> <p>(2) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes necessary for road rehabilitation, and</p> <p>(3) Authorise 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;">(Tim Bonner/Kim Rhodes)</p> <p><b><u>Motion Carried</u></b></p> |            |

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

|                                             |  |                                               |
|---------------------------------------------|--|-----------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>           |  | Printed: Wednesday, 21 August 2024 4:55:16 PM |
| Division:<br>Committee: Council<br>Officer: |  | Date From: 27/02/2019<br>Date To: 31/12/9999  |

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

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">65/23</a> | <p><b>Resolved</b> that Council:</p> <p>(1) Agree to commence investigation of Mt Lindesay Road for the purpose of detailed design of a future roundabout at Boundary Road intersection, and</p> <p>(2) Agree to the acquisition of land adjacent to Mt Lindesay Road for the purpose of future roundabout construction, and</p> <p>(3) Authorise 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;">(Kim Rhodes/Tim Bonner)</p> <p><b>Motion Carried</b></p> |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

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

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">66/23</a> | <p><b>Resolved</b> that Council:</p> <p>(1) Agree to commence investigations for the formalisation of a road reserve for Sherratt Road, Tomtoy Avenue and Eschman Lane, and</p> <p>(2) Undertake necessary searches, survey and plan preparation for the compulsory acquisition of Crown Land to form public road reserves.</p> <p style="text-align: right;">(Tom Peters/Kim Rhodes)</p> <p><b>Motion Carried</b></p> |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

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

|                       |                                                                                                                                                                                       |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">67/23</a> | <p><b>Resolved</b> that Council:</p> <p>(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</p> |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                             |  |                                               |
|---------------------------------------------|--|-----------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>           |  | Printed: Wednesday, 21 August 2024 4:55:16 PM |
| Division:<br>Committee: Council<br>Officer: |  | Date From: 27/02/2019<br>Date To: 31/12/9999  |

| Meeting | Date | Officer | Title                                                                                                                                                                                 | Target |
|---------|------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|         |      |         | (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>                                                                                                                                                                 |        |

**Notes**  
 19 Mar 2024 2:44pm Melling, Elizabeth - Reallocation  
 Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC  
 20 Jul 2023 11:12am Melling, Elizabeth  
 Surveyor to amend plans after liaising with owners of land.

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

|                       |                                                                                                              |  |                           |  |
|-----------------------|--------------------------------------------------------------------------------------------------------------|--|---------------------------|--|
| <a href="#">69/23</a> | <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>     |  |

**Notes**  
 19 Mar 2024 2:44pm Melling, Elizabeth - Reallocation  
 Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC  
 12 Oct 2023 9:20pm Counsell, David  
 Asset is yet to be advertised for sale due to resourcing.  
 20 Jul 2023 11:11am Melling, Elizabeth  
 Inspection required for full description and access.

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

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

**Notes**  
 19 Mar 2024 2:46pm Melling, Elizabeth - Reallocation  
 Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC  
 12 Oct 2023 9:20pm Counsell, David  
 No objections have been received and approval for installation is being prepared.  
 19 Sep 2023 11:48am Ritchie, Hayley  
 Advertised in Your Local News, Website. Submissions closed 13 September 2023.

|                                             |  |                                               |
|---------------------------------------------|--|-----------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>           |  | Printed: Wednesday, 21 August 2024 4:55:16 PM |
| Division:<br>Committee: Council<br>Officer: |  | Date From: 27/02/2019<br>Date To: 31/12/9999  |

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

175/23 **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 Chief Executive authority to negotiate, with other tenderers and award the contract to deliver the side loader truck waste tender

**Notes**  
 07 Jun 2024 4:22pm Marchant, Gillian  
 Delivery expected in June 2024  
 13 May 2024 3:50pm Marchant, Gillian  
 Delivery expected in June 2024  
 13 Apr 2024 8:21am Marchant, Gillian  
 Waiting delivery  
 17 Feb 2024 10:36am Marchant, Gillian  
 Completed order raised  
 10 Nov 2023 4:39pm Marchant, Gillian  
 Negotiations continue  
 13 Oct 2023 3:39pm Marchant, Gillian  
 Negotiations underway

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

185/23 **Resolved**  
 That Council:

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

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

(John Macnish/Tim Bonner)

**Amendment Carried**

|                                   |         |                                                              |
|-----------------------------------|---------|--------------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b> |         | <small>Printed: Wednesday, 21 August 2024 4:55:16 PM</small> |
| <small>Division:</small>          | Council | <small>Date From:</small> 27/02/2019                         |
| <small>Committee:</small>         |         | <small>Date To:</small> 31/12/9999                           |
| <small>Officer:</small>           |         |                                                              |

| Meeting                                                                                                | Date | Officer | Title | Target |
|--------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| <b>Notes</b>                                                                                           |      |         |       |        |
| 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 | REPORTS OF COMMITTEES & DELEGATES - TENTERFIELD SHIRE COUNCIL - LOCAL TRAFFIC COMMITTEE - MEETING MINUTES - THURSDAY 5 OCTOBER 2023 | 15/11/2023 |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">199/23</a> | <p><b><u>Resolved</u></b><br/> <b>That Council receive this report for Discussion</b></p> <p style="text-align: right;">(Kim Rhodes/Tim Bonner)</p> <p><b><u>Motion Carried</u></b></p> <p><b>RECOMMENDATION</b></p> <p><b>That the report and recommendations from the Tenterfield Shire Local Traffic Committee meeting of 5 October 2023 be received and noted.</b></p> <p><b>RECOMMENDATIONS ARISING FROM MINUTES:</b></p> <ul style="list-style-type: none"> <li>• <b>LIGHTING REQUEST IN ROUSE STREET (NEW ENGLAND HIGHWAY)</b><br/>Noted that Transport NSW will continue to progress this matter with new consultants.</li> <li>• <b>DRAKE REVITALISATION – BRUXNER HIGHWAY</b><br/>Noted that Council staff will meet with Transport NSW staff in relation to the Bruxner Highway aspects of the project in Drake.</li> <li>• <b>HIGH STREET BUS ZONE</b><br/>The Committee recommended that the existing bus zone be removed and that the two bus zone signs be removed.</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> </ul> |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



|                                     |         |                                               |
|-------------------------------------|---------|-----------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>   |         | Printed: Wednesday, 21 August 2024 4:55:16 PM |
| Division:<br>Committee:<br>Officer: | Council | Date From: 27/02/2019<br>Date To: 31/12/9999  |

| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Target |
|---------|------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|         |      |         | <ul style="list-style-type: none"> <li>• <b>B DOUBLE ROUTE ASSESSMENTS</b></li> </ul> <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.</p> <p><b>Resolved</b><br/> <b>That Council receive this report for Discussion.</b></p> <p style="text-align: right; color: red;">(Kim Rhodes/Tim Bonner)</p> <p><b>Motion Carried</b></p> <p><b>AMENDMENT</b></p> <p><b>That the report and recommendations from the Tenterfield Shire Local Traffic Committee meeting of 5 October 2023 be received and noted, with an amendment to HIGH STREET BUS ZONE item as outlined below.</b></p> <p><b>RECOMMENDATIONS ARISING FROM MINUTES:</b></p> <ul style="list-style-type: none"> <li>• <b>LIGHTING REQUEST IN ROUSE STREET (NEW ENGLAND HIGHWAY)</b><br/>Noted that Transport NSW will continue to progress this matter with new consultants.</li> <li>• <b>DRAKE REVITALISATION – BRUXNER HIGHWAY</b><br/>Noted that Council staff will meet with Transport NSW staff in relation to the Bruxner Highway aspects of the project in Drake.</li> <li>• <b>HIGH STREET BUS ZONE</b><br/>The Committee recommended that the existing bus zone be removed and that the two bus zone signs be removed. <b>Council wishes to defer this decision to allow further consultation.</b></li> <li>• <b>AMOSFIELD ROAD ACCIDENT</b></li> <li>• Noted the accident details and recommended that an assessment be undertaken of curve signage along the road for any required maintenance and safety enhancement, particularly along Dalmoak Road.</li> <li>• <b>STANTHORPE STREET CLOSURE, LISTON</b><br/>That no objection be made to a temporary closure of Stanthorpe Street in Liston for the event, subject to concurrence from Council staff and NSW police once documents are received to hold a public event, closing of road including traffic control arrangements, notification of the public by the organisers, public liability insurance and payment of any applicable fees and charges.</li> <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></li> </ul> |        |



**OUTSTANDING ACTIONS REPORT**

Division:  
 Committee: Council  
 Officer:

Printed: Wednesday, 21 August  
 2024 4:55:16 PM  
 Date From: 27/02/2019  
 Date To: 31/12/9999

| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Target |
|---------|------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|         |      |         | <p>It was noted that the works department has already been assessing these locations for a program of maintenance the correct the surface travel condition.</p> <ul style="list-style-type: none"> <li> <b>B DOUBLE ROUTE ASSESSMENTS</b><br/>                     The Committee recommended that if external grant funding can be obtained, assessment be undertaken of future B-Double Routes along the Regional Road Network within the Shire to identify any likely restrictions and opportunities.<br/>                     (Bronwyn Petrie/Greg Sauer)                 </li> </ul> <p><b><u>Amendment Carried</u></b></p> <p><b><u>Resolved</u></b> that the report and recommendations from the Tenterfield Shire Local Traffic Committee meeting of 5 October 2023 be received and noted, with an amendment to HIGH STREET BUS ZONE item as outlined below.</p> <p><b>RECOMMENDATIONS ARISING FROM MINUTES:</b></p> <ul style="list-style-type: none"> <li> <b>LIGHTING REQUEST IN ROUSE STREET (NEW ENGLAND HIGHWAY)</b><br/>                     Noted that Transport NSW will continue to progress this matter with new consultants.                 </li> <li> <b>DRAKE REVITALISATION – BRUXNER HIGHWAY</b><br/>                     Noted that Council staff will meet with Transport NSW staff in relation to the Bruxner Highway aspects of the project in Drake.                 </li> <li> <b>HIGH STREET BUS ZONE</b><br/>                     The Committee recommended that the existing bus zone be removed and that the two bus zone signs be removed. <b>Council wishes to defer this decision to allow further consultation.</b> </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> |        |

|                                             |  |                                               |
|---------------------------------------------|--|-----------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>           |  | Printed: Wednesday, 21 August 2024 4:55:16 PM |
| Division:<br>Committee: Council<br>Officer: |  | Date From: 27/02/2019<br>Date To: 31/12/9999  |

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

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

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

**241/23 Resolved** that Council:

- (1) Accept the return of the Band Hall offer from Leechs Gully Progress Association;
- (2) Request the Leechs Gully Progress Association withdraw Development Application 2023.075 for the Removal of the Band Hall from 12 Crown Street, Tenterfield.
- (3) Raise no objection to Leechs Gully Progress Association amending existing Development Application 2023.076 for the erection of a hall on the site at Leechs Gully Road, Tenterfield at no further cost to Council.
- (4) Utilise the funds not expended by Leechs Gully Progress Association to undertake priority repairs to the building.
- (5) Seek Expressions of Interest for the use of the hall.

**AMENDMENT**

- (5) Seek Expressions of Interest for the community use of the hall.  
  
(Peter Murphy/Greg Sauer)

**Amendment Lost.**  
*The original Motion was put.*  
  
(Geoff Nye/Peter Petty)

**Motion Carried**

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

| Meeting            | Date       | Officer           | Title             | Target     |
|--------------------|------------|-------------------|-------------------|------------|
| Council 20/12/2023 | 20/12/2023 | Marchant, Gillian | BOONOO BOONOO RFT | 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.

|                                                      |         |                                                              |
|------------------------------------------------------|---------|--------------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>                    |         | <small>Printed: Wednesday, 21 August 2024 4:55:16 PM</small> |
| <small>Division:<br/>Committee:<br/>Officer:</small> | Council | <small>Date From: 27/02/2019<br/>Date To: 31/12/9999</small> |

| Meeting                                                                                                           | Date | Officer | Title                    | Target |
|-------------------------------------------------------------------------------------------------------------------|------|---------|--------------------------|--------|
|                                                                                                                   |      |         | (Peter Petty/Kim Rhodes) |        |
| <b><u>Motion Carried</u></b>                                                                                      |      |         |                          |        |
| <b>Notes</b>                                                                                                      |      |         |                          |        |
| 07 Jun 2024 4:20pm Marchant, Gillian<br>Soil testing undertaken, stockpile area drafted, base station GPS engaged |      |         |                          |        |
| 13 May 2024 3:51pm Marchant, Gillian<br>Environmental survey, Drone survey-completed                              |      |         |                          |        |
| 13 Apr 2024 8:21am Marchant, Gillian<br>Onsite meetings and preparation planning                                  |      |         |                          |        |
| 17 Feb 2024 10:38am Marchant, Gillian<br>Initial meetings held contract completed                                 |      |         |                          |        |

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

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <a href="#">253/23</a> | <p><b><u>Resolved:</u></b><br/>That Council:</p> <ol style="list-style-type: none"> <li>(1) That the minutes of the Local Traffic Committee meeting held Thursday 7 December 2023 be adopted; and</li> <li>(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</li> <li>(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</li> <li>(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</li> <li>(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.               <ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol> </li> </ol> |  |  |  |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|

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

|                                             |  |                                               |
|---------------------------------------------|--|-----------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>           |  | Printed: Wednesday, 21 August 2024 4:55:16 PM |
| Division:<br>Committee: Council<br>Officer: |  | Date From: 27/02/2019<br>Date To: 31/12/9999  |

| 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**  
 07 Jun 2024 4:19pm Marchant, Gillian  
 Granted extension of time and funding, project re-commencing  
 13 May 2024 3:52pm Marchant, Gillian  
 Discussions continue-requested updated  
 13 Apr 2024 8:19am Marchant, Gillian  
 Discussions with Newgrid Grant Funders (State and Federal) continue

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

[1/24](#) **OFFICER'S RECOMMENDATION:**

**That Council:**

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

(Kim Rhodes/Greg Sauer)

**AMENDMENT:**

**That Council:**

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

(Peter Murphy/Tim Bonner)

**Amendment Carried**

|                                                          |         |                                                            |
|----------------------------------------------------------|---------|------------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>                        |         | <b>Printed: Wednesday, 21 August 2024 4:55:16 PM</b>       |
| <b>Division:</b><br><b>Committee:</b><br><b>Officer:</b> | Council | <b>Date From:</b> 27/02/2019<br><b>Date To:</b> 31/12/9999 |

| Meeting               | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Target |
|-----------------------|------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <a href="#">44/24</a> |      |         | <p><b>Resolved</b><br/>                     That Council:</p> <ul style="list-style-type: none"> <li>(1) Honour all Vouchers issued for a three-year statutory period from 2021/22 financial year.</li> <li>(2) All Vouchers have a three year life from 2024/2025.</li> <li>(3) Investigate an alternative means of providing service covered by the existing Voucher.</li> </ul> <p style="text-align: right;">(Peter Murphy/Tim Bonner)</p> <p><b><u>Motion Carried unanimously</u></b></p> |        |

**Notes**  
**07 Jun 2024 4:18pm Marchant, Gillian**  
 Documentation completed for additiona with rates notices  
**13 May 2024 3:55pm Marchant, Gillian**  
 Forms in design, meetings held.  
**18 Apr 2024 10:01am Melling, Elizabeth**  
 Meeting conveyed to progress this issue.

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

|                       |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|-----------------------|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <a href="#">45/24</a> |  |  | <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><u>Motion Carried</u></b></p> |  |
|-----------------------|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

**Notes**  
**17 Jun 2024 3:03pm Melling, Elizabeth**  
 Received letter and telephone call from Tim Weeks - NEWA. General Manager is awaiting the fallout of what happens next.  
**20 May 2024 11:44am Melling, Elizabeth**  
 NE Weeds Authority Board of Directors dismissed. Have written to NE Weeds Authority seeking clarification regarding their situation.  
**13 May 2024 2:03pm Melling, Elizabeth**  
 Informal information received from staff regarding NE Weeds Authority's current standing. Have written to NE Weeds Authority to seek clarification.  
**18 Apr 2024 10:01am Melling, Elizabeth**  
 Awaiting contract to sign  
**18 Apr 2024 10:00am Melling, Elizabeth**  
 Letter & phone call - written to Tim Weeks - Weeds Authority with Council's decision.

| Meeting            | Date       | Officer           | Title                                                       | Target     |
|--------------------|------------|-------------------|-------------------------------------------------------------|------------|
| Council 27/03/2024 | 27/03/2024 | Marchant, Gillian | <b>INTEGRATED WATER CATCHMENT MANAGEMENT TENDER/S AWARD</b> | 17/04/2024 |

|                       |  |  |                                                                                                                                                                                                                  |  |
|-----------------------|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <a href="#">56/24</a> |  |  | <p><b>Resolved</b> that Council:</p> <ul style="list-style-type: none"> <li>(1) Note the Department of Planning and Environment assessed the Integrated Water Catchment Management tender/s, and that</li> </ul> |  |
|-----------------------|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|                                   |         |                                                              |
|-----------------------------------|---------|--------------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b> |         | <small>Printed: Wednesday, 21 August 2024 4:55:16 PM</small> |
| <small>Division:</small>          | Council | <small>Date From:</small> 27/02/2019                         |
| <small>Committee:</small>         |         | <small>Date To:</small> 31/12/9999                           |
| <small>Officer:</small>           |         |                                                              |

| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                | Target |
|---------|------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|         |      |         | <p>(2) Procurement of these project work/s is under Section 55 (3) (b) of the Local Government Act 1993, and</p> <p>(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.</p> <p style="text-align: right;">(Greg Sauer/Peter Petty)</p> <p><b><u>Motion Carried</u></b></p> |        |

**Notes**  
**16 Jul 2024 10:21am Melling, Elizabeth**  
 Update to Ordinary meeting July 2024  
**17 Jun 2024 3:04pm Melling, Elizabeth**  
 Signed by General Manager.  
**07 Jun 2024 4:17pm Marchant, Gillian**  
 Waiting for GM signature  
**13 May 2024 3:57pm Marchant, Gillian**  
 Letters completed, PO raised to engage.

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

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <a href="#">74/24</a> | <p><b><u>Resolved</u></b> that Council:</p> <p>(1) Accepts the Salvation Army Australia Territory – Tenterfield branch’s offer to lease the building at 157 Rouse Street, Tenterfield for an amount of \$30,000 pa (with a fixed increase of 3% per year) from 1 July 2024, with monthly lease payments to start from 1 October 2024 for three (3) years with the option to extend the lease term for a further two (2) terms of three (3) years each, provided that the lessee is responsible for all rates and utility charges i.e. water, sewer, waste and electricity.</p> <p>(2) Delegates the authority to the General Manager to execute the necessary lease agreement with the Salvation Army Australia Territory – Tenterfield branch; provided that this agreement makes provision for the lease to be terminated by both parties after the first three (3) year term if the arrangement is found to be unsatisfactory or circumstances change; further to ensure that the Lease agreement provides that the garden beds be properly maintained by the lessee and all donation bins be located discreetly at the rear of the Visitor Information Centre (VIC) building.</p> <p>(3) Requests the General Manager to make arrangements for the “i” information sign on the building located at 157 Rouse Street Tenterfield, to be removed.</p> <p style="text-align: right;">(Kim Rhodes/Geoff Nye)</p> <p><b><u>Motion Carried</u></b></p> |  |  |  |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|

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

|                                             |  |                                               |
|---------------------------------------------|--|-----------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>           |  | Printed: Wednesday, 21 August 2024 4:55:16 PM |
| Division:<br>Committee: Council<br>Officer: |  | Date From: 27/02/2019<br>Date To: 31/12/9999  |

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><a href="#">106/24</a> <b>Resolved</b> that the Council:</p> <p>(1) Receives and notes the unconfirmed Minutes of the Tenterfield Shire Council Local Traffic Committee Meeting held on Thursday, 13 June 2024.</p> <p>(2) Adopts the following recommendations from the Local Traffic Committee</p> <p>(3) MANNERS STREET BUS STOP</p> <p>TfNSW representatives to discuss the new location of the Manners Street Bus Stop with Council’s Director of Infrastructure and Manager Works.</p> <p>(4) NEW ENGLAND HIGHWAY – INTERSECTION OF OLD BALLANDEAN ROAD AND BRUXNER WAY</p> <p>The plan submitted by Mayor Bronwyn Petrie provided by a local bus operator to be provided to TfNSW.</p> <p>(5) GENERAL BUSINESS</p> <p>(a) That the Committee raises no objection to the proposed Untamed Border Run on 22<sup>nd</sup> June 2024 subject to NSW Police approval being obtained and standard conditions of compliance including traffic management and safety, as well as public liability insurance being held.</p> <p>(b) That the committee approves the grids on Razorback Creek Road (application and payment has been provided) and standard procedure for grid approval is carried out.</p> <p>(c) If the Liston Tea House is to open again Council is to assess the on-site parking and parking issues on Mount Lindesay Road. Clarify if any parking conditions are in place with the business approval from the Planning department. Future parking studies to include Liston through Road, Mount Lindesay Road.</p> <p>(d) Council arranges for staff do more maintenance vegetation clearing on approaches to Herding Yard Creek bridge. Determine if any preliminary work for grant applications has been done for bridge replacement to two lane bridge.</p> <p>(e) TfNSW to assess if the intersection of Scott and Miles Street fits into the guidelines of Give Way sign or Stop Sign. Once advice is received from TfNSW, Council will install the appropriate measure and line marking as resources allow.</p> <p style="text-align: right;">(Tom Peters/Peter Petty)</p> <p><b><u>Motion Carried</u></b></p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



|                                             |  |                                               |
|---------------------------------------------|--|-----------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>           |  | Printed: Wednesday, 21 August 2024 4:55:16 PM |
| Division:<br>Committee: Council<br>Officer: |  | Date From: 27/02/2019<br>Date To: 31/12/9999  |

| Meeting | Date | Officer | Title | Target |
|---------|------|---------|-------|--------|
| Notes   |      |         |       |        |

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

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">111/24</a> | <p><b>Resolved</b> that Council:</p> <ol style="list-style-type: none"> <li>(1) After have considered the facilitation proposals received from Local Government Management Solutions, the Local Government Services Group, and McArthur Talent Architects for the annual performance review of the General Manager, as well as the Director of Corporate Services and Director of Infrastructure Services, and.</li> <li>(2) Having assessed the overall value for Council of the above-mentioned facilitation proposals against the following criteria: demonstrated experience within the NSW local government sector, demonstrated ability to provide an ongoing timely and quality service, demonstrated ability to add value to the performance review process of the General Manager and the two mentioned Directors, and the price submitted by each consultancy firm,</li> <li>(3) Appoints as its General Manager’s performance review facilitator the following consultancy firm: <b>Local Government Management Solutions.</b></li> <li>(4) In accordance with the NSW Office of Local Government’s “Guidelines for the Appointment and Oversight of General Managers”, nominates the Mayor, Deputy Mayor, and <b>Councillor Greg Sauer</b> to form the Council-appointed General Manager’s Annual Performance Review Panel; acknowledging that the General Manager will also appoint a Councillor as his representative onto this Panel as a fourth Councillor member.</li> <li>(5) Notes that the performance reviews of the two above-mentioned Directors will be done by the Facilitator and the General Manager in separate sessions prior to the General Manager’s review session being held.</li> <li>(6) Delegates the authority to the Mayor and the rest of the General Manager’s Performance Review Panel to develop appropriate performance objectives and actions in consultation with the Facilitator and the General Manager – and for these key performance indicators to be aligned with Council’s Delivery Program and Operational Plan – further, that full responsibility for performance management be delegated to the Performance Review Panel, including discussions about the General Manager’s performance, any actions that should be taken and the determination of a new performance agreement.</li> <li>(7) Notes that, commensurate with the afore-mentioned NSW Office of Local Government’s “Guidelines for the Appointment and Oversight of General Managers”, the findings and recommendations of the Performance Review Panel will be reported to all Councillors in Closed Session of a formal Council Meeting, and that Councillors who are not members of the Panel are invited to contribute to the performance review process by providing feedback to the Mayor on the General Manager’s performance relevant to the agreed performance criteria.</li> </ol> |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



|                                             |  |                                               |
|---------------------------------------------|--|-----------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>           |  | Printed: Wednesday, 21 August 2024 4:55:16 PM |
| Division:<br>Committee: Council<br>Officer: |  | Date From: 27/02/2019<br>Date To: 31/12/9999  |

| Meeting               | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Target |
|-----------------------|------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                       |      |         | (8) Provides as an overarching strategic direction the following matters as priority items to be included with the performance review document of the General Manager: Council's current and future financial sustainability and the particularly weak financial position of Council's General Fund, and the development of an Organisation Structure that will facilitate a "Core Function Council" – acknowledging the particular importance of adequately maintaining and renewing its roads infrastructure and bridges, as well as other asset classes.<br><br>(9) Communicates its thanks and appreciation to all three consultancy firms who have submitted proposals, for their time and effort in preparing the high-quality documents submitted to Council.<br><br>(Peter Petty/Kim Rhodes) |        |
| <b>Motion Carried</b> |      |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |

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

| Meeting                | Date                                                                                                                                                                                                                                                                                                                                                                                                                                | Officer      | Title                                                                                    | Target     |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------------------------------------------------------------|------------|
| Council 24/07/2024     | 24/07/2024                                                                                                                                                                                                                                                                                                                                                                                                                          | Mills, Bruce | SALVATION ARMY REQUEST FOR LONGER LEASE TERM FOR THE FORMER VISITORS' INFORMATION CENTRE | 14/08/2024 |
| <a href="#">116/24</a> | <b>Resolved</b> that council favorably considers the request received from the Salvation Army for the following excerpt to be removed from Council Resolution 74/24 (1):<br><br>"...;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;...".<br><br>(Peter Petty/Kim Rhodes) |              |                                                                                          |            |
| <b>Motion Carried</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                                                                                          |            |

**Notes**

| Meeting                | Date                                                                                                                                                    | Officer    | Title                                           | Target     |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------------|------------|
| Council 24/07/2024     | 24/07/2024                                                                                                                                              | Jones, Roy | POLICY REVIEW - RELATED PARTY DISCLOSURE POLICY | 14/08/2024 |
| <a href="#">117/24</a> | <b>Resolved</b> that Council adopts the updated:<br><br>(1) Tenterfield Shire Council Related Party Disclosure Policy.<br><br>(Kim Rhodes/Peter Murphy) |            |                                                 |            |
| <b>Motion Carried</b>  |                                                                                                                                                         |            |                                                 |            |

**Notes**

| Meeting                | Date                                                                                | Officer         | Title                                                                                                                  | Target     |
|------------------------|-------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------|------------|
| Council 24/07/2024     | 24/07/2024                                                                          | Bursford, Erika | UPDATES TO TENTERFIELD SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE & INTERNAL AUDIT CHARTER | 14/08/2024 |
| <a href="#">118/24</a> | <b>Resolved</b> that Council adopts the Office of Local Government updates for the: |                 |                                                                                                                        |            |

|                                                      |         |                                                              |
|------------------------------------------------------|---------|--------------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>                    |         | <small>Printed: Wednesday, 21 August 2024 4:55:16 PM</small> |
| <small>Division:<br/>Committee:<br/>Officer:</small> | Council | <small>Date From: 27/02/2019<br/>Date To: 31/12/9999</small> |

| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                        | Target |
|---------|------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|         |      |         | <p>(1) Tenterfield Shire Council Audit, Risk and Improvement Committee Terms of Reference, and</p> <p>(2) Tenterfield Shire Council Internal Audit Charter.</p> <p style="text-align: right;">(Tim Bonner/Geoff Nye)</p> <p><b><u>Motion Carried</u></b></p> |        |

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

| Meeting            | Date       | Officer      | Title                                       | Target     |
|--------------------|------------|--------------|---------------------------------------------|------------|
| Council 24/07/2024 | 24/07/2024 | Basson, Hein | <b>COUNCIL SERVICES SATISFACTION SURVEY</b> | 14/08/2024 |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |  |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <a href="#">119/24</a> | <p><b>Amendment</b> moved by Peter Murphy, Seconded by Tom Peters that Council:</p> <p>Does not pursue an independent review of the community's satisfaction with its service delivery in 2024.</p> <p>Putting the amendment to the vote, the motion was defeated.</p> <p><b>Resolved</b> that Council:</p> <p>Does not pursue an independent review of the community's satisfaction with its service delivery in 2024, but for such a statistically valid survey to be conducted in February/March 2025 to further inform Council's community consultation regarding the development of an updated suite of Integrated Planning and Reporting Framework documents, including the Community Strategic Plan, Delivery Program, Asset Management Plans, Workforce Strategy, and Long-Term Financial Plan.</p> <p style="text-align: right;">(Kim Rhodes/Tom Peters)</p> <p><b><u>Motion Carried</u></b></p> |  |  |  |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|

**Notes**

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

|                        |                                                                                                                                                                                                           |  |  |  |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <a href="#">123/24</a> | <p><b>Resolved</b> that Council notes the Capital Expenditure Report for the period ended 30 June 2024.</p> <p style="text-align: right;">(Kim Rhodes/Tom Peters)</p> <p><b><u>Motion Carried</u></b></p> |  |  |  |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|

**Notes**

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

|                        |                                      |  |  |  |
|------------------------|--------------------------------------|--|--|--|
| <a href="#">124/24</a> | <p><b>Resolved</b> that Council:</p> |  |  |  |
|------------------------|--------------------------------------|--|--|--|

|                                                      |         |                                                              |
|------------------------------------------------------|---------|--------------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>                    |         | <small>Printed: Wednesday, 21 August 2024 4:55:16 PM</small> |
| <small>Division:<br/>Committee:<br/>Officer:</small> | Council | <small>Date From: 27/02/2019<br/>Date To: 31/12/9999</small> |

| Meeting      | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                               | Target |
|--------------|------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|              |      |         | <p>(1) Approves the continuation of the Corporate Markets Loan with National Australia Bank with a revised drawdown facility limit of \$2,670,000.00 for a rollover period of 90 days, to function as a cash reserve for emergency cash flow needs only.</p> <p style="text-align: right;">(Tom Peters/Kim Rhodes)</p> <p><b>Motion Carried</b></p> |        |
| <b>Notes</b> |      |         |                                                                                                                                                                                                                                                                                                                                                     |        |

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

[127/24](#) **Resolved** move that Council:

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

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

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

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

| Descriptor                     | Budgeted Amount | Revised Amount | Amount Saved | Alternative Funding Source                                               |
|--------------------------------|-----------------|----------------|--------------|--------------------------------------------------------------------------|
| Urban Streets – Reseal Program | \$100,000       | Nil            | \$100,000    | \$100,000 funded from R2R – from the increased allocation of \$793,700pa |
| Rural Roads- Reseal Program    | \$400,000       | Nil            | \$400,000    | \$400,000 funded from R2R – from the increased allocation                |
| Urban Road Rehabilitation      | \$75,000        | Nil            | \$75,000     | \$75,000 funded from R2R – from the increased allocation                 |
| Rural Roads Maintenance        | \$1,500,000     | \$1,146,912    | \$353,088    | \$353,088 funded from RERRF (Pot-hole money)                             |

|                                             |  |                                               |
|---------------------------------------------|--|-----------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b>           |  | Printed: Wednesday, 21 August 2024 4:55:16 PM |
| Division:<br>Committee: Council<br>Officer: |  | Date From: 27/02/2019<br>Date To: 31/12/9999  |

| Meeting                     | Date         | Officer     | Title | Target    |
|-----------------------------|--------------|-------------|-------|-----------|
|                             | Cash Deficit | (\$928,088) |       | \$928,088 |
| (Bronwyn Petrie/Kim Rhodes) |              |             |       |           |
| <b>Motion Carried</b>       |              |             |       |           |
| Notes                       |              |             |       |           |

| Meeting                  | Date                                                                                                                             | Officer     | Title                                                                                            | Target     |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------|------------|
| Council 24/07/2024       | 24/07/2024                                                                                                                       | Sauer, Greg | REPORTS OF DELEGATES & COMMITTEES - MURRAY DARLING COMMITTEE 2024 NATIONAL CONFERENCE COMMUNIQUE | 14/08/2024 |
| <a href="#">130/24</a>   | <b>Resolved</b> that the report be received and noted from the Murray Darling Association – 2024 National Conference Communique. |             |                                                                                                  |            |
| (Greg Sauer/Peter Petty) |                                                                                                                                  |             |                                                                                                  |            |
| <b>Motion Carried</b>    |                                                                                                                                  |             |                                                                                                  |            |
| Notes                    |                                                                                                                                  |             |                                                                                                  |            |

| Meeting                                                                                                                                                                                                                                                     | Date            | Officer         | Title                                                                                                                                                                   | Target     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Council 24/07/2024                                                                                                                                                                                                                                          | 24/07/2024      | Bursford, Erika | REVIEW OF TENTERFIELD SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE ATTENDANCE FEES AND PAYMENT/REIMBURSEMENT OF COSTS FOR IN-PERSON COMMITTEE MEMBER ATTENDANCES | 14/08/2024 |
| <a href="#">134/24</a>                                                                                                                                                                                                                                      | <b>Resolved</b> |                 |                                                                                                                                                                         |            |
| (1) That Council increases the Audit, Risk and Improvement Committee Meeting attendance fees to:                                                                                                                                                            |                 |                 |                                                                                                                                                                         |            |
| (a) \$1,250 (ex GST) for the Audit, Risk and Improvement Committee Chairperson, and                                                                                                                                                                         |                 |                 |                                                                                                                                                                         |            |
| (b) \$1,100 (ex GST) for Audit, Risk and Improvement Committee members, excluding the Tenterfield Shire Council Councillor Observer and the Southern Downs Regional Council Committee Member.                                                               |                 |                 |                                                                                                                                                                         |            |
| (2) That Council reimburses, or make payments, for reasonable travel, accommodation and meal costs and expenses for the in-person attendance of Audit, Risk and Improvement Committee Members, excluding the Tenterfield Shire Council Councillor Observer. |                 |                 |                                                                                                                                                                         |            |
| (Peter Murphy/Greg Sauer)                                                                                                                                                                                                                                   |                 |                 |                                                                                                                                                                         |            |
| <b>Motion Carried</b>                                                                                                                                                                                                                                       |                 |                 |                                                                                                                                                                         |            |
| Notes                                                                                                                                                                                                                                                       |                 |                 |                                                                                                                                                                         |            |
| 26 Jul 2024 11:01am Bursford, Erika<br>Recommendations adopted at Ordinary Council Meeting of 26 July 2024. Committee to be notified of increase to member payments, and reimbursement of reasonable travel costs to attend in-person meetings.             |                 |                 |                                                                                                                                                                         |            |

| OUTSTANDING ACTIONS REPORT                                                                                                                                                            |                                                                                                                                                                                                                                           |                 |                                                                                                                    |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------|------------|
| <b>Division:</b><br><b>Committee:</b> Council<br><b>Officer:</b>                                                                                                                      |                                                                                                                                                                                                                                           |                 | <b>Printed:</b> Wednesday, 21 August 2024 4:55:16 PM<br><b>Date From:</b> 27/02/2019<br><b>Date To:</b> 31/12/9999 |            |
| Meeting                                                                                                                                                                               | Date                                                                                                                                                                                                                                      | Officer         | Title                                                                                                              | Target     |
| Council 24/07/2024                                                                                                                                                                    | 24/07/2024                                                                                                                                                                                                                                | Bursford, Erika | AUDIT, RISK & IMPROVEMENT COMMITTEE - MEETING MINUTES 13 DECEMBER 2023                                             | 14/08/2024 |
| <a href="#">135/24</a>                                                                                                                                                                | <p><b>Resolved</b> that the report and recommendations from the Audit, Risk and Improvement Committee meeting of 13 December 2023 be received.</p> <p style="text-align: right;">(Peter Petty/Geoff Nye)</p> <p><b>Motion Carried</b></p> |                 |                                                                                                                    |            |
| <b>Notes</b><br>26 Jul 2024 11:02am Bursford, Erika<br>Audit, Risk and Improvement Committee Meeting Minutes of 19 December 2023 adopted at Ordinary Council Meeting of 26 July 2024. |                                                                                                                                                                                                                                           |                 |                                                                                                                    |            |