



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

## **BUSINESS PAPER ORDINARY COUNCIL MEETING 26 FEBRUARY 2025**

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 26 February 2025** commencing at **9:30 AM**.

Hein Basson  
**General Manager**

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

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

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

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

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

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

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

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

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

## CONFLICT OF INTERESTS

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

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

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

### **Remoteness**

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

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

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

### **Relatives, Partners**

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

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

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

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

### **No Interest in the Matter**

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

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

### **Disclosure and participation in meetings**

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

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

### **Participation in Meetings Despite Pecuniary Interest (S 452 Act)**

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

**Non-pecuniary Interests** - Must be disclosed in meetings.

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

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

### **Disclosures to be Recorded (s 453 Act)**

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

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## ORDER OF BUSINESS

### Community Consultation (Public Access)

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



# AGENDA

## COMMUNITY CONSULTATION (PUBLIC ACCESS)

### WEBCASTING OF MEETING

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

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

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

### 1. OPENING & WELCOME

### 2. (A) OPENING PRAYER

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

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

### (B) ACKNOWLEDGEMENT OF COUNTRY

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

### 3. APOLOGIES

### 4. DISCLOSURES & DECLARATIONS OF INTEREST

### 5. CONFIRMATION OF PREVIOUS MINUTES

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

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## **15. RESOLUTION REGISTER**

## **16. CONFIDENTIAL BUSINESS**

## **17. MEETING CLOSED**

**(ITEM MIN1/25) CONFIRMATION OF PREVIOUS MINUTES**

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**REPORT BY:** Heather Grasso

**RECOMMENDATION**

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

- **Ordinary Council Meeting – 18 December 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 - 18 December 2024 10 Pages

# MINUTES



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

## **MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 18 DECEMBER 2024**

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the "Koreelah Room", 247 Rouse St, Tenterfield NSW 2372 on Wednesday 18 December 2024 commencing at 9.30 am

### **ATTENDANCE**

Councillor Bronwyn Petrie (Mayor)  
Councillor Greg Sauer (Deputy Mayor)  
Councillor Owen Bancroft  
Councillor Tim Bonner (via ZOOM)  
Councillor Peter Murphy  
Councillor Tom Peters  
Councillor Peter Petty  
Councillor Gregory Purcell  
Councillor Kim Rhodes  
Councillor Roger Turner

### **ALSO IN ATTENDANCE**

General Manager (Hein Basson)  
Acting Executive Assistant & Media (Heather Grasso)  
Director Corporate Services (Liz Alley)  
Director Infrastructure Services (Matthew Francisco)

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

**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 Jukembal, Bundjalung, Kamilaroi, Githabul and Wahlubul people of our Shire, and extend our respect to all people."*

**APOLOGIES**

**196/24**

**Resolved**

**That Council notes that there were no apologies received, however, that since Cr Tim Bonner is unwell, approval be granted for him to attend and participate in the meeting via ZOOM link.**

(Greg Sauer/Kim Rhodes)

**Motion Carried**

**DISCLOSURE & DECLARATIONS OF INTEREST**

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

| Name | Type | Item |
|------|------|------|
| NIL  |      |      |
|      |      |      |

**(ITEM MIN15/24) CONFIRMATION OF PREVIOUS MINUTES**

**197/24**

**Resolved**

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

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

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

(Peter Petty/Owen Bancroft)

**Motion Carried**

**TABLING OF DOCUMENTS**

Nil.

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

Model Code of Conduct Complaints Statistics – Item by the Director Corporate Services

**MAYOR MINUTE**

Nil.

**OPEN COUNCIL REPORTS**

**OUR COMMUNITY**

**OUR ECONOMY**

**(ITEM ECO9/24) REGIONAL PRECINCTS AD PARTNERSHIP PROGRAM:  
COUNCIL PARTICIPATION**

**SUMMARY**

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

**PROPOSED AMENDMENT:**

**That Council:**

Declines the initiative to form a Regional Precincts Partnership Planning Advisory Committee between Council, the Tenterfield Chamber Tourism Group and a "Working Group" (consisting of professional services including Angry Bull Trails Limited and Digital Giraffe Marketing and Consulting) as a framework to

work towards attracting funding from the Regional Precincts and Partnership Program for the Tenterfield Shire community.

(Peter Murphy/Gregory Purcell)

The proposed amendment to the motion, when put to the vote, was lost by 4 votes to 6.

**198/24**

**Resolved**

**That Council:**

- 1. Notes the initiative to form a Regional Precincts Partnership Planning Advisory Committee between Council, the Tenterfield Chamber Tourism Group and a "Working Group" (consisting of professional services including Angry Bull Trails Limited and Digital Giraffe Marketing and Consulting) as a framework to work towards attracting funding from the Regional Precincts and Partnership Program for the Tenterfield Shire community.**
- 2. Nominates the General Manager as Council's delegate onto this above-mentioned Advisory Committee and for the Mayor to attend Advisory Committee meetings in the absence of the General Manager.**

(Kim Rhodes/Peter Petty)

A division of votes was called for, the outcome of which was as follows:

For the Motion were Councillors B Petrie, G Sauer, O Bancroft, TB Bonner, PP Petty and K Rhodes Total (6).

Against the Motion were Councillors PM Murphy, TP Peters, GP Purcell and RT Turner Total (4).

**Motion Carried**

**OUR ENVIRONMENT**

**OUR GOVERNANCE**

**(ITEM GOV101/24) IDENTIFICATION OF CORE AND NON-CORE FUNCTIONS FOR A FINANCIALLY SUSTAINABLE LOCAL GOVERNMENT MODEL**

**SUMMARY**

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



identified functions to provide meaningful structure to future strategies, objectives and actions.

**199/24**

**Resolved**

**That Council**

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

**Core Functions:**

**Compulsory Everyday Doing:**

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

- Communications
- Emergency Management
- Work Health & Safety
- Other Compulsory Compliance Obligations not mentioned
- Other Legislative Obligations not mentioned

**Non-Core Functions:**

**Everyday Doing – Acknowledging Community Service Obligations:**

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

**Facilitation:**

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

**Advocacy:**

- Health
- Connectivity
- Community Safety
- Aerodrome

- 2. Recognises the importance of essential services provision, adhering to legislative requirements and compulsory compliance obligations as applicable to the local government sector in NSW, as well as acknowledging community service obligations where necessary and possible to fund – consistent with the list of functions and services provided in paragraph one (1) above.**
- 3. Recognises its role as the facilitator of particular functions, and to provide advocacy on behalf of the community in regard to functions that are provided by the State and Federal Governments – consistent with the list of functions provided under these two subheadings in paragraph one (1) above, further, that it be**

acknowledged that these sub-headings of “facilitation” and “advocacy” require resources (time, human and financial) to achieve outcomes.

(Peter Petty/Kim Rhodes)

Motion Carried

**(ITEM GOV102/24) QUARTERLY BUDGET REVIEW STATEMENT - SEPTEMBER 2024**

**SUMMARY**

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

**200/24**

**Resolved**

**That Council:**

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

- (1) No additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless they are offset by other savings (e.g. with road works such as re-sheeting, with a plan to reduce maintenance costs) or grant funded, and even then only where there will be no additional operating costs as a result of the expenditure i.e. if capital related expenditure, it should be for the replacement of existing assets only, not new assets.**
- (2) Acknowledges the ongoing governance and treasury management difficulties Council faces with the current structure of many grant and disaster funding payments, and advocates for changes to the timing of these cash payments from State and Federal governments.**
- (3) Council continues to explore increases in operational income by considering selling assets.**

(Owen Bancroft/Peter Murphy)

Motion Carried

**SUSPENSION OF STANDING ORDERS**

**201/24    Resolved**

That the meeting be suspended for morning tea

(Peter Petty/Owen Bancroft)

**Motion Carried**

The meeting adjourned, the time being 10.59AM

**RESUMPTION OF STANDING ORDERS**

**202/24    Resolved**

That the meeting be resumed.

(Kim Rhodes/Peter Petty)

**Motion Carried**

The meeting reconvened, the time being 11.35am

**(ITEM GOV103/24) FINANCE & ACCOUNTS - PERIOD ENDED 30 NOVEMBER 2024**

**SUMMARY**

The purpose of this Report is for the Responsible Accounting Officer to provide, in accordance with Clause 212 of the *Local Government (General) Regulation 2021* a written report setting out details of all money that the Council has invested under Section 625 of the *Local Government Act 1993*. The Report must be made up to the last day of the month immediately preceding the meeting.

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

**203/24    Resolved**

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

(Peter Petty/Owen Bancroft)

**Motion Carried**

**(ITEM GOV104/24) MONTHLY OPERATIONAL REPORT FOR NOVEMBER 2024**

**SUMMARY**

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

**204/24**

**Resolved**

**That Council:**

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

(Peter Petty/Kim Rhodes)

**Motion Carried**

**REPORTS OF DELEGATES & COMMITTEES**

NIL.

**NOTICES OF MOTION**

NIL.

**RESOLUTION REGISTER**

**(ITEM RES8/24) COUNCIL RESOLUTION REGISTER - AUGUST 2024**

**SUMMARY**

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

**205/24**

**Resolved**

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

(Greg Sauer/Kim Rhodes)

**Motion Carried**

**(ITEM GOV105/24) MODEL CODE OF CONDUCT COMPLAINTS STATISTICS**

**SUMMARY**

This report is to provide the Council with the Code of Conduct complaints statistics in the year to September 2024. There was no Code of Conduct Complaints during the period.

**206/24**

**Resolved**

**That Council:**

**Notes the report.**

(Kim Rhodes/Greg Sauer)

**Motion Carried**

**MEETING CLOSED**

There being no further business the Mayor declared the meeting closed at 12.44pm.

.....  
Councillor Bronwyn Petrie  
Mayor/Chairperson



|                      |                                                                                                    |
|----------------------|----------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Director Corporate Services</b>                                                   |
| <b>Submitted by:</b> | Elizabeth Alley, Director Corporate Services                                                       |
| <b>Reference:</b>    | <b>ITEM COM1/25</b>                                                                                |
| <b>Subject:</b>      | <b>Acknowledgement of Tenterfield Tourism Group Quarterly Report from October To December 2024</b> |

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

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

## **SUMMARY**

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

#### **That Council:**

**Acknowledges Report 5 from the Tenterfield Tourism Group for the period from 1 October 2024 to 31 December 2024.**

## **BACKGROUND**

### **REPORT:**

- Handover achieved of all initiatives from the previous Tenterfield Tourism Group.
- Maintained flow of new content on social media.
- Study and development of Draft Destination Management Plan.
- Establish connections with the president of the Stanthorpe Chamber and the Granite Belt Wine Country for future collaborations.
- In final stages of the 'Experience Tenterfield' brand workings.
- Surveyed community formally and informally about housing the new Information Centre in the School of Arts Building – to be fit-out with grant funds.
- Commenced printing and distribution of A4 visitor guides.
- Sought information for updating the visit Tenterfield website with tender released in late December 2024 for the work.
- New relationship established with the New England High Country Group (NEHC) with discussions about a region wide Hay Bale Trail for Easter 2025. 10,000 NEHC map/guides being printed and distributed for all LGA's no later than January 2025.
- Attended 'Pollies in the Pub' event on 9<sup>th</sup> December 2024 to ask Barnaby Joyce and Kevin Hogan what they would do for the New England and Tenterfield if they were successful in the upcoming federal election.

### **COUNCIL IMPLICATIONS:**

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



Our Community No. 1 Cont...

**2. Policy and Regulation**

Nil.

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

As per Councils 2024/2025 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**

Nil.

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

|                               |                                                                                                   |
|-------------------------------|---------------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Elizabeth Alley, Director Corporate Services                                                      |
| Approved/Reviewed by Manager: | Hein Basson, General Manager                                                                      |
| Department:                   | Office of the Director Corporate Services                                                         |
| Attachments:                  | <b>1</b> Tenterfield Tourism Group Report 5<br><b>2</b> Tenterfield Tourism Group Profit and Loss |



## **Tenterfield Tourism Group**

### **REPORT 5**

**DATE:** 1st October to 31 December 2024

**MISSION:** *To build a vibrant and proactive tourism and business community in the Tenterfield Shire making it a great place to visit.*

#### **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. The aim for 2025 is to execute the annual plan for tourism in the region. TSC provided TCTIB \$100,000 funding. This funding was received in late November 2023. A further \$50,000 was provided on 1 July 2024.

This group was recently formed as the previous sub-committee did not seek to continue at the TCTIB AGM on 14th of October 2024.

**Chair :** Kathryn (Kat) Davis

#### **Members:**

Sharon Tierney  
Belinda Smith  
Nick De Git  
Michael Grass  
Michele Grass  
Sue Walsh  
Jim Stuart  
Roxanne Bancroft-Stuart  
Greg Purcell and Kim Rhodes (TSC Representatives)

#### **Meetings held during this quarter:**

On the 14th October 2024 the previous TTG resigned their position on the subcommittee with all handover notes being provided to the TCTIB and discussions held to ensure all information was understood and obtained. In the last quarter a meeting for the TTG was held on the 11th November 2024 as part of the TCTIB General Meeting to establish direction, go through previous handover notes and form the working group for 2025. The TCTIB have a number of additional interested parties wishing to join the new subcommittee and/or to be apart of certain projects as they roll out in 2025.

**Future meetings - every 2nd Monday of each month (6.30pm) after the TCTIB General Meeting to be held at the function room above the Tenterfield Bowls Club.**



**ACTIVITIES ACHIEVED THIS QUARTER**

- (1) Handover achieved of all initiatives from the previous TTG sub committee including but not limited to data, log-ins, website, affiliations with a variety of companies and organisations including the New England High Country (NEHC) and Destination Country and Outback NSW (DNCO).

VOLUNTEER HOURS - 15

- (2) Maintained flow of new content on socials through Sera Wright and established Service Agreement

VOLUNTEER HOURS - 3

- (3) Study and development of Draft Destination Management Plan from the previous TTG sub committee to start and/or continue on current initiatives for 2025.

VOLUNTEER HOURS - 5

- (4) Established connections with the president of the Stanthorpe Chamber and the Granite Belt Wine Country (GBWC) for future collaboration between the 2 towns.

VOLUNTEER HOURS - 3

- (5) Coming to the final stages of 'Experience Tenterfield' brand working with Demographic Design and a variety of other qualified consultants.

VOLUNTEER HOURS - 5

- (6) The TTG have approached the Council, the School of Arts Tenterfield Inc. surveyed chamber business members formally and the local community informally to conclude that over 85% are in support of a new Tenterfield Information Centre to be held within the School of Arts foyer (SOA). Formalities with the TSC are in the process of taking place to undergo a fit out for this venture thanks to grant funding obtained in 2024 by the former TTG sub committee; grant funding parameters have been adjusted to allow the change of location and quotes have been sourced to be able to make this a reality no later than August 2025. Conversations held with Hein Basson, Liz Alley, interested parties of the SOAT inc., and attendance to meetings held at the SOA.

VOLUNTEER HOURS - 7

- (7) Printing, delivery and distribution of A4 visitor guides has commenced with positive feedback received from businesses, locals and visitors alike of 10,000 copies made available late November 2024.

VOLUNTEER HOURS - 8 +

- (8) All information for updating the visit Tenterfield website has now been obtained and updates for the site have been put to tender in late December 2024 to be finalised within the next few months once tender has been approved by the TTG/TCTIB.

VOLUNTEER HOURS - 5

- (9) New relationship with the New England High Country Group (NEHC) with discussions about a region wide Hay Bale Trail for Easter 2025. 10,000 NEHC map/guides (which include Tenterfield) being printed and distributed for all LGA's no later than January 2025. Currently planning video footage for all LGA's in Autumn and Spring of 2025.

VOLUNTEER HOURS - 3



- (10) Tenterfield listings on ADTW (Australian Data Tourism Warehouse) are coming to its conclusion for 2024/2025 having been created and updated by Emma Johnson with previous assistance by Kerri Hampton and currently, Kat Davis. By way of background the Australian Tourism Data Warehouse (ADTW) is the national platform for digital tourism data, providing content for tourism operators and distributors.

**VOLUNTEER HOURS - 2**

- (11) Attended 'Pollies in the Pub' event on 9th December 2024 to speak with Barnaby Joyce and Kevin Hogan and raised the question if they were successful at the upcoming federal election what would they do for the New England and Tenterfield in the way of infrastructure in the lead up to the 2032 Olympics. Also approached Kevin Hogan in regards to tourism and an admin role for Tenterfield Tourism. The response was favourable to encourage infrastructure to the shire.

**VOLUNTEER HOURS - 2**

It is estimated that since the TCTIB have formally taken back tourism an estimated 54 VOLUNTEER HOURS have been spent solely on Tourism related activities this quarter.

**Oct 2024-Dec 2024 TTG Finances from the TSC**

Bank balance on 31st December 2024 = \$100,338.34.

A total of \$5204.20 has been invested into the tourism sector of the Tenterfield Shire this quarter, including social media, brochure creation and distribution and IT support.

Please note the amounts of \$30,000 (received 4 September 2024) and \$15,000 (received 21 December 2023) are included in the above account and do not make up the funding as per the TCTIB/TSC funding agreement. These amounts are TCTIB grant funds which are for the purpose of a fit out and training for a new Tenterfield Information Centre and will be transferred into separate accounts to manage transactions and for accounting purposes for the year ahead.

**MATTERS ARISING**

- ❖ With the TCTIB AGM in the 2nd week of October the final quarter of 2024 has been one of consolidation, handover of all material, resources and information obtained from the previous TTG and ensuring all future activities and initiatives for 2025 are understood and in the pipeline for 2025 in order to hit the ground running. The month of December and the lead up to Christmas has always proven difficult to start new projects and the TCTIB/TTG felt it wise to initiate projects to its fullest extent from January 2025.
- ❖ TTG continued to parsimoniously use financial resources made available to TCTIB by TSC and have been prudent and considered in regards to expenditure. Providers used by the TTG continue to generously discount costs due to the requests of the TTG.
- ❖ What is evident more than ever is that given the volume of voluntary time committed to tourism services in the admin, media, event and relationship space for Tenterfield, it is strongly suggested that a paid position or multiple part time positions for Tenterfield Tourism be explored. Having spoken to numerous LGA's along the new England in recent months, Tenterfield is the only town that have an entire volunteer administration for tourism services. Given this is one of Tenterfield's main sources of economic development which impacts hospitality, construction, accommodation,



retail, maintenance and so many other service provisions like cleaning, more investment and manpower is needed in this space.

- ❖ It is agreed that a new Tenterfield Tourism brand is needed. The current 'Tenterfield True' brand is now considered to be outdated and irrelevant. The new branding must be 'built to last'. Whilst updating and tweaking is always going to occur we want to avoid a complete rebrand every two or three years ... which is what has happened in the past. Other towns along the New England have initiated new branding and new skins for their signs, marketing and promotional material. Tenterfield needs to look like a 'Proactive Town' and a 'Proud Town'; not a 'Tired Town'. Taking its lead from the 2024 NSW Visitor Economy Strategy the TGG has decided on EXPERIENCE TENTERFIELD as the lead message with a 3 word descriptor. For the purposes of the initial design the use of COUNTRY/SEASONS/HERITAGE will be the key 3 word descriptors. Rebranding is coming to its final stages as were the findings and prior works of the previous TTG through extensive research and workshops.
- ❖ All details with the new platform of the old Visit Tenterfield Website have now been transferred including domain and web hosting. The remaining work required to update the website has been put to tender and once quotes and a decision by the TTG/TCTIB have been made it is expected that the new website will only take a few months to develop. By way of background transferring the current site from Wordpress to Wix took a lot longer than anticipated as there are many pages to transfer and many updates having to be run before transferring could take place. The development of the new site will be easier to use; will be so much easier to find information and relevant information as a user and easier for the developer to update moving forward. The website will be professional and clean cut, new photographic and video and branding uploaded and a new and cheaper web host as the previous host (from TSC management) is actually double the cost per annum.
- ❖ The Draft Destination Management Plan that had been created and shared with the TCTIB, the new TTG and the TSC has been studied and initiatives for 2025 are in the pipeline to take place over the coming year. Clear vision of the TSC Economic Development and Strategic Plans are not available at this stage so this document will remain somewhat incomplete until this is available to ensure alignment with both organisations. The TTG/TCTIB asks the TSC when this information may be made available.
- ❖ A 2<sup>nd</sup> video that was produced from the previous TTG and is in the final stages of editing with Precipice Films and Tales and Tones that incorporates a version useable for social media content. The next video will promote what a weekend in Tenterfield looks like and this should be ready for the market early 2025. Regular videos are suggested by the current TTG and TCTIB into the future as the response to these has been positively overwhelming.

#### **TASKS TO TAKE PLACE FOR 2025-**

A lot of fantastic behind the scenes groundwork has been achieved by the previous Tourism Group and the TCTIB would sincerely like to thank and applaud them for their efforts.

Moving forward for 2025 the main activities apart from continued social media and content creation will be to establish a Tenterfield Information Centre, update current and create new signage throughout the shire, create a strong partnership with surrounding villages and finalise the upgrade to the old visit Tenterfield website.



Depending on timeframe, resources and funding the Tourism Group would also like to do their best to chip away at the below initiatives -

- TCTIB to lead advocacy with TSC for increased funding for local tourism support.
- TCTIB to work with TSC to gain access to, and update all fixed signage in parks, at shire entry points, on maps at public facilities etc.
- Develop key messages for locals to share with visitors about what to see and do in Tenterfield
- Initiate an outbound media relationship program directly with media targets and partner agencies
- Use existing social media channels to continue telling the story of existing tourism assets that highlight Tenterfield's unique attractions with a focus on natural beauty, historical sites, unique assets and seasonal events
- Establish new campaigns and event incentives to attract visitors to new event
- Annually review and update ATDW listing and work with experts to ensure PR opportunities are established and maximised
- Bring key stakeholders together to develop an annual event calendar with cross selling, marketing and packaging of experiences, services and assets.
- Create and promote new experience tourism products that showcase the region's strengths including nature, seasons, adventure, heritage and indigenous knowledge
- Organise events and festivals that work on the region's seasonal appeal and natural beauty, that target specific or niche visitor market segments
- Coordinate efforts and share resources with NEHC and GBWC to maximise visitor numbers
- Work with Villages for each to create a signature event
- TCTIB in partnership with Business NSW and Tafe NSW to provide training and support for local tourism operators to enhance their skills and improve service quality

The new TTG is a strong group with over seven volunteers and business owners/managers from within the Tenterfield Shire dedicated to the success of tourism within this proud town. We see 2025 as another year to rebuild more foundations including updates to the website to be complete and a new Tenterfield Information Centre established. We would also like to stress the need to support the Angry Bull Trail project in 2025 and beyond as this will form a major pillar for Tenterfield's business and tourism community.

**Kathryn (Kat) Davis**  
**(President TCTIB)**

**31 December 2024**

Profit and Loss

TCTIB  
For the 3 months ended 31 December 2024

Eventsis Tourism Sub-committee.

| OCT-DEC 2024               |            |
|----------------------------|------------|
| Gross Profit               | -          |
| Operating Expenses         |            |
| Advertising                | 3,415.00   |
| Advertising - Social Media | 1,512.00   |
| IT Support                 | 277.20     |
| Total Operating Expenses   | 5,204.20   |
| Net Profit                 | (5,204.20) |



|                      |                                                                            |
|----------------------|----------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Director of Infrastructure Services</b>                   |
| <b>Submitted by:</b> | James Paynter, Manager Works                                               |
| <b>Reference:</b>    | <b>ITEM COM2/25</b>                                                        |
| <b>Subject:</b>      | <b>LOCAL TRAFFIC COMMITTEE MEETING RECOMMENDATIONS<br/>- FEBRUARY 2025</b> |

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

|                      |                                                                                                                                                                                  |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>     | <b>Transport</b> - The Tenterfield Shire has an effective transport network that is safe efficient and affordable for us as a community.                                         |
| <b>CSP Strategy:</b> | Deliver a well-designed, safe road network, including carparking, footpaths and cycleways, that is suitable for all users now and take into consideration future network demand. |

#### **SUMMARY**

The purpose of this report is to for Council to consider the recommendations arising from the Tenterfield Shire Council Local Traffic Committee Meeting of 5 February 2025.

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

**That Council:**

- 1. Receives the report and recommendations from the Tenterfield Shire Council Local Traffic Committee Meeting of 5 February 2025.**
- 2. Adopts the following recommendations from the Tenterfield Shire Council Local Traffic Committee meeting of 5 February 2025:**
  - a) ANGRY BULL TRAILS REQUEST – MT LINDESAY CHANGE OF SPEED LIMIT AND SIGNAGE REQUEST - TfNSW will conduct a speed zone review for the trail crossing location zone in consultation with Council, NSW Police and community based on the design. The signage will only be installed once the trails are built and are operational.**
  - b) REQUEST FROM LOCAL FOR SPEED REDUCTION NEAR MT LINDESAY (QUARRY TRUCKS TRAVELLING OVER SPEED) - Speed zone review of Mt Lindesay Road segments to be added to TfNSW Tenterfield visit.**
  - c) TSC CROSS COUNTRY – 7th May 2025 - Committee provided no objection. Approval granted.**
  - d) ANZAC DAY March – URBENVILLE – 25TH April 2025**  
**The annual ANZAC Day - Committee provided no objection. Approval granted.**
  - e) ANZAC DAY March – TENTERFIELD – 25th April 2025 - Committee provided no objection. Approval granted.**
  - f) AUTUMN FESTIVAL – COBB & CO COACH RIDES - Committee provided no objection. Approval granted.**



**g) LISTON AND AREA PROGRESS ASSOCIATION – Requests****Mt Lindesay Road**

- ☐ Wylie Creek Bridge to Wylie Creek Road – Blind Crest - Line marking project has gone to tender, line marking will be in place soon.
- ☐ Wylie Creek Cuttings – Request for road widening - Council does not have the budget to carry out such works. The committee will respond to the Liston and Area Progress Association.
- ☐ Liston Road and Mount Lindesay Road Y Intersection - Councillor Bonner to provide further details of location for Council to attend to vegetation clearing.
- ☐ Maintenance on Mt Lindesay Road - Council will attend to maintenance.
- ☐ Road needs widening at culvert south of village adjacent to Rivertree Road - Council to assess culvert and apply to TfNSW for funding to upgrade the culvert.

**Amosfield Road**

- ☐ Ruby Creek section – Council to include in forward works program
- ☐ Sweeping bend adjacent to Dalmoak Road - Council to replace any chevron signs damaged or missing and add appropriate signage.

**Cullendore Road**

- ☐ Blind Bend east of Cullendore Creek - Signage required, Council to determine appropriate type of signage. Investigate and take recommended action once investigated.
- ☐ Intersection of Wylie Creek and Mt Lindesay Road – Grid needs attention - Council sent a letter to grid owner in 2024 suggesting the removal of the grid and other options available, Council to follow up letter sent to grid owner.

**Liston Streets**

- ☐ Drainage in Stanthorpe Street and Acacia Street – Council to attend to drainage works.
- ☐ Eastern end of Clarence Street - Council does not have capacity for sealing; sealing of the roads would require funding.
- ☐ Area adjacent to the Cobb and Co Museum – Council does not have capacity for sealing; sealing of the roads would require funding.

**h) REQUEST FROM RESIDENTS – STOP SIGN AT CROWN STREET AND MILES STREET INTERSECTION - TfNSW to review on visit to Tenterfield.**

**i) REQUEST FROM RESIDENT – STOP SIGN AT NAAS ST LOGAN STREET INTERSECTION – TfNSW will assess intersection on visit to Tenterfield. Council will markup line marking.**

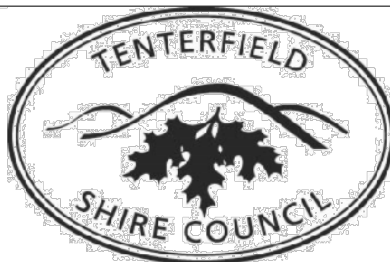
**j) REQUEST TO CHANGE/MOVE SPEED ENTRY SIGNS TO JENNINGS VILLAGE - Matter is transferred to TfNSW to address and action.**

Our Community No. 2 Cont...

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

|                               |                                                                                                                         |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Prepared by staff member:     | James Paynter, Manager Works                                                                                            |
| Approved/Reviewed by Manager: | Hein Basson, General Manager                                                                                            |
| Department:                   | Office of the Director Infrastructure Services                                                                          |
| Attachments:                  | <div><div>1</div><div>Draft Minutes - TSC Local Traffic Committee Meeting 5 February 2025</div><div>6 Pages</div></div> |

MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY  
FEBRUARY 2025



**MINUTES OF**  
**TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE**  
**MEETING**

**WEDNESDAY, 5<sup>TH</sup> FEBRUARY 2025**

MINUTES OF THE Tenterfield Shire Local Traffic Committee Meeting OF  
TENTERFIELD SHIRE held at the Koreelah Room, on Wednesday 5<sup>th</sup> February  
commencing at 10.10 am.

**ATTENDANCE**

James Paynter (TSC)  
Matthew Francisco (TSC)  
Councillor Tim Bonner  
Councillor Tom Peters  
Glen Lamb (via Teams Link)  
Bel Hanson -Janelle Saffin MP rep (via Teams Link)  
Caleisse Dunston – (TfNSW, via Teams Link)  
Constable Isaiah Benventin-Pobar (NSW Police)

**DISCLOSURE OF INTERESTS**

Nil

**APOLOGIES:**

Mayor Bronwyn Petrie  
Laine Muller – TfNSW

**CONFIRMATION OF MINUTES**

Recommendation that the Minutes of the Tenterfield Shire Local Traffic Committee held on 7<sup>th</sup>  
November 2024, as circulated, be confirmed and signed as a true record of the proceedings  
of the meeting.

*Recorded as read and correct by Councillor Tom Peters*

This is page 1 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Wednesday  
5<sup>th</sup> February 2025

MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY  
FEBRUARY 2025

**BUSINESS ARISING FROM PREVIOUS MINUTES**

- 1. REQUEST FOR REDUCE NOISE AND LIMIT COMPRESSION BRAKING SIGNS IN LEGUME** – Sign being ordered
- 2. ROYAL HOTEL TENTERFIELD – REQUEST FOR NO STANDING SIGN NEXT TO ENTRANCE OF MOTEL** – A No Standing signage has been installed.
- 3. GRAVEL N GRANITE CYCLING EVENT** – Approval permit provided; NSW Police approval also provided.
- 4. TRANSPORT FOR NSW – ADDRESSING NUMEROUS MATTERS ON VISIT TO TENTERFIELD THIS WEEK (Visit has been delayed)**
  - New England Highway and Old Ballandean Road intersection
  - Old Ballandean Road and Boundary Road intersection
  - Miles and Scott Street Intersection
  - Crown and Miles Street Intersection
  - Location change for Manners Street Bus Stop
  - Hynes Bridge Road Intersection
  - Heavy Vehicle Parking – Jennings
  - Requests for speed reductions in Liston area

**RECOMMENDATION:** It was noted that TfNSW will reschedule their trip for Tenterfield when resourcing allows. The Rouse Street Pedestrian Crossing outside Barra Jacks and Bruxner Park will also be reviewed for safety. TfNSW will proceed with ordering appropriate signage to address the Heavy Vehicle parking in Jennings on the New England Highway.

**GENERAL BUSINESS**

**1. ANGRY BULL TRAILS REQUEST – MT LINDESAY CHANGE OF SPEED LIMIT AND SIGNAGE REQUEST.**

Angry Bull Trails Project have submitted a letter with requests for a reduction of speed to 80km/hr in the vicinity of the trailheads area of Lindrook Road (see map for further info). Request that the speed limit be reduced to 80km/hr on Mt Lindesay Road to Bald Rock Access Road Intersection.

Requests for appropriate signage on either side of proposed road crossings from one side to the other of Mt Lindesay Road.

*See attached –*

*Letter from Angry Bull Trails Project*

*Angry Bull Trails – Basket Swamp Adventure Trail Network Map*

*Trailworx Detail Design – Page 13 for Crossing Request*

**RECOMMENDATION:** TfNSW will conduct a speed zone review for the trail crossing location zone in consultation with Council, NSW Police and community based on the design. The signage will only be installed once the trails are built and are operational.

This is page 2 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Wednesday  
5<sup>th</sup> February 2025

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MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY  
FEBRUARY 2025

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**2. REQUEST FROM LOCAL FOR SPEED REDUCTION NEAR MT LINDESAY  
(QUARRY TRUCKS TRAVELLING OVER SPEED).**

Complaint regarding Mining trucks travelling to and from the Silica Mine from  
resident, who lives near the Leeches Gully Rd Intersection.

Contents of email below:

*How many mining trucks are we supposed to put up with in the morning on their way  
to and from the silica mine on Mt Lindsay Road? Feels like the road is busier than  
the New England Highway now and completely changed the peace and quiet that  
made the area an appealing place to go to live. Most of the truck and dog drivers are  
courteous but some are real cowboys and I've had to pull over to the side of the road,  
especially both sides of the Branch Creek bridge. You have to be particularly  
carefully when pulling out of the driveway onto Mt Lindsay Road and with the trucks  
already having a full head of steam. I know the road is planned to be widened but is  
there any consideration to have the speed limit lowered? From our point of view it's  
becoming a real concern and we are reconsidering our long term residency in  
Tenterfield before things become worse.  
Regards, Eric Moser*

*Last week via this platform I asked how many mining trucks were we supposed to put  
up with going up and down Mt Lindsay Road and if there was consideration of  
reducing the speed of limit. I have had no reply. Yesterday I pulled out of our driveway  
with a trailer in tow onto Mt Lindsay Road. Looking in the rear vision mirror I spotted  
a mining truck closing in on us at a rate of knots. I decided the best option was to pull  
over on the verge. The truck driver had decided he was going to overtake and had I  
kept my course he would have done so on the Branch Creek bridge. We followed this clown  
into town (as we were going to the tip) and I can tell you he was not doing 70km p/hr  
where the 70k limit applies. We have the rego number of the trailer. I understand the  
road is being widened and this is probably to facilitate increased traffic to the mine. Is  
a reduction in the speed limit out to the road base mine on Mt Lindsay Road being  
considered? If not I think it should at least be looked into. Like I said in my original  
email whilst I don't appreciate the truck noise most of the drivers are ok. It's just clowns  
like we encountered yesterday that really make you notice.*

**RECOMMENDATION:** Speed zone review of Mt Lindesay Road segments to be  
added to TfNSW Tenterfield visit.

**3. TSC CROSS COUNTRY – 7<sup>th</sup> May 2025**

All Required forms have been submitted. The annual Tenterfield High School  
Cross Country is being held on 7<sup>th</sup> May 1pm – 3pm.

See Attachment

**RECOMMENDATION:** Committee provided no objection. Approval granted

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This is page 3 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Wednesday  
5<sup>th</sup> February 2025

MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY  
FEBRUARY 2025

**4. ANZAC DAY March – URBENVILLE – 25<sup>TH</sup> April 2025**

The annual ANZAC Day march hosted by the Kyogle RSL branch has submitted their application, all required documents have been submitted.

*See Attachment*

**RECOMMENDATION:** Committee provided no objection. Approval granted

**5. ANZAC DAY March – TENTERFIELD – 25<sup>th</sup> April 2025**

The annual ANZAC Day march hosted by the Tenterfield RSL Sub-Branch has submitted their application for temporary road closures on Rouse Street and Molesworth Street. Council will apply for the Road Occupancy License on behalf of the RSL Sub-Branch.

*See Attachment*

**RECOMMENDATION:** Committee provided no objection. Approval granted

**6. AUTUMN FESTIVAL – COBB & CO COACH RIDES**

The annual Autumn Festival will be held again on Easter Weekend, 19<sup>th</sup> and 20<sup>th</sup> April 2025. The route is the same as the last two events of this type.

*See attachment*

**RECOMMENDATION:** Committee provided no objection. Approval granted

**7. LISTON AND AREA PROGRESS ASSOCIATION – Requests**

Liston Progress Association has written a letter to the LTC with the following topics and concerns (full letter in attachments):

**Mt Lindesay Road**

- **Wylie Creek Bridge to Wylie Creek Road** – Blind Crest, request to shave some off the top, including some double white lines.

**RECOMMENDATION:** Line marking project has gone to tender, line marking will be in place soon.

- **Wylie Creek Cuttings** – Request for road widening.

**RECOMMENDATION:** Council does not have the budget to carry out such works. The committee will respond to the Liston and Area Progress Association

- **Liston Road and Mount Lindesay Road Y Intersection** – Needs to be updated and more vegetation clearing on Eastern side.

**RECOMMENDATION:** Councillor Bonner to provide further details of location for Council to attend to vegetation clearing.

- **Maintenance on Mt Lindesay Road required south of Y intersection to Liston.**

**RECOMMENDATION:** Council will attend to maintenance.

- **Road needs widening at culvert south of village adjacent to Rivertree Road.**

**RECOMMENDATION:** Council to assess culvert and apply to TfNSW for funding to upgrade the culvert.



MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY  
FEBRUARY 2025

**Amosfield Road**

- **Ruby Creek section** – needs some surface reconstruction.  
**RECOMMENDATION:** Council to include in Forward works program
- **Sweeping bend adjacent to Dalmoak Road** needs improvement – have been several accidents last year.  
**RECOMMENDATION:** Council to replace any chevron signs damaged or missing and add appropriate signage.

**Cullendore Road**

**Blind Bend east of Cullendore Creek** very dangerous- major route for locals to Warwick.

**RECOMMENDATION:** Signage required, Council to determine appropriate type of signage. Investigate and take recommended action once investigated.

**Intersection of Wylie Creek and Mt Lindesay Road** – Grid needs attention.

**RECOMMENDATION:** Council sent a letter to grid owner in 2024 suggesting the removal of the grid and other options available, Council to follow up letter sent to grid owner.

**Liston Streets**

**Drainage in Stanthorpe Street and Acacia Street** – needs attention.

**RECOMMENDATION:** Council to attend to drainage works.

- **Eastern end of Clarence Street** washes out badly in periods of heavy rainfall, request sealing.
- **Area adjacent to the Cobb and Co Museum** needs sealing.  
**RECOMMENDATION:** Council does not have capacity for sealing, sealing of the roads would require funding.

**8. REQUEST FROM RESIDENTS – STOP SIGN AT CROWN STREET AND MILES STREET INTERSECTION.**

**RECOMMENDATION:** TfNSW to review on visit to Tenterfield.

**9. REQUEST FROM RESIDENT – STOP SIGN AT NAAS ST LOGAN STREET INTERSECTION – Letter attached.**

**RECOMMENDATION:** TfNSW will assess intersection on visit to Tenterfield. Council will markup line marking.

MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING WEDNESDAY  
FEBRUARY 2025

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**10. REQUEST TO CHANGE/MOVE SPEED ENTRY SIGNS TO JENNINGS  
VILLAGE.**

**RECOMMENDATION:** Matter is transferred to TfNSW to address and action.

DRAFT

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This is page 6 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Wednesday  
5<sup>th</sup> February 2025



|                      |                                                         |
|----------------------|---------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the General Manager</b>                    |
| <b>Submitted by:</b> | Allison Graham, Executive Assistant & Media             |
| <b>Reference:</b>    | <b>ITEM COM3/25</b>                                     |
| <b>Subject:</b>      | <b>Councillor Works/Service Requests- February 2025</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> | The individual unique qualities and strong sense of local identity of Tenterfield Shires towns, villages and community groups is respected, recognised and promoted. |

#### **SUMMARY**

The purpose of this report is to provide a standing monthly report to the Ordinary Meeting of Council that reports on the progress with Councillor Work/Service Requests, and as an opportunity to develop an understanding of other factors and considerations impacting the execution or progress of these requests.

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

**That Council:**

**Notes the status of the Councillor Works/Service Requests for the month of February 2025.**

#### **BACKGROUND**

#### **REPORT:**

#### **COUNCIL IMPLICATIONS:**

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

This Works/Service Requests system provides for the community to have their voice heard through their local representatives.

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

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

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

Developed asset management plans should ideally drive Council's decision making around the allocation of resources for its infrastructure maintenance and renewal.

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

Council's workforce numbers have been cut back over the last number of years. Council is slowly starting to build a new workforce with a "can do" and "I care" approach to matters.

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

Our Community No. 3 Cont...

The Works/Service Requests received will be assessed by the relevant directors and managers from a legal and risk management perspective to ensure, as far as is possible, the safety of residents and ratepayers.

**7. Performance Measures**

A monthly report will in future be presented to Council, in order to monitor the progress with Works/Service Requests lodged, and as an opportunity to develop an understanding of other factors and considerations impacting the execution or progress of these requests.

**8. Project Management**

Works/Service Request lodged may become a project in its own right, depending on the nature and extent of requests.

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

|                               |                                                                           |
|-------------------------------|---------------------------------------------------------------------------|
| Prepared by staff member:     | Allison Graham, Executive Assistant & Media                               |
| Approved/Reviewed by Manager: | Hein Basson, General Manager                                              |
| Department:                   | Office of the Chief Executive                                             |
| Attachments:                  | <b>1</b> COUNCILLOR WORKS_SERVICE REQUESTS REPORT - FEBRUARY 2025 5 Pages |

Councillor Work/Service Request Report

February 2025

| Councillor Work/Service Request                                                                                                                                                                                                      | Councillor   | Date       | Department                                                                                                                      | Status                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bitumen Washed away from kerb; 87</b><br>Logan Street exposing sub level to a depth of at least 4 to 6 inches                                                                                                                     | Cr. Sauer    | 12/11/2024 | Works Department                                                                                                                | 12/11/2024 - Works Manager requested Maintenance Works Coordinator to inspect.                                                                                                                                                                                                                                                            |
| <b>Washed blue metal 173 Bulwer Street;</b> resident advised outcome from previous Council Works, washed down driveway after heavy rain.                                                                                             | Cr. Sauer    | 21/11/2024 | Works Department                                                                                                                | 20/02/2025 - Maintenance Works Coordinator & Engineering Administration Assistant have been contacted for an update on Status.                                                                                                                                                                                                            |
| <b>Air BNB concerns - Resident request for advice;</b><br>For Air BnB located next door to my property, advertising that it sleeps 12 people, Noise and fir pit concerns also.                                                       | Cr. Sauer    | 12/02/2025 | Manager Planning & Regulation<br><br>Community Compliance Officer (Ranger)<br><br>Open Space, Regulatory & Utilities Supervisor | 12/02/2025 - Manager Planning & Regulation; Provided link to Short Term Rental Accommodation<br><a href="https://www.fairtrading.nsw.gov.au/housing-and-property/short-term-rental-accommodation">https://www.fairtrading.nsw.gov.au/housing-and-property/short-term-rental-accommodation</a>                                             |
| <b>Sealing/Patching of pavement;</b><br><ul style="list-style-type: none"> <li>London Bridge section Mt. Lindesay Road</li> <li>Driveway Bryans Gap for resident</li> <li>Black Swamp Road section from Mt. Lindesay Road</li> </ul> | Mayor Petrie | 31/01/2025 | Works Department                                                                                                                | 4/2/2024 - Works Manager; <ul style="list-style-type: none"> <li>Pothole to be repaired at London Bridge Section</li> <li>Resident is to receive a call back from Maintenance Works Coordinator</li> <li>Black Swamp has had half of road resealed this financial year – patching truck will patrol Black Swamp and Bryans gap</li> </ul> |

**Attachment 1 - COUNCILLOR WORKS SERVICE REQUESTS REPORT - FEBRUARY 2025** Page 39

Councillor Work/Service Request Report

February 2025

|                                                                                                                                                                                                                       |            |            |                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Community enquiries - When the "Seven Mile Lane" sign will replace the "Herding Yard Creek Road" sign.</b>                                                                                                         | Cr. Bonner | 11/02/2025 | Works Department<br>Infrastructure                                                             | 14/02/2025 - Engineering Administration Assistant;<br><ul style="list-style-type: none"> <li>Upon further searching of records and information in the guidelines of the addressing policy user manual, the re-naming of a road would require a special request in writing. The guidelines are clear that compelling reasons must be given, and the history/background of the name chosen. This does not mean that the Geographical Names Board will accept the proposal. I have emailed to GNB to confirm this is path for requesting a change.</li> <li>In my time in this role, I have not had any further complaints from property owners about any confusion to do with the road name. A letter was sent to the 3 property owners regarding the change of name in 2021/22, no response was received.</li> </ul> |
| <b>Jennings resident - Reporting that she believes the large numbers of caravans in Jennings are overwhelming the septic in the public toilets - drainage is poor and believes there is raw sewage in the drains.</b> | Cr Bonner  | 19/02/2025 | Building and Property<br>Coordinator<br><br>Senior Environmental Health &<br>Building Surveyor | 19/02/2025 – Executive Assistant;<br>New Record created on day of Councillor Work/Service Request report completed, Status currently as at New.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Jennings resident - There are many large dogs roaming free around town and the Ranger should make daily visits.</b>                                                                                                | Cr Bonner  | 19/02/2025 | Community Compliance<br>Officer (Ranger)                                                       | 19/02/2025 – Executive Assistant;<br>New Record created on day of Councillor Work/Service Request report completed, Status currently as at New.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

Councillor Work/Service Request Report

February 2025

|                                                                                                                                                                                                                                                                 |              |            |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Coles and old Sexton &amp; Green building are not being cleaned by owners then Council should step in;</b>                                                                                                                                                   | Cr. Bancroft | 27/01/2025 | Open Space, Regulatory & Utilities Supervisor |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Request for investigation whether pipes in post on Facebook (05/01/2025) are the pipes stolen from Sandy Hills before Christmas;</b>                                                                                                                         | Cr. Rhodes   | 05/02/2025 | Infrastructure                                | 05/02/2025; Records officer sent request to Engineering Administration Assistant to investigate any truth substantiating Cr. Rhodes suspicion.<br>05/02/2025; Director of infrastructure & Engineering Administration Assistant unable to view attached document from Cr. Rhodes<br>05/02/2025; Request sent to Cr. Rhodes to send screen shot                                                                                                                                                                                                                              |
| <b>Clarence Camping – Bookings</b><br>Screen shots, excel spreadsheet showing bookings along with noting Minogues have advertised 30 or 40 sites for upcoming Australia Day weekend reported to Cr. Purcell from Racheal Newton email also sent to Mayor Petrie | Cr. Purcell  | 24/01/2025 | Manager Planning & Regulation                 | 24/01/2025; email trail from Cr. Purcell sent to General Manager.<br>29/01/2025; Jessica Wisniewski reported phone call received from Clive Newton 29/01/2025 advising 28 vehicles entered campsite 24/01/2025 and a further 6 vehicles entered 25/01/2025<br>04/02/2025; Email sent Mick Minogue from Manager Planning & Regulation advising of alleged non-compliances in relation to number of campers on the site that would exceed DA 2019.123 compliance and asking to consider changing the parameters on Hipcamp, or removing the listing all together if possible. |

Councillor Work/Service Request Report

February 2025

|                                                                                                                                             |              |            |                                       |                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dangerous Dog entering 413 Rouse Street;</b> seems malnourished and is attacking residents' dog (possibly from Petre Steet) for its food | Mayor Petrie | 24/01/2025 | Community Compliance Officer (Ranger) | 05/02/2025; Ranger investigated for possible owners of dogs through microchip records of the area, spoke with owners of dog in question who advised it has been tied up with her 10 pups – seeking to rehome when pups are old enough to wean. Ranger shall monitor and continue with daily patrols of the area and then will update when dog has been moved on. |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|





|                      |                                                                                                  |
|----------------------|--------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Director Corporate Services</b>                                                 |
| <b>Submitted by:</b> | Governance Officer                                                                               |
| <b>Reference:</b>    | <b>ITEM GOV1/25</b>                                                                              |
| <b>Subject:</b>      | <b>NOMINATION OF COUNCIL DELEGATE TO THE TENTERFIELD CHAMBER OF COMMERCE - TOURISM COMMITTEE</b> |

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

|                                 |                                                                                                                                                             |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>                | <b>Leadership</b> - Resources and advocacy of Council are aligned to support the delivery of the community vision outlined in the Community Strategic Plan. |
| <b>CSP Strategy:</b>            | Services to our community are provided in an equitable, safe, professional, friendly and timely manner consistent with our corporate values.                |
| <b>Delivery Plan Action:</b>    | Provide sound and inclusive decisions using the Community Engagement Strategy to guide our interactions.                                                    |
| <b>Operational Plan Action:</b> | Comply with the regulatory and legislative requirements of Councils as outlined by the Office of Local Government and other bodies.                         |

#### **SUMMARY**

The purpose of this report is for Council to nominate a Councillor to replace Councillor Greg Purcell from the Tenterfield Chamber of Commerce – Tourism Committee alongside Councillor Kim Rhodes as its official delegates for the period 26 February 2025 to September 2026.

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

**That Council determines its delegate to replace Councillor Greg Purcell on the Tenterfield Chamber of Commerce – Tourism Committee for the period 26 February 2025 to September 2026.**

#### **REPORT:**

Due to the resignation of Tenterfield Chamber of Commerce – Tourism Committee delegate Councillor Greg Purcell from this committee, Council will now determine his replacement for the period 26 February 2025 – September 2026. This will coincide with the timeframe for the appointment of delegates onto all Specific Purpose Committees.

#### **COUNCIL IMPLICATIONS:**

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

Community committees could be seen as forming a part of Council's community engagement and communication actions.

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

- *NSW Local Government Act 1993;*
- *NSW Local Government (General) Regulations 2021;* and

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

No additional "sittings fees" are applicable for delegates to Committees or External organisations. Travelling and accommodation costs may be applicable

Our Governance No. 1 Cont...

to delegates attending meetings elsewhere, and Council has made provision for such expenses in its 2024/2025 Operational Plan and Budget.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

|                               |                                           |
|-------------------------------|-------------------------------------------|
| Prepared by staff member:     | Lee Sisson                                |
| Approved/Reviewed by Manager: | Hein Basson,General Manager               |
| Department:                   | Office of the Director Corporate Services |
| Attachments:                  | There are no attachments for this report. |

|                      |                                                                            |
|----------------------|----------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the General Manager</b>                                       |
| <b>Submitted by:</b> | Hein Basson, General Manager                                               |
| <b>Reference:</b>    | <b>ITEM GOV2/25</b>                                                        |
| <b>Subject:</b>      | <b>Request for Community Forums Before Council Meetings to be Recorded</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 Ratepayers' Association of Tenterfield Shire inc. (RATEs Inc.) has requested Council "to record, and make available on their website, all pre-meeting community presentations before open Council meetings." The opinion is held that the request received from RATEs Inc. has merit and could be viewed to be in the public's interest. It is recommended for Council to adhere to this request.

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

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

- 1. In future allows for Public Forums to be recorded in order for resident and ratepayers who live-stream or watch the Council Meeting proceedings on Council's website or YouTube channel to be aware of the content of submissions made by members of the public on particular matters that are listed in the order of business of the relevant Business Paper.**
- 2. Through the Mayor advises speakers before the Public Forum starts that their submission/s to Council will be livestreamed and placed on Council's website and YouTube channel, and that speakers will have to ensure that their comments are relevant to the particular item/s on the Agenda of the Business Paper, and to refrain from making personal comments or criticisms or mentioning any private information.**

#### **BACKGROUND**

The Ratepayers' Association of Tenterfield Shire inc. (RATEs Inc.) has requested Council in a communique dated 9 December 2024 "to record, and make available on their website, all pre-meeting community presentations before open Council meetings."

RATEs Inc.'s letter also states that "[w]hilst we understand that this is not required under the legislation, our members feel that it is essential to the process of open communications. Notification of speakers and their topic should also be posted on the Council's communication platforms as soon as practicable after the deadline for requests to present and no later than close-of-business on the day preceding the meeting."

Our Governance No. 2 Cont...

## **REPORT:**

Council's adopted Code of Meeting Practice, amongst other things, states that "[p]ublic forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council."

The opinion is held that the request received from RATEs Inc. has merit, and could be viewed to be in the public's interest.

## **COUNCIL IMPLICATIONS:**

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

The availability of the Public Forum before each Council Meeting provides an opportunity for community engagement and consultation about the matters that are listed in the order of business within the particular Business Paper.

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

- *Local Government Act 1993*
- Tenterfield Shire Council's Code of Meeting Practice 2023

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

Not applicable.

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

Not applicable.

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

Arrangements will have to be made with the relevant staff for the recording of proceedings to start earlier than the time of the Council Meeting at 9.30am – possibly at 9.00am or 9.15am, depending on the number of speakers.

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

Members of the public will have to be advised that their submission/s to Council will be livestreamed and placed on Council's website. Therefore, speakers will have to ensure that their comments are relevant to the item/s on the Agenda of the Business Paper, and to refrain from making personal comments or criticisms or mentioning any private information.

### **7. Performance Measures**

Members of the public are satisfied that Council is committed to openness and transparency in the way Council business is being conducted.

### **8. Project Management**

Not applicable.

Our Governance No. 2 Cont...

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

|                      |                                                                                                                                               |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the General Manager</b>                                                                                                          |
| <b>Submitted by:</b> | Heather Grasso, Acting Executive Assistant & Media                                                                                            |
| <b>Reference:</b>    | <b>ITEM GOV3/25</b>                                                                                                                           |
| <b>Subject:</b>      | <b>Change to Schedule of Council Meetings for 2025 &amp; Nominating Delegates to Attend the National General Assembly of Local Government</b> |

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

|                                 |                                                                                                                                                                                                                         |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>                | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.                                                                    |
| <b>CSP Strategy:</b>            | Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making. |
| <b>Delivery Plan Action:</b>    | Provide sound and inclusive decisions using the Community Engagement Strategy to guide our interactions.                                                                                                                |
| <b>Operational Plan Action:</b> | Comply with the regulatory and legislative requirements of Councils as outlined by the Office of Local Government and other bodies.                                                                                     |

#### **SUMMARY**

The purpose of this report is for Council to adopt changes to the scheduled meeting dates in April and June 2025.

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

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

- (1) Moves the Ordinary Council Meeting for April from the scheduled fourth Wednesday of the month (23 April 2025) to the fifth Wednesday, i.e. 30 April 2025, due to the way the Easter public holidays through to the ANZAC Day public holiday fall this year – making it attractive to take a few days leave for a period of reprieve after the development of the draft 2025/26 Operational Plan and Budget.**
- (2) Approves the Mayor and Deputy Mayor (or the General Manager) to attend the annual National General Assembly of Local Government (NGA) in Canberra from 24 to 27 June 2025.**
- (3) Brings forward the Ordinary Council Meeting for June by two days from the fourth Wednesday of the month (25 June 2025) to the Monday, 23 June 2025, to allow for Council delegates to attend the aforementioned annual Assembly in Canberra from 24 to 27 June 2025.**

#### **BACKGROUND**

Due to the way the Easter holidays and Anzac Day fall this year, it provides for an opportunity to take three days' leave between these public holidays on the Easter Monday (21 April) and Anzac Day on Friday (25 April) to create a time of reprieve just after the preparations for the 2025/26 Operational Plan and Budget.

Our Governance No. 3 Cont...

Further, the National General Assembly (NGA) of Local Government takes place in Canberra from 23 to 25 June 2025. Attached to this report is some information about this Assembly, for Councillors' information.

Council's Ordinary Meetings are scheduled for the fourth Wednesday of each month, which means that the Council Meetings for the months of April and June may potentially have to be shifted to accommodate the above-mentioned considerations – should Council be agreeable to such changes to its schedule.

## REPORT:

### Timing of Ordinary Council Meetings

Clause 3.1 of Council's *Code of Meeting Practice* states that "Ordinary meetings of Council will be held on the following occasions: the fourth Wednesday of each month, with at least ten (10) Ordinary Meetings being held each year".

The Current Timetable for Meetings for 2025 reads as follows (with the proposed changes highlighted in red:

| Month          | Time/Date                                                                          | Location                           |
|----------------|------------------------------------------------------------------------------------|------------------------------------|
| March 2025     | 9.30 am – 26 March 2025                                                            | Council Chamber<br>(Koreelah Room) |
| April 2025     | 9.30 am – 23 April 2025<br><i>proposed to change to 30 April 2025</i>              | Council Chamber<br>(Koreelah Room) |
| May 2025       | 9.30 am – 28 May 2025                                                              | Council Chamber<br>(Koreelah Room) |
| June 2025      | 9.30 am – 25 June 2025<br><i>proposed to change to 23 June 2025</i>                | Council Chamber<br>(Koreelah Room) |
| July 2025      | 9.30 am – 23 July 2025                                                             | Council Chamber<br>(Koreelah Room) |
| August 2025    | 9.30 am – 27 August 2025                                                           | Council Chamber<br>(Koreelah Room) |
| September 2025 | 9.30 am – 24 September 2025                                                        | Council Chamber<br>(Koreelah Room) |
| October 2025   | 9.30 am – 22 October 2025                                                          | Council Chamber<br>(Koreelah Room) |
| November 2025  | 9.30 am – 26 November 2025                                                         | Council Chamber<br>(Koreelah Room) |
| December 2025  | 9.30 am – 17 December 2025<br><i>Early meeting due to the Christmas Close down</i> | Council Chamber<br>(Koreelah Room) |

## COUNCIL IMPLICATIONS:

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

Not applicable.

### 2. Policy and Regulation

- *NSW Local Government Act 1993;*
- *NSW Local Government (General) Regulations 2005;* and

Our Governance No. 3 Cont...

- Tenterfield Shire Council Code of Meeting Practice.

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

Not applicable.

**4. Asset Management (AMS)**

Not applicable.

**5. Workforce (WMS)**

Commentary – General Manager: Given the scarce human resources component currently available, this proposal relating to the month of April is being put to Council. Staff is going to work hard to get all the new documents associated with the Integrated Planning and Reporting Framework, as well as the “normal” Budget and Operational Plan, prepared and ready for publishing in Council’s Business Paper for April 2025. Creating a potential period of rest during the two long weekends (Easter and Anzac Day) for those who want and need it is therefore recommended to Council. Under “normal” circumstances, where Council has access to an adequate workforce complement, I would not feel comfortable to approach Council with such a request.

**6. Legal and Risk Management**

From a risk management perspective, it would be beneficial for Council to create an opportunity for its staff to have access to a period of rest between the two long weekends in April – in order for the “batteries to be charged again”.

**7. Performance Measures**

Not applicable.

**8. Project Management**

Not applicable.

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

Prepared by staff member:

Heather Grasso

Approved/Reviewed by Manager:

Hein Basson, General Manager

Department:

Office of the General Manager

Attachments:

**1** National General Assembly 2025 3 Pages



*National Priorities  
Need Local Solutions*

24 - 27 June 2025 | National  
Convention Centre Canberra

# National General Assembly

The Australian Local Government Association (ALGA) is pleased to convene the 31st National General Assembly of Local Government (NGA), to be held in Canberra from 24-27 June 2025. As convenor of the NGA, the ALGA Board cordially invites all councils to send representatives to this important national event. The NGA is the premier national gathering of local governments, and provides councils with the opportunity to come together, share ideas, debate motions, and most importantly unite and further build on the relationship between local government and the Australian Government.



<https://alga.com.au/app/uploads/2025-NGA-Discussion-Paper.pdf>

## **BACKGROUND TO ALGA AND THE NGA**

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ALGA was established 1947. In structure, ALGA is a federation of member state and territory associations. Its mission is to achieve outcomes for local government through advocacy with impact, and maximise the economic, environmental and social wellbeing of councils and our communities.

Since 1994, the NGA has built the profile of local government on the national stage, showcased the value of councils, and most importantly demonstrated – particularly to the Australian Government – the strength and value of working with local government to help deliver on national priorities.

Debate on motions was introduced to the NGA as a vehicle for councils from across the nation to canvas ideas. Outcomes of debate on motions (NGA Resolutions) could be used by participating councils to inform their own policies and priorities, as well as their advocacy when dealing with federal politicians.

At the same time, they help ALGA and its member state and territory associations gain valuable insight into council priorities, emerging national issues, and the level of need and support for new policy and program initiatives.

Given the structure of ALGA, its Constitution, and level of resources, the NGA does not bind the ALGA Board. However, the Board carefully considers NGA resolutions as it determines ALGA's policies, priorities and strategies to advance local governments within the national agenda.

This is your NGA and ALGA is pleased to act as the convenor. ALGA's policies and priorities will continue to be determined by the ALGA Board in the interests of all councils.

**The ALGA Board thanks all councils for attending the NGA and those that will take the time to reflect on the purpose of debate on motions outlined in this paper, and to submit motions for debate at the 2025 NGA.**



<https://alga.com.au/app/uploads/2025-NGA-Discussion-Paper.pdf>

## SETTING THE SCENE

The theme for the 2025 NGA – **National Priorities Need Local Solutions** – highlights the unique role Australia's 537 councils can play delivering local, place-based solutions that meet the needs of their communities, while addressing broader national priorities.

The 2025 NGA provides you – the elected representatives of Australia's local councils and communities – with the opportunity to engage with the Federal Government and key Ministers.

Further, it is your opportunity to advocate for new or expanded programs and key policy initiatives that could strengthen local governments and its capacity to deliver services and infrastructure to local communities across the nation.

This year's call for motion focusses on twelve priority areas:

- Intergovernmental relations;
- Financial sustainability;
- Roads and infrastructure;
- Emergency management;
- Housing and homelessness;
- Jobs and skills;
- Community services;
- Closing the Gap and Aboriginal and Torres Strait Islander Reconciliation;
- Data, digital technology and cyber security;
- Climate change and renewable energy;
- Environment;
- Circular economy



<https://alga.com.au/app/uploads/2025-NGA-Discussion-Paper.pdf>

|                      |                                                         |
|----------------------|---------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Director Corporate Services</b>        |
| <b>Submitted by:</b> | Tamai Davidson, Manager Planning Property & Development |
| <b>Reference:</b>    | <b>ITEM GOV4/25</b>                                     |
| <b>Subject:</b>      | <b>BURIAL ON PRIVATE LAND POLICY - UPDATE</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 update the Burial on Private Land Policy to align with correct position descriptions and endorse the ongoing provisions contained within the Policy.

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

**That Council:**

**Adopts the revised Burial on Private Land Policy.**

#### **BACKGROUND**

Council policies are instruments that communicate decisions and directions for pursuing Council's specific goals. Regular reviews of Council policies are required to maintain currency of these decisions and directions, and to ensure policies are delivering the outcomes desired from such policies.

#### **REPORT:**

This Policy has been reviewed and amended for accuracy, where required, including aligning with the provisions contained in the Public Health Regulation 2022, which allow for a minimum land area of 5 hectares, with burials on land below this size not permitted (Clause 92(c)). Reference to legislation in relation to the requirements for funeral directors has been deleted as this is covered by legislation relevant at the time of burial.

This policy was previously amended and adopted by Council on 21st December 2022. The policy has been updated to align with current position descriptions.

#### **COUNCIL IMPLICATIONS:**

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

Not necessary in this instance.

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

Our Governance No. 4 Cont...

- *Local Government Act (NSW) 1993*
- *Local Government (General) Regulation (NSW) 2021*
- *Environmental Planning & Assessment Act, 1979*
- *Tenterfield Local Environmental Plan 2013*
- *Public Health Act 2010*
- *Public Health Regulation 2022*

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

Nil.

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

Nil.

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

Nil.

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

Nil.

### **7. Performance Measures**


Nil.

### **8. Project Management**

Nil.

**Liz Alley**  
**Director Corporate Services**

|                               |                                                         |
|-------------------------------|---------------------------------------------------------|
| Prepared by staff member:     | Tamai Davidson, Manager Planning Property & Development |
| Approved/Reviewed by Manager: | Liz Alley, Director Corporate Services                  |
| Department:                   | Office of the Chief Corporate Officer                   |
| Attachments:                  | <b>1</b> Burial on Private Land 2025 5 Pages            |

|                            |                                                                                                                                                                                   |                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>POLICY NAME</b>         | <b>BURIAL ON PRIVATE RURAL LAND POLICY</b>                                                                                                                                        |  |
| Date Adopted               |                                                                                                                                                                                   |                                                                                     |
| Resolution Number          | xxx/25                                                                                                                                                                            |                                                                                     |
| Policy Custodian           | Director of Corporate Services                                                                                                                                                    |                                                                                     |
| Policy Development Officer | Manager Planning and Regulation                                                                                                                                                   |                                                                                     |
| Review Date                | February 2028 – 3 Years                                                                                                                                                           |                                                                                     |
| Relevant Legislation       | Local Government Act (NSW) 1993<br>Local Government (General) Regulation (NSW) 2021<br>Environmental Planning & Assessment Act, 1979<br>Tenterfield Local Environmental Plan 2013 |                                                                                     |
| Related Documents          | Tenterfield Development Control Plan 2014                                                                                                                                         |                                                                                     |

### **POLICY OBJECTIVES**

The objective of this policy is to establish guidelines to ensure the establishment of a private rural cemetery meets relevant regulatory requirements.

This policy will enable rural land owners to establish a private rural cemetery subject to the Policy Statement provisions below.

### **POLICY SCOPE**

This policy applies to the establishment of private rural cemeteries within the Tenterfield Local Government Area on land zoned RU1 Primary Production under the provisions of *Tenterfield Local Environmental Plan 2013*.

The policy applies to all proposals to establish a private rural cemetery.

### **POLICY STATEMENT**

- Establishment of a 'cemetery' is a land use which is permitted with development consent under the provisions of *Tenterfield Local Environmental Plan 2013* – a Development Application must be lodged with Council for assessment and determination to allow for a private rural cemetery prior to establishment.
- The minimum area of rural land required for a Private Rural Cemetery (PRC) is 5 hectares;

- Recommended size for PRC is 15 metres X 15 metres (225m<sup>2</sup>);
- Geotechnical report may be required– or site is to be located on elevated land, not low lying or within 100 metres from a watercourse;
- Burials for family only of the landowner at the time;
- Identification of the number of burials which can take place in the area proposed;
- Council will consult with owners of adjoining sites of the proposed PRC in accordance with *Tenterfield Development Control Plan 2014*.
- Direct access should be maintained by means of a registered right of carriageway and have reasonable and safe pedestrian and vehicle access;
- The boundary of the PRC to have an appropriate stock proof fence;
- PRC must be at least 40 metres from the property boundary;
- Council to ensure advice of the PRC is provided within any Planning Certificates relating to the parcel of land;
- All burial locations to be described and drawn by a registered surveyor together with GPS details of the location and shall be forwarded to Council;
- Council to maintain a register of all private rural burials;
- All graves necessitate permanent markers (minimum size 200 X 200mm) plaque placed on concrete plinth or rock;
- An application to have a grave location on private property approved by Council in accordance with the *Public Health Regulation 2022* as amended shall be lodged with Council showing all of the abovementioned details and together with the appropriate application fee;
- Council will not approve the burial in or on any land if there is risk of contamination of a drinking water supply or a domestic water supply;
- No private burial area shall take place until the excavated grave has been inspected and approved by an authorised Council Officer;



- Grave must have minimal depth of 900mm from top of casket;
- A registered undertaker must present an application for Right of Burial together with a death certificate to Council prior to a *Permit for Burial* being issued and subsequent burial taking place;
- The existence of the PRC is to be designated on the land title as a permanent record, a copy of the amended title or planning instrument (88b) is to be provided to Council for its records;
- Installation of ashes do not require any approval from Council, however details of the deceased shall be forwarded to Council in order to maintain accurate records of all burials within the Shire.
- The application for a PRC, any burials in the PRC and the cemetery itself must satisfy relevant provisions of the *Public Health Act 2010* & Regulations, and any relevant NSW Health Policy and Council Policy.

Variations from the Proposed Policy:

- The General Manager be authorised to vary this policy where deemed appropriate in light of the circumstances of the case to do so. Where a variation is sought the applicant must provide a comprehensive submission to accompany the application. A variation to the minimum land size is not permitted under the provisions of the Public Health Regulation 2022.
- Council may notify affected neighbour/s of an application for a variation.
- If the variation is to reduce the setback distance, the applicant must detail what measures are to be undertaken to mitigate any impacts on affected neighbours. These measures are to be determined following proper consultation of the proposal with all affected neighbours.
- For the purposes of section 41(1) (d) of the Births, Deaths and Marriages Registration Act 1995, the following information is required from a funeral director or other person who arranges for the disposal of human remains:

(a) Date and place of death of the deceased;

(b) Sex, date of birth (or age at death) and place of birth of the deceased;

(c) Occupation of the deceased before death and whether or not the deceased was a pensioner or was retired immediately before death;



(d) Proposed date of disposal of the remains of the deceased;

(e) Full name and business address of the funeral director or other person who is arranging the disposal of the remains;

(f) If the deceased was born outside Australia, the period of residence in Australia of the deceased before death;

(g) Whether or not the deceased was of Aboriginal or Torres Strait Islander origin or both Aboriginal and Torres Strait Islander origin;

(h) The marital status of the deceased immediately before death;

(i) If the deceased had married;

(i) Only once – the date of marriage (or age of the deceased at the date of the marriage), the place of marriage and the full name (including maiden family name) of his or her spouse, or;

(ii) More than once – the date of each marriage (or age of the deceased at the date of each marriage), the place of each marriage and the full name (including maiden family name) of each spouse;

(j) The full name and maiden family name (if any) of any de facto partner of the deceased;

(k) The given names, sex and date of birth (or age) of the children (if any) of the deceased (including deceased children);

(l) the full name, maiden family name (if any) and occupation of each parent of the deceased.

Application Fees:

The application fee will be charged as per Council's adopted Fees & Charges at the time of payment.

**POLICY DEFINITIONS**

|                 |                                                                                                                                                                                                                          |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>cemetery</b> | <i>means a building or place used primarily for the interment of deceased persons or pets or their ashes, whether or not it contains an associated building for conducting memorial services. (Tenterfield LEP 2013)</i> |
|                 |                                                                                                                                                                                                                          |
|                 |                                                                                                                                                                                                                          |

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**VERSION CONTROL & CHANGE HISTORY**

| Previous Versions | Date of Adoption by Council | Resolution # | Author/Editor                   | Summary of Changes    |
|-------------------|-----------------------------|--------------|---------------------------------|-----------------------|
| V1.0              | 23/09/09                    | 1231/09      | Environmental Services          | Version 1             |
| V2.0              | 22/08/12                    | 311/12       | Environmental Services          | Review/Amended        |
| V3.0              | 27/03/13                    | 74/13        | Environmental Services          | Review/Amended        |
| V4.0              | 23/06/16                    | 52/16        | Environmental Services          | Review/Amended        |
| V5.0              | 23/08/17                    | 168/17       | Planning & Development Services | Review/Amended        |
| V6.0              | 23/09/20                    | 196/20       | Planning & Development Services | Review/Amended        |
| V7.00             | 21/12/22                    | 248/22       | Planning & Development Services | RE adoption of Policy |

|                      |                                                  |
|----------------------|--------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Director Corporate Services</b> |
| <b>Submitted by:</b> | Elizabeth Alley, Director Corporate Services     |
| <b>Reference:</b>    | <b>ITEM GOV5/25</b>                              |
| <b>Subject:</b>      | <b>BORROWING POLICY - UPDATE</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 update the Borrowing Policy to align with correct position descriptions and Act versions.

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

**That Council:**

**Adopts the slightly revised Borrowing Policy.**

#### **BACKGROUND**

Council policies are instruments that communicate decisions and directions for pursuing Council's specific goals. Regular reviews of Council policies are required, to maintain currency of these decisions and directions, and to ensure policies are delivering the outcomes desired from such policies.

#### **REPORT:**

This Policy has been reviewed and amended for accuracy, where required.

This policy was previously amended and adopted by Council on 21st December 2022. The policy has been updated to align with current position descriptions and Act versions.

#### **COUNCIL IMPLICATIONS:**

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

Not necessary in this instance.

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

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- Ministerial Revised Borrowing Order 2009
- Local Government Code of Accounting Practice and Financial Reporting

Our Governance No. 5 Cont...

- Australian Accounting Standards
- Office of Local Government Circulars

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

|                               |                                              |
|-------------------------------|----------------------------------------------|
| Prepared by staff member:     | Elizabeth Alley, Director Corporate Services |
| Approved/Reviewed by Manager: | Hein Basson, General Manager                 |
| Department:                   | Office of the Chief Corporate Officer        |
| Attachments:                  | <b>1</b> Borrowing Policy                    |

|                            |                                                                                                                                                                                                                                                                                  |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY NAME</b>         | <b>BORROWING POLICY</b>                                                                                                                                                                       |
| Date Adopted               | February 2025                                                                                                                                                                                                                                                                    |
| Resolution Number          | xxx/25                                                                                                                                                                                                                                                                           |
| Policy Custodian           | Director Of Corporate Services                                                                                                                                                                                                                                                   |
| Policy Development Officer | Manager Finance & Technology                                                                                                                                                                                                                                                     |
| Review Due Date            | February 2026                                                                                                                                                                                                                                                                    |
| Relevant Legislation       | Local Government Act 1993;<br>Local Government (General) Regulation 2021;<br>Ministerial Revised Borrowing Order 2009;<br>Local Government Code of Accounting Practice and Financial Reporting;<br>Australian Accounting Standards; and<br>Office of Local Government Circulars. |
| Related Documents          | Investment Policy<br>Credit Card Policy                                                                                                                                                                                                                                          |

## POLICY OBJECTIVES

The objectives of this policy are to ensure that the use and management of Council borrowings (including overdraft facilities):

- complies with the Ministerial Revised Borrowing Order dated 13 May 2009;
- is undertaken with due regard for Council's role as a custodian of public funds;
- is undertaken with the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons; and
- complies with Council's overall risk management philosophy.

## POLICY SCOPE

This policy applies to all Council's borrowings.

## POLICY STATEMENT

### Delegation of

### **Authority**

Authority for the implementation of this policy is delegated by Council to the **General Manager** in accordance with the Local Government Act 1993. The **General Manager** may, in turn, delegate the day-to-day management of Council's borrowings to the Responsible Accounting Officer or other appropriately qualified senior staff (subject to regular reviews).

A record of the delegated authority is to be maintained and delegates are required to acknowledge that they have received a copy of this policy and understand the obligations of their delegated role.

It is the responsibility of the **General Manager** to ensure that delegates have the necessary expertise and skill to carry out their delegated roles.

### **Guiding Principles**

Guiding principles for Council borrowings.

1. Borrowings may only be used to fund capital expenditure and not operating expenditure (which should be funded from revenue).
2. Minimum working capital requirements are to be identified and maintained in a readily available form such that there is no need to call on borrowings to fund any shortfall in reasonably anticipated operating requirements.
3. It is appropriate to fund significant capital works via borrowings such that the full cost of infrastructure is not only borne by present day ratepayers, but also by future ratepayers who will benefit from use of the funded infrastructure.
4. It may be appropriate to fund certain capital projects with user charges, in which case user charges should reflect the project's costs, including loan payments.
5. The impact on Council's budget of any movement in interest rates must be actively managed.

### **Structure of Borrowings**

#### **Overdraft**

Council may maintain a modest overdraft facility for unexpected changes to operating cash flow requirements. As there are costs involved in accessing the facility, it is not to be used for expected operating cash flow and it is not to be used for long-term financing.

#### **Bridging Finance**

Council may obtain short-term bridging finance in order to ensure compliance with legislative requirements to fund external restrictions, and to meet grant deed conditions. This may at times be necessary to provide sufficient cash to cover a period of time while Council is waiting to receive a significant amount of funds, such as for grant-funded works or disaster recovery activities which are paid in

arrears.

### **Credit Cards**

It should be noted that the use of Council Credit cards (which is a form of borrowing) is subject to its own Policy. Council should set the overall credit facility limit within that Policy.

### **Long-Term Borrowings**

#### **Considerations**

To assist with making the decision on whether to undertake long-term borrowings, Council should consider:

- the financial impact of the proposed borrowing on Council's Long Term Financial Plan, Delivery Program and Operational Plan including:
  - a. scenario analysis in the case of changes to market interest rates; and
  - b. any positive impact of the capital works funded by the proposed borrowing;
- the Debt Service Ratio, which is an indicator of Council's ability to service its borrowings (should be shown to remain below 10%);
- the cost-benefit analysis of the capital works to be funded and the works alignment with Council's strategic planning and capital program; and
- the proposed structure of the borrowings and the proposed way in which the Council will procure the borrowings to achieve competitive and favourable terms.

#### **Requirements**

All borrowings must be approved by Council resolution. The intention to borrow funds must be included in Council's annual draft Operational Plan.

Council should advise the Office of Local Government (OLG), completing a loan borrowing forecast return. If Council subsequently changes the purpose of the loan or increases the amount, a Council resolution must be passed prior to drawing any funds. In the event of an increase, Council must also re-submit their loan borrowing return to OLG (this information is normally collected by NSW Treasury Corporation on behalf of OLG).

#### **Process**

To minimise the cost of borrowing, the policy will require Council to seek competitive borrowing terms by way of obtaining a minimum of three (3) quotes. Once Council is permitted to borrow from the NSW Treasury Corporation, one of these quotes should be sourced from there.

The borrowing maturity profile should reflect the Council's forecast repayment profile. Consideration should also be given to incorporating flexibility in borrowing covenants in case of early repayment or a need to extend the term of the loan. During the life of long-term borrowings, Council must regularly update its financials to ensure no breach of covenants or to take advantage of flexibility in

the repayment profile should Council's financial situation change over time.

#### **Restrictions**

Council is restricted, by the Ministerial Revised Borrowing Order dated 13 May 2009, to source the borrowings from Australia and in Australian currency.

#### **Borrowing Parameters**

The maximum term of borrowings is the shorter of 20 years or the expected economic life of the capital works funded.

#### **Monitoring and Reporting**

Any breach of this policy is to be reported to the General Manager and Responsible Accounting Officer immediately upon becoming aware of such breach. A written statement of the facts relating to the breach is to be prepared within two business days, including the remedial action taken or proposed to be taken. The breach should be reported to Council at the next meeting.

#### **Review**

This policy will be reviewed at least once every two years and, in addition, as and when required in the event of legislative or other regulatory changes. Any amendment to this policy must be authorised by Council resolution.

### **ACCOUNTABILITY, ROLES & RESPONSIBILITY**

#### **Elected Council**

It is the Elected Council's responsibility to approve borrowings. There must be a Council resolution for each borrowing.

#### **Staff**

Any member of staff involved in organising Council borrowings must do so in accordance with the adopted Borrowing Policy.

### **POLICY DEFINITIONS**

|                                       |                                                                                                                                                                                                                                        |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Variable Rate Loan</b>             | A loan that attracts an interest rate linked to a variable benchmark. In Australia variable rate loans are normally priced at a fixed margin over the Ausbond Bank Bill Rate which is the market benchmark three-month interbank rate. |
| <b>Fixed Rate Loan</b>                | A loan that attracts a fixed pre-determined interest rate throughout the term of the loan.                                                                                                                                             |
| <b>Amortising/Credit Foncier Loan</b> | A loan that is repaid over the term of the loan, normally by equal instalments due quarterly or semi-annually. Interest payments and capital repayments are normally combined and paid on the instalment date.                         |
| <b>Interest Only Loan</b>             | A loan repaid in full on the final maturity date. The loan can be either a variable rate loan or a fixed rate loan with interest payments normally payable                                                                             |



|                                    |                                                                                                                                                                                                         |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                    | quarterly for a variable rate loan and semi-annually for a fixed rate loan.                                                                                                                             |
| <b>Floating Interest Rate Loan</b> | A loan where the interest rate can fluctuate for the term of the loan whenever pricing is reset. The floating rate is priced off the market Bank Bill Swap Bid rate (BBSY) rate, plus margins and fees. |

**VERSION CONTROL & CHANGE HISTORY**

| Previous Versions | Date of Adoption by Council | Resolution # | Author/Editor | Summary of Changes                |
|-------------------|-----------------------------|--------------|---------------|-----------------------------------|
| V1.0              | 23/5/18                     | 95/18        | Council       | Adoption of Original Policy       |
| V2.0              | 28/10/20                    | 231/20       | Council       | Review/Amended Policy             |
| V3.0              | 12/01/22                    | 11/22        | Council       | Review/Amended Policy             |
| V4.0              | 21/12/22                    | 248/22       | Council       | Re adoption of Policy             |
| V5.0              |                             |              | Liz Alley     | Review & amend positions and Acts |

|                      |                                                  |
|----------------------|--------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Director Corporate Services</b> |
| <b>Submitted by:</b> | Director Corporate Services                      |
| <b>Reference:</b>    | <b>ITEM GOV6/25</b>                              |
| <b>Subject:</b>      | <b>INVESTMENT POLICY - UPDATE</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 Council to review and adopt the Investment Policy.

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

**That Council adopts the Updated Investment Policy as attached to the report.**

#### **BACKGROUND**

Council is required to review its Investment Policy each year. The Investment Policy was last revised by Council at the November 2022 Ordinary Council Meeting and is due for review.

It is up to Council to set the Framework for investing Council monies that it considers appropriate in terms of risk management.

#### **REPORT:**

The aim of the Investment Policy continues to be to ensure that all surplus funds are prudently invested, obtaining the best possible interest rates, whilst ensuring the least possible risk by taking into consideration the financial institution's credit rating.

The proposed Investment Policy incorporates updates to quoted legislation and changes to Key Management Personnel job titles due to changes to the organizational structure.

No financial data or investing strategies have been changed in the policy.

The Australian financial and banking sector has seen a significant rise in interest rates over the last year. This has led to banking institutions providing competitive and comparatively higher interest returns of Council funds.

#### **COUNCIL IMPLICATIONS:**

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

There are no Community Engagement implications as a result of this report.

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

Our Governance No. 6 Cont...

This Investment Policy replaces previous versions of the said Policy.

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

Council receipt of interest income will be higher than previous years and this has resulted in adjustments being made in the December 2024 Quarterly Budget Review.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

There are no legal implications as a result of this report. Investment risk is managed via the framework included in the Investment Policy.

**7. Performance Measures**


Nil.

**8. Project Management**

Nil.

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

|                               |                                           |
|-------------------------------|-------------------------------------------|
| Prepared by staff member:     | Liz Alley                                 |
| Approved/Reviewed by Manager: | Hein Basson, General Manager              |
| Department:                   | Office of the Director Corporate Services |
| Attachments:                  | <b>1</b> Investment Policy                |

| POLICY NAME                | INVESTMENT POLICY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Date Adopted               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Resolution Number          | xxx/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Policy Custodian           | Director or Corporate Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Policy Development Officer | Manager Finance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Review Date                | February 2026 (1 year)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Relevant Legislation       | <p>Local Government Act (NSW) 1993 – <b>sec 625</b></p> <p>Local Government (General) Regulation (NSW) 2021 – <b>Reg 212</b></p> <p><b>Ministerial Investment Order</b></p> <p><b>The Trustee Amendment (Discretionary Investments) Act 1997 – sec 14A(2), 14C(1) and (2)</b></p> <p><b>Department of Premier and Cabinet Division of Local Government – Investment Policy Guidelines – May 2010</b></p> <p><b>Local Government Code of Accounting Practice and Financial Reporting</b></p> <p><b>Australian Accounting Standards</b></p> |
| Related Documents          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## POLICY OBJECTIVES

The purpose of this policy is to provide a framework for the optimum investment of Tenterfield Shire Council's funds at the most favourable rate of interest available to it at the time to maximize returns whilst having due consideration of risk tolerance, liquidity and security for its investments.

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and the return on investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters. In setting these limits Council is determining the general level of risk that is acceptable for public monies managed for the

Tenterfield Shire Council community.

- Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.
- Investments are expected to achieve a market average rate of return in line with the Council's risk tolerance.

### **POLICY SCOPE**

This policy applies to investment monies built up through:

- General unrestricted reserves created through rate income and other revenue sources exceeding (re)current expenditure, sale of properties and other assets;
- Restricted reserves that accrue through contributions under Section 7.11 of the Environmental Planning and Assessment Act 1979;
- Internally restricted reserves;
- Restricted reserves accruing through special purpose grants; donations etc.;
- Loan proceeds drawn down awaiting expenditure; and
- Timing differences within the year between rate receipts and applications.

### **POLICY STATEMENT**

An investment policy is a governing document that incorporates the provisions of Section 625 of the Local Government Act 1993, the Local Government Regulations, the Investment Policy Guidelines and the current Ministerial Investment Order at 11 February 2011 to guide the investment process. It should communicate the Council's:

- investment philosophy;
- overall risk policy
- identify the roles for those involved in the investment process; and
- detail the requirements for compliance with the policy's goals and procedures.

Interest on investments represents a significant contribution to the total income of Council and it is essential that Council has clear policy guidelines as to how funds can be invested. While the Local Government Act 1993 – Order (relating to investments by Councils) is quite explicit as to the types of institutions with which Council can invest, there are nevertheless variations in the financial ratings of these institutions and the types of investments that can be purchased, which are not explained. This policy aims to clearly state the

institutions with which Council can invest, the maximum proportion of funds that may be placed with individual organisations, and the types of investments entered into.

This policy ensures that Council and its representatives exercise care, diligence, and skill that a prudent person would exercise in investing Council's funds in seeking to first minimize the risk or loss or liquidity constraints, and secondly receive the appropriate return.

Council officers that are involved in selecting, reviewing and/or monitoring investment products should use this policy to ensure they understand the parameters, risks, and expectations that Councils are required to consider when making an investment.

### **Delegation of Authority**

Authority for the implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993.

The **General Manager** may in turn delegate the day-to-day management of Council's investment to the Responsible Accounting Officer or senior staff, subject to regular review. The Responsible Accounting Officer is the Manager Finance and Technology.

Delegated staff will have the appropriate level of skills to undertake the investment functions of Council.

Council Officer's delegated authority to manage Council's investments shall be recorded, and they shall be required to acknowledge they have received a copy of this policy and understand their obligations in this role.

### **Prudent Person Standard**

The investment will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of the Investment Policy.

Whenever an investment deposit is proposed, the Council Officer shall obtain not less than three (3) quotations from authorised institutions.

### **Ethics and Conflict of Interest**

Council officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the **General Manager**.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

### **Approved Investments**

The Ministerial Investment Order allows for the following as approved investments:

- Commonwealth / State / Territory Government security i.e. bonds;
- Interest bearing deposits issued by an authorised Deposit-taking Institution (ADI)
- Bills of exchange, (<200 days duration), guaranteed by and Authorised Deposit taking Institution (ADI);
- Debentures issued by NSW Local Government; and
- Deposits with NSW Treasury and/or investments in TCorp's Hour-Glass Investment Facility.

### **Prohibited Investments**

This Investment Policy prohibits, but is not limited to, any investment carried out for speculative purposes including:

- Any investment product that is not included in the Ministerial Investment Order and the "Approved Investments" listing outlined above;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Standalone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) an investment, but to clarify, does not exclude loans for other purposes (such as loans under the Local Infrastructure Renewal Scheme) being invested prior to the expenditure of those funds for their intended purpose.

### **Investment Advisor**

If an investment advisor is engaged s/he must be approved by Council and licensed by the Australia Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflicts of interest in relation to investment products being recommended. The investment advisor may recommend the most appropriate product within the terms and conditions of the investment Policy.

The independent advisor is required to provide written confirmation that s/he does not have any actual or potential conflicts of interest in relation to the investments s/he is recommending or reviewing, including that s/he is not receiving any commissions or benefits in relation to the investments being recommended or reviewed.

### **Risk Management Guidelines**

Investments obtained are to be considered in light of the following key criteria:-

- Credit Risk – the risk that an institution/entity Council has invested in



- fails to pay the interest and or repay the principle of an investment;
- Preservation of Capital – the requirement for preventing losses in an investment portfolio's total value;
- Diversification of Financial Institutions – the requirement to place investments in a broad range of institutions so as not to be over exposed to a particular organisation within the investment market;
- Market Risk – the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- Liquidity Risk – the risk an investor is unable to redeem the investment at a fair price within a timely period; and
- Maturity Risk – the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

#### **Credit and Maturity Limits**

Investments obtained must comply with key criteria as indicated below relating to:

- a. Portfolio Credit Framework: limit overall credit exposure to the portfolio;
- b. Counterparty Credit Framework: limit exposure to individual counterparties/institutions;
- c. Term of Maturity Framework: limits based upon maturity of securities;
- d. Protection of Principal: Investments entered into must be structured to minimise risk of loss of principal;
- e. Grant Funding Conditions: conditions relating to grant funding available to invest must be complied with;
- f. Trust funds are excluded from this Policy as they must be kept in a separate bank account.

#### **A) Overall Portfolio Limits**

The following credit framework limits the percentage of the portfolio exposed to any particular credit rating category:-

| S&P Long Term Rating | S&P Short Term Rating | Direct Investment Maximum % |
|----------------------|-----------------------|-----------------------------|
| AAA to AA-           | A-1+                  | 100%                        |
| A to A-              | A-1                   | 45%                         |
| BBB+ to BBB-         | A-2                   | 25%                         |
| BB+ to D             | -                     | 10%                         |
| Government*          |                       | 100%                        |

#### **B) Counterparty Credit Framework**

This limits the exposure to an individual institution based on the credit



rating of that institution such that exposure to any one institution is limited, as detailed in the table below:-

| S&P Long Term Rating | S&P Short Term Rating | Direct Investment Maximum % |
|----------------------|-----------------------|-----------------------------|
| AAA to AA-           | A-1+                  | 60%*                        |
| A to A-              | A-1                   | 35%                         |
| BBB+ to BBB          | A-2                   | 15%                         |
| BB+ to D             | -                     | 5%                          |
| Government*          |                       | 100%                        |

\*Recognising that at times due to timing issues this may increase to 100% for brief periods.

For the purpose of determining the "Direct Investment Maximum %", an investment in an approved institution which operates as a division of a parent institution, shall be treated as being an investment in the parent institution.

#### C) Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

| Overall Portfolio Term to Maturity Limits |                          |
|-------------------------------------------|--------------------------|
| Portfolio % < 1 year                      | 100% maximum 60% minimum |
| Portfolio % > 1 year < 5 years            | 40%                      |
| Individual Investment Maturity Limits     |                          |
| ADI                                       | Five (5) years           |
| Non ADI                                   | Three (3) years          |

\*An exception to the above limits applies to funds placed with either the Australian Federal Government or the NSW State Government or their respective Treasury Functions. 100% of Council's monies can be placed with these institutions. In the event that an entity is unrated by S&P but rated by Moody's or Fitch, the S&P equivalent to that rating is to be utilised into the above framework. The short-term credit rating will apply in the case of discrepancies between the short and long-term rating.

#### Benchmarking

Performance benchmarks are to be provided for comparative purposes only. The benchmark is not an investment return target. The rate of return on Council's investments will be dependent on Council's risk tolerance.

The Term Deposit rate for the average 90-day rate of the five (5) largest banks identified in the Bloomberg Ausbond Bank Bill Index is considered appropriate for the purpose of benchmarking Council's investments.

#### Reporting and Reviewing of Investments

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on Council's behalf as at 30 June each year and reconciled to the Investment Register.

All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

A monthly report will be provided to Council. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value. Any material deterioration in Council's investment portfolio is to be reported to Council at the next available Ordinary Council Meeting.

Any breaches of the Policy will also be included in the first investment report following the discovery of any breach.

This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes. The Investment Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this policy. Any amendment to the Investment Policy must be by way of Council resolution.

## **ACCOUNTABILITY, ROLES & RESPONSIBILITY**

### **Elected Council**

- Provide strategic direction and stewardship;
- Consider legislative requirements and good governance when setting policies and strategies;
- Adopt an Investment Policy annually.

### **General Manager, Executive and Management Teams**

- Implement the policy and oversee the compliance of Council investments with the policy;
- Keeping abreast of legislative amendments and review and make recommendations for variations to the policy as required.

### **Individual Managers**

- Manager Finance and Technology to ensure adherence to this Policy and report any breaches;
- Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

## **POLICY DEFINITIONS**

|                                               |                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Authorised Deposit-taking Institutions (ADIs) | Are corporations authorised under the Bank Act 1959 (Cwth) to take deposits from customers. ADI's include banks, building societies and credit unions all of which are regulated by the Australian Prudential Regulation Authority.                                                             |
| Bank Bill Swap Rate                           | A compilation and average rate of market rates supplied by domestic banks relating to multiple maturities of bank bills.                                                                                                                                                                        |
| Bloomberg Ausbond Bank Bill Index             | Is an index comprised of 13 synthetic instruments defined by rates interpolated from the RBA 24-hour cash rate and the one and three month Bank Bill Swap Rates.                                                                                                                                |
| Bill of Exchange                              | An unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer. |
| Credit Risk                                   | Is the risk of loss to an investor due to the failure of the institution/entity with which an investment is held to pay the interest and/or repay the principal of an investment.                                                                                                               |
| Debenture                                     | A debt security usually secured by a fixed or floating charge over an underlying asset or pool of assets. Debentures are normally issued by companies in return for medium and long-term investment funds.                                                                                      |
| Floating Rate Notes                           | Securities that (in Australia) pay a coupon normally priced at a fixed margin above the Bank Bill Swap Rate.                                                                                                                                                                                    |
| Interest Rate Risk                            | The risk that the fair value or future cash flows of an investment will fluctuate because of changes in market interest rates.                                                                                                                                                                  |
| Investment Portfolio                          | The total pool of all the Council's investments.                                                                                                                                                                                                                                                |
| Liquidity Risk                                | The risk that Council runs out of cash, is unable to redeem the investments at a fair price within a timely period, and thereby incurs additional costs – either due to its own liquidity management or through changes in the liquidity profile of an investment.                              |
| Market Risk                                   | The risk that the fair value or future cash flow of an investment will fluctuate due to changes in market prices.                                                                                                                                                                               |

|                                                 |                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maturity Risk                                   | The risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.                                                                                                                                                                                                                  |
| Preservation of Capital                         | Refers to an investment strategy with the primary goal of preventing losses in an investment portfolio's total value.                                                                                                                                                                                                                                                            |
| Prudent person standard                         | Is a legal standard restricting the investing and managing of a client's account to what a prudent person seeking reasonable income and preservation of capital might exercise for his or her own investment.                                                                                                                                                                    |
| Responsible Accounting Officer (RAO) of Council | A member of the staff of the Council designated by the <b>General Manager</b> , or if no such member has been designated, the <b>General Manager</b> (LGRR, clause 196).                                                                                                                                                                                                         |
| TCorp                                           | NSW Treasury Corporation.                                                                                                                                                                                                                                                                                                                                                        |
| Term Deposits (or Deposits)                     | Non-tradeable investments offered by ADIs with varying maturity dates (normally from one month to 60 months) and a rate set at the outset. Interest is normally payable upon maturity or if the term is longer than 12 months, annually from the investment date. Penalties apply if the funds are withdrawn before maturity and a notice period of 31 days is usually required. |

#### **VERSION CONTROL & CHANGE HISTORY**

| Previous Versions | Date of Adoption by Council | Resolution # | Author/Editor | Summary of Changes                      |
|-------------------|-----------------------------|--------------|---------------|-----------------------------------------|
| V1.0              | 27/04/00                    | 334/00       | Council       | Adoption of Original Policy             |
| V2.0              | 28/11/07                    | 690/07       | Council       | Revised                                 |
| V3.0              | 22/10/08                    | 236/08       | Council       | Revised                                 |
| V4.0              | 22/09/10                    | 680/10       | Council       | Revised                                 |
| V5.0              | 26/10/11                    | 509/11       | Council       | Revised                                 |
| V6.0              | 24/10/12                    | 427/12       | Council       | Revised                                 |
| V7.0              | 23/10/13                    | 385/13       | Council       | Revised                                 |
| V8.0              | 21/05/14                    | 159/14       | Council       | Revised                                 |
| V9.0              | 20/05/15                    | 137/15       | Council       | Revised                                 |
| V9.1              | 18/05/16                    | 120/16       | Council       | Revised                                 |
| V10.0             | 28/06/17                    | 105/17       | Council       | Revised                                 |
| V11.0             | 23/05/18                    | 97/18        | Council       | Revised                                 |
| V12.0             | 22/05/19                    | 121/19       | Council       | Revised                                 |
| V13.0             | 24/06/20                    | 108/20       | Council       | Revised                                 |
| V14.0             | 23/11/22                    | 226/22       | Council       | Revised                                 |
| V15.0             |                             |              | Liz Alley     | Amended Legislation and Position Titles |

|                      |                                                               |
|----------------------|---------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Director Corporate Services</b>              |
| <b>Submitted by:</b> | Liz Alley, Director Corporate Services                        |
| <b>Reference:</b>    | <b>ITEM GOV7/25</b>                                           |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 31 DECEMBER 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 2021* a written report setting out details of all money that the Council has invested under Section 625 of the *Local Government Act 1993*. The Report must be made up to the last day of the month immediately preceding the meeting.

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

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

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

#### **BACKGROUND**

In accordance with Clause 212 of the *Local Government (General) Regulation 2021* the Responsible Accounting Officer must provide a written report setting out details of all money that the Council has invested under Section 625 of the *Local Government Act 1993*. The Report must be made up to the last day of the month immediately preceding the meeting.

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

#### **REPORT:**

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

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

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

Cash Book Balances on this date were as follows: -

Our Governance No. 7 Cont...

|                        |                  |        |
|------------------------|------------------|--------|
| General (Consolidated) | \$ 52,511,296.63 | Credit |
| General Trust          | \$69,074.00      | Credit |

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

(b) Summary of Investments

Council investments as at 31 December 2024 was \$16,000,000.00.

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

### Concealed Water Leakage Concession Policy Update

For the month of December, no concessions were granted under Council's Concealed Water Leakage Concession Policy.

### 603 Certificates

During the sale of a property a 603 Certificate is usually requested to identify if there are any outstanding or payable fees to Council by way of rates, charges or otherwise in respect of a parcel of land. There were 21 applications for 603 Certificates in December 2024.

In the calendar year to date, there have been 315 applications compared to 245 applications for the same period last year.

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

| RESTRICTED CASH ANALYSIS                                                | AS AT 31<br>DECEMBER 2024 | AS AT 30 JUNE<br>2024 |
|-------------------------------------------------------------------------|---------------------------|-----------------------|
|                                                                         |                           |                       |
| <b>TOTAL CASH &amp; INVESTMENTS</b>                                     | <b>\$68,580,371</b>       | <b>\$68,483,919</b>   |
|                                                                         |                           |                       |
| <b>EXTERNALLY RESTRICTED CASH</b>                                       | <b>\$51,081,430</b>       | <b>\$52,187,482</b>   |
|                                                                         |                           |                       |
| <b>INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)</b>         | <b>\$27,451,667</b>       | <b>\$29,702,893</b>   |
| GRANT-RELATED - GENERAL (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES) | \$26,776,787              | \$29,477,868          |
| GRANT-RELATED - WATER (EXCL DEVELOPER CONTRIBUTIONS)                    | \$674,880                 | \$225,025             |
| GRANT-RELATED - SEWER (EXCL DEVELOPER CONTRIBUTIONS)                    | -                         | -                     |
| GRANT-RELATED - WASTE (EXCL DEVELOPER CONTRIBUTIONS)                    |                           |                       |
| GRANT-RELATED - STORMWATER (EXCL DEVELOPER CONTRIBUTIONS)               | -                         | -                     |
| BRUXNER WAY WIDENING                                                    | -                         | -                     |
|                                                                         |                           |                       |
| <b>INCLUDED IN DEVELOPER CONTRIBUTIONS</b>                              | <b>\$1,586,222</b>        | <b>\$1,427,923</b>    |

## Our Governance No. 7 Cont...

|                                                                                                                  |                     |                     |
|------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|
| DEVELOPER CONTRIBUTIONS - GENERAL                                                                                | \$1,233,906         | \$1,090,779         |
| DEVELOPER CONTRIBUTIONS - WATER                                                                                  | \$130,027           | \$130,027           |
| DEVELOPER CONTRIBUTIONS - SEWER                                                                                  | \$84,578            | \$84,578            |
| DEVELOPER CONTRIBUTIONS - WASTE                                                                                  | \$128,642           | \$113,882           |
| DEVELOPER CONTRIBUTIONS - STORMWATER                                                                             | \$9,069             | \$8,657             |
|                                                                                                                  |                     |                     |
| <b>INCLUDED IN RFS RESERVES</b>                                                                                  | <b>\$167,764</b>    | <b>\$107,261</b>    |
| RFS RESERVES                                                                                                     | \$167,764           | \$107,261           |
|                                                                                                                  |                     |                     |
| <b>INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER EXCL GRANT RELATED, DC AND RFS ABOVE)</b>            | <b>\$21,875,778</b> | <b>\$20,949,405</b> |
| WATER                                                                                                            | \$2,606,089         | \$2,347,754         |
| SEWER                                                                                                            | \$8,834,382         | \$7,723,951         |
| WASTE*                                                                                                           | \$9,268,428         | \$9,771,060         |
| STORMWATER                                                                                                       | \$1,097,805         | \$1,037,566         |
| TRUST FUND                                                                                                       | \$69,074            | \$69,074            |
|                                                                                                                  |                     |                     |
| <b>INTERNAL RESTRICTIONS</b>                                                                                     | <b>\$9,209,495</b>  | <b>\$7,595,000</b>  |
| PLANT AND VEHICLE REPLACEMENT                                                                                    | \$2,350,000         | \$850,000           |
| EMPLOYEES LEAVE ENTITLEMENTS                                                                                     | \$805,000           | \$805,000           |
| FAG (ROAD COMPONENT ADVANCED)                                                                                    | \$913,910           | \$1,852,000         |
| SPECIAL PROJECTS – INFRASTRUCTURE FLOOD DAMAGE                                                                   | \$2,500,000         | \$2,500,000         |
| SRV MONEY UNSPENT 2014                                                                                           | \$939,501           | \$1,048,000         |
| SRV MONEY UNSPENT 2023                                                                                           | \$384,644           | \$439,000           |
| SALEYARD SPECIFIC PURPOSE                                                                                        | \$64,140            | \$101,000           |
| INTEREST EARNED FROM RERRF FUNDS INVESTED                                                                        | \$201,223           |                     |
| INTEREST EARNED FROM DRFA FUNDS IN TERM DEPOSITS                                                                 | \$55,105            |                     |
| IT SYSTEM RENEWAL PROJECT                                                                                        | \$770,000           |                     |
| FINANCIAL SUPPORT PAYMENT FOR PRELIMINARY LAND CLASSIFICATIONS 2024 (NSW EMERGENCY SERVICES LEVY FUNDING REFORM) | \$25,973            |                     |
| FUTURE GRANT CO-CONTRIBUTIONS                                                                                    | \$200,000           |                     |
| <b>UNRESTRICTED FUNDS</b>                                                                                        | <b>\$8,289,446</b>  | <b>\$8,701,437</b>  |

\*Waste Fund – The above reserve for the waste fund includes the \$3.3 Million loan approved for Waste Management – Boonoo Boonoo Landfill (Develop Stage 5). Of this \$3.3 Million as at December \$1,469K has been spent, leaving a balance of \$1,831K of loan proceeds in the waste reserve.

## GRANT SALARIES QUESTION TAKEN ON NOTICE FROM DECEMBER 2024 MEETING



Our Governance No. 7 Cont...

At the December 2024 Council Meeting a question was asked about possible budget savings where Council employees were costing Salaries and Wages to grant funded projects.

Investigations highlighted that the budget **was prepared with Salaries and Wages allocated between both grant funded projects and General Council funded works**. Employees are costing time they work on a grant funded project to that project. Therefore, there are no current budget savings, within General Fund Salaries & Wages, due to employees costing their time to grant funded projects. This is monitored closely at each of the Quarterly Budget Reviews (QBRs) against actual spend and projected work schedules.

As at 19<sup>th</sup> January the actual total spend on Salaries and Wages (both Council funded and Grant funded) was 51% of the Budget, which is in-line with expected spend for just over half way through the year.

### **COUNCIL IMPLICATIONS:**

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

**2. Policy and Regulation**

- Investment Policy (Policy Statement 1.091)
- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- Ministerial Investment Order
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Circulars

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

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

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

**6. Legal and Risk Management**  
Nil.

**7. Performance Measures**  
Nil.

**8. Project Management**  
Nil.

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

## Our Governance No. 7 Cont...

|                               |                                                   |
|-------------------------------|---------------------------------------------------|
| Prepared by staff member:     | Liz Alley, Director Corporate Services            |
| Approved/Reviewed by Manager: | Hein Basson, General Manager                      |
| Department:                   | Office of the Director Corporate Services         |
| Attachments:                  | <b>1</b> Investment Report as at 31 December 2024 |

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

| Financial Institution            | Issuer Rating | Investment Term | Maturity Date | Interest Rate | Amount \$            | Percentage Exposure | Source of Invested Funds                    |
|----------------------------------|---------------|-----------------|---------------|---------------|----------------------|---------------------|---------------------------------------------|
| NAB                              | AA-           | 91 Days         | 20/Jan/25     | 4.95%         | 1,500,000.00         | 9.38%               | Water Fund 66.6%, Stormwater Fund 33.3%     |
| NAB                              | AA-           | 182 Days        | 26/May/25     | 5.10%         | 1,000,000.00         | 6.25%               | Waste Fund                                  |
| NAB                              | AA-           | 120 Days        | 08/Apr/25     | 5.05%         | 2,000,000.00         | 12.50%              | Regional Emergency Road Repair Grant        |
| NAB                              | AA-           | 90 Days         | 25/Feb/25     | 5.00%         | 3,000,000.00         | 18.75%              | Disaster Recovery Funding Arrangemnt (DRFA) |
| <b>TOTAL NAB INVESTMENTS</b>     |               |                 |               |               | <b>7,500,000.00</b>  | <b>46.88%</b>       |                                             |
| Commonwealth Bank                | AA-           | 4 Months        | 15/Apr/25     | 4.92%         | 3,000,000.00         | 18.75%              | Sewer Fund                                  |
| <b>TOTAL CBA INVESTMENTS</b>     |               |                 |               |               | <b>3,000,000.00</b>  | <b>18.75%</b>       |                                             |
| Westpac                          | AA-           | 3 Months        | 30/Jan/25     | 4.89%         | 1,500,000.00         | 9.38%               | Waste Fund                                  |
| Westpac                          | AA-           | 3 Months        | 28/Feb/25     | 4.93%         | 2,000,000.00         | 12.50%              | Waste Fund                                  |
| Westpac                          | AA-           | 5 Months        | 12/May/25     | 4.98%         | 2,000,000.00         | 12.50%              | Regional Emergency Road Repair Grant        |
| <b>TOTAL WESTPAC INVESTMENTS</b> |               |                 |               |               | <b>5,500,000.00</b>  | <b>34.38%</b>       |                                             |
| <b>INVESTMENTS TOTAL</b>         |               |                 |               |               | <b>16,000,000.00</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:**

**Liz Alley**

**NOTES:**

In the month of December 2024, no term deposits were made or discontinued. \$7 million of term deposits matured and were reinvested as shown below:

| Financial Institution | Date Matured | Amount \$    | Actions Taken                               | Source of Invested Funds             |
|-----------------------|--------------|--------------|---------------------------------------------|--------------------------------------|
| NAB                   | 09/Dec/24    | 2,000,000.00 | reinvested for 120 days (4 months) at 5.05% | Regional Emergency Road Repair Grant |
| Westpac               | 12/Dec/24    | 2,000,000.00 | reinvested for 5 months at 4.98%            | Regional Emergency Road Repair Grant |
| Commonwealth Bank     | 16/Dec/24    | 3,000,000.00 | reinvested for 4 months at 4.92%            | Sewer Fund                           |

|                      |                                                              |
|----------------------|--------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Director Corporate Services</b>             |
| <b>Submitted by:</b> | Liz Alley, Director Corporate Services                       |
| <b>Reference:</b>    | <b>ITEM GOV8/25</b>                                          |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 31 JANUARY 2025</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 2021* a written report setting out details of all money that the Council has invested under Section 625 of the *Local Government Act 1993*. The Report must be made up to the last day of the month immediately preceding the meeting.

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

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

**That Council notes the Finance and Accounts Report for the period ended 31 January 2025.**

#### **BACKGROUND**

In accordance with Clause 212 of the *Local Government (General) Regulation 2021* the Responsible Accounting Officer must provide a written report setting out details of all money that the Council has invested under Section 625 of the *Local Government Act 1993*. The Report must be made up to the last day of the month immediately preceding the meeting.

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

#### **REPORT:**

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

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

A reconciliation of the cash books of all funds have been carried out with the appropriate bank statements as of 31 January 2025.

Cash Book Balances on this date were as follows: -

Our Governance No. 8 Cont...

|                        |                  |        |
|------------------------|------------------|--------|
| General (Consolidated) | \$ 51,942,940.43 | Credit |
| General Trust          | \$69,074.00      | Credit |

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

(b) Summary of Investments

Council investments as at 31 January 2025 was \$16,000,000.00.

The attachment to this report is a certified schedule of all Council's investments as of 31 January 2025 showing the various invested amounts and applicable interest rates.

### Concealed Water Leakage Concession Policy Update

For the month of January, no concessions were granted under Council's Concealed Water Leakage Concession Policy.

### 603 Certificates

During the sale of a property a 603 Certificate is usually requested to identify if there are any outstanding or payable fees to Council by way of rates, charges or otherwise in respect of a parcel of land. There were 12 applications for 603 Certificates in January 2025.

In the calendar year to date, there have been 12 applications compared to 17 applications for the same period last year.

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

| RESTRICTED CASH ANALYSIS                                                | AS AT 31<br>JANUARY 2025 | AS AT 30 JUNE<br>2024 |
|-------------------------------------------------------------------------|--------------------------|-----------------------|
|                                                                         |                          |                       |
| <b>TOTAL CASH &amp; INVESTMENTS</b>                                     | <b>\$68,012,014</b>      | <b>\$68,483,919</b>   |
|                                                                         |                          |                       |
| <b>EXTERNALLY RESTRICTED CASH</b>                                       | <b>\$50,815,033</b>      | <b>\$52,187,482</b>   |
|                                                                         |                          |                       |
| <b>INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)</b>         | <b>\$27,130,351</b>      | <b>\$29,702,893</b>   |
| GRANT-RELATED - GENERAL (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES) | \$26,549,944             | \$29,477,868          |
| GRANT-RELATED - WATER (EXCL DEVELOPER CONTRIBUTIONS)                    | \$580,408                | \$225,025             |
| GRANT-RELATED - SEWER (EXCL DEVELOPER CONTRIBUTIONS)                    | -                        | -                     |
| GRANT-RELATED - WASTE (EXCL DEVELOPER CONTRIBUTIONS)                    |                          |                       |
| GRANT-RELATED - STORMWATER (EXCL DEVELOPER CONTRIBUTIONS)               | -                        | -                     |
| BRUXNER WAY WIDENING                                                    | -                        | -                     |
|                                                                         |                          |                       |
| <b>INCLUDED IN DEVELOPER CONTRIBUTIONS</b>                              | <b>\$1,613,020</b>       | <b>\$1,427,923</b>    |

## Our Governance No. 8 Cont...

|                                                                                                                  |                     |                     |
|------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|
| DEVELOPER CONTRIBUTIONS - GENERAL                                                                                | \$1,253,816         | \$1,090,779         |
| DEVELOPER CONTRIBUTIONS - WATER                                                                                  | \$130,027           | \$130,027           |
| DEVELOPER CONTRIBUTIONS - SEWER                                                                                  | \$84,578            | \$84,578            |
| DEVELOPER CONTRIBUTIONS - WASTE                                                                                  | \$135,530           | \$113,882           |
| DEVELOPER CONTRIBUTIONS - STORMWATER                                                                             | \$9,069             | \$8,657             |
|                                                                                                                  |                     |                     |
| <b>INCLUDED IN RFS RESERVES</b>                                                                                  | <b>\$150,692</b>    | <b>\$107,261</b>    |
| RFS RESERVES                                                                                                     | \$150,692           | \$107,261           |
|                                                                                                                  |                     |                     |
| <b>INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER EXCL GRANT RELATED, DC AND RFS ABOVE)</b>            | <b>\$21,920,969</b> | <b>\$20,949,405</b> |
| WATER                                                                                                            | \$2,770,324         | \$2,347,754         |
| SEWER                                                                                                            | \$8,825,231         | \$7,723,951         |
| WASTE*                                                                                                           | \$9,160,914         | \$9,771,060         |
| STORMWATER                                                                                                       | \$1,095,426         | \$1,037,566         |
| TRUST FUND                                                                                                       | \$69,074            | \$69,074            |
|                                                                                                                  |                     |                     |
| <b>INTERNAL RESTRICTIONS</b>                                                                                     | <b>\$9,209,496</b>  | <b>\$7,595,000</b>  |
| PLANT AND VEHICLE REPLACEMENT                                                                                    | \$2,350,000         | \$850,000           |
| EMPLOYEES LEAVE ENTITLEMENTS                                                                                     | \$805,000           | \$805,000           |
| FAG (ROAD COMPONENT ADVANCED)                                                                                    | \$913,910           | \$1,852,000         |
| SPECIAL PROJECTS – INFRASTRUCTURE FLOOD DAMAGE                                                                   | \$2,500,000         | \$2,500,000         |
| SRV MONEY UNSPENT 2014                                                                                           | \$939,501           | \$1,048,000         |
| SRV MONEY UNSPENT 2023                                                                                           | \$384,644           | \$439,000           |
| SALEYARD SPECIFIC PURPOSE                                                                                        | \$64,140            | \$101,000           |
| INTEREST EARNED FROM RERRF FUNDS INVESTED                                                                        | \$201,223           |                     |
| INTEREST EARNED FROM DRFA FUNDS IN TERM DEPOSITS                                                                 | \$55,105            |                     |
| IT SYSTEM RENEWAL PROJECT                                                                                        | \$770,000           |                     |
| FINANCIAL SUPPORT PAYMENT FOR PRELIMINARY LAND CLASSIFICATIONS 2024 (NSW EMERGENCY SERVICES LEVY FUNDING REFORM) | \$25,973            |                     |
| FUTURE GRANT CO-CONTRIBUTIONS                                                                                    | \$200,000           |                     |
| <b>UNRESTRICTED FUNDS</b>                                                                                        | <b>\$7,987,485</b>  | <b>\$8,701,437</b>  |

\*Waste Fund – The above reserve for the waste fund includes the \$3.3 Million loan approved for Waste Management – Boonoo Boonoo Landfill (Develop Stage 5). Of this \$3.3 Million as at December \$1,473K has been spent, leaving a balance of \$1,826K of loan proceeds in the waste reserve.

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

Nil.

Our Governance No. 8 Cont...

**2. Policy and Regulation**

- Investment Policy (Policy Statement 1.091)
- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- Ministerial Investment Order
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Circulars

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

|                               |                                                  |
|-------------------------------|--------------------------------------------------|
| Prepared by staff member:     | Liz Alley, Director Corporate Services           |
| Approved/Reviewed by Manager: | Hein Basson, General Manager                     |
| Department:                   | Office of the Director Corporate Services        |
| Attachments:                  | <b>1</b> Investment Report as at 31 January 2025 |

**TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 JANUARY 2025**

| Financial Institution            | Issuer Rating | Investment Term | Maturity Date | Interest Rate | Amount \$            | Percentage Exposure | Source of Invested Funds                     |
|----------------------------------|---------------|-----------------|---------------|---------------|----------------------|---------------------|----------------------------------------------|
| NAB                              | AA-           | 92 Days         | 22/Apr/25     | 4.95%         | 1,500,000.00         | 9.38%               | Water Fund 66.6%, Stormwater Fund 33.3%      |
| NAB                              | AA-           | 182 Days        | 26/May/25     | 5.10%         | 1,000,000.00         | 6.25%               | Waste Fund                                   |
| NAB                              | AA-           | 120 Days        | 08/Apr/25     | 5.05%         | 2,000,000.00         | 12.50%              | Regional Emergency Road Repair Grant         |
| NAB                              | AA-           | 90 Days         | 25/Feb/25     | 5.00%         | 3,000,000.00         | 18.75%              | Disaster Recovery Funding Arrangement (DRFA) |
| <b>TOTAL NAB INVESTMENTS</b>     |               |                 |               |               | <b>7,500,000.00</b>  | <b>46.88%</b>       |                                              |
| Commonwealth Bank                | AA-           | 4 Months        | 15/Apr/25     | 4.92%         | 3,000,000.00         | 18.75%              | Sewer Fund                                   |
| <b>TOTAL CBA INVESTMENTS</b>     |               |                 |               |               | <b>3,000,000.00</b>  | <b>18.75%</b>       |                                              |
| Westpac                          | AA-           | 5 Months        | 30/Jun/25     | 4.83%         | 1,500,000.00         | 9.38%               | Waste Fund                                   |
| Westpac                          | AA-           | 3 Months        | 28/Feb/25     | 4.93%         | 2,000,000.00         | 12.50%              | Waste Fund                                   |
| Westpac                          | AA-           | 5 Months        | 12/May/25     | 4.98%         | 2,000,000.00         | 12.50%              | Regional Emergency Road Repair Grant         |
| <b>TOTAL WESTPAC INVESTMENTS</b> |               |                 |               |               | <b>5,500,000.00</b>  | <b>34.38%</b>       |                                              |
| <b>INVESTMENTS TOTAL</b>         |               |                 |               |               | <b>16,000,000.00</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:**

**Liz Alley**

**NOTES:**

In the month of January 2025, no term deposits were made or discontinued. \$3 million of term deposits matured and were reinvested as shown below:

| Financial Institution | Date Matured | Amount \$    | Actions Taken                              | Source of Invested Funds                |
|-----------------------|--------------|--------------|--------------------------------------------|-----------------------------------------|
| NAB                   | 20/Jan/25    | 1,500,000.00 | reinvested for 92 days (3 months) at 4.95% | Water Fund 66.6%, Stormwater Fund 33.3% |
| Westpac               | 30/Jan/25    | 1,500,000.00 | reinvested for 5 months at 4.83%           | Waste Fund                              |



|                      |                                                  |
|----------------------|--------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Director Corporate Services</b> |
| <b>Submitted by:</b> | Liz Alley, Director Corporate Services           |
| <b>Reference:</b>    | <b>ITEM GOV9/25</b>                              |
| <b>Subject:</b>      | <b>REPORT ON LOAN BALANCES 31 DECEMBER 2024</b>  |

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

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

#### **SUMMARY**

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

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

**That Council notes the loan balance as at 31 December 2024 was \$19,641,601.88 (\$20,127,922.63 as at 30 June 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 31 December 2024 was \$19,641,601.88 (\$20,127,922.63 as at 30 June 2024).

#### **New Loans Taken Out between reporting periods 1 October 2024 to 31 December 2024.**

No New Loans were taken out during the reporting period.

#### **Bridging Finance**

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

On 24 July 2024 Council resolved (124/24) to continue the Corporate Market Loan with the National Australia Bank with a revised drawdown facility limit of \$2,670,000 to function as a cash reserve for emergency needs only. On 2 August 2024, the new limit came into place.

Our Governance No. 9 Cont...

As at 31 December 2024, Council did not use any amount from this facility to transfer into its General Fund for business operations.

### **COUNCIL IMPLICATIONS:**

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

For the 2024/2025 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**

Nil.

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

Nil.

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

Nil.

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

Prepared by staff member:

Liz Alley, Director Corporate Services

Approved/Reviewed by Manager:

Hein Basson, General Manager

Department:

Office of the Director Corporate Services

Attachments:

**1** Loan Register December 2024

**Tenterfield Shire Council**  
**Loans Schedule**  
**As at 31 December 2024**

| Loan Details                                   |                                                             |           |                                |               |            |                  |                            | Principal \$                |
|------------------------------------------------|-------------------------------------------------------------|-----------|--------------------------------|---------------|------------|------------------|----------------------------|-----------------------------|
| FUND                                           | PURPOSE                                                     | AMOUNT \$ | OBTAINED FROM                  | DATE OBTAINED | DUE DATE   | RATE OF INTEREST | INTERVALS AT WHICH PAYABLE | Principal Balance Remaining |
| 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                | 2,968,320.11                |
| 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                | 2,389,206.77                |
| General Fund                                   | Infrastructure 2020/21                                      | 4,048,952 | Commonwealth Bank of Australia | 31/03/2021    | 29/03/2041 | 2.69%            | Half Yearly                | 3,487,319.01                |
| General Fund                                   | Infrastructure 2019/20                                      | 1,000,000 | Commonwealth Bank of Australia | 15/06/2020    | 15/06/2040 | 2.90%            | Half Yearly                | 822,457.35                  |
| General Fund                                   | Main Street Upgrade                                         | 1,200,000 | National Australia Bank        | 25/02/2015    | 25/02/2025 | 3.70%            | Half Yearly                | 71,020.91                   |
| Sewer Fund                                     | Tenterfield Sewerage Treatment Plant                        | 2,500,000 | National Australia Bank        | 30/05/2008    | 30/05/2033 | 7.81%            | Half Yearly                | 1,402,302.28                |
| Water Fund                                     | Dam Wall Construction (1)                                   | 3,087,672 | CBA (Refinanced from ANZ)      | 29/09/2021    | 30/09/2041 | 2.59%            | Half Yearly                | 2,721,145.42                |
| Water Fund                                     | Dam Wall Construction (2)                                   | 2,684,880 | CBA (Refinanced from CBA)      | 6/07/2022     | 7/07/2042  | 5.73%            | Half Yearly                | 2,532,657.70                |
| Water Fund                                     | Urbenville Water Treatment Plant                            | 375,000   | National Australia Bank        | 5/02/2009     | 5/02/2033  | 6.47%            | Half Yearly                | 220,087.17                  |
| 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                | 3,027,085.16                |
| TOTAL Principal Balance as at 31 December 2024 |                                                             |           |                                |               |            |                  |                            | 19,641,601.88               |

|                      |                                                          |
|----------------------|----------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Director Corporate Services</b>         |
| <b>Submitted by:</b> | Liz Alley, Director Corporate Services                   |
| <b>Reference:</b>    | <b>ITEM GOV10/25</b>                                     |
| <b>Subject:</b>      | <b>CAPITAL EXPENDITURE REPORT AS AT 31 DECEMBER 2024</b> |

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

|                             |                                                                                                                                                                                                                         |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.                                                                    |
| <b>CSP Strategy:</b>        | Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making. |
| <b>CSP Delivery Program</b> | Collaborate and deliver resources with other organisations to ensure a variety of cost effective services across the service area.                                                                                      |

#### **SUMMARY**

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

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

**That Council receives and notes the Capital Expenditure Report for the period ended 31 December 2024.**

#### **BACKGROUND**

The Capital Expenditure Report indicates to Council the financial progress of each project against the forecast expenditure for that project. The information has also been set out to show which Council service the expenditure relates to.

#### **REPORT:**

The carry-forward budgets for capital projects not completed in the 2023/24 year were adopted in the first Quarterly Budget Review at the November 2024 meeting. The budgets for a number of new grants received in the current financial year were also adopted. The Capital Expenditure Report has been updated to show the current list of approved capital projects.

Staff are reminded to proceed with their capital projects as early as possible in the year, so that the funds can be spent within the financial year as per the operational plan and budget. The purpose of this is to avoid excessive carry forward projects across future financial years and to achieve the projects that Council presented in the Operational Plan for the current year.

#### **COUNCIL IMPLICATIONS:**

- 1. Community Engagement / Communication (per engagement strategy)**  
Nil.
- 2. Policy and Regulation**

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

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

|                               |                                           |
|-------------------------------|-------------------------------------------|
| Prepared by staff member:     | Liz Alley, Director Corporate Services    |
| Approved/Reviewed by Manager: | Hein Basson, General Manager              |
| Department:                   | Office of the Director Corporate Services |
| Attachments:                  | There are no attachments for this report. |

|                      |                                                          |
|----------------------|----------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Director Corporate Services</b>         |
| <b>Submitted by:</b> | Liz Alley, Director Corporate Services                   |
| <b>Reference:</b>    | <b>ITEM GOV11/25</b>                                     |
| <b>Subject:</b>      | <b>QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2024</b> |

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

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

#### **SUMMARY**

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

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

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

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

- (1) No additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless they are offset by other savings (e.g. with road works such as re-sheeting, with a plan to reduce maintenance costs) or grant funded, and even then only where there will be no additional operating costs as a result of the expenditure i.e. if capital related expenditure, it should be for the replacement of existing assets only, not new assets.**
- (2) Acknowledges the ongoing governance and treasury management difficulties Council faces with the current structure of many grant and disaster funding payments, and advocates for changes to the timing of these cash payments from State and Federal Governments.**
- (3) Council continues to explore increases in operational income by considering selling assets.**

#### **BACKGROUND**

Regulation 203 of the Regulation states that:

Our Governance No. 11 Cont...

- (1) *Not later than two months after the end of each quarter (except the June quarter), the Responsible Accounting Officer of a Council must prepare and submit to the Council a Budget Review Statement that shows, by reference to the estimate of income and expenditure set out in the Council's Statement of Revenue Policy included in the Operational Plan for the relevant year, a revised estimate of the income and expenditure for that year.*
- (2) *A Budget Review Statement must include or be accompanied by:*
  - (a) *a Report as to whether or not the Responsible Accounting Officer believes that the statement indicates that the financial position of the Council is satisfactory, having regard to the original estimate of income and expenditure, and*
  - (b) *if that position is unsatisfactory, recommendations for remedial action.*
- (3) *A Budget Review Statement must also include any information required by the Code to be included in such a statement.*

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

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

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

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

#### **REPORT:**

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

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

**The December 2024 Quarterly Budget Review has shown an improvement of \$1,513 in the Net Operating Deficit excluding Capital Grants and Contributions to (\$5,134K).**

The improved Net Operating Deficit excluding Capital Grants and Contributions, for December 2024, was due mainly to increased interest income on Council's investments and reduction in non-cash depreciation.

Our Governance No. 11 Cont...

**Comment by the Responsible Accounting Officer:**

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

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

Council's cash position is positively unrestricted as of 31 December 2024 primarily due to the advanced payment of the Financial Assistance Grant in June 2024, an additional \$1.82 Million in rate revenue (due to the 43% SRV approval by IPART), increases in interest earned, reduction in payroll associated costs and Council receiving advance payments for disaster related projects as stipulated in the Tripartite Agreement.

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

- a) No additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless they are offset by other savings (e.g. with road works such as re-sheeting, with a plan to reduce maintenance costs) or grant funded, and even then only where there will be no additional operating costs as a result of the expenditure, i.e. if capital related expenditure, it should be for the replacement of existing assets only and not new assets.
- b) Acknowledge the ongoing governance and treasury management difficulties Council faces with the current structure of many grant and disaster funding payments, and advocate for changes to the timing of these cash payments from State and Federal governments.
- c) Council continues to explore increases in operational income by considering the selling of assets.

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

**Operational Budget Review:**

**Revenue**

The December Quarterly Budget Review 2024 increase in revenue of \$621K is made up of;

- Increased rates, fees and charges income to reflect actuals received;
- Three (3) new operational grants to the value of \$292K;

| Service Area           | Operational Expenditure Project | Budget    |
|------------------------|---------------------------------|-----------|
| Arts Culture & Library | Youth Week 2025 Grant           | \$ 3,412  |
| Civic Office           | National Australia Day Grant    | \$ 10,000 |



Our Governance No. 11 Cont...

|                   |                                                                |            |
|-------------------|----------------------------------------------------------------|------------|
| Transport Network | Disaster Recovery Funding – Essential Public Asset Restoration | \$ 279,051 |
|-------------------|----------------------------------------------------------------|------------|

- Interest on Investments to the value of \$650K;
- With an offset of (\$400K) in relation to the deferral of the Mt Lindesay Road grant funded project to the 2025/26 year.

### Expenditure

The December Quarterly Budget Review 2024 reduction in expenditure is due to:

- Staff recruitment costs not previously budgeted for;
- the deferral of the Information Technology (new computer system) upgrade with the budget being moved to internal restrictions;
- overall reduction in non-cash items of Depreciation and movements in Asset Revaluation accounts.

All other movements have been offset against additional income or savings within the expenditure budget.

### Capital Budget Review:

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

The December 2024 budget review has reduced the Capital works expenditure budget by \$565K, mainly due to the deferral of Mt Lindesay Road grant project, deferral of Tenterfield Waste Recycling Infrastructure, deferral of Tenterfield's new Sewer Pump Station and the removal of the Stormwater projects (Drainage Pits - Upgrade & Stormwater Pipe Renewal).

### Cash and Investment Review:

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

As at 31 December 2024, Council had a positive unrestricted cash balance of \$6,139K and total internal restrictions of \$7,527K.

The Quarterly Budget Review also includes a reconciliation of Council's cash and investments on hand as at 31 December 2024.

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

Further, a declaration as to the preparation of bank reconciliations is also required. Bank reconciliations occur on a daily basis with a full reconciliation performed on a monthly

Our Governance No. 11 Cont...

basis. The full reconciliation for the December 2024 quarter occurred on 16 January 2025.

**Contracts:**

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

**Consultancy and Legal Expenses:**

The current expenditure as at 31 December 2024 on qualifying consultancies and legal fees are identified in the QBRS and this expenditure is budgeted for and, given the size and nature of Council's operations, is considered reasonable.

**COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

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

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

It is important for Council to note that the adoption of this budget review approves the variations identified in the attached Report and that the cumulative effect of the budget variations should be considered when reviewing this budget.

In the December 2024 Quarterly Budget Review, the forecast Operating Position has been revised to a surplus of \$22,725K (including capital grants and contributions) and an **Operating Deficit of (\$5,134K) (excluding capital grants and contributions)**.

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

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

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

Commentary – General Manager: The operating deficit of **(\$5,134)** excluding capital grants and contributions is not a satisfactory outcome, and clearly identifies the risk of Council being financially unsustainable into the future.

Our Governance No. 11 Cont...

**7. Performance Measures**

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

**8. Project Management**

Nil.

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

|                               |                                           |
|-------------------------------|-------------------------------------------|
| Prepared by staff member:     | Liz Alley, Director Corporate Services    |
| Approved/Reviewed by Manager: | Hein Basson, General Manager              |
| Department:                   | Office of the Director Corporate Services |
| Attachments:                  | There are no attachments for this report. |

|                      |                                                                      |
|----------------------|----------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Director Corporate Services</b>                     |
| <b>Submitted by:</b> | Lee Sisson, Governance Officer                                       |
| <b>Reference:</b>    | <b>ITEM GOV12/25</b>                                                 |
| <b>Subject:</b>      | <b>MONTHLY OPERATIONAL REPORT FOR DECEMBER 2024 AND JANUARY 2025</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 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 December 2024 and January 2025.**

**Liz Alley**  
**Director Corporate Services**

|                               |                                                                            |
|-------------------------------|----------------------------------------------------------------------------|
| Prepared by staff member:     | Lee Sisson, Governance Officer                                             |
| Approved/Reviewed by Manager: | Liz Alley, Director Corporate Services                                     |
| Department:                   | Office of the Director Corporate Services                                  |
| Attachments:                  | <b>1</b> MONTHLY OPERATIONAL REPORT 49<br>DECEMBER 2024 JANUARY 2025 Pages |

## Monthly Operational Report

Tenterfield Shire Council December 2024/January 2025 Council

Meeting 26 February 2025



**TENTERFIELD**

Monthly Operational Report – December 2024 January 2025

## 1. CIVIC OFFICE

**Delivery Program:**

**1.1.1**

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

| Action                                                                                                      | Responsibility  | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1.1.1<br>Improve and maintain communication methods in accordance with the Community Engagement Strategy. | General Manager | Bi-monthly Your Local News has been reinstated and released 17 February. The focus of this newsletter was Australia Day 2025 awards and Seniors Week 2025.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1.1.1.2<br>Provide opportunities for the community to participate in decision making.                       | General Manager | Community Engagement took place in December and January to prepare for the 2025-2036 Community Strategic Plan.<br>Community Engagement took place in a range of different ways:<br>Newsletter - posted to every household about the Community Strategic Plan review,<br>Website - Council invited participation on the front page of our website, and posted the 'State of Our Shire' report for an update of progress made on the previous Community Strategic Plan "Tenterfield 2032",<br>Information Sessions - Council hosted 11 information sessions in 10 locations across the Shire, with 125 people from the community attending, and<br>Surveys and Submissions - Council distributed both hard copy and electronic surveys canvassing peoples' views on the issues relevant to the Community Strategic Plan, and received a total of 80 returned surveys. |

**Delivery Program:**

**1.1.2**

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

| Action | Responsibility | Progress Comment |
|--------|----------------|------------------|
|--------|----------------|------------------|

Monthly Operational Report – December 2024 January 2025

|                                                                                                                                                                                                                                                              |                       |                                                                                                                                                                                                                                                                                             |
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| 1.1.2.1<br>Support and contribute to NAIDOC week.                                                                                                                                                                                                            | General Manager       | Council provided in-kind support to Reconstruction NSW officer with promotional materials for the NAIDOC Ball 2023.<br>Staff are currently considering having a NAIDOC week theme in the Library in the future.                                                                             |
| <b>Delivery Program:</b><br>1.1.4<br>Promote and recognise the work of volunteers in the community.                                                                                                                                                          |                       |                                                                                                                                                                                                                                                                                             |
| <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       | The new School of Arts Tenterfield Incorporated has been formed with the Committee elected on 23 <sup>rd</sup> of January. Negotiations are ongoing for a formal Agreement between Council and this new Entity.<br><br>There was a volunteer induction held on 20 <sup>th</sup> of January. |
| <b>Delivery Program:</b><br>2.1.3<br>Improve heavy vehicle access across the shire and improve links to regional transport infrastructure to facilitate and support regional development opportunities.                                                      |                       |                                                                                                                                                                                                                                                                                             |
| <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       | The Director of Infrastructure is currently evaluating several grant funding opportunities while also seeking resources to assist with producing the grant applications.                                                                                                                    |
| <b>Delivery Program:</b><br>5.1.1<br>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>Action</b>                                                                                                                                                                                                                                                | <b>Responsibility</b> | <b>Progress Comment</b>                                                                                                                                                                                                                                                                     |

Monthly Operational Report – December 2024 January 2025

|                                                                                                                                                                                                    |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                               |
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| 5.1.1.9<br>Influence and advocate support from Federal and State government in relation to promotion of Tenterfield community objectives.                                                          | General Manager                                           | The Mayor has recently had discussions with the Hunter New England Health Service regarding the ongoing problem with patients being referred back from the Tenterfield Multi Purpose Health Centre into NSW, and not Queensland where their treating doctors/specialists are.                                                                                                                                 |
| 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.                   | Executive Assistant<br><br>(Economic Development Officer) | Extensive community engagement took place in this period utilising our social media, print and website holdings as well as in person at community hall meetings throughout the Shire.                                                                                                                                                                                                                         |
| 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                                           | A recent example of research, legislative and evidence-based advice relates to the proposal received by Council from Angry Bull Trails (ABT) for Council to act as the “public authority” in terms of the planning legislation in order for ABT not to lodge a development application in terms of Part 4 of the Environmental planning and Assessment Act – where this pathway was determined to be illegal. |
| <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                                           | Ongoing – Council representation on the local Health Advisory Committee.                                                                                                                                                                                                                                                                                                                                      |



Monthly Operational Report – December 2024 January 2025

## 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>                                                                                  |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                                                                               | Responsibility  | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1.2.3.1<br>Deliver and report to the OLG on the Council's Disability Inclusion Action Plan.                                                                                                          | General Manager | Council's Disability Inclusion Action Plan (DIAP) 2022/2023 was submitted to NSW Department of Communities and Justice in November 2023. Completed.                                                                                                                                                                                                                                                                                                                                                                                                           |
| <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>                                        |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Action                                                                                                                                                                                               | Responsibility  | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5.1.2.4<br>Implement the long-term financial strategy, aligning the Long-Term Financial Plan with the Asset Management Plan and importantly councils sustainable, financial and resource capability. | General Manager | <p>Asset inspections have taken place for a sample of Bridges and Sealed Roads with this information being fed back into the maintenance plans for the Budget, Delivery Program and Long-Term Financial Plan.</p> <p>Contractors are being sought to develop an Asset Management Plan for Council to again feed into the maintenance plans for the Budget, Workforce Management Strategy, Delivery Program and Long-Term Financial Plan.</p> <p>This information will be reported to Council to inform decisions about its long-term financial stability.</p> |
| 5.1.2.5<br>Ensure the continued review of council's                                                                                                                                                  | General Manager | Each quarter an extensive review is done as part of the Quarterly Budget Review. Savings and shortfalls are identified with the focus on budget transfers to eliminate increases (apart from Grant funded projects) in the total expenditure of Council.                                                                                                                                                                                                                                                                                                      |

Monthly Operational Report – December 2024 January 2025

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|------------------------------------------------------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| operations to ensure financial sustainability.                   |                                                                            | The new Organisational Structure is now implemented with recruitment underway for the vacant senior positions. Once these positions are filled there will be an ongoing focus on possible internal savings and efficiencies.                                                                                 |
| 5.1.2.6<br>Council will divest itself of underperforming assets. | (Director Corporate Services) in consultation with Director Infrastructure | One Council owned property at Clarence Street, Tenterfield (2.19ha block opposite TAFE) remains on the market.<br><br>Council will have to develop a particular focus on potentially divesting itself from other properties which add to Council's annual depreciation cost, maintenance and renewal burden. |

Monthly Operational Report – December 2024 January 2025

### 3. ECONOMIC GROWTH

| <b>Delivery Program:</b><br><b>2.1.1</b><br><b>Develop and facilitate a diversified and growing economy that is a balance of all economic contributors.</b>                                                                                                                                                                                                                                                                                                    |                                                       |                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Responsibility                                        | Progress Comment                                                                                                                                                                                                                                                                                                                                                                          |
| <b>2.1.1.1</b><br>Seek opportunities that aligns with the Regional Economic Development Strategy (REDS).<br><br>Actively encourage and support increased activation of the Memorandum of Understanding between Tenterfield Shire Council and Southern Downs Regional Council (Queensland).<br><br>Continue to lobby for major public investment for the shire/region including New England Highway upgrades, and the planned Tenterfield Heavy Vehicle Bypass. | General Manager<br><br>(Economic Development Officer) | On Tuesday 4 <sup>th</sup> February the Executive Team had discussions with a representative from Transport for NSW regarding what further action had occurred regarding the Tenterfield Heavy Vehicle Bypass. No firm dates have been set.<br><br>Lobbying also took place regarding the realigning of the intersection of Bruxner Way and the New England Highway. Discussions ongoing. |
| <b>Delivery Program:</b><br><b>5.2.3</b><br><b>Lobby and support government and local service providers to enhance communications infrastructure across the Tenterfield Shire.</b>                                                                                                                                                                                                                                                                             |                                                       |                                                                                                                                                                                                                                                                                                                                                                                           |
| Action                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Responsibility                                        | Progress Comment                                                                                                                                                                                                                                                                                                                                                                          |
| <b>5.2.3.1</b><br>Engage with Federal government representatives, and elected local member, on telecommunications issues in Tenterfield Shire and lobby for upgrades.<br><br>Engage with representatives of telecommunications service providers on Tenterfield Shire transmission and reception issues, including planned upgrades to improve services.                                                                                                       | General Manager<br><br>(Economic Development Officer) | As previously reported, Council has advocated on the behalf of Tenterfield Shire for enhanced communications infrastructure, stakeholder nbn has developed a Regional Upgrade Program which will benefit the Tenterfield Local Government Area.<br><br>Many residents in Tenterfield serviced by the nbn network via a Fibre to the Curb (FTTC) can now upgrade to Fibre to the           |

Monthly Operational Report – December 2024 January 2025

|  |  |                                                                                                                                                                                                                                                                                 |
|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | Premises (FTTP), nbn has also started work on upgrading the nbn Fixed Wireless network in the Shire to help those customers access faster speeds and once complete will also allow some customers within the nbn Sky Muster footprint to access the nbn Fixed Wireless network. |
|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Monthly Operational Report – December 2024 January 2025

## 4. ARTS, CULTURE & LIBRARY SERVICES

**Delivery Program:**

**1.1.3**

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

| Action                                                                                                                                                                                                                                                         | Responsibility                             | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1.3.1<br>Provide and support access to arts and culture activities and opportunities that are inclusive and for all age groups such as National Youth Week activities, Arts North West opportunities and the Museums & Galleries NSW Museum Advisor Program. | Manager Arts, Culture and Library Services | <p>NSW Youth Week 2025 is taking place from 9-17 April for 12-24 year old young people. The library successfully applied for a grant from Department Communities &amp; Justice (DCJ) on behalf of Council to the value of \$3412. The purpose of the funding is to increase youth engagement, access to and inclusion in community activities such as sport and recreation, cultural and other activities. Under the agreement Council will contribute \$2588 from library funds. Proposed events include a stand-up comedy workshop, drawing workshops, craft workshops with Make-It and a touch football clinic. The library is calling for input from the youth of Tenterfield Shire for other suggestions to add to the program.</p> <p>Library staff have recommenced tech help on Tuesdays specifically for senior residents. This is proving very popular and there are more tech workshops currently in the design phase for Senior's Week in March. The library will also host a craft workshop for seniors.</p>                                 |
| 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 | <p>During the December reporting period the library recorded 576 visitors through the doors. During December the library services provided included 1,044 physical loans and 306 digital items borrowed with 124 individuals spending 119.25 hours using the public computers. The home Library service delivered 57 items to 12 home Library members. Storytime was attended by 11 children and 9 parents across 2 sessions and continues to be presented in partnership with Make-It Tenterfield who develop exciting new creative activities for each session.</p> <p>During the January reporting period the library recorded 1074 visitors through the doors. During January the library services provided included 1,533 physical loans and 281 digital items borrowed with 153 individuals spending 167.25 hours using the public computers. The home Library service delivered 39 items to 12 home Library members. Storytime has taken a break over the school holidays and will return on the second week back 13<sup>th</sup> of February.</p> |

Monthly Operational Report – December 2024 January 2025

## 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<br>Workforce,<br>Safety, Risk &<br>Records | <p>Recruitment continues for the following positions in Council:</p> <ul style="list-style-type: none"> <li>• Executive Assistant &amp; Media</li> <li>• Plant Mechanic</li> <li>• Fleet Coordinator</li> <li>• Librarian – Finalised. Commencing 20 December 2024</li> <li>• Manager Asset &amp; Program Planning</li> <li>• Trainee: Services Operator (Tenterfield) x2</li> </ul> <p>Statistics for Council's organisational structure following recent workforce change. Full Time Equivalent (FTE) 82.</p> <p>Implementation of some specific Workforce Management Strategies are being impeded by current financial constraints.</p> <p>Challenges facing recruitment for technical skilled positions in Council is still being impeded by the current market and economic climate which is impeding talent acquisition.</p> |
| 5.1.1.5<br>Facilitate worker health and wellbeing consultation, communication, and participation processes. | Manager<br>Workforce,<br>Safety, Risk &<br>Records | <p>Management and supervisors are providing regular onsite workplace health and safety discussions/meetings with staff/crews adhering to their responsibilities under the Workplace Health &amp; Safety legislation and Council Policy.</p> <p>Meetings held with StateCover relating to workers compensation and insurance.</p> <p>Meetings held with StateWide Mutual continue, relating to Public Liability and Business Continuity Planning. A Business Continuity Planning (BCP) workshop is scheduled for February 2025.</p>                                                                                                                                                                                                                                                                                                 |

Monthly Operational Report – December 2024 January 2025

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|---------------------------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                   |                                                    | Council's employee assistance program (EAP) continues with ongoing onsite counselling sessions being provided monthly, provided to all employees and is available to Councillors.<br>Health and Wellbeing initiatives continue to being sought for 2025.                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5.1.1.6<br>Develop, manage and deliver skills targeted training plans.                            | Manager<br>Workforce,<br>Safety, Risk &<br>Records | Certificate III in Civil Construction Plant Operations ongoing.<br>Diploma in Facilities Management ongoing.<br>Traineeship – Certificate IV in Library & Information Services ongoing.<br>Working Near Overhead Powerlines – Scheduled for late March early April 2025<br>Project Management Integration into Records and Information Management training<br>Regulatory training is being reviewed with various training being organized for 2025.<br>Government incentives and initiatives are being investigated for future learning and development programs and is ongoing.                                                                                    |
| 5.1.1.7<br>Develop, manage and deliver Employer of choice recruitment and retention services.     | Manager<br>Workforce,<br>Safety, Risk &<br>Records | Recruitment for the following positions occurred: <ul style="list-style-type: none"> <li>• Executive Assistant &amp; Media</li> <li>• Plant Mechanic</li> <li>• Fleet Coordinator</li> <li>• Librarian – Finalised. Commencing 20 December 2024</li> <li>• Manager Asset &amp; Program Planning</li> <li>• Trainee: Services Operator (Tenterfield) x2</li> </ul> Council's end of year function was organised and held in December. Employee Service Awards were completed and distributed to those in attendance.<br><br>Implementation of some specific Workforce Management Strategies are being impeded by budgetary and organisational financial constraints. |
| 5.1.1.8<br>Manage and report on Council's Enterprise Risk Management Framework and Risk Register. | Manager<br>Workforce,<br>Safety, Risk &<br>Records | The process is underway of the development of an Enterprise Risk Management Framework. Once implemented, one of the products following this will be a revised risk register. A Draft Risk Management Framework has been undertaken and presented to Senior Staff.<br>Audit and Risk Committee meeting is scheduled to be held in March 2025.<br>Business Continuity Planning Workshop scheduled for February 2025.<br>Public Liability Claims continue to be managed in conjunction with Statewide Mutual.<br>Northern Inland Risk Management Group meeting scheduled for February 2025.                                                                            |



Monthly Operational Report – December 2024 January 2025

## 6. EMERGENCY SERVICES

**Delivery Program:**

**3.1.6**

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

| Action                                                                                | Responsibility                                     | Progress Comment                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1.6.1<br>Develop, manage and deliver Emergency Management functions and facilities. | Manager<br>Workforce,<br>Safety, Risk &<br>Records | Local Emergency Management Committee (LEMC) meeting is scheduled to be held in March 2025.<br>RFS Service Level Agreement (SLA) meeting scheduled to be held April 2025.<br>Scheduled work is being undertaken to maintain emergency services assets/buildings. |



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## 7. FINANCE & TECHNOLOGY

| <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> |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Action                                                                                                                                                        | Responsibility              | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5.1.2.1<br>Manage and deliver finance services.                                                                                                               | Director Corporate Services | <p>Council continues to seek to provide affordable services whilst ensuring finances are managed effectively.</p> <p><b>Financial Management</b><br/> The additional \$1.8 million in ordinary rates revenue forms part of Council revenue into the future. Council continues to work on the recommendations set out by IPART as part of its SRV determination for Council's earlier SRV application.</p> <p>Council continues to receive a higher interest on investment income compared to previous years which is attributed to an increase in interest rates. This is assisting Council finances and cash flow.</p> <p><b>Corporate Market Loan (\$2,670,000)</b><br/> The Corporate Market Loan was not drawn down during December 24 or January 25.</p> <p><b>Unrestricted Cash Position</b><br/> Council was positive unrestricted cash as at end of January 25.</p> <p><b>Quarterly Budget Review</b><br/> The Quarterly Budget Review for December 2024 is a separate report in this February Council Meeting.</p> |
| 5.1.2.2<br>Manage and report on Council's Long-Term Financial Plan and facilitate and support internal and external audits.                                   | Director Corporate Services | <p>Council's Long Term Financial Plan was adopted by Council June 2024 as part of the adopted Budget 2024/25.</p> <p>As Council continuously work towards a Fiscal Repair Strategy and an updated Asset Management Plan, the decisions Council makes will be reflected in the new LTFP on a rolling basis across the years.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

Monthly Operational Report – December 2024 January 2025

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|                                                                                                                                  |                             | <p>The preparation of the Budget 2025/26 and Long -Term Financial Plan will incorporate the new asset condition reports to give a realistic indication of the ongoing costs required to maintain Council assets.</p> <p>Two internal audits are being commissioned in February 2025 on Procurement and Contract Management and Cyber Security. The findings from these audits will be factored into the new Budget 2025/26, Delivery Program and Long-Term Financial Plan.</p>                                                                                                                                                                                                               |
| 5.1.2.3<br>Manage investments – Plan develop and manage Council’s investment portfolio.                                          | Director Corporate Services | <p>Investments are managed within Council’s Investment Policy guidelines. Investments are reported to Council every month as part of the Finance and Accounts report, with the latest update being provided for January 2025.</p> <p>Council staff aim to invest in liquid funds for short-time periods to gain maximum investment returns without compromising working capital.</p> <p>Council currently has a significant amount of cash in our on-call account due to the interest rate being comparative to the short-term investments.</p> <p>Total Investment Balance as at 31 January 2026 was \$16 million.</p>                                                                      |
| <b>Delivery Program:</b><br><b>5.1.4</b><br><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.                                                      | Director Corporate Services | <p>Council’s Cyber Security Framework has been drafted, ready for review. The focus is cyber security and threats originating from external sources. Council IT staff are in continuous training and development to stay updated on the emerging threats.</p> <p>Council IT staff are currently investigating a new enterprise resource planning ERP system which will enable Council to move towards a cloud-based solution. One of the reasons for this transition is to release pressure from Council’s server which is approaching its useful life and presents a high risk to Council IT infrastructure and business continuity if it encounters any issues. The other reason is to</p> |

Monthly Operational Report – December 2024 January 2025

|  |  |                                                                                                                  |
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|  |  | replace our Financial System that is nearing its end of support phase due to being superseded by another system. |
|  |  | No IT related issues or breaches were reported in December 2024 or January 2025.                                 |

Monthly Operational Report – December 2024 January 2025

## 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>                                                                             |                                |                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                                                                                                                                                     | Responsibility                 | Progress Comment                                                                                                                                                                                                                                                                                                                                                            |
| 1.1.3.3<br>Manage all corporate art, artefacts, honour boards and memorabilia (including audit and security).                                                                                                                                                              | Director of Corporate Services | The National Trust is sending staff up to clean the collection at the Museum and train volunteers in late February.<br>The quote for cleaning the quilt has been accepted and commissioning will begin in February, with transportation to Brisbane being the major issue.                                                                                                  |
| <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> |                                |                                                                                                                                                                                                                                                                                                                                                                             |
| Action                                                                                                                                                                                                                                                                     | Responsibility                 | Progress Comment                                                                                                                                                                                                                                                                                                                                                            |
| 5.1.1.1<br>Develop, manage and deliver Customer Services, in accordance with the Customer Service Charter.                                                                                                                                                                 | Director Corporate Services    | Compliments for December 2024 – 3<br>Complaints for December 2024 - 1<br>Compliments for January 2025 – 5<br>Complaints for January 2025 - 2                                                                                                                                                                                                                                |
| 5.1.1.2<br>Develop, manage and deliver Governance Services, in accordance with OLG Compliance Guide, IP&R Framework and Reporting including                                                                                                                                | Director Corporate Services    | Community Engagement took place in December 2024 and a Community Survey was conducted. We received 80 surveys and 125 people came to Community Engagement Sessions across the Shire.<br><br>Centium have been engaged to deliver a Community Engagement Report and updated Community Strategic Plan, drafts are being put forward at this Council Meeting 27 February 2025. |

Monthly Operational Report – December 2024 January 2025

|                                                                                                                                                                                                                |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| the Monthly Operational Report, GIPA and PIDS and facilitate and support the ARIC.                                                                                                                             |                                              | <p>Two Internal Audits are currently being undertaken, Procurement and Contract Management and Cyber Security as required under Council's Assurance Map. Draft reports will be reported to the Audit, Risk and Improvement Committee in due course.</p> <p>No Public Interest Disclosures were made during December 2024 or January 2025</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5.1.1.3<br>Develop, manage and deliver Records Management Services, in accordance with legislation.                                                                                                            | Manager<br>Workforce, Safety, Risk & Records | <p>Records staff continue to deliver compliant records management in line with legislative requirements.</p> <p>Council's digitization program continues with scanning of the Planning Department's Records, historical maps, plans and legal documents.</p> <p>Other areas of records compliance are:</p> <ul style="list-style-type: none"> <li>• Registration of Council emails and distribution to Council officer's</li> <li>• Records compliance reporting</li> <li>• Records security profiling</li> <li>• Museums of History – Records Transfer Plan completed December 2024. Historical Registers and Records have been identified for transfer to State Records Repository in Armidale and added to the Transfer Plan, as there is no facility in Council to store these records permanently.</li> <li>• New Contract Register for Government Information (Public Access) GIPA and Auditor Reporting</li> </ul> <p>Over recent months, Council's Inbox has seen an increase in email traffic, reporting high levels in the beginning of a week. Monday's activities seem to be the highest due to the weekend's worth of traffic to be processed, which also includes the processing of Monday's records.</p> |
| <p><b>Delivery Program:</b></p> <p><b>5.2.1</b></p> <p><b>Services to our community are provided in an equitable, safe, professional, friendly and timely manner consistent with our corporate values.</b></p> |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Action</b>                                                                                                                                                                                                  | <b>Responsibility</b>                        | <b>Progress Comment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|                                                                        |                             |                                                                                                                                                                                           |
|------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.2.1.1<br>Deliver independent bi-annual Customer Satisfaction Survey. | Director Corporate Services | A survey was completed as part of the Community Strategic Engagement and will form part of the Community Strategic Plan and Integrated Reporting Framework for Tenterfield Shire Council. |
|------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Monthly Operational Report – December 2024 January 2025

## 9. ENVIRONMENTAL MANAGEMENT

**Delivery Program:**

**3.1.2**

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

| Action                                                                                                                       | Responsibility                       | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1.2.1<br>Enforce Companion Animals, Illegal Dumping and Parking Control regulations.                                       | Manager Parks, Gardens & Open Spaces | <p><b>December 2024 January 2025</b></p> <p>7 roaming dog complaints<br/> 5 barking dog complaints<br/> 4 dog incidents<br/> 2 rooster noise complaints<br/> 2 Generator noise complaints<br/> 3 illegal dumping<br/> Complaint regarding feral cats in Douglas street<br/> Infringements issues for Parking:<br/> 1 x Disable parking without a permit displayed<br/> 4 x stop in taxi zone<br/> 13 x Park continuously for longer than indicated<br/> 1 disobey No stopping sign<br/> 1 abandoned vehicle</p> <p>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><u>Weed officer Report for December &amp; January</u></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. Two visits from Tate Animals using sniffer dogs to detect plants on the core infestation on Aldershot.</li> <li>• <u>Tropical Soda Apple</u> – Tabulam and Urbenville.</li> </ul>                                                                                                                                                                                                                                                      |

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|                                                                                                                                                        |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                        |                                      | <ul style="list-style-type: none"> <li>• <u>Water Hyacinth</u> - Legume</li> <li>• <u>St John's Wort</u> – New England Highway, Bruxner Highway and Rifle Range rd.</li> <li>• <u>Blackberry</u> – Amosfield Rd, Mt Lindsey Highway, Killarney Rd, Drake Transfer Station, Smith's Lane, Sunnyside Loop Rd, Four-mile Creek Rd, Bryan's Gap Rd, Barney Downs Rd, and Finns Rd.</li> <li>• <u>Lantana</u> - Paddy's Flat Rd, Plain Station Rd, Mt Lindsey Highway and Sugarbag Rd East</li> <li>• <u>Tree of Heaven</u> - Smiths Lane</li> <li>• <u>Honey Locust</u> – Bryans Gap Rd</li> <li>• <u>Annual Ragweed</u> – Mt Lindsey Highway, Finns Rd</li> <li>• <u>Council Lands</u> – New &amp; old Water Treatment plants, Tenterfield sewage treatment plant and ponds, Water Reservoir, Pump stations, Tenterfield Sale Yards, Tenterfield Cemetery, Stannum and Torrington Cemeteries, Town Streets, Tenterfield Shire Depot.</li> <li>• <u>Property inspections and High-Risk site Inspections</u> – 31 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>• High risk Waterway inspections – The Dumaresq River was inspected by kayak from the bridge at Mingoola Station Rd through to the Beardy River over 2 days for water weeds.</li> <li>• <u>Black Knapweed response at Tenterfield</u> - a Rapid Response surveillance exercise was held in Tenterfield for Black knapweed over 2 days in January. 10 attendees from local councils from across the Northern Tablelands, the DPI and Local Land services attended.</li> </ul> |
| 3.1.2.3<br>Notices and Orders to be issued or served where necessary as per the Local Government Act, EPA Act and POEO Act and Associated Regulations. | Manager Parks, Gardens & Open Spaces | <p><b>December 2024</b></p> <p>3 x request for microchip &amp; registration details letter</p> <p>1 Roaming dog letter</p> <p>3 x overgrown property letters</p> <p>1 abandon vehicle notice</p> <p><b>January 2025</b></p> <p>No notices or orders issued</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



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## 10. LIVESTOCK SALEYARD

| <b>Delivery Program:</b><br><b>2.1.2</b><br><b>Manage Council's Livestock Saleyards in a commercial manner.</b>                     |                                      |                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                              | Responsibility                       | Progress Comment                                                                                                                            |
| <b>2.1.2.1</b><br>Manage and deliver commercial Saleyard Services, including improving hard standing surface at double height ramp. | Manager Parks, Gardens & Open Spaces | <b>December 2024</b>                                                                                                                        |
|                                                                                                                                     |                                      | Prime Sale      159 Head    \$154,318.78<br>Private Weighing    77 Head    \$41,812.50<br>Total                    236 Head    \$196,131.28 |
|                                                                                                                                     |                                      | <b>January 2025</b>                                                                                                                         |
|                                                                                                                                     |                                      | Prime Sale      939 Head    \$1,317,263.49<br>Private Weighing    30 Head    \$0                                                            |
|                                                                                                                                     |                                      | Total                    969 Head    \$1,317,263.49                                                                                         |
|                                                                                                                                     |                                      | To Date                4628 Head                                                                                                            |
|                                                                                                                                     |                                      |                                                                                                                                             |

Monthly Operational Report – December 2024 January 2025

## 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 & Regulation | All applications assessed in accordance with Tenterfield LEP and DCP. Twenty (20) Development Applications lodged, fifteen (15) approved. Thirty (30) 10.7 certificates, six (6) 735A certificates issued.<br><br>Christmas/New Year closedown, staff leave and limitations of 1 planner and 1 health and building surveyor mean that assessment, processing and issuing of development consents, construction certificates, S68 on site sewage management applications, Occupation Certificates, undertaking of all inspections are experiencing longer than usual timeframes. |
| 3.1.1.2<br>Manage and deliver heritage advisory services.                                                                    | Manager Planning & Regulation | Consultation with heritage grant recipients in relation to colour schemes, guttering and ongoing review of brochures for Cemetery and Town Walks under heritage grants. DA review and preparation of heritage referral reports and ongoing updating of the Heritage Inventory database.                                                                                                                                                                                                                                                                                         |
| 3.1.1.3<br>Manage and deliver development, building and construction regulatory services.                                    | Manager Planning & Regulation | 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.                                                                                                                                                                                                                                                                                                                       |

**Applications Lodged December & January 2024/2025**

| DA Number  | Applicant            | Address                                | Description of Work                       |
|------------|----------------------|----------------------------------------|-------------------------------------------|
| 2024.121   | R Marlow             | Torrington Road Torrington             | Dwelling                                  |
| 2024.122   | Westbuilt Homes      | 204 Border Gate Rd Cottonvale          | Manufactured Dwelling                     |
| 2024.123   | A Coppolaro          | 167 Logan Street Tenterfield           | Change of use Shed to Dwelling & Studio   |
| 2024.124   | Wes Smith Building   | 18 Reid St Tenterfield                 | Dwelling                                  |
| 2024.125   | B Ridsdill-Kenny     | 11 Flagstone Road Legume               | Dwelling Additions – relocated structure  |
| 2024.126   | J Costanzo           | 146 East Street Tenterfield NSW 2372   | Internal Alterations                      |
| 2024.128   | J Morgan             | 680 Sunnyside Road Tenterfield         | Shed                                      |
| 2024.129   | J Hoffman & R Voysey | 982 Black Swamp Road Tenterfield       | Dwelling                                  |
| 2025.001   | Tenterfield Surverys | 76 Black Swamp Road Tenterfield        | Four (4) Lot boundary adjustment          |
| 2025.002   | Tenterfield Surveys  | 4356 Paddys Flat Road Upper Tooloom    | Two (2) lot Boundary Adjustment           |
| 2025.003   | N McCotter           | 223 Geyers Road, Tenterfield           | Dwelling-Kit Home                         |
| 2025.004   | M Pearson            | 84b Robinson Lane Tenterfield          | Dwelling                                  |
| 2009-097/4 | G Curry              | 46 Polworth St Tenterfield             | Modification- Staged Subdivision          |
| 2025.005   | Wes Smith Building   | 15 Haddocks Road, Tenterfield          | Dwelling                                  |
| 2025.006   | T Murphy             | 47A Bryans Gap Road Tenterfield        | Shed                                      |
| 2025.007   | D Ennor              | 18 Stanthorpe St Liston                | Dwelling- Installation of previously used |
| 2025.008   | M Alexander          | Black Swamp Road Tenterfield           | Subdivision-Boundary Adjustment           |
| 2025.009   | L Annetts            | 189 Bellevue Road Tenterfield          | Dwelling                                  |
| 2025.010   | R Horan              | Kangaroo Creek Forest Rd Upper Tooloom | Dwelling                                  |

|          |        |                                    |          |
|----------|--------|------------------------------------|----------|
| 2025.011 | D Toop | 412b Silent Grove Road, Torrington | Dwelling |
|----------|--------|------------------------------------|----------|

### Applications Determined December & January 2024/2025

| DA Number  | Applicant            | Address                                 | Description of Work                     |
|------------|----------------------|-----------------------------------------|-----------------------------------------|
| 2024.067   | C. Groszek           | 35 Snake Creek Road, Sandy Hill         | Dwelling                                |
| 2024.096   | B. Knusten           | 7063 New England Highway                | Relocatable Dwelling                    |
| 2024.105   | Tenterfield Surveys  | 66 Sunnyside Platform Road, Tenterfield | 4 Lot Subdivision                       |
| 2024.113   | Tenterfield Surveys  | 84A Robinson Lane, Tenterfield          | 3 Lot Subdivision                       |
| 2024.116   | P Murphy             | 161 Logan Street Tenterfield            | Use of Existing Structure - Pergola     |
| 2024.012/1 | A Blacket            | Geyers Road                             | Modification - Dwelling                 |
| 2024.057   | Ford                 | Fairfield Street Drake                  | Dwelling                                |
| 2024.107   | S Osborne            | 369 Rouse Street Tenterfield            | Change of Use                           |
| 2024.114   | Westbuilt            | 85 Millers Lane, Tenterfield            | Manufactured Dwelling                   |
| 2024.117   | L Sherren            | 33 Railway Street Tenterfield           | Shed                                    |
| 2024.118   | Tenterfield Surveys  | 369 Washpool Creek Tenterfield          | 2 Lot Subdivision – Boundary Adjustment |
| 2024.119   | Tenterfield Surveys  | 212 Mole Station Road Woodside          | 2 Lot Subdivision                       |
| 2024.120   | Tenterfield Surveys  | Finns Road Tenterfield                  | 4 Lot Subdivision – Boundary Adjustment |
| 2024.126   | J Costanzo           | 146 East Street Tenterfield NSW 2372    | Internal Alterations                    |
| 2024.129   | J Hoffman & R Voysey | 982 Black Swamp Road Tenterfield        | Dwelling                                |

**Applications Outstanding –January 2025**

| DA Number | Applicant                            | Property Address                | Description of Work                                  | Status of Application/Comment                                                                                                                          |
|-----------|--------------------------------------|---------------------------------|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2019.104  | Wilshire & Co<br>Superannuation Fund | 1-9 Manners Street, Tenterfield | New Shed &<br>Extension to Existing<br>Shed (Awning) | Insufficient Information provided to<br>complete assessment<br><br>Sep 24 -Applicant & new owner have<br>indicated they wish to pursue DA.             |
| 2021.012  | Corbett                              | Bluff River Road, Tenterfield   | Primitive Camp<br>Ground                             | Insufficient Information provided to<br>complete assessment<br><br>Sep 24 -Awaiting response from<br>applicant to determine if they wish to<br>proceed |
| 2022.043  | Tenterfield Surveys                  | 60 Derby Street, Tenterfield    | Five (5) Lot Staged<br>Urban Subdivision             | Information required from applicant<br><br>Jan 25 – applicant to contact owner                                                                         |
| 2022.068  | Tenterfield Surveys                  | 531A Long Gully Road, Drake     | Two (2) Lot<br>Subdivision                           | Information required from applicant<br><br>Jan 25 -Applicant addressing RFS<br>requirements for compliance                                             |
| 2024.080  | M. Barry                             | Bruxner Highway Drake           | Camping ground                                       | RFS request additional information,<br>applicant provided amended plans                                                                                |
| 2024.088  | Tenterfield Surveys                  | 1225 Kildare Road Tenterfield   | Subdivision (6 lot<br>rural residential)             | Under assessment                                                                                                                                       |
| 2024.091  | J. Bolger                            | 102 Rouse Street Tenterfield    | Redevelopment of<br>Caravan Park                     | Under Assessment/information<br>requested from applicant                                                                                               |

|          |                                        |                                       |                                          |                                                                                     |
|----------|----------------------------------------|---------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------|
| 2024.094 | S. & C. Crawford                       | Mole River Road Mole River            | Temporary Use - Events & Camping Ground  | Under Assessment/RFS request for additional information/To be advertised & notified |
| 2024.104 | Casson Planning & Development Services | 44 Francis Street Tenterfield         | Caravan Park                             | Under Assessment/RFS/Notification completed -report to Council                      |
| 2024.109 | Tenterfield Surveys                    | 395 Bruxner Road Drake                | 5 Lot Subdivision                        | RFS request for bushfire report                                                     |
| 2024.111 | Tenterfield Surveys                    | 7266 Mt Lindesay Road Cullendore      | 3 Lot Subdivision                        | RFS request for bushfire report                                                     |
| 2024.115 | Westerman                              | 7643 New England Highway, Tenterfield | Change of Use- Dwelling                  | Under Assessment                                                                    |
| 2024.121 | R Marlow                               | Torrington Road Torrington            | Dwelling                                 | Under Assessment                                                                    |
| 2024.122 | Westbuilt Homes                        | 204 Border Gate Rd Cottonvale         | Manufactured Dwelling                    | Under Assessment                                                                    |
| 2024.123 | A Coppolaro                            | 167 Logan Street Tenterfield          | Change of use Shed to Dwelling & Studio  | Under Assessment                                                                    |
| 2024.124 | Wes Smith Building                     | 18 Reid St Tenterfield                | Dwelling                                 | Under Assessment                                                                    |
| 2024.125 | B Ridsdill-Kenny                       | 11 Flagstone Road Legume              | Dwelling Additions – relocated structure | Under Assessment                                                                    |
| 2024.128 | J Morgan                               | 680 Sunnyside Road Tenterfield        | Shed                                     | Under Assessment                                                                    |
| 2025.001 | Tenterfield Surverys                   | 76 Black Swamp Road Tenterfield       | Four (4) Lot boundary adjustment         | Under Assessment/RFS                                                                |
| 2025.002 | Tenterfield Surveys                    | 4356 Paddys Flat Road Upper Tooloom   | Two (2) lot Boundary Adjustment          | Under Assessment/RFS                                                                |
| 2025.003 | N McCotter                             | 223 Geyers Road, Tenterfield          | Dwelling-Kit Home                        | Under Assessment                                                                    |
| 2025.004 | M Pearson                              | 84b Robinson Lane Tenterfield         | Dwelling                                 | Under Assessment/RFS                                                                |

|            |                    |                                        |                                           |                      |
|------------|--------------------|----------------------------------------|-------------------------------------------|----------------------|
| 2009-097/4 | G Curry            | 46 Polworth St Tenterfield             | Modification- Staged Subdivision          | Under Assessment     |
| 2025.005   | Wes Smith Building | 15 Haddocks Road, Tenterfield          | Dwelling                                  | Under Assessment     |
| 2025.006   | T Murphy           | 47A Bryans Gap Road Tenterfield        | Shed                                      | Under Assessment     |
| 2025.007   | D Ennor            | 18 Stanthorpe St Liston                | Dwelling- Installation of previously used | Under Assessment     |
| 2025.008   | M Alexander        | Black Swamp School Road Tenterfield    | Subdivision- Boundary Adjustment          | Under Assessment/RFS |
| 2025.009   | L Annetts          | 189 Bellevue Road Tenterfield          | Dwelling                                  | Under Assessment     |
| 2025.010   | R Horan            | Kangaroo Creek Forest Rd Upper Tooloom | Dwelling                                  | Under Assessment     |
| 2025.011   | D Toop             | 412b Silent Grove Road, Torrington     | 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.   | 3               | 1                                                  | 4                            | 1                                 | 3           | 1                      | 13                        | 11                        |
|                                     | Value | \$1,083,500.00  | \$10,000.00                                        | \$161,457.00                 | \$25,000.00                       | \$0.00      | \$35,000.00            | \$1,314,957.00            | \$1,597,830.00            |
| Sep-23                              | No.   | 3               | 0                                                  | 9                            | 0                                 | 1           | 2                      | 15                        | 11                        |
|                                     | Value | \$850,000.00    | \$0.00                                             | \$379,755.00                 | \$0.00                            | \$0.00      | \$1,634,320.00         | \$2,864,075.00            | \$2,131,381.37            |
| Oct-23                              | No.   | 3               | 1                                                  | 3                            | 0                                 | 5           | 2                      | 14                        | 7                         |
|                                     | Value | \$1,468,694.00  | \$10,000.00                                        | \$51,500.00                  | \$0.00                            | \$0.00      | \$325,091.00           | \$1,855,285.00            | \$1,394,000.00            |
| Nov-23                              | No.   | 3               | 0                                                  | 2                            | 0                                 | 4           | 0                      | 8                         | 6                         |
|                                     | Value | \$1,020,580.00  | \$0.00                                             | \$26,670.00                  | \$0.00                            | \$0.00      | \$0.00                 | \$1,047,250.00            | \$285,070.00              |
| Dec-23                              | No.   | 5               | 2                                                  | 1                            | 0                                 | 0           | 0                      | 8                         | 7                         |
|                                     | Value | \$1,222,290.00  | \$110,000.00                                       | \$64,000.00                  | \$0.00                            | \$0.00      | \$0.00                 | \$1,396,290.00            | \$2,845,023.00            |
| Jan-24                              | No.   | 7               | 0                                                  | 1                            | 0                                 | 4           | 0                      | 12                        | 13                        |
|                                     | Value | \$2,233,113.00  | \$0.00                                             | \$60,000.00                  | \$0.00                            | \$0.00      | \$0.00                 | \$2,293,113.00            | \$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)                  |       | 27              | 4                                                  | 22                           | 2                                 | 18          | 5                      | 78                        | 113                       |
| FY 24/25 Total Value (Year to Date) |       | \$8,901,606.00  | \$130,000.00                                       | \$803,418.00                 | \$175,000.00                      | \$0.00      | \$1,994,411.00         | \$12,004,435.00           |                           |
| 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           |



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## 12. BUILDINGS & AMENITIES

| <b>Delivery Program:</b><br><b>1.2.1</b><br><b>Provide safe and accessible public spaces and places that are well maintained, clean and fun.</b> |                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                           | Responsibility                 | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1.2.1.4<br>Develop and deliver the Property Management Strategy.                                                                                 | Manager Planning & Development | <p>Property Strategy - Under review – review will be finalised following appointment of the Asset Manager.</p> <p><b><u>Council Buildings</u></b></p> <ul style="list-style-type: none"> <li>Repairs are continuing to be being carried out on Council properties to ensure maintenance schedules of Council buildings are kept up to date.</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 – Currently looking for options for tiles disposal - ongoing.</li> <li>Urbenville SES Shed inspection of building with contractor to complete insurance work in December – now been completed and inspected.</li> <li>The Building Condition Assessment project has been awarded and inspections on all Council assets were completed in December with the reports to be delivered by the end of January and finalised in February.</li> <li>Bat removal at Liston Hall - Council staff have contacted two (2) fauna ecologist again via email and still waiting for a reply relating to the invitation to present a discussion around the microbats and assisting in relocating once breeding season is over. The plans for the bat boxes have been received from Northern Tablelands Wildlife Carers, these boxes will need to be crafted and installed correctly.</li> <li>Drake Hall lighting has been relocated around the hall and replaced from bulbs to LED to reduce the flickering from the fans.</li> </ul> |

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|                                                                                   |                                | <ul style="list-style-type: none"> <li>Temporary fencing at 29 High Street, Tenterfield has been completed in December.</li> </ul> <p><b><u>Current Capital Works</u></b></p> <ul style="list-style-type: none"> <li>Band Hall scope of work is being drafted in line with the Council Resolution – been put on hold as excess furniture is being stored there until there is a furniture auction.</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>Plans of Management (PoMs) are continuing to be completed, final changes have been received by the Crown in December. Need to be endorsed by Council, exhibited, and approved by the Crown - ongoing.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 1.2.1.6<br>Develop and deliver the Buildings and Amenities Asset Management Plan. | Manager Planning & Development | <p><b><u>Licences &amp; Agreements on Council owned/managed Land</u></b></p> <ul style="list-style-type: none"> <li>Tenterfield Total Care draft lease for 136-138 Manners Street, Tenterfield – is still being reviewed by Tenterfield Total Care Committee will sign once the survey plan has been registered – survey plan is currently being reviewed.</li> </ul> <p><b><u>GRANT FUNDING</u></b></p> <p><b><u>Stronger Country Communities Programs</u></b></p> <ul style="list-style-type: none"> <li>Memorial Hall floor – small amount of money to be spent before funding can be acquitted to be finalised by April 2025.</li> <li>Drake Hall Improvements – Acquittal completed</li> </ul> <p><b><u>Black Summer Funding</u></b></p> <p>Memorial Hall installation of Emergency lighting and ceiling fans – a variation to the funding was approved to add a solar panel system to the hall to help enhance the buildings resilience during power outages by ensuring essential systems like ceiling fans and emergency lighting to remain operational. All electrical works have been completed for the emergency lighting and fan installation.</p> |

Monthly Operational Report – December 2024 January 2025

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| 1.2.1.7<br>Manage Crown Lands<br>and prepare designated<br>Native Title Advice. | Manager Planning<br>& Development | Aboriginal Land Claims – no claims have been received for December 2024 and January 2025. |
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Monthly Operational Report – December 2024 January 2025

### 13. PARKS, GARDENS & OPEN SPACE

| <b>Delivery Program:</b><br><b>1.2.1</b><br><b>Provide safe and accessible public spaces and places that are well maintained, clean and fun.</b> |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| 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 | <p>December / January 2025</p> <p>Daily duties include public toilet cleaning, park/street bins, BBQ cleaning, playground inspecting</p> <p>Mowing One mower currently still awaiting repair parts to arrive.</p> <p>Brush cutting</p> <p>Spraying of town streets and footpaths</p> <p>Tree pruning/limb pick up</p> <p>Graffiti removal from public toilets</p> <p>Public toilet repairs due to vandalism</p> <p>Cemetery maintenance and mowing</p> <p>New niche wall now completed with reservations being made</p> <p>Garden maintenance, repairs, planting.</p> <p>One pin oak removed in Clarence Street after a large limb fell due to decay.</p> <p>Pinoak along Casino Rd lost 2 very large limbs causing power fail. Remaining tree to be removed.</p> <p>Assist in event coordination setup</p> <p>Cleaning tables and benches in parks</p> <p>Repairs to the Shirley Park and netball courts lighting ongoing, some lights not working on Shirley Park again</p> <p>Ongoing works to the Jennings and Drake toilet block systems.</p> <p>Vandalism at Legume Park damaging a picnic table.</p> <p>Sink has been replaced at Urbenville heritage park due to vandalism.</p> |
| 1.2.1.2<br>Work with the Tenterfield Shire Village                                                                                               | Manager Parks, Gardens & Open Space | <p>Limited active representatives from villages.</p> <p>Any project undertaken within budget.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

Monthly Operational Report – December 2024 January 2025

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

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## 14. SWIMMING COMPLEX

**Delivery Program:**

**1.2.2**

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

| Action                                                                                                          | Responsibility                       | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| 1.2.2.1<br>Manage the Tenterfield War Memorial Baths (TWMB) Management Plan and contribute to service delivery. | Manager<br>Planning &<br>Development | <p><u>Management Plan</u></p> <ul style="list-style-type: none"> <li>Updated Management Plan has been completed and implemented in the 2024-25 summer season to reflect Council retaining the entry fees. Will be assessed in 25-26 season when the new contract is up for review.</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 - Ongoing.</li> <li>Staff are pursuing opportunities for Grant Funding to upgrade the facility.</li> </ul> <p><u>Month Review – December</u></p> <p>The pool contractors have received great feedback from both local and visitor customers on the reduced prices, and with the warmer weather this has increased the attendance by over 400 people.</p> <p>Youth programs are being run at the pool with 16 teenagers attending, this program offers team bonding games, volleyball and provides light refreshments and BBQ. The aim is for the youth of Tenterfield to feel safe and cared for whenever they come to the Baths allowing them to build confidence to approach the staff in public. This program is happening twice a month.</p> <p><u>During December programs held at the Tenterfield War Memorial Baths were:</u></p> <ul style="list-style-type: none"> <li>The Swim to Survive programs</li> <li>Weekly sports &amp; Bronze Medallion Classes,</li> <li>Rewards days and Learn to Swim lessons</li> <li>Jennings State school held a swim carnival</li> <li>Squad programs are fully booked from Monday to Thursday</li> <li>Birthday Parties, and Christmas Parties.</li> </ul> |

Monthly Operational Report – December 2024 January 2025

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|  | <p><u>During January programs held at the Tenterfield War Memorial Baths were:</u></p> <ul style="list-style-type: none"><li>- 523 Learn to Swim lessons in January</li><li>- Squad programs are fully booked from Monday to Thursday</li></ul> <p><u>Weekly Programs in December</u></p> <ul style="list-style-type: none"><li>- Gym sessions, Monday – Friday 6am – 8am, Monday – Sunday 10am - 6pm</li><li>- Swim Club - Thursdays</li><li>- Transitional Squad Lessons (Dolphins, Mantra Rays, Sharks) Monday – Thursday 3.30 pm– 4.15pm</li><li>- Marlins and Senior Squads – Monday – Thursday 6.00 am – 7.30 am &amp; 4.00 pm – 5.30pm</li><li>- Breakfast Club – Monday – Thursday 7.30am – 8am</li></ul> <p><u>Weekly Programs in January</u></p> <ul style="list-style-type: none"><li>- Gym sessions, Monday – Friday 6am – 8am, Monday – Sunday 10am - 6pm</li><li>- Swim Club - Thursdays</li><li>- Intensive Holiday program: Monday – Sunday (30<sup>th</sup> Dec – 2 Feb)</li><li>- Marlins and Senior Squads – Monday – Friday 10.00 am – 11.00am</li></ul> <p><u>Staff Training in December</u></p> <ul style="list-style-type: none"><li>- Lifeguard Training</li><li>- Cleaning and Kiosk Refresher.</li></ul> <p><u>Staff Training in January</u></p> <ul style="list-style-type: none"><li>- Lifeguard training.</li><li>- First Aid Staff Training.</li></ul> <p><u>Pool Bookings in December</u></p> <ul style="list-style-type: none"><li>- Every Thursday – Tenterfield Swimming Club</li><li>- 6<sup>th</sup> December - Jennings Swim Carnival</li><li>- 12<sup>th</sup> December – St Josephs grade 6 farewell</li><li>- 13<sup>th</sup> December – High School rewards day</li><li>- 16<sup>th</sup> December – Henry Parks rewards day</li><li>- 17<sup>th</sup> December – High School Rewards Day</li></ul> |
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Pool Bookings in January

- Every Thursday – Tenterfield Swimming Club - 5pm – 7.30pm

Season Pass Purchases for the 24/25 season.

|                    | 24/25 | 23/24 | 22/23 | 21/22 | 20/21 | 19/20 | 18/19 |
|--------------------|-------|-------|-------|-------|-------|-------|-------|
| Full Season Family | 42    | 30    | 26    | 27    | 26    | 49    | 39    |
| Half Season Family | 10    | 15    | 12    | 5     | 9     | 9     | 13    |
| Full Season Single | 31    | 29    | 16    | 14    | 17    | 25    | 10    |
| Half Season Single | 6     | 29    | 18    | 3     | 9     | 7     | 13    |
| Total              | 89    | 103   | 72    | 49    | 61    | 90    | 75    |

Total Attendances for the 24/25 season

|         | October | November | December | January | February | March | YTD    |
|---------|---------|----------|----------|---------|----------|-------|--------|
| 2018/19 | 1,037   | 2,372    | 2,972    | 4,196   | 2,904    | 1,275 | 14,756 |
| 2019/20 | 732     | 3,984    | 1,318    | 5,006   | 2,560    | 930   | 14,530 |
| 2020/21 | 1,459   | 4,144    | 2,568    | 4,383   | 2,759    | 1,064 | 16,377 |
| 2021/22 | 1,684   | 1,456    | 2,673    | 3,291   | 2,523    | 1,779 | 13,406 |
| 2022/23 | 1,573   | 2,770    | 2,693    | 3,366   | 3,577    | 2,171 | 16,150 |
| 2023/24 | 2,007   | 2,916    | 3,916    | 3,493   | 3,819    | 2,248 | 18,399 |
| 2024/25 | 1,927   | 2,644    | 4,011    | 3,523   |          |       | 12,105 |



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## 15. ASSET MANAGEMENT & RESOURCING

| <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> |                                                                                 |                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                                                          | Responsibility                                                                  | Progress Comment                                                                                                                                                                                                                                                                                                                                |
| 5.1.3.1<br>Develop and implement the Asset Management Strategy and associated systems.                                                                                          | Manager Works/Director Infrastructure<br><br>(Manager Asset & Program Planning) | Transport asset revaluation is completed. Condition rating data is complete. Council officers will analysis and conduct calculations for LTFP end of April 2025                                                                                                                                                                                 |
| 5.1.3.2<br>Deliver and manage the Pedestrian Access and Mobility Plan (incorporating the Disability Action Plan) and Bike Plan.                                                 | Manager Works/Director Infrastructure<br><br>(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 Works/Director Infrastructure<br><br>(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. Inspections on the sealed road network and some bridges are completed by specialist contractors. |
| 5.1.3.4<br>Review and update Council's Risk Register                                                                                                                            | Manager Works/Director Infrastructure                                           | Risk Register will be updated to reflect the key risk of limited technical support and supervision of major construction works is reduced due to the appointment of a Project Manager, Project Engineer, Project Officer and a Surveillance Officer via Professional Services Contract that reported to Council.                                |

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| and Intervention programs on an ongoing basis in accordance with inspection schedules. | Manager Asset & Program Planning |  |
|----------------------------------------------------------------------------------------|----------------------------------|--|

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16. COMMERCIAL WORKS

| Delivery Program:<br>5.1.3<br>Management of Council’s assets will be long term and focused on meeting the needs of the community now, and into the future.        |                |                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                                                                                                                                            | Responsibility | Progress Comment                                                                                                                                                                                                                            |
| 5.1.3.7<br>Undertake commercial works in a financially responsible manner, within the limitations of Council’s resource pool according to Fees and Charges rates. | Manager Works  | Council continues to undertake commercial works in a financially responsible manner, within the limitations of Council’s resource pool. Most private works is sealing driveways while adhering to Council’s adopted fees and charges rates. |

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## 17. STORMWATER DRAINAGE

**Delivery Program:**

**4.1.2**

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

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

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## 18. TRANSPORT NETWORK

**Delivery Program:**

**4.1.1**

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

| Action                                                                                                                                                                | Responsibility                   | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| 4.1.1.1<br>To maintain Council's road network, including carparking, footpaths and cycleways to the standards set out in Council's Road Asset Management Plan (RAMP). | Manager Asset & Program Planning | <p>Works programmed to include grant funded projects for Transport infrastructure.</p> <p>Dumaresq (Black Creek) Bridge is complete and open to traffic. Works have commenced on the five small bridges to be delivered by TfNSW.</p> <p>Molesworth Street Bridge is currently being developed with the geotechnical investigation complete and design consultant appointed in January 2025.</p> <p>Paddy's Flat Rd rehabilitation has commenced sub base is 100% complete, almost half of the road is sealed and base work nearing completion.</p> <p>Works continue for Drake Village revitalization with some asphaltting adjacent to the shop and some intersections. Stormwater assets are complete and the footbridge is under construction.</p> <p>Mount Lindesay Rd – Faggs Road to Cullendore Road section is completed.</p> <p>Tenterfield Creek Bank Stabilization is 100% complete a per deed scope. Council has received approval for an extension of the works area from the funding body.</p> |
| 4.1.1.2<br>Manage and deliver maintenance services for transport infrastructure.                                                                                      | Manager Works                    | <p><b><u>December 2024 and January 2025 Grading &amp; Works Report</u></b></p> <p><b>Grading Schedule</b></p> <p><b>Northern Area:</b> Graded shoulders on Paddy's Flat Road North and Rivertree Rd for reseal preparation. Maintenance graded Beaury Creek Rd and currently grading Wylie Creek Rd.</p> <p><b>Central Area:</b> : Graded Bluff River Rd, Snakes Creek Rd, The Mill Lane, Bungulla Rd and Back Creek Rd.</p> <p><b>Western Area:</b> Bolivia Siding Road resealed. Reseals are ongoing throughout the shire – expect to be completed by the end of February</p> <p>Plains Station Rd remains under signage, contractor is developing and finalising designs.</p> <p><b>Council's 25t excavator:</b></p> <p>Pipe replacement and drainage on Torrington Rd between Castlerag Rd and Deepwater.</p>                                                                                                                                                                                            |

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## 19. PLANT, FLEET & EQUIPMENT

**Delivery Program:**

**5.1.3**

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

| Action                                                                                                       | Responsibility                   | Progress Comment                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.1.3.5<br>Implementation and delivery of the Fleet Asset Management Plan and the Plant Replacement Program. | Manager Asset & Program Planning | Both plans are due for review – pending the appointment of a Manager Assets (MA). Council is considering an interim MA until appointment of a full time incumbent. |
| 5.1.3.6<br>Develop and implement the Depot Master Plan.                                                      | Manager Asset & Program Planning | Plan is under development – pending the appointment of a Manager Assets.                                                                                           |

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## 20. WASTE MANAGEMENT

| <b>Delivery Program:</b><br><b>3.1.4</b><br><b>Deliver an affordable waste management solution for the community to best manage waste and recycling opportunities.</b> |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Action                                                                                                                                                                 | Responsibility        | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3.1.4.1<br>Deliver and manage Waste and Recycling services.                                                                                                            | Manager Water & Waste | <p>The Torrington Waste Transfer Station fence completed in October 2024. Planting of bottlebrush along inside boundary underway expected to be completed in December 2024, some plants failed in the heat most survived and are thriving in January 2025.</p> <p>Cell 5 construction progressing. Weekly progress meetings with Council's QA consultants Tonkin and Councils construction contractor Towns Contracting are continuing. Monthly EPA progress reports continue. Soiltech Testing services have been engaged carry out level 1 GITA requirements during construction of cell 5. Material for lining was delivered in September, the liners are stored on the hardstand. New leachate pond has commenced construction in September 2024 expected completion in November, due to wet weather potential completion in March 2025. New stormwater pond and site drainage has commenced in October and is expected to be completed in November, due to wet weather potential completion in March 2025.</p> <p>Council to received \$773,692 for improvements, from EPA and Heritage Trust at Boonoo Boonoo and Torrington. New fluted compactor wheels delivered August 2024. Compulsory acquisition progressed with minister approval in and, gazettal notices provided in August, finalization completed in November 2024. Grant final report completed, with full audit required, completed in November 2024 and provided to EPA in December 2025. Note fencing the acquired buffer zone commenced in January 2025 expected completion in February 2025.</p> <p>Replacement side loader reported to Council's February 2023 meeting STG delivered August 2024. Bugs fixed (by ISUZU), single point greasing and bulbar installed. The truck naming competition expected to commence in March 2025.</p> |

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|  |  | RFT for replacement garbage truck completed and released in November 2024 Tender to close in February 2025. |
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Monthly Operational Report – December 2024 January 2025

## 21. WATER SUPPLY

**Delivery Program:**

**3.1.3**

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

| Action                                                                                               | Responsibility        | Progress Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| 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 February 2025.</p> <p>Urbenville -new grid grant lagoon RFT award completed June 2024. Commencement of lagoon 1 in November some issues with rock and previous explosive construction methods, notably wet weather has had some minor delays, however practical completion appears to on track for December 2024, wet weather over the period delayed completion of Lagoon 1. Clay lining completed in January 2025, with final cut-ins for commissioning expected in February. Telemetry and control functions to be completed in March 2025. Commissioning of Lagoon 2 completed in November; performance of Lagoon 2 has improved quality of feed water.</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 824.91KL/day increasing by 51.41KL/day. Current usage at Urbenville is 231.2KL/day providing an increase in consumption of 5.2KL/day for the 3 communities.</p> <p>Tenterfield Dam Level is <b>96%-new data loggers place level at 100%</b> receiving 196.5mm for the period of December 2024 to January 2025; Urbenville Tooloom Creek Level is <b>100%</b> receiving 331mm for the period of December 2024 to January 2025.</p> <p><b>Tenterfield</b></p> <p><b>0</b> major main; <b>1</b> main; <b>6</b> new meters; <b>0</b> new service connections; <b>0</b> water limiters installed; <b>0</b> water limiters removed/disconnection; <b>0</b> disconnection, <b>6</b> broken services repaired/replaced; <b>0</b> services leaks</p> |

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|                                                                                       |                       | <p>repaired; 0 valve replacements; mains flushing occurred in 8 location and 0 hydrant replacements. Note. 0 section 67 private works jobs completed. 0 interim meter reads/testing. Operator training continuing at New WTP. Major reservoir new pipe-work extension 1.5m. Note multiple dirty water complaints, East street reservoir cleaned by divers. Dam Turnover air scour contractors engaged, completed in December 2024.</p> <p><b>Jennings</b></p> <p>0 including meter; 0 meter replacements; 0 broken services repaired; 0 Major main break. New main installed 120m Carpenter Lane.</p> <p><b>Urbenville</b></p> <p>0 major main broken main repairs, mains flushing occurred in 8 location, 0 new meter, 0 meter repair/replacements, 0 water limiters installed and 0 broken service repaired 0, SCADA Requires upgrade-Note Failure of telemetry (radio equipment) requiring replacement in December 2023 and January2024. Hydrants marked and painted. Air scour contractors engaged, completed in December 2024.</p> <p>Water quality information is also available in monthly water health cards available at <a href="#">Water Health Cards   Tenterfield Shire Council (nsw.gov.au)</a></p> |
| 3.1.3.2<br>Deliver and manage the Water and Drought Management Plans and Flood Study. | Manager Water & Waste | <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. Review and data assessment completed, milestones 1 and 2 completed.</p> <p>Council was awarded \$92,522 DPE-Water Regional Leakage Reduction Program, installation completed final reports completed October 2024.</p> <p>The Integrated water catchment management grant (IWCM) engagement of consultants completed in June 2024, data handover completed including asset inspection component completed in September 2024. Scheduling of issues paper workshop for 19<sup>th</sup> March 2025.</p> <p>The Tenterfield Sustainable and Disaster Resilient Communities program, for the villages of Drake, Liston, Legume, and Torrington. <b>Note approvals received</b> to drill from NRAR (over 22 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 December 2024. Approval has</p>                                                                                                |

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|  |  | been granted in September 2024 to drill Council’s primary site at Liston, drillers commenced in October 2024, bore depth at 312m casing and proofing bore will commence in December. Liston bore testing completed including bore pad and road intersection completed in January 2025. Legume bore fit out commenced in January 2025. |
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Monthly Operational Report – December 2024 to January 2025

## 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, engaged Tonkin to develop designs including initial site visit completed in October 2024 designs delayed expected in March 2025.</p> <p>RFQ's for sewer relining under development, and single quotation received for manhole relining will be required to undertake a RFQ, expected to be released in February 2025.</p> <p>Refurbishment program for the Tenterfield STP, handrails (measured and orders pending) and cable trays scheduled.</p> <p>PS2 at Urbenville refurbishment specifications expected completion February 2025.</p> <p>Urbenville and Tenterfield, SCADA development planning for upgrades quotations and assessments received under review November 2024.</p> <p>IWCM (Part 2) underway, asset inspections completed September 2024. Scheduling of issues paper workshop for 19<sup>th</sup> March 2025.</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>5</b> locations; <b>0</b> broken main repair; with <b>3</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>0</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>0</b>; Blockages were reported and cleared at <b>0</b> 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>0</b> effluent pump repair and <b>0</b> section 67</p> |

Monthly Operational Report – December 2024 to January 2025

|  |  |                                                                                                                                                                                                                                                                                                                         |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>private works jobs completed, in this reporting period. Storm flow at STP 0 hrs. Installed padlocks on Historical Park toilets due to vandalism ongoing, open at 07:30 close toilets at 15:30. Average time for response to sewer chokes remained at 30 minutes while the median response time is at 25 minutes.</p> |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                      |                                                                                                                     |
|----------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                                                                        |
| <b>Submitted by:</b> | Lee Sisson, Governance Officer                                                                                      |
| <b>Reference:</b>    | <b>ITEM GOV13/25</b>                                                                                                |
| <b>Subject:</b>      | <b>AUDIT, RISK &amp; IMPROVEMENT COMMITTEE MEETING MINUTES - 25 SEPTEMBER &amp; SPECIAL MEETING 22 OCTOBER 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**

Council Audit, Risk and Improvement Committee (ARIC) had their Ordinary Meeting on 25 September 2024 and a Special Meeting on 22 October 2024.

The adopted and signed minutes of these meetings are attached for the information of Council.

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

**That Council:**

**Notes the minutes from the Audit, Risk and Improvement Committee meetings of 25 September 2024 and 22 October 2024.**

#### **BACKGROUND**

The *Local Government Act 1993*, *Local Government (General) Regulation 2021* and the Office of Local Government Guidelines require each council in NSW to have:

- An audit, risk and improvement committee that continuously reviews and provides independent advice to the council on how it is functioning and managing risk,
- A robust risk management framework that accurately identifies and mitigates the risks facing the council and its operations, and
- An effective internal audit function that provides independent advice as to whether the council is functioning effectively and the council's internal controls to manage risk are working.

These three mandatory governance mechanisms are key to ensuring that Councils are doing things the best way they can for their communities and are on track to delivering their community's goals and objectives.

#### **REPORT:**

Council's Audit, Risk and Improvement Committee (ARIC) meets quarterly, with at least one special meeting taking place over the calendar year.

Our Governance No. 13 Cont...

The purpose of this report is to advise Council on its ARIC's adopted and signed minutes from the 25 September 2024 Ordinary Meeting and 22 October 2024 Special Meeting.

These minutes were adopted and signed at the 11 December 2024 ARIC Ordinary Meeting.

### **COUNCIL IMPLICATIONS:**

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

NIL

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

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- Office of Local Government Guidelines for Risk Management and Internal Audit for local government in NSW

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

**Liz Alley**  
**Director Corporate Services**

Prepared by staff member: Lee Sisson, Governance Officer  
Approved/Reviewed by Manager: Liz Alley, Director Corporate Services  
Department: Office of the Director Corporate Services

Attachments: **1** ARIC ADOPTED & SIGNED MINUTES 25 SEPTEMBER 2024 7 Pages

Our Governance No. 13 Cont...

|   |                                                                       |            |
|---|-----------------------------------------------------------------------|------------|
| 2 | ARIC ADOPTED & SIGNED<br>MINUTES (SPECIAL MEETING) 22<br>OCTOBER 2024 | 3<br>Pages |
|---|-----------------------------------------------------------------------|------------|





## **MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**WEDNESDAY 25 SEPTEMBER 2024**

MINUTES OF THE **Audit, Risk and Improvement Committee** OF TENTERFIELD SHIRE held at the Timbarra Training Room, 247 Rouse St, Tenterfield on Wednesday 25 September 2024 commencing at 1.30 pm

### **ATTENDANCE**

#### **Members (voting):**

Mr Peter Sheville – Independent External Member (Chair)  
Mr Tony Harb – Independent External Member  
Mr Gurbindar Singh – Independent External Member

### **ALSO IN ATTENDANCE**

#### **(non-voting):**

Mr Hein Basson – General Manager  
Mr Matthew Francisco – Director of Infrastructure Services  
Mr Roy Jones – Manager Finance & Technology  
Ms Janet Vassallo – Manager Workforce, Safety, Risk & Records  
Mr John Ringland – (Consultant) Workplace Health & Safety & Risk  
Mr Igor Ivannikov – Financial Advisor  
Mr Furqan Yousuf – Director Financial Audit, Audit Office of NSW  
Mr Jacob Sauer – Audit Partner Forsyths

### **APOLOGIES**

Gurbindar Singh

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This is page 1 of the Minutes of the Audit, Risk and Improvement Committee held on Wednesday, 25 September 2024

**MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE 25 SEPTEMBER 2024**

**DISCLOSURE OF INTERESTS**

| Name | Type | Item |
|------|------|------|
| NIL  |      |      |
|      |      |      |

Action Item – Provide TSC Interests and Disclosure form to voting committee members. Focus on business and development interests.

**CONFIRMATION OF MINUTES**

**RECOMMENDATION**

That the Audit, Risk, and Improvement Committee:

That the minutes of the Audit, Risk and Improvement Committee meeting held on Wednesday 19 June 2024, as circulated be confirmed, with amendments and signed as a true record of the proceedings of the meeting.

**Confirmed**

**REPORTS**

**(ITEM CEO11/24) ARIC – AUDIT - EXTERNAL AUDIT & RISK – FINANCIAL MANAGEMENT**

|         |                                                                                                                                                                                                                  |                              |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 1.2 (c) | Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.                                             | Manager Finance & Technology |
| 1.2 (d) | Review all external plans and reports in respect of planned or completed audits and monitor Council's implementation of audit recommendations.                                                                   | Manager Finance & Technology |
| 2.5 (b) | Satisfy itself the annual financial reports comply with applicable Australian Accounting Standards and are supported by appropriate management sign-off on the statements and the adequacy of internal controls. | Manager Finance & Technology |

Key Points:

Audit External Audit

Manager Finance & Technology – Roy Jones

This is page 2 of the Minutes of the Audit, Risk and Improvement Committee held on Wednesday, 25 September 2024

**MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE 25 SEPTEMBER 2024**

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- TSC undergoing change such as the SRV and moratorium on filling vacancies
- Cash Balance 68.5M up from 38M last financial year – comprising SRV income, 85% of Financial Assistance Grants provided, and income from interest.
- Tripart agreement increased cash by 14M.
- Impact of Building assets revaluation has decreased by 429K.
- Employee benefits and on costs reduced by approx. 950K from last year
- Net operating result was 6.4M compared to 3.5M from last year, budget still 2.5M in deficit in the general fund.
- Own source revenue is significantly below the 60% benchmark but is improving.
- Operation Performance Ratio (approx. 38M), if restricted cash was removed it will alter this significantly, unrestricted position is positive but does need to increase.
- Current rates outstanding – before SRV 3.86% after SRV 5.63%, well below the 10% benchmark – however we will keep our eye on this.

Financial Advisor – Igor Ivannikov

- Vanguard prepared draft statement, consulting with the Finance Manager and the Management Accountant some changes were made. Final draft sent to the ARIC and to the auditors.
- Revaluations of building assets occurred in 2023, as a result of that revaluation and detailed structure of buildings, depreciation has become much more accurate. Components of the buildings have a longer life.
- We also looked at, for example stormwater, although there has not been any real conditional change the modelling has changed, it was previously not consistent with other infrastructure modelling.

Audit Partner – Jacob Sauer

- The team received the financial statements and revaluations early, are on site for a week, at this point all going well

Director of Financial Audit – Audit Office

- Audit Office is in a good position with Tenterfield Shire Council this year and will keep the ARIC updated.

ARIC

- Generally, depreciation revaluations show an increase in costs.
- Suggest that as a priority there is an alignment between accounting numbers and the real condition of assets. This alignment is critical over time.
- Without grants, council would not be sustainable. Without grants, the numbers would not look as good and performance ratios would not be good.
- The team has done the best job it can under the circumstances.

Director of Infrastructure – Matthew Francisco

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This is page 3 of the Minutes of the Audit, Risk and Improvement Committee held on Wednesday, 25 September 2024

**MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE 25 SEPTEMBER 2024**

- A detailed asset inspection has yet to be completed.

General Manager – Hein Basson

- Some asset management data had been started but has not been pursued, focus is on our sealed road network, bridges, water and sewer to give us an understanding of the alignment between accounting and asset management, and the impact on our Long-term Financial Plan.
- New Organisation Structure with and Full-time equivalent (FTE) of 82 means we are running at capacity, there is no coverage for staff illness, or leave entitlements. We need more people but have not come to that number.
- We are looking closely at resources and are doing the best we can.

**RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

(1) Notes the report.

(2) That any comments/suggestions from the Audit, Risk and Improvement Committee be incorporated into the final version of the Draft Financial Statements to be presented to Council at the 9 October 2024 Council Meeting.

(3) That the Audit, Risk and Improvement Committee recommends to Council that at the 9 October 2024 Ordinary Council meeting, the draft set of Financial Statements (including any changes identified by the Audit, Risk and Improvement Committee and the remaining sections once completed) be referred to Council's auditors for audit.

**Carried**

**(ITEM CEO12/24) ARIC - IMPROVEMENT - PERFORMANCE DATA AND MEASUREMENT – (report carried over from March/June 2024)**

|         |                                                                                                                                                          |                                                             |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| 3.3 (a) | Review and advise if council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives. | General Manager<br>(In lieu of Director Corporate Services) |
| 3.3 (b) | Review and advise if the performance indicators Council use are effective.                                                                               | General Manager<br>(in lieu of Director Corporate Services) |
| 3.3 (c) | Review and advise of the adequacy of performance data collection and reporting.                                                                          | General Manager<br>(in lieu of Director Corporate Services) |

This is page 4 of the Minutes of the Audit, Risk and Improvement Committee held on Wednesday, 25 September 2024

**MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE 25 SEPTEMBER 2024**

**Key Points:**

**General Manager – Hein Basson**

- Community Satisfaction Survey – Delivery of services – is useful if done correctly because it is statically valid, 94-95% accuracy. Next one will be done in March 2025.
- Monthly Operational Report – TSC only one of two councils that have that type of report going to Council monthly. Quarterly or half yearly would be more useful.
- How we may fill some gaps this would create. For example, Infrastructure services may put a monthly report in particularly around roads and can lead to councillors having more understanding in this area.
- GM has self-assessments reporting to the Office of Local Government (OLG). Over the last 10 years the OLG have spoken about developing KPI's for councils, which we haven't yet received.
- TSC also has all of the financial reporting.
- GM would like some feedback from ARIC about what other councils are using.

**ARIC**

- This is a key time to define the reporting. Monthly is too much and financials could be more succinct. Fuller six-monthly reporting.
- New objectives, new measurements, new KPI's can now be developed, this should drive what is reported and how frequently.
- How closely is the survey linked to the IPR Framework, a representation of 365 will give you 95% accuracy.
- IPR is about delivering what the community wants (more of this, less of that). That is how we measure success; this is what success looks like.
- Use the IPR program as your baseline for the new council to redefine success. For example, at Singleton we define success on a quarterly basis and link it back to the IPR.
- Suggest that the GM speak to each councillor one on one for an hour, to understand what drives them, who they talk to, why are they there. The focus should be around community and core business.
- Get them together, protecting your staff and delivering for the community.

**RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

Notes the verbal update from the General Manager on Improvement – Performance Data and Measurement.

**Carried**

This is page 5 of the Minutes of the Audit, Risk and Improvement Committee held on Wednesday, 25 September 2024

**MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE 25 SEPTEMBER 2024**

**(ITEM CEO13/24) ARIC DRAFT ANNUAL PLAN 2024 -2025**

Summary

Tenterfield Shire Council Audit, Risk & Improvement Committee (ARIC) Draft Annual Plan 2024 – 2025

**RECOMMENDATION**

That the Audit, Risk & Improvement Committee:

Notes the Draft Annual Plan 2024/25, which will then become the Tenterfield Shire Council ARIC Annual Plan 2024/25, with the understanding that items reported on in subsequent meetings through to December 2025 will be in accordance with this Annual Plan.

**Carried with Action item.**

Action Item – Annual Plan needs further work.

**(ITEM CEO14/24) ARIC - SUBMISSION – (CONSULTANT) WHS & RISK**

|    |                                  |                                              |
|----|----------------------------------|----------------------------------------------|
| 1. | Detailed ERM Risk Register       | ARIC request, June meeting                   |
| 2. | Proposed new Key Risk Categories | Risk Steering Group Meetings                 |
| 3. | Statewide Mutual (Insurer)       | Continual Improvement Process questionnaires |

Key Points

WHS & RISK Consultant – John Ringland

- ERM Risk Register
- Product of the June ARIC meeting.
- Risk Register needs to be updated, considering staffing.
- Revisit and refresh key risk categories and appetite, the previous iteration was standard rather than targeted.
- Need as much preparation as possible and include risk in the induction training.
- Need better language around risk (e.g Finance, would be Financial Sustainability)
- This is not the final version, not ready for an appetite Statement.
- Continuous improvement with Statewide questionnaires, in process at the moment looking at 3 areas (Swimming pools, footpaths and RN integration). This information will be going to our insurers and will also be submitted to the ARIC.

This is page 6 of the Minutes of the Audit, Risk and Improvement Committee held on Wednesday, 25 September 2024



**MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE 25 SEPTEMBER  
2024**

**ARIC**

- Delivery of the Integrated Plan is why we exist. How risk feeds into the delivery plan.
- General rule is 5 risk categories (7 in the papers), most important thing is that it works for the organisation.
- Suggest that categories like failure to deliver and reputational damage is downstream (under governance and compliance impacts), BCP, Cyber & Infrastructure (under service delivery or financial sustainability) rather than short term categories.
- 7 risk categories would have to have 7 appetite statements and consequences in alignment. Work on them now before the work has been done on risk registers.
- Janet (Manager Workforce, Safety, Risk & Records), John Ringland (Risk) could work with the Assurance Mapping to maximise design and development.

**RECOMMENDATION**

That the Audit, Risk & Improvement Committee notes the submission from the WHS & RISK Coordinator.

**Carried.**

**GENERAL BUSINESS**

**Internal Audit Update – Manager Finance & Technology**

- Assurance Map was completed with amendments, forwarded to ARIC on 14 August 2024.
- Director of Corporate Services will be updated on her arrival 28 October 2024.

**Action Items – Assurance Map**

- Recirculate latest version as soon as practicable after DCS arrival
- Out of session call to discuss assurance map with DCS and chair.

There being no further business the Chair declared the meeting closed at 3.27p.m.



.....  
Peter Sheville  
Chairperson

.....  
This is page 7 of the Minutes of the Audit, Risk and Improvement Committee held on  
Wednesday, 25 September 2024



**MINUTES OF**  
**EXTRAORDINARY MEETING OF THE**  
**AUDIT, RISK AND IMPROVEMENT**  
**COMMITTEE**  
  
**TUESDAY 22 OCTOBER 2024**

MINUTES OF THE **Extraordinary Meeting of the Audit, Risk and Improvement Committee** OF TENTERFIELD SHIRE held at the KOREELAH ROOM on Tuesday 22 October 2024 commencing at 2.30PM

**ATTENDANCE**

Members (voting)  
Mr Peter Sheville – Independent External Member  
(Chair)  
Mr Tony Harb – Independent External Member  
Mr Gurbindar Singh – Independent External Member

**ALSO IN ATTENDANCE**

**(non-voting)**  
Mr Hein Basson – General Manager  
Mr Matthew Francisco – Director of Infrastructure  
Services  
Mr Roy Jones – Manager Finance & Technology  
Mr Igor Ivannikov – Financial Advisor  
Mr Jacob Sauer – Audit Partners Forsyths  
Mr Ricky Goel – Audit Partners Forsyths  
Mr Furqan Yousuf – Director Financial Audit, Audit  
Office of NSW

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This is page 1 of the Minutes of the Extraordinary Meeting of the Audit, Risk and  
Improvement Committee held on Tuesday, 22 October 2024



**MINUTES OF EXTRAORDINARY MEETING OF THE AUDIT, RISK AND  
IMPROVEMENT COMMITTEE 22 OCTOBER 2024**

**APOLOGIES**

NIL

**(ITEM CEO15/24) ARIC - AUDIT EXTERNAL AUDIT**

**AUDIT  
EXTERNAL AUDIT**

|         |                                                                                                                                                                      |                                                      |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 1.2 (c) | Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided. | Manager Finance & Technology                         |
| 1.2 (d) | Review all external plans and reports in respect of planned or completed audits and monitor Council's implementation of audit recommendations                        | Chief Corporate Officer/Manager Finance & Technology |

**RISK  
FINANCIAL MANAGEMENT**

|         |                                                                                                                                                                                                              |                              |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 2.5 (b) | Satisfy itself the annual financial reports comply with applicable Australian Accounting Standards and supported by appropriate management sign-off on the statements and the adequacy of internal controls. | Manager Finance & Technology |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|

**Key Points:**

RFS is still qualified, but audit office has not noted as it is not material. Must inform to council that RFS assets are no longer qualified.

**ARIC**

- Great to see the Audit Office working with council staff.
- Verification of required in future regarding raising invoices for grant milestones.
- Audit Office recommendations are in line with other ARIC's
- ARIC thanks the finance team and commend staff for hitting deadlines.

**Audit Office**

- Audit Office RFS position remains the same Auditor General has parked this issue while it is being reviewed.

This is page 2 of the Minutes of the Extraordinary Meeting of the Audit, Risk and Improvement Committee held on Tuesday, 22 October 2024

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**MINUTES OF EXTRAORDINARY MEETING OF THE AUDIT, RISK AND  
IMPROVEMENT COMMITTEE 22 OCTOBER 2024**

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General Manager

- Thank you to the Audit Office and to Roy and his team.

**Action**

**Email updated recommendations.** Completed and approved by email 22 October 2024. Amended recommendation below.

**RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

- (1) Notes the closing report from the NSW Audit Office.
- (2) Endorse the financial statements for signing under section 413(2) (c) of the *Local Government Act 1993* by the Mayor, one (1) Councillor, the General Manager and the Responsible Accounting Officer subject to Council resolution and no further changes arising from the Audit Office.

**Carried**

There being no further business the Chair declared the meeting closed at 2.46pm.



.....  
Mr Peter Sheville  
Chairperson

|                      |                                                                           |
|----------------------|---------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                      |
| <b>Submitted by:</b> | Hein Basson, General Manager                                              |
| <b>Reference:</b>    | <b>ITEM GOV14/25</b>                                                      |
| <b>Subject:</b>      | <b>Appointment of Chairperson - Audit, Risk and Improvement Committee</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 current Chairperson of Council's Audit, Risk and Improvement Committee (ARIC), Mr. Peter Sheville, will no longer be available in this capacity after June 2025. Another member of ARIC, Mr. Tony Harb, is willing to step up into this role. ARIC chairpersons and members are appointed by a resolution of the governing body of the Council. It is recommended for Council to, based on Mr. Harb's excellent experience and qualifications fulfilling the Office of Local Government's required selection criteria as a Chairperson of an ARIC, as well as in the interest of stability and continuity in Council's operations, formally appoints Mr. Harb to the Chairperson's position of its ARIC.

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

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

- 1. Notes the contents of the report.**
- 2. Thanks Mr. Peter Sheville for his service as Chairperson of Council's Audit, Risk and Improvement Committee (ARIC) over the past three years.**
- 3. Thanks Mr. Tony Harb for his willingness to step up as Chairperson of Council's ARIC, and notes the contents of the bio submitted by Mr. Harb.**
- 4. Based on Mr. Harb's excellent experience and qualifications fulfilling the Office of Local Government's required selection criteria as a Chairperson of an ARIC, as well as in the interest of stability and continuity in Council's operations, formally appoints Mr. Harb to the Chairperson's position of Council's ARIC.**
- 5. Advertises the vacancy in the ARIC membership for expressions of interest and for filling with a suitably experienced and qualified candidate after Mr. Sheville's departure.**

#### **BACKGROUND**

Mr Peter Sheville, the current Chair of Council's Audit, Risk and Improvement Committee (ARIC) will come to an end in June 2025. Mr Scheville has indicated that he is not available for re-appointment.

Our Governance No. 14 Cont...

The General Manager has approached Mr. Tony Harb, a current member of the ARIC, to hear whether he would be available to take over from Mr. Peter Sheville as Chairperson. Mr. Harb has considered this possibility over the festive break, and has now indicated his willingness to fulfill this role. Mr. Sheville is supportive of Mr. Harb potentially taking over from him.

ARIC chairpersons and members are appointed by a resolution of the governing body of the Council.

**REPORT:**

The position of the Chairperson of an ARIC is pivotal to the committee's effectiveness and is the focal point for the committee's relationship with the Council, the internal audit function and external auditor.

The Chairperson acts as the interface between the ARIC and the General Manager and other staff, the governing body, the external auditor, and the internal audit function.

Any individual ARIC member who wishes to meet with the General Manager or governing body of the Council to discuss any issues relating to this Committee's responsibilities is to do so through the Chairperson, and vice versa.

According to the "RISK MANAGEMENT AND INTERNAL AUDIT for local government in NSW Guidelines" document dated October 2023, to be successful in their role, a Chairperson must:

- ✓ Have strong leadership qualities.
- ✓ Have the personal courage to raise and deal with tough issues and express opinions frankly, and to support other committee members to do the same.
- ✓ Be able to recommend the appointment of Committee members to the governing body.
- ✓ Maintain effective working relationships between Committee members and with the Council.
- ✓ Keep the governing body and General Manager informed and brief them on the strategic and technical aspects of internal audits and risk and control issues.
- ✓ Lead effective committee meetings including: Planning for and setting agendas for meetings, ensuring Committee members are adequately informed of matters to be considered prior to meetings and allowing sufficient time for discussion of those matters at the meeting, ensuring the meeting runs smoothly and that the views of members are heard, focus the Committee's deliberations on the most important issues, seek the input of advisers, observers and other experts to maximise committee deliberations, summarise discussion outcomes and actions, including assigning responsibility and timeframes for actions.
- ✓ Maintain an effective working relationship with the Council's external auditor → oversee the internal audit function and be alert to external accountability and internal audit concerns.
- ✓ Arrange for all committee members to maintain an up-to-date knowledge of the council and its activities, including any financial or regulatory developments.
- ✓ Know the strengths and weaknesses of the Committee, and individual Committee members and how this may affect the opinions of the Committee.

Further, this above-mentioned Guidelines Document states the following Essential and Desirable Criteria for the position of Chairperson:

## Our Governance No. 14 Cont...

Essential Criteria

ARIC Chairpersons must demonstrate the following:

- Leadership qualities and the ability to promote effective working relationships in complex organisations.
- An ability to communicate complex and sensitive assessments in a tactful manner to the Council's internal audit coordinator, senior management and the Mayor and Councillors.
- A sound understanding of: the principles of good organisational governance and capacity to understand local government accountability, including financial reporting of the business of the council or the environment in which it operates, internal audit operations, including selection and review of the council's internal audit coordinator, and, risk management principles.
- Extensive senior level experience in governance and management of complex organisations, an ability to read and understand financial statements and a capacity to understand the ethical requirements of government (including potential conflicts of interest).
- Functional knowledge in areas such as risk management, performance management, human resources management, internal and external auditing, financial reporting, accounting, management control frameworks, internal financial controls, governance (including planning, reporting and oversight), or business operations.
- A capacity to form independent judgements and a willingness to constructively challenge/question management practices and information.
- A professional, ethical approach to the exercise of their duties and the capacity to devote the necessary time and effort to the responsibilities of the Chairperson of an ARIC.

Desirable Criteria

Possession of a relevant professional qualification or membership (e.g., Institute of Internal Auditors (IIA), CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CA)) is desirable.

To ensure that the ARIC maintains a fresh approach, it is advised for the initial term of a Chairperson to be no more than four-years. The chairperson can be reappointed as chairperson for a further term of up to four years, but the total period served by a chairperson on the same committee cannot exceed eight years in any ten-year period (two terms).

Where the Chairperson's term expires and another Chairperson is appointed, it is the responsibility of the outgoing Chairperson to ensure the incoming Chairperson is fully briefed on the ongoing work of the ARIC. This includes advising the incoming Chairperson of:

- Any activity that may be relevant to the ongoing functioning of the committee, and
- Any outstanding matters of high risk to the council and outstanding audit recommendations.

Our Governance No. 14 Cont...

The appointment of Chairpersons and members of the ARIC should be formalised in an official letter of appointment signed by the Mayor of the Council. The letter of appointment should set out the terms and conditions of the appointment including:

- Duration of appointment,
- Role and responsibilities,
- Timing and location of meetings,
- Time commitment,
- Remuneration,
- The management of conflicts of interest,
- Confidentiality,
- Performance appraisal, and
- Termination of appointment.

A resume of Mr. Tony Harb is attached to this report for the perusal of Councillors. Mr. Harb has provided his consent for his bio to be attached as in the Open Council part of the Business Paper.

It is clear from this curriculum vitae that Mr. Harb meets the essential and desirable criteria listed in the afore-mentioned Guidelines document.

Further, Mr. Harb has been a member of Council's ARIC for the past three years and is as such is familiar with the recent history of Council, its financial difficulties, and its current scarce resources.

For the sake of stability and continuity, it will be advantageous for a current, competent member of the ARIC to be appointed in the role of Chairperson.

In his bio, Mr. Harb, amongst many other things, lists the following:

*Extensive senior management experience:*

*Over the course of his 37-year career, Mr. Tony Harb has accumulated a significant amount of senior level, management experience in the private and public sector. He has held several challenging senior roles – including:*

- Chief Executive Officer
- Chief Financial Officer
- Chief Risk Officer (including an interim role at TAFE NSW)
- Audit Manager

*Currently, he is the Managing Director (founding director) of InConsult, which he started 24 years ago. Today, InConsult is headquartered in Barangaroo, employs 11 staff and serves 115 of the 128 NSW Council's in the areas of risk management, fraud and corruption prevention, cyber security, resilience and internal audit.*

*ARIC and board membership experience:*

*He is prequalified as an Independent Member of the Prequalification Scheme: Audit and Risk Committee Independent Chairs and Members.*

*He currently serves on four Audit, Risk and Improvement Committees in local government, including:*

Our Governance No. 14 Cont...

- *Liverpool Plains Shire Council (as Deputy Chair)*
- *Singleton Council*
- *Parkes Shire Council*
- *Tenterfield Shire Council*

*He has had 100% attendance at all my scheduled ARC meetings.*

*Other board and committee experience include:*

- *Board Member & Director, InConsult Pty Ltd: 2001-Present*
- *E-Lead, Advisory Board Member: 2016-2018*
- *Deputy Chairperson, Chartered Accountants Australia and New Zealand Accounting, Assurance and Governance Discussion Group: 2010-Present*
- *Canterbury-Bankstown City Council Local Emergency Management Committee: 2010 to 2024*
- *Canterbury-Bankstown City Council Floodplain Management Committee: 2010 to 2024*

*He has consulted extensively to Boards, governing bodies and Audit and Risk Committees, providing strategic guidance in governance, setting risk appetite, identifying strategic and emerging risks, risk management training, crisis management, and internal controls.*

## **COUNCIL IMPLICATIONS:**

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

Not applicable in this instance.

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

The NSW Office of Local Government's "RISK MANAGEMENT AND INTERNAL AUDIT for local government in NSW Guidelines" document dated October 2023 is applicable.

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

Adequate provision has been made for the remuneration of the Chairperson and ARIC members in Councils 2024/25 Operational Plan and Budget.

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

Not applicable for the purpose of this report.

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

If Mr. Harb is appointed to the position of Chairperson of ARIC, it will leave vacancy in this Committee – which will need to be advertised and filled with a competent candidate.

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

Our Governance No. 14 Cont...

Section 428A of the *Local Government Act 1993* requires each Council to establish an Audit, Risk and Improvement Committee to continuously review and provide independent advice to the General Manager and the governing body of the Council on:

- Whether the Council is complying with all necessary legislation, regulations and other legal requirements
- The adequacy and effectiveness of the Council's risk management framework, fraud and corruption prevention activities, financial management processes, and the Council's financial position and performance
- The Council's governance arrangements
- The achievement by the Council of the goals set out in the Council's community strategic plan, delivery program, operational plan and other strategies
- How the Council delivers local services and how it could improve the performance of its functions more generally
- The collection of performance measurement data by the Council, and
- Any other matters prescribed by the *Local Government Regulation 2021* (including internal audit).

## **7. Performance Measures**

The Selection Criteria have been discussed in the body of the report.

## **8. Project Management**

Not applicable.

|                               |                                  |
|-------------------------------|----------------------------------|
| Prepared by staff member:     | Hein Basson, General Manager     |
| Approved/Reviewed by Manager: |                                  |
| Department:                   | Office of the Chief Executive    |
| Attachments:                  | <b>1</b> Bio of Tony Harb - ARIC |



7<sup>th</sup> February 2025

**Mr Tony Harb**  
26 Virgil Ave  
Sefton NSW 2162

\_\_\_\_\_  
E: [tonyh@inconsult.com.au](mailto:tonyh@inconsult.com.au)  
M: 0416 207 186

**Mr Hein Basson**  
General Manager  
Tenterfield Shire Council  
PO Box 214  
Tenterfield NSW 2372

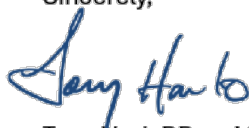
Dear Hein,

As requested, please find attached additional information about my experience.

I have also included a police check and an insolvency check completed recently, around June 2024.

If you have any questions, I am always available at your convenience and can be reached at 0416 207 186 or [tonyh@inconsult.com.au](mailto:tonyh@inconsult.com.au).

Sincerely,



Tony Harb BBus, MBA, FCA, MIIAA

Tony Harb

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## **BOARD, ARC & MANAGEMENT EXPERIENCE**

### **Extensive senior management experience**

Over the course of my 37-year career, I have accumulated a significant amount of senior-level, management experience in the private and public sector. I have held several challenging senior roles – including:

- Chief Executive Officer
- Chief Financial Officer
- Chief Risk Officer (including an interim role at TAFE NSW)
- Audit Manager

Currently, I am the Managing Director (founding director) of InConsult, which I started 24 years ago. Today, InConsult is headquartered in Barangaroo, employs 11 staff and serves 115 of the 128 NSW Council's in the areas of risk management, fraud and corruption prevention, cyber security, resilience and internal audit.

### **ARIC and board membership experience**

I am prequalified as an Independent Member of the Prequalification Scheme: Audit and Risk Committee Independent Chairs and Members.

I currently serve on four Audit, Risk and Improvement Committees in local government, including:

- Liverpool Plains Shire Council (as Deputy Chair)
- Singleton Council
- Parkes Shire Council
- Tenterfield Shire Council

I have had 100% attendance at all my scheduled ARC meetings.

Other board and committee experience include:

- Board Member & Director, InConsult Pty Ltd: 2001-Present
- E-Lead, Advisory Board Member: 2016-2018
- Deputy Chairperson, Chartered Accountants Australia and New Zealand Accounting, Assurance and Governance Discussion Group: 2010-Present
- Canterbury-Bankstown City Council Local Emergency Management Committee: 2010 to 2024
- Canterbury-Bankstown City Council Floodplain Management Committee: 2010 to 2024

I have consulted extensively to Boards, governing bodies and Audit and Risk Committees, providing strategic guidance in governance, setting risk appetite, identifying strategic and emerging risks, risk management training, crisis management, and internal controls.

## **EXPERIENCE**

I present a short summary of my experience in various areas that I will bring to the ARIC.

### **Governance**

At InConsult, I am the founding director with statutory obligations I need to meet. I have established all policies, procedures and governed InConsult to be one of the most respected risk, resilience and assurance service providers in NSW. I have worked with senior leadership teams and boards to develop risk and other governance frameworks that are aligned with the organisations mission and strategy.

### **Risk Management**

This is the area I have the most experience in. I am a recognised risk management thought leader. In 2009, I worked with Standards Australia and University of Technology Sydney to deliver ISO 31000 briefings in Sydney and Melbourne along with the ISO 31000 Chairperson Kevin Knight.

I have led risk transformation projects in the private and public sector. I have designed, implemented and/or reviewed over 200 risk management frameworks. The risk management frameworks typically include policies, plans, procedures, risk appetite statements, risk culture, responsibilities, risk monitoring and reporting, and risk management training. I have completed engagements as interim Chief Risk Officer.

I have written papers and presented at conferences in Asia. I am presenter of One Minute Risk Manager, InConsult's YouTube channel that aims to simplify risk management.

At TAFE NSW, I was engaged for over 6 months to lead and support the transformation of the risk management function and worked directly with the Board, ARC, Managing Director and executive.

At the Information and Privacy Commission NSW (IPC), I have undertaken business continuity management, crisis management and cyber security related projects.

At Justice Health NSW, I supported the enhancement of the risk management framework including defining the risk appetite statement and conducting a risk culture survey/ gap analysis.

I undertake risk workshops for clients covering a range of strategic, operational and emerging risks e.g. Artificial Intelligence (AI) risk governance. I understand the benefits and limitations of quantitative and qualitative risk assessment and the difference between static and dynamic risk assessment.

**Resilience**

I established the resilience, crisis management, business continuity, sustainability and climate risk management services that InConsult provides.

I have provided Local Emergency Management Planning services to several NSW Council's. This included working with various agencies, to draft Local Emergency Plans and related Consequence Management Guides.

At the NSW State Emergency Service, I am currently a volunteer, and I held the position of Deputy Unit Commander for 15 years at one of the largest units in NSW, responsible for over 120 volunteers and serving a local community of 500,000 people. In my capacity as Deputy Unit Commander, I was responsible for planning and community engagement. During major storm operations, I frequently liaised with other agencies including NSW Police, Fire and Rescue NSW and Rural Fire Services.

I have qualifications in several areas in emergency management including Australasian Inter-service Incident Management System (AIIMS), elements of Urban Search and Rescue (USAR), Flood Rescue and Storm Operations.

In 2024, I was awarded the National Emergency Medal for services during the 2019-20 bushfires.

**Financial Management**

I am a qualified Chartered Accountant and Fellow of Chartered Accountants Australia and New Zealand (CAANZ). I have held roles as Finance Manager at Allianz and Chief Financial Officer at Combrook and Liberty Mutual. I have overseen financial planning and management of InConsult for 24 years. As part of my current ARC memberships, I review quarterly budgets, financial policies, financial KPI's and financial accounts of NSW Councils as part of the external audit responsibilities. I have also designed and written financial recovery plans for insurance companies.

**Insurance**

With nearly 40 Australian insurance clients at InConsult and having worked at Allianz for 9 years, I have a strong understanding of insurance, the insurance market and the prudential standards that apply to insurance companies in Australia. At Allianz, I audited all parts of insurance operations including underwriting and claims. I currently oversee InConsult's insurance program and as an ARIC member, the annual insurance arrangements and placements. The Insurance Council of Australia is an InConsult client.

**Internal Audit**

I am a member of the Institute of Internal Auditors Australia (IIAA). I have also conducted an independent review/audit of the IIAA's risk management framework at the request of their ARC. I have experience in strategic audit planning, conducting risk-based audits and working closely with management to enhance internal controls. At Allianz, my

Tony Harb

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operational audits and computer-based audits (using SQL programming) uncovered process inefficiencies, which led to recommendations for improved compliance and reduced operational risks. At InConsult, I have supported a number of public sector entities to establish an Internal Audit Function and performed the role of Chief Audit Executive until the completion of the recruitment process.

#### **External Audit**

My career started as an external auditor at Ernst & Whinney (now EY). I undertook a wide range of external audits of financial statements. My role involved working in a team, liaising with clients' finance team and liaising with management and internal auditors to evaluate the effectiveness of internal controls and providing an objective assessment of financial statements. Later, I worked independently on all aspects of external audits from planning to audit of statements to ensure accurate reporting.

#### **Controls, Compliance, and Fraud Control**

Having a background in risk management, internal audit, external audit and financial management means I have a very deep understanding of internal control objectives, design and strength. Control evaluation is an integral part of all risk assessment and audits I'm involved in.

I regularly perform compliance assessments and maturity assessments against a number of prudential standards and better practice standards e.g. ISO31000, CPS 220 and TPP20-06 Treasury Risk Maturity Assessment Tool.

At InConsult, I lead the delivery of fraud and corruption control services. I have designed, implemented and/or audited around 15 fraud and corruption control frameworks. I also deliver fraud and corruption awareness training to managers and staff. My most recent engagement involved an assessment of a NSW Council's fraud and corruption framework against the NSW Independent Commission Against Corruption (ICAC) Assessing Corruption Control Maturity publication. I have a sound understanding of the fraud red flags, fraud triangle and anti-fraud measures/fraud controls. I have also investigated incidents of alleged fraud and corruption in the public and private sectors.

#### **Performance Management**

At InConsult, I oversee the performance management processes of all staff and a few subcontractors. We have a structured performance management framework that includes formal position descriptions, annual performance plans and quarterly performance reviews. Performance plans are aligned to annual business plans and performance metrics that are appropriate for a consulting business. As part of several ARC's, I review the performance management systems and project, financial and operational KPI's.

**Human Resource Management**

I oversee the recruitment and selection process at InConsult. I've also worked with HR / People & Culture departments at Allianz and clients to audit or help improve employee management processes. At Allianz I worked on a project to transition the organisation from company owned vehicles to novated leases which required significant people and change management. At NSW SES, I helped design and implement the recruitment and engagement strategy as well as support the Unit Commander in various organisational change initiatives including improving volunteer engagement via dual roles. Currently, I'm reviewing and restructuring the risk management function for a large regional NSW Council.

**Information Technology**

I have extensive experience overseeing IT strategy and information security. In 2018, I established InConsult's cyber risk management services. At Combrook, I led the implementation of a new business system – the system was delivered on time and budget. I am very familiar with a number of cybersecurity frameworks including ISO27000 and Essential 8.

**Project Management**

At InConsult, every client engagement is a project. At any one time, we would have around 50 active client projects. I manage projects every day. Project controls include weekly project meetings, fortnightly meetings with each lead and monthly staff meetings. Larger more complex, and longer duration projects require fortnightly project status reporting to the client. At Allianz, I was part of the 'Future Shape' project responsible for benefits tracking.

**Business Operations**

My 37 years' of business experience at InConsult and in the corporate world has allowed me to experience all areas of business operations first hand. At every opportunity, I look to optimise processes for maximum efficiency and profitability/ financial sustainability. As a risk and audit practitioner with clients in the NSW public sector, I understand the challenges and constraints that agencies face.

## **REFERENCES**

|                                                        |              |
|--------------------------------------------------------|--------------|
| Mr Stephen Horne (Chair Parkes Shire Council ARC)      | 0412 602 764 |
| Ms Petra Koziollek (Chief Audit Executive, NSW SES)    | 0472 590 664 |
| Mr Michael O'Connor (Chair Liverpool Plains Shire ARC) | 0437 593 479 |
| Mr Paul Quealey (Chair Singleton Council ARC)          | 0472 696 660 |



## CAREER PROFILE



### SKILLS

Enterprise risk management  
Cyber risk and information security  
Organisational resilience  
Strategic management  
Emergency management  
Financial management  
Internal audit  
External audit  
Internal control design  
Fraud and corruption control.

### INDUSTRY EXPERIENCE

State and Local Government  
General Insurance / Reinsurance  
Life Insurance  
Health Insurance  
ASX listed companies

### EXPERIENCE

|                |                                                            |
|----------------|------------------------------------------------------------|
| 2001 - Present | InConsult, Director                                        |
| 1996 - 2000    | Combrook (Allianz Subsidiary)<br>CEO, Financial Controller |
| 1994 - 1996    | Allianz, Financial controller,<br>Corporate Change Program |
| 1991 - 1994    | Allianz/MMI<br>Internal Audit                              |
| 1989 - 1991    | EY, Audit Division                                         |

Tony Harb

## TONY HARB

### PROFILE

Tony is the founding Director of InConsult, a management consulting firm specialising in risk management, internal audit, governance, fraud control, and cybersecurity. He is a Chartered Accountant with over 30 years of hands-on, management and director and board advisory experience.

Tony has held senior roles at Ernst & Young, Allianz, and Combrook. As CEO of Combrook, he transformed the organization into one of Allianz's most profitable business units. He has both local and international work experience in Singapore, Malaysia, the UK, Canada, and the USA. Tony also led the transformation of the risk management function at TAFE NSW.

A respected risk management subject matter expert, Tony has collaborated with Standards Australia and UTS to deliver ISO 31000 briefings in Sydney and Melbourne. He has also presented papers at conferences in Australia and Asia for The Institute of Internal Auditors, CPA Australia, and The Actuaries Institute. Tony is the presenter of "One Minute Risk Manager" on InConsult's YouTube channel.

Tony is an independent member of four Audit and Risk Committees and serves as Deputy Chair of one of these committees.

He was a former Deputy Unit Commander and Emergency Officer with the NSW State Emergency Service (SES) and recipient of the National Emergency Medal.

### QUALIFICATIONS & MEMBERSHIPS

FCA - Fellow Chartered Accountants Australia & New Zealand  
MIIA (Aust.) - Institute of Internal Auditors Australia (Member)  
Local Government Internal Audit network  
MBA - Australian Graduate School of Management  
B. Bus (Accounting)  
Advanced AIIMS (Incident Management)  
Media Liaison  
Business Continuity - Emergency Management Australia  
Emergency Risk Management  
Investigate WHS incidents (for Business Mgt) - BSBWHS505A  
Audit and Risk Committee Prequalification (ARC) Scheme – Independent Member

### INTERESTS





## SKILLS MATRIX

| Areas of Experience:                                                                                                                                                                                                        | Expert | Sound | Some |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|------|
| Corporate governance                                                                                                                                                                                                        | x      |       |      |
| Financial management, accounting & finance                                                                                                                                                                                  | x      |       |      |
| Risk management                                                                                                                                                                                                             | x      |       |      |
| Resilience/ Business Continuity                                                                                                                                                                                             | x      |       |      |
| Insurance arrangements                                                                                                                                                                                                      | x      |       |      |
| Internal audit                                                                                                                                                                                                              | x      |       |      |
| External audit                                                                                                                                                                                                              | x      |       |      |
| Fraud and corruption prevention                                                                                                                                                                                             | x      |       |      |
| Internal control design                                                                                                                                                                                                     | x      |       |      |
| Business operations                                                                                                                                                                                                         | x      |       |      |
| Performance management                                                                                                                                                                                                      | x      |       |      |
| Legal experience                                                                                                                                                                                                            |        | x     |      |
| Information Technology Strategy & Governance                                                                                                                                                                                |        | x     |      |
| Cybersecurity                                                                                                                                                                                                               | x      |       |      |
| People and volunteer management                                                                                                                                                                                             | x      |       |      |
| Project management                                                                                                                                                                                                          | x      |       |      |
| Asset management                                                                                                                                                                                                            |        | x     |      |
| Assurance Mapping                                                                                                                                                                                                           | x      |       |      |
| Compliance management                                                                                                                                                                                                       | x      |       |      |
| NSW Government risk, cyber & fraud related policies                                                                                                                                                                         | x      |       |      |
| NSW Government laws & regulations                                                                                                                                                                                           |        | x     |      |
| Other - Cybersecurity, climate change, ESG, third party/ outsourcing arrangements, social media, crisis management, emergency management, strategy formulation and implementation, change management, conduct investigation | x      |       |      |

**Expert** Deep, comprehensive knowledge and skills. Extensive work experience.

**Sound** Well-rounded knowledge of concepts. Work experience limited to review/audit.

**Some** Basic to moderate knowledge of concepts and skills.

## CRIMINAL CHECK

**Digital National Police Certificate**  
NSWPF-2024-999557  
Application No. 1545499019  
TONY HARB  
DOB: 17/09/1966  
Page 1 of 1

TONY HARB  
26 Virgil Avenue  
Sefton NSW 2162

**Employment - Name and Date of Birth Check**

This document certifies that

| NAME      | DATE OF BIRTH |
|-----------|---------------|
| HARB TONY | 17/09/1966    |

At the date of issue there are "no disclosable court outcomes" or outstanding matters, within the records of police services in Australia.

**END OF RECORD**

  
Manager  
Criminal Records  
NSW Police Force  
Issued: 19/06/2024

**Explanatory Notes**

1. This certificate is based upon a check of police information and reference systems using the name and date of birth of the person referred to above. If no information is returned by these systems, it is possible that the police information and reference systems may contain information recorded against this person under another name or alias.

2. This certificate is issued subject to the various applicable laws, which provide the disclosure of spent convictions, except in certain circumstances. Accordingly, the court outcomes disclosed above does not necessarily imply that it is a complete list of convictions or charges in respect of that person.

3. Given that there is unavoidable time lapse between the recording of conviction by courts and the updating of police systems, this certificate can only reflect the completeness and accuracy of these systems (subject to the privacy in paragraph 2) at the time of issue.

4. Applicant should be given an opportunity to verify the contents of this certificate.

5. For further information regarding this certificate, contact the NSW Police Force IC phone number on 02 8635 7883 or TTY 0211 3776 (crimrec@nswpolice.nsw.gov.au).

To verify this document go to <https://portal.police.nsw.gov.au/crimscheck-nswpolicecheck>.

Tony Harb

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INSOLVENCY CHECK



Australian Government  
Australian Financial Security Authority  
National Personal Insolvency Index  
Extracted in Canberra at 05:21pm on 19 June 2024

Search ID: NS24259223

|                             |                                                                             |
|-----------------------------|-----------------------------------------------------------------------------|
| Search Criteria             |                                                                             |
| Family Name                 | HARB (Exact)                                                                |
| Given Name                  | Tony (Exact)                                                                |
| Middle Name                 | <blank> (Any middle name) (includes records with no middle name)            |
| Date of Birth               | 17-Sep-1965 to 17-Sep-1967 (Range) (includes records with no date of birth) |
| Insolvency records searched | Last 10 years only                                                          |

USING THE SEARCH CRITERIA NO RECORDS HAVE BEEN RETRIEVED

The information contained in this extract comes from the National Personal Insolvency Index at the time and date of the extract.  
If you consider the information contains errors, please contact the Australian Financial Security Authority on 1300 366 186 or visit the website [www.afsa.gov.au](http://www.afsa.gov.au) for more information.

END REPORT

VE0150000

Page 1 of 1

|                      |                                                  |
|----------------------|--------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Director Corporate Services</b> |
| <b>Submitted by:</b> | Governance Officer                               |
| <b>Reference:</b>    | <b>ITEM GOV15/25</b>                             |
| <b>Subject:</b>      | <b>AGENCY INFORMATION GUIDE</b>                  |

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

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

#### **SUMMARY**

The purpose of this report is to enable Council to consider and adopt the updated Tenterfield Shire Council Agency Information Guide, as required in accordance with the *Government Information (Public Access) Act 2009* (GIPA).

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

**That Council adopts the Tenterfield Shire Council Agency Information Guide 2025 in accordance with Sections 20 and 21 of the *Government Information (Public Access) Act 2009*.**

#### **BACKGROUND**

Section 20 of the GIPA Act requires that agencies must have an Agency Information Guide as follows:

- (1) *An agency (other than a Minister) must have a guide (its "agency information guide") that:*
  - (a) *describes the structure and functions of the agency, and*
  - (b) *describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public, and*
  - (c) *specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions, and*
  - (d) *identifies the various kinds of government information held by the agency, and*
  - (e) *identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available, and*
  - (f) *specifies the manner in which the agency makes (or will make) government information publicly available, and*

Our Governance No. 15 Cont...

*(g) identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.*

- (2) An agency must make government information publicly available as provided by its agency information guide.*
- (3) The Director-General of the Department of Local Government may, in consultation with the Information Commissioner, adopt mandatory provisions for inclusion in the agency information guide of local authorities. The agency information guide of a local authority must include any such mandatory provision unless the Director-General otherwise approves in a particular case.*

#### **REPORT:**

In accordance with Section 21 of the GIPA Act, an agency must review its agency information guide and adopt a new agency information guide at intervals of not more than 12 months. An agency may update and amend its agency information guide at any time.

Council's current Agency Information Guide was adopted on 2 February 2022. Given the significant disruptions due to organisation changes and the 2024 NSW Local Government election, the Agency Information Guide has not been updated until January 2025.

In accordance with Section 22 of the GIPA Act, agencies must notify the Information Commissioner before adopting or amending their Agency Information Guide and must, if requested to do so by the Information Commissioner, consult with the information Commissioner on the proposed Agency Information Guide.

The Information Commissioner has been notified on 14 February 2024 of the revised Organisational structure. The Agency Information Guide has been updated to reflect Council's organisational structure, Committees, and Policies available for access.

#### **COUNCIL IMPLICATIONS:**

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

Council meets its commitment to inform, consult and involve by reviewing and adopting its Agency Information Guide via its Open Ordinary Meeting.

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

- *Thanks and Government Information (Public Access) Act 2009*

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

Nil.

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

Nil.

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

Nil.

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

Nil.

Our Governance No. 15 Cont...

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Liz Alley**  
**Director Corporate Services**

|                               |                                            |
|-------------------------------|--------------------------------------------|
| Prepared by staff member:     | Lee Sisson                                 |
| Approved/Reviewed by Manager: | Liz Alley, Director Corporate Services     |
| Department:                   | Office of the Director Corporate Services  |
| Attachments:                  | <b>1</b> AGENCY INFORMATION GUIDE 26 Pages |

# AGENCY INFORMATION GUIDE

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Government Information (Public Access) Act 2009  
2025

ADOPTED BY COUNCIL XX XXX 2025  
RESOLUTION NUMBER XX/XX



## Agency Information Guide 2025

| Responsible Area: Governance |                   |
|------------------------------|-------------------|
| Previous Publications        | Resolution Number |
| 25 August 2010               | 588/10            |
| 29 June 2011                 | 315/11            |
| 23 October 2013              | 382/12            |
| 26 February 2014             | 21/14             |
| 25 March 2015                | 67/15             |
| 29 June 2016                 | 154/16            |
| 20 December 2017             | 272/17            |
| 27 March 2019                | 49/19             |
| 23 February 2022             | 34/22             |
| 2025                         |                   |



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## Agency Information Guide 2025

### What is the Agency Information Guide?

This Agency Information Guide has been produced by Tenterfield Shire Council in accordance with Section 20 of the *Government Information (Public Access) Act 2009* and is reviewed annually.

The purpose of the document is to provide members of the community, Council staff, and the public with information concerning:

- The structure and functions of Tenterfield Shire Council
- The impact council functions have on the public
- The avenues available to the public to participate in policy development and Tenterfield Shire Council functions.
- The type of information available from Tenterfield Shire Council and how this information is made available

The Information Guide is available:

- Via Council's website [www.tenterfield.nsw.gov.au](http://www.tenterfield.nsw.gov.au)
- Council's Administration Office

## Agency Information Guide 2025

### 1 Structure and Functions of Council

#### 1.1 Introduction

Tenterfield Shire Council is committed to the following principles regarding public access to documents and information:

- Open and transparent government
- Consideration of the overriding public interest in relation to access requests
- Proactive disclosure and dissemination of information
- Respect for the privacy of individuals.



#### 1.2 Role of Governing Body

The Council's legal status under the *Local Government Act 1993* is as a body politic of the State with perpetual succession and the legal capacity and powers of an individual both in and outside the State (s220(1)).

The Council divided into five Wards, with ten Councillors (two for each Ward). The Mayor is elected biannually by the Councillors from among their numbers.

## Agency Information Guide 2025

### 1.3 Role of Councillors

The role of Councillors (s232), as members of the governing body are as follows:

- to be an active and contributing member of the governing body
- to make considered and well informed decisions as a member of the governing body
- to participate in the development of the integrated planning and reporting framework
- to represent the collective interests of residents, ratepayers and the local community
- to facilitate communication between the local community and the governing body
- to uphold and represent accurately the policies and decisions of the governing body
- to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor.

A Councillor is accountable to the local community for the performance of the Council.



From left: Cr Greg Sauer (Deputy Mayor), Cr Tim Bonner, Cr Greg Purcell, Cr Roger Turner, Cr Peter Petty, Cr Peter Murphy, Cr Kim Rhodes, Cr Owen Bancroft, Cr Tom Peters

## Agency Information Guide 2025



Mayor Bronwyn Petrie

### 1.4 Role of Mayor

The role of Mayor (s226) is as follows:

- to be the leader of the Council and a leader in the local community
- to advance community cohesion and promote civic awareness
- to be the principal member and spokesperson of the governing body, including representing the views of the Council as to its local priorities
- to exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council
- to preside at meetings of the Council
- to ensure that meetings of the Council are conducted efficiently, effectively and in accordance with this Act
- to ensure the timely development and adoption of the strategic plans, programs and policies of the Council
- to promote the effective and consistent implementation of the strategic plans, programs and policies of the Council
- to promote partnerships between the Council and key stakeholders
- to advise, consult with and provide strategic plans and policies of the Council
- in conjunction with the Chief executive, to ensure adequate opportunities and mechanisms for engagement between the Council and the local community
- to carry out the civic and ceremonial functions of the Mayoral Office
- to represent the Council on Regional organisations and at intergovernmental forums at Regional, State and Commonwealth level
- in consultation with the Councillors, to lead performance appraisals of the General Manager
- to exercise any other functions of the Council that the Council determines.

Council has an Internal Audit Committee whose objective is to provide independent oversight and assistance to the Tenterfield Shire Council on risk management, control, governance, and external accountability responsibilities.



## Agency Information Guide 2025



Mr Hein Basson

### 1.5 Role of General Manager

The Principle Officer of the Council is the General Manager. The General Manager is generally responsible for the efficient and effective operation of the Council's organisation and for ensuring the implementation, without undue delay, of decisions of the Council.

The General Manager has the following particular functions (s335):

- to conduct the day to day management of the Council in accordance with the strategic plans, programs, strategies and policies of the Council
- to implement, without undue delay, lawful decisions of the Council
- to advise the Mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the Council
- to prepare, in consultation with the Mayor and the governing body, the Council's Community Strategic Plan, Community Engagement Strategy, Resourcing Strategy, Delivery Program, Operational Plan and Annual Report
- to ensure that the Mayor and other Councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions
- to exercise any of the functions of the Council that are delegated by the Council to the General Manager
- to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the Council
- to direct and dismiss staff
- to implement the Council's Workforce Management Strategy
- any other functions that are conferred or imposed on the General Manager by or under this or any other Act.

To assist the General Manager in the exercise of these functions, there are two divisions of Council. These divisions are Corporate and Services. A Chief Officer and Director heads each of these divisions.

## Agency Information Guide 2025

### Organisation Structure

The organisation is comprised of two distinct divisions.

1. The Corporate, Governance and Community Division; and
2. The Infrastructure and Services Division.

The two divisions are headed by the Chief Corporate Officer and Director of Infrastructure respectively. Both report directly to the General Manager.

The General Manager has several other areas which report directly.

### The Structure:

| GENERAL MANAGER                                           |                               |                                  |
|-----------------------------------------------------------|-------------------------------|----------------------------------|
| DIRECTOR CORPORATE SERVICES                               | OFFICE OF THE GENERAL MANAGER | DIRECTOR INFRASTRUCTURE SERVICES |
| Finance & Technology                                      | Civic Office                  | Asset Management                 |
| Corporate & Governance                                    | Organisational Leadership     | Water & Waste Management         |
| Planning & Development                                    | Workforce Development         | Works Management                 |
| Library                                                   | Emergency Services            | Environmental Management         |
| Incorporated Not for Profit Association<br>School of Arts |                               | Parks, Gardens & Open Space      |
|                                                           |                               | Buildings & Amenities            |

## Agency Information Guide 2025

### 1.6 Council's Mission, Vision and Corporate Values

#### Our Mission

Tenterfield Shire Council provides local civic leadership and a wide range of community services and facilities.

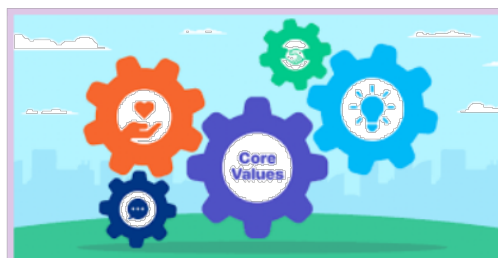
Our mission statement "Quality Nature, Quality Heritage and Quality Lifestyle" provides focus and direction in the manner in which we provide leadership and services.

#### Our Vision

- to establish a Shire where the environment will be protected and enhanced to ensure sustainability and inter-generational equity
- to recognise and actively develop our cultural strengths and unique heritage
- to establish a prosperous shire through balanced, sustainable economic growth managed in a way to create quality lifestyles and satisfy the employment, environmental and social aims of the community
- to establish a community spirit which encourages a quality lifestyle, supports health and social well-being, promotes family life and lifestyle choices
- to establish a community spirit which promotes opportunities to participate in sport and recreation, promotes equal access to all services and facilities
- to encourage all people to participate in the economic and social life of the community with a supportive attitude towards equal life chances and equal opportunity for access to the Shire's resources.

#### Our Corporate Values

At Tenterfield we value our staff and recognise that they are central to the success of our organisation. Our Workforce Management Strategy 2021-2025 provides a strategic framework for developing our workforce so that it is appropriately skilled and flexible to best meet the challenges ahead.



Our five corporate values are **I CARE**:

**Integrity** - ensuring openness and honesty in all our activities

**Community Focus** - delivering prompt courteous and helpful service

**Accountability** - accepting responsibility for providing quality services and information

**Respect** - treating people with courtesy, dignity and fairness regardless of our personal feelings about the person or issue

**Excellence** - being recognised for providing services and programs that aim for best practice.



## Agency Information Guide 2025

### 2 Effect Council Functions have on the Public

#### 2.1 Functions under legislation

In addition to the *Local Government Act 1993* (LGA), Council has powers under other Acts and Regulations including:

| A - G                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | H - P                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | R - W                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Annual Holidays Act 1944</li> <li>• Biodiversity Conservation Act 2016</li> <li>• Biosecurity Act 2015</li> <li>• NSW Boarding Houses Act 2012</li> <li>• NSW Building and Development Certifiers Act 2018</li> <li>• Building Products (Safety) Act 2017</li> <li>• NSW Cemeteries and Crematoria Act 2013</li> <li>• Child Protection (Working with Children) Act 2012</li> <li>• Child Protection (Working with Children) Regulation 2013</li> <li>• Community Land Development Act 2021</li> <li>• Companion Animals Act 1998</li> <li>• Companion Animals Regulation 2018</li> <li>• Contaminated Land Management Act 1997</li> <li>• Conveyancing Act 1919</li> <li>• Crown Land Management Act 2016</li> <li>• Crown Land Management Regulation 2018</li> <li>• Electricity Supply Act 1995</li> <li>• Environmental Planning and assessment Act 1979</li> <li>• Environmental Planning and Assessment Regulation 2021</li> <li>• Fisheries Management Act 1994</li> <li>• Fluoridation of Public Water Supplies Act 1957</li> <li>• Food Act 2003</li> <li>• Government Information (Public Access) Act 2009</li> <li>• Graffiti Control Act 2008</li> </ul> | <ul style="list-style-type: none"> <li>• Heavy Vehicle National Law (NSW) 2013</li> <li>• Heritage Act 1977</li> <li>• Housing Act 2001</li> <li>• Independent Pricing and Regulatory Tribunal Act 1992</li> <li>• Land Acquisition (Just Terms Compensation) Act 1991</li> <li>• Land and Environment Court Act 1979</li> <li>• Library Act 1939</li> <li>• Library Regulation 2018</li> <li>• Local Government (General) Regulation 2021</li> <li>• Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021</li> <li>• Local Government Act 1993</li> <li>• Local Government and Other Authorities (Superannuation) Act 1927</li> <li>• Road Transport Act 2013</li> <li>• Ombudsman Act 1974</li> <li>• Pesticides Act 1999</li> <li>• Privacy and Personal Information Protection Act 1998</li> <li>• Protection of the Environment Operations (Clean Air) Regulation 2022</li> <li>• Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019</li> <li>• Protection of the Environment Operations Act 1997</li> <li>• Public Health Act 2010</li> <li>• Public Interest Disclosures Act 1994</li> <li>• Public Works and Procurement Act 1912</li> </ul> | <ul style="list-style-type: none"> <li>• NSW Real Property Act</li> <li>• Restricted Premises Act 1943</li> <li>• Road Transport (General) Act 2005</li> <li>• Road Transport (Safety and Traffic Management) Act 1999</li> <li>• Roads Act 1993</li> <li>• State Emergency and Rescue Management Act 1989</li> <li>• State Records Act 1998</li> <li>• Strata Schemes Development Act 2015</li> <li>• Strata Schemes Management Act 2015</li> <li>• Swimming Pools Act 1992</li> <li>• Swimming Pools Regulation 2018</li> <li>• Tattoo Industry Act 2012</li> <li>• Trees (Disputes Between Neighbours) Act 2006</li> <li>• Valuation of Land Act 1916</li> <li>• NSW Water Management Act 2000</li> <li>• Work Health and Safety Act 2011</li> <li>• Workplace Surveillance Act 2005</li> </ul> |

## Agency Information Guide 2025

### 2.2 Impact of Council Functions on the Public

As a service organisation, the majority of the activities of Tenterfield Shire Council have an impact on the public. The following is an outline of how the broad functions of Council affect the public.

| FUNCTION       | DESCRIPTION                                                                                                                                                                                                                                                                                                                      |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Service        | <b>Service functions</b> affect the public in that services and facilities provided by the council are for use by the public, such as community halls, recreation facilities, removal of garbage, and maintenance of roads and bridges. Other services are water and sewer, libraries, saleyards, swimming pool, and cemeteries. |
| Regulatory     | <b>Regulatory functions</b> place restrictions on developments and buildings to ensure that they meet certain requirements that will not endanger the lives and safety of any person. Members of the public must be aware of and must comply with such regulations.                                                              |
| Ancillary      | <b>Ancillary functions</b> affect only some members of the public if, for example, the resumption of land is necessary or if Council officers need to enter onto private land.                                                                                                                                                   |
| Revenue        | <b>Revenue functions</b> affect the public directly in that rates and other charges are paid by the public in return for services and facilities that are provided to the community.                                                                                                                                             |
| Administrative | <b>Administrative functions</b> do not necessarily affect the public directly but have an impact on the administration of the community. For example, Council has developed its Integrated Planning and Reporting Framework which outlines the strategies of the council over both the short term and long term.                 |
| Enforcement    | <b>Enforcement functions</b> only affect those members of the public that are in breach of certain legislation, such as the non-payment of rates and charges, unregistered dogs and parking fines.                                                                                                                               |

## Agency Information Guide 2025

### 3 Public participation in Local Government

Tenterfield Shire Council supports the principles of open government and encourages community involvement in policy development and general activities of Council.

There are two broad ways in which the public may participate in the policy development and, indeed, the general activities of the Council. These are through representation and personal participation.

#### 3.1 Representation

Local Government in Australia is based on the principle of representative democracy. This means that the people elect representatives to their local Council to make decisions on their behalf. In New South Wales, local government elections are held every four years. The next scheduled election will be in September 2028.

Residents are able to raise issues with, and make representations to, the elected Councillors. The Councillors, if they agree with the issue or representation, may pursue the matter on the resident's behalf thus allowing members of the public to influence the development of policy.

#### 3.2 Personal Participation in Council Exercising its Functions

Ratepayers, residents and business are encouraged to have a say in what Council does.

Community participation in Council is a major focus of the *Local Government Act 1993*. The Act encourages Councils to be open and accountable to the community. This is achieved by people having appropriate access to information, voting in polls and referendums, making submissions to Council, and by council meetings being open to the public.

##### 3.2.1 Public Submissions

All significant plans, strategies and policies of Tenterfield Shire Council are placed on exhibition in draft form so that interested members of the public may view them and make comments should they wish to. Documents inviting submissions are available at Council's customer service counter and on Council's website:

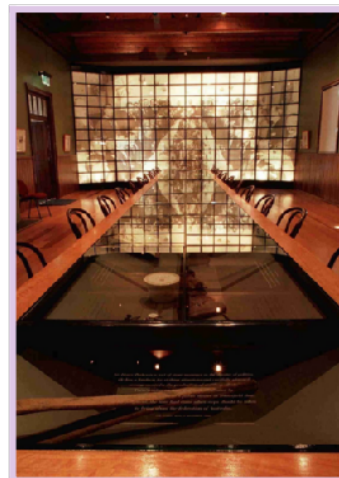
<https://www.tenterfield.nsw.gov.au/your-council/council-documents/public-exhibition-documents>

Submissions should be addressed to:

The General Manager  
Tenterfield Shire Council  
PO Box 214  
Tenterfield NSW 2372  
Email: [council@tenterfield.nsw.gov.au](mailto:council@tenterfield.nsw.gov.au)

Development applications inviting public submission as required under the Tenterfield Development Control Plan 2014 can be found on Council's website:

<https://www.tenterfield.nsw.gov.au/services/building-planning/approved-and-advertised-development-applications>



## Agency Information Guide 2025

Members of the public are able to attend Council meetings (fourth Wednesday of each month - except in December when it is held on the third Wednesday of the month and January when there is no meeting) in the Council Chamber, Administration Building, 247 Rouse Street, Tenterfield. However, it should be noted that one meeting each year is conducted in one of the Villages.

Copies of Agendas and Minutes for Council Meetings are available on Council website:

<https://www.tenterfield.nsw.gov.au/your-council/council-committee-meetings/council-business-papers>

Council Meetings are webcast and streamed live for the duration of the meeting, apart from the annual meeting held in one of the villages. Webcasts are then placed on Council's website on the following Monday at 10am, and remain for six months:

<https://www.tenterfield.nsw.gov.au/your-council/council-committee-meetings/webcast-of-council-meetings>

In addition, Council periodically holds informal meetings in the villages and community halls in the region to allow residents to raise matters of particular interest.

### 3.3 Council Committees

There are also avenues for members of the public to personally participate in the policy development and the functions of the Council.

The following council Advisory Committees include members of the public among others. Terms of Reference for the Community Committees can be found on Council's website:

<https://www.tenterfield.nsw.gov.au/your-council/council-committee-meetings/council-committees>

- Tenterfield Saleyards Advisory Committee
- Sir Henry Parkes School of Arts Joint Management Committee
- Tenterfield Chamber of Commerce - Tourism Committee
- Sale Yards Committee

In addition, Council Committees without external members include;

- Audit, Risk & Improvement Committee (ARIC)
- Contributions/Donations Assessment Panel, and
- Australia Day Awards Committee

## Agency Information Guide 2025

### 3.4 External Committees

Council also provides delegates to the following Committees. Details of Councillors servicing on these Committees can be found on Council's Committee Register on Council's website:

<https://www.tenterfield.nsw.gov.au/your-council/council-committee-meetings/council-committees>

- Country Mayors Association
- Border Region Organisation of Councils
- Local Health Advisory Committee
- Local Traffic Committee
- Local Emergency Management Committee
- Bushfire Management Committee
- Granite Borders Landcare Committee
- Murray Darling Association - Region 11
- Joint Regional Planning Panels
- Arts North West

### 3.5 Community Engagement Forums

Tenterfield Shire Council will provide a community engagement forum for discussions with the community (and feedback) on the delivery of the community Strategic Plan and Council's Delivery Program. Details of any current community engagement forums will be advertised on council's social media - <https://www.facebook.com/TenterfieldShireCouncil/>, local print and radio media outlets, and on our website - <https://www.tenterfield.nsw.gov.au/>

### 3.6 Feedback and Complaints

Council welcomes constructive feedback about the exercise of its functions and its delivery of services to the community.

Feedback and complaints can be provided verbally or in writing as outlined in Council's Customer Service Charter 2022, available at Council's customer service desk or on Council's website:

<https://www.tenterfield.nsw.gov.au/?s=customer+service+charter>

## Agency Information Guide 2025

### 4 Access to Government Information

#### 4.1 What is the Government Information (Public Access) Act (GIPA)?



The *Government Information (Public Access) Act (GIPA)* came into effect on 1 July 2010, replacing the *Freedom of Information Act 1989*.

Under the provisions of the GIPA Act, there is a right of access to certain information held by Council, unless there is an overriding public interest against its disclosure.

#### 4.2 Information Held by Tenterfield Shire Council

Council holds a wide range of information, in both hard copy and electronic form in respect of the wide range of functions undertaken by it. That information is contained in:

- Files - either physical or electronic
- Policy documents
- General documents

##### Files

Prior to 2002 Council had a 'hard copy' filing system, with material being held in physical files. Since then, Council's files have been maintained in electronic format, physical files being dispensed with, except for development, property, and cemetery files.

Electronic information held relates to Council's service functions, regulatory functions, ancillary functions, revenue functions, administrative functions and enforcement functions.

Council's files are not available on the website, however this information may be made available either by informal release or via an access application, unless there is an overriding public interest against disclosure of the information, in accordance with the provisions of GIPA.

##### Policy Documents

All of Council's Policies are maintained in a policy register - access to which is available on the website:

<https://www.tenterfield.nsw.gov.au/your-council/council-documents/policies>

##### General Documents

The following list of general documents held by Council has been divided into four sections as outlined by Schedule 1 of the *Government Information (Public Access) Regulation 2018*:

- Information about Council
- Plans and Policies
- Information about Development Applications
- Approvals, Orders and other Documents



## Agency Information Guide 2025

Schedule 1 of the *Government Information (Public Access) Regulation 2018* requires that these documents held by Council, are to be made publicly available for inspection, free of charge.

The public is entitled to inspect these documents either on Council's website (unless there is an unreasonable additional cost to Council to publish these documents on the website) or at the offices of the Council during ordinary office hours or at any other place as determined by Council. Any current and previous documents of this type may be inspected by the public free of charge. Copies can be supplied for reasonable copying charges.

These documents include:

### **4.3 Information about Council available on Council's website:**

<https://www.tenterfield.nsw.gov.au/your-council/council-documents>

#### **Integrated Planning & Reporting Framework Documents:**

- State of Our Shire Report 2021-2024
- Annual Reports
- Financial Reports
- Public Exhibition Documents
- Council's Fees & Charges
- Delivery Program 2022-2026, Operational Plan 2023-2024
- Community Strategic Plan 2022-2032
- Long Term Financial Plan
- Community Engagement Strategy
- Statement of Revenue Policy 2023-2024
- Workforce Management Strategy 2021-2025
- Asset Management Strategy 2022-2032

#### **Documents available for inspection at the Council Administration Office**

- Register of Current Declarations of Disclosures of Political Donations
- Register of Delegations
- Section 449 disclosures of Interest Returns

#### **Council Agendas and Business Papers available on Council's website:**

<https://www.tenterfield.nsw.gov.au/your-council/council-committee-meetings/council-business-papers>

- Agendas and Business Papers for any meeting of Council
- Minutes of any meeting of Council or any Committee of Council
- Departmental Representative Reports presented at a meeting of Council

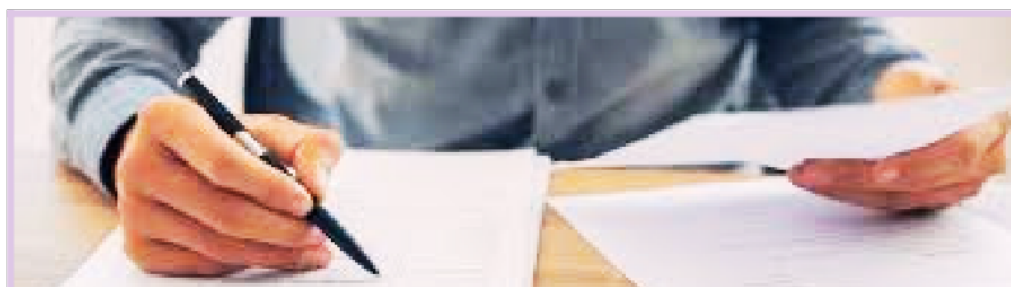
## Agency Information Guide 2025

### 4.4 Plans and Policies available on Council's website:

#### Plans

<https://www.tenterfield.nsw.gov.au/your-council/council-documents/plans-reports>

| PLANS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Asset Management Strategy</li><li>• Biosecurity Plan - Tenterfield Shire Saleyards</li><li>• Community Plan - Integrated Planning &amp; Reporting</li><li>• Community Participation Plan</li><li>• Development Control Plan 2014</li><li>• Development Servicing Plan - Sewerage Services - July 2020</li><li>• Development Servicing Plan - Water Supply Services - July 2020</li><li>• Disability Inclusion Action Plan</li><li>• Drought Management Plan</li><li>• Equal Employment Opportunity - Management Plan</li><li>• Floodplain Risk Management Study and Plan</li><li>• Flood Study - Urbenville &amp; Woodenbong</li><li>• Health &amp; Safety Management Plan</li><li>• Local Emergency Management Plan (EMPLAN)</li><li>• Local Strategic Planning Statement 2040</li><li>• Northern New England High Country REDS- 2023</li><li>• Parks and Sportsgrounds Plan of Management</li><li>• Pedestrian Access and Mobility Plan (PAMP)</li><li>• Pesticide Use Notification Plan</li><li>• Pollution Incident Response Plan</li><li>• POM - Old Power House Reserve</li></ul> | <ul style="list-style-type: none"><li>• POM - Jubilee Park</li><li>• Privacy Management Plan</li><li>• Risk Management - Continuous Improvement Plan</li><li>• Road Asset Management Plan</li><li>• Saleyards Management Plan</li><li>• Section 7.11 Development Contribution Plan</li><li>• Section 7.12 Development Contribution Plan</li><li>• Stormwater Quality Management Plan</li><li>• Strategic Business Plan for Water Supply and Sewerage Services</li><li>• Strategic Companion Animal Management Plan (SCAMP)</li><li>• Tenterfield Bike Plan</li><li>• Tenterfield Cemetery Master Plan</li><li>• Tenterfield Communications Plan</li><li>• Tenterfield Cultural Plan</li><li>• Tenterfield Industrial Estate Marketing Strategy</li><li>• Tenterfield Main Street Masterplan</li><li>• Tenterfield War Memorial Baths Management Plan</li><li>• Village Concept Plans</li><li>• Waste Management Strategy</li><li>• Water Supply Asset Management Plan</li><li>• Tenterfield Water Supply - DWMS Subplan</li><li>• Urbenville Water Supply - DWMS Subplan</li></ul> |





## Agency Information Guide 2025

### Policies

<https://www.tenterfield.nsw.gov.au/your-council/council-documents/policies>

| POLICIES<br>A-I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | POLICIES<br>L-W                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <ul style="list-style-type: none"> <li>• Aboriginal Recognition of Protocol Policy</li> <li>• Aerated Wastewater Treatment Systems</li> <li>• Affixing of Council Seal to Documents</li> <li>• Art Collection</li> <li>• Asbestos Policy</li> <li>• Asset Management Policy</li> <li>• Australia Day Awards &amp; Citizenship Ceremonies</li> <li>• Backflow Prevention Policy</li> <li>• Borrowing Policy</li> <li>• Burial on Private Land</li> <li>• Busking</li> <li>• Buy Local Policy</li> <li>• Customer Service Policy</li> <li>• Community Contributions/Donations Policy</li> <li>• Community Engagement Policy</li> <li>• Competitive Neutrality Complaints</li> <li>• Complaints and Unreasonable Conduct Policy</li> <li>• Concealed Water Leakage Concession</li> <li>• Conference/Seminar/Training/Expenses Policy</li> <li>• Construction Maintenance of Property Access from Council</li> <li>• Construction Maintenance of Property Access from Council</li> <li>• Construction Over and Adjacent Stormwater Sewer and Water Mains</li> <li>• Contaminated Recycling Bin Policy</li> <li>• Councillor Expenses and Facilities</li> <li>• Councillors Access to Information and Interaction with Staff Policy</li> <li>• Credit Card Policy</li> <li>• Debt Recovery Policy</li> <li>• Disclosures By Councillors Designated Persons Policy</li> <li>• Disposal of Minor Assets including Plant Material and Equipment</li> <li>• Drinking Water Quality and Safety Policy</li> <li>• Employee Relations Policy</li> <li>• Enforcement Policy for Unlawful Activities</li> <li>• Exclusion for Disruptive or Abusive Citizens/Customers Policy</li> <li>• Filming</li> <li>• Flying of Flags Policy</li> <li>• Footpath Activities Policy</li> <li>• Footpath Paving and Contributions</li> <li>• Fraud and Corruption Prevention Policy</li> <li>• Fund Raising Stalls</li> <li>• Funerary Monument Masonry Services</li> <li>• Granting of Pensioner Rate Concessions</li> <li>• Investment Policy</li> </ul> | <ul style="list-style-type: none"> <li>• Leave Policy</li> <li>• Legislative Compliance Policy</li> <li>• Library Services Policy</li> <li>• Light Motor Vehicle Policy</li> <li>• Limit of Delegation Authority in Dealing with Development Applications and Complying Development Certificates</li> <li>• Liquid Trade Waste Regulation</li> <li>• Local Approvals Policy</li> <li>• Local Orders for The Keeping of Animals in Urban Areas of Tenterfield Shire</li> <li>• Local Order Policy</li> <li>• Maintenance of Nature Strips</li> <li>• Media and Communications Policy</li> <li>• On Site Sewage Management</li> <li>• Private Swimming Pool Safety</li> <li>• Procurement Policy</li> <li>• Public Art Policy</li> <li>• Public Gates and Vehicle Bypasses</li> <li>• Public Interest Disclosure Policy</li> <li>• Rainwater Tanks Installation Requirements where Reticulated Water is Connected</li> <li>• Rates Hardship Policy</li> <li>• Records Management Policy</li> <li>• Recruitment &amp; Selection Policy</li> <li>• Related Party Policy</li> <li>• Risk Management Policy</li> <li>• Roadside Memorials Commemorative Markers</li> <li>• Salary System Policy</li> <li>• School of Arts Theatre Cinema Front of House Policy</li> <li>• School of Arts Collections Acquisition and Deaccession</li> <li>• School of Arts - Use for Weddings and other activities policy</li> <li>• Sewerage Septic Tank Connections</li> <li>• Social Media Policy</li> <li>• Statement of Business Ethics</li> <li>• Succession Planning Policy</li> <li>• Tenterfield CBD Works</li> <li>• Transfer of Land in Payment of Rates</li> <li>• Variation of Sewage Discharge Factor</li> <li>• Volunteers Policy</li> <li>• Water Concessions for Medical Conditions</li> <li>• Work Health and Safety Policy</li> <li>• Workforce Development Policy</li> <li>• Workplace Rehabilitation and Return to Work Policy</li> <li>• Workplace Surveillance Policy</li> <li>• Writing off of Debts Policy</li> </ul> |

## Agency Information Guide 2025

### 4.5 Information about Development Applications available on Council's website:

<https://www.tenterfield.nsw.gov.au/your-council/council-documents/plans-reports>

- Development Control Plan (DCP)
- Section 7.11 Development Contribution Plan (Subdivisions)
- Section 7.12 Development Contribution Plan (General)
- Local Strategic Planning Statement (LSPS)

### 4.6 Approvals, Orders and Other Documents

- Applications for approvals under Part 1 Chapter 7 of the *Local Government Act 1993*
- Applications for approvals under any other act and any associated documents received
- Compulsory Acquisition Notices
- Leases and Licenses for use of Public Land classified as Community Land.
- Performance improvement orders issued to Council under Part 6 of Chapter 13 of the *Local Government Act 1993*
- Orders given under the Authority of any other Act
- Plans of land proposed to be compulsorily acquired by Council
- Records of approvals granted or refused, any variation from Council Policies with reasons for the variation, and decision made on appeals concerning approvals.
- Records of Building Certificates under the *Environmental Planning and Assessment Act 1979*



## 5 Ways to Access Government Information

There are four main ways in which Council may provide access to information:

- 1 Mandatory Proactive Release
- 2 Proactive Release
- 3 Informal Release
- 4 Formal Access Application

### 5.1 Mandatory Proactive Release

The following documents are defined as “Open Access Information” under Section 18 of the GIPA Act (most are available on Council's website):

<https://www.tenterfield.nsw.gov.au>

## Agency Information Guide 2025

### OPEN ACCESS INFORMATION

- Council's Agency Information Guide
- Information about Council contained in any document tabled in Parliament by or on behalf of Council, other than any document tabled by order of either House of Parliament
- Council's policy documents
- Council's Disclosure Log of Formal Access Applications
- Council's Register of Government Contracts
- Council's record of the open access information (if any) that it does not make publicly available on the basis of an overriding public interest against disclosure; and
- Such other government information as may be prescribed by the GIPA Regulations as open access information.

### 5.2 Proactive Release

In addition to Open Access Information, Council will make as much other information as possible publicly available, unless there is an overriding public interest against disclosure.

Such information may include information frequently requested or information of public interest that has been released as a result of other requests, subject to Copyright and Privacy provisions as outlined in 5.6 and 5.7 and application of the Public Interest Test in 5.8 below.

### 5.3 Informal Release

Access to information which is not available as Mandatory Public Release (open access) or Proactive Release May be provided through Informal Release. Council generally releases other information in response to an informal request subject to any reasonable conditions as Council thinks fit to impose.

Council is authorised to release, Council has the right to decide by what means information is to be released.

### 5.4 Formal Access

Prior to lodging a Formal Access Application, a person seeking information from Council should check if the information being sought is already available on Council's website or could easily be made available through an informal request application.

## Agency Information Guide 2025

If information:

- Is not available via Proactive or Informal Release; or
- Involves a large volume of information, requires extensive research and accordingly will involve an unreasonable amount of time and resources to produce; or
- Contains personal or confidential information about a third party which may require consultation; or
- Is of a sensitive nature that requires careful weighing of the consideration in favour of and against disclosure; then Council requires a Formal Access

Application should be made to Council in writing by submitting a **Formal Access Application** available on Council's website <https://www.tenterfield.nsw.gov.au/your-council/accessing-information/apply-for-access-to-information> or by contacting Council on 1300 762 400 and should be accompanied by the GIPA prescribed application fee of \$30.00 hourly processing charges may be applicable.

Please note, an application will be invalid if it seeks access to excluded information of Council or does not meet the requirements for a Formal Access application.

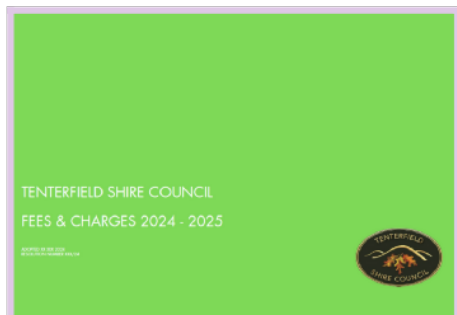
A Formal Access application must:

- be in writing
- specify it is made under the GIPA Act
- state an Australian Postal Address
- be accompanied by the \$30.00 fee
- provide sufficient detail to enable Council to identify the information requested.

### 5.5 Fees and Charges

The *Government Information (Public Access) Regulation 2018* requires that Open Access information held by Council, is to be made publicly available for inspection, free of charge. The public is entitled to inspect these documents on Council's website (unless there is an unreasonable additional cost to Council to publish these documents on the website) and at the offices of the council during ordinary office hours or at any other place as determined by the Council. Any current and previous documents of this type may be inspected by the public free of charge.

## Agency Information Guide 2025



Copies can be supplied for reasonable copying charges as set out in Council's Schedule of Fees and Charges.

Formal Access Applications require payment of \$30.00 application fee and \$30.00 hourly after the first hour.

| NATURE OF APPLICATION | APPLICATION FEE | PROCESSING CHARGES                    | PHOTOCOPYING                              |
|-----------------------|-----------------|---------------------------------------|-------------------------------------------|
| MANDATORY RELEASE     | No Charge       | No Charge                             | As per Council's adopted fees and charges |
| PROACTIVE RELEASE     | No Charge       | No Charge                             | As per Council's adopted fees and charges |
| INFORMAL RELEASE      | No Charge       | No Charge                             | As per Council's adopted fees and charges |
| FORMAL APPLICATION    | \$30.00         | \$30.00 per hour after the first hour | No Charge                                 |

### 5.6 Interaction with Copyright Legislation

Copyright issues may arise when requests are made for copies of documents held by Council.

The *Commonwealth Copyright Act 1968* takes precedence over State legislation. Therefore, the right to copy documents under the GIPA Act does not override the Copyright Act. Nothing in the GIPA Act or Regulations permits Council to make government information available in any way that would constitute an infringement of copyright.



## Agency Information Guide 2025

Access to copyrighted documents will be granted by way of inspection only, unless the copyright owner's written consent is provided. Where authority is unable to be obtained or the copyright owner is not able to be contacted, copies of copyright material will not be provided.

Copyright materials includes, but not limited to, plan/drawings, consultant reports and survey reports.

### 5.7 Interaction with Privacy Legislation

Access to certain information may be limited in accordance with the *Privacy and Personal Information Protection Act 1998 (PPIP Act)*. The PPIP Act provides for the protection of personal information and for the protection of the privacy of individuals generally.

### 5.8 Public Interest Test

Under the GIPA Act, when deciding whether or not to release information, government agencies must consider whether there is an overriding public interest against releasing the information.

Referred to as the "public interest test", this requires government agencies to consider balancing factors for and against disclosure of each piece of government information. That balancing must be undertaken within the context of the GIPA Act.

In deciding what information to release, Council will apply the public interest test which will involve:

- Identification of the relevant public interest considerations for disclosure
- Identification of any relevant public interests against disclosure

The GIPA Act (section 14) provides an exhaustive list of public interest considerations against disclosure that decision makers can consider in applying the public interest test:

- Responsible and effective government
- Law enforcement and security
- Individual rights, judicial processes and natural justice
- Business interests of agencies and other persons
- Environment, culture, economy and general matters
- Secrecy provisions specifically provided in legislation
- Exempt documents under interstate Freedom of Information legislation

## 6 Access and Amendment to Council Documents

As far as practicable, Government Information held by Council will be accessible by members of the public from Council's administration office during office hours 9.30am to 4.00pm Monday to Friday.



## Agency Information Guide 2025

For further enquiries about any document, a Customer Service Officer should be contacted in the first instance.

Any amendment of records held by Council will be undertaken pursuant to the provisions of the Privacy and Personal Information Protection Act 1998 (PPIP Act).

If you experience difficulty in obtaining Government information or wish to seek an amendment to Council's records concerning your personal affairs, you should contact Council's Public Officer or make written application to Council and addressed to:

Public Officer  
Tenterfield Shire Council  
PO Box 214  
Tenterfield NSW 2372  
Email: [council@tenterfield.nsw.gov.au](mailto:council@tenterfield.nsw.gov.au)



### HOW TO CONTACT COUNCIL

|                        |                                                                                    |
|------------------------|------------------------------------------------------------------------------------|
| Public Officer:        | Director Corporate Services                                                        |
| Telephone:             | (02) 6736 6000                                                                     |
| Free Call:             | 1300 762 400 (no mobile access/local only)                                         |
| Email:                 | <a href="mailto:council@tenterfield.nsw.gov.au">council@tenterfield.nsw.gov.au</a> |
| Website:               | <a href="http://www.tenterfield.nsw.gov.au">www.tenterfield.nsw.gov.au</a>         |
| Postal Address:        | PO Box 214<br>TENTERFIELD NSW 2372                                                 |
| Office:                | 247 Rouse Street<br>TENTERFIELD                                                    |
| Customer Service Desk: | 9.30am to 4.00pm (Monday to Friday)<br>Closed 1.00pm to 2.00pm                     |

If you require any other advice or assistance about access to information you may contact the Information Commissioner as follows:

### INFORMATION COMMISSIONER

|                 |                                                                                                             |
|-----------------|-------------------------------------------------------------------------------------------------------------|
| Telephone:      | 1800 472 679                                                                                                |
| Email:          | <a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>                                          |
| Website:        | <a href="https://www.ipc.nsw.gov.au/about-us/contact-us">https://www.ipc.nsw.gov.au/about-us/contact-us</a> |
| Postal Address: | GPO Box 7011<br>SYDNEY NSW 2001                                                                             |
| In-person       | Level 15, McKell Building, 2-24 Rawson Place<br>HAYMARKET NSW 2000                                          |
| Office Hours:   | 9.00am to 5.00pm Monday to Friday                                                                           |

## Agency Information Guide 2025

If you are deaf or have a hearing or speech impairment, call the National Relay Service (NRS) on 133 677 for assistance.

If you do not speak English, or English is your second language, and you need assistance to communicate with us, call the Translating and Interpreting Service on 131 450.

Information regarding privacy and government access to information, including how to make a complaint or request a review, is now available in a range of community languages.



|                      |                                                                                                       |
|----------------------|-------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                                                  |
| <b>Submitted by:</b> | Bronwyn Petrie, Mayor                                                                                 |
| <b>Reference:</b>    | <b>ITEM NM1/25</b>                                                                                    |
| <b>Subject:</b>      | <b>NOTICE OF MOTION - TENTERFIELD CHAMBER OF TOURISM INDUSTRY AND BUSINESS 2025 EXCELLENCE AWARDS</b> |

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

**SUMMARY**

The purpose of this report is to present a Notice of Motion submitted by Councillor Bronwyn Petrie and Seconded by Cr Peter Murphy on Tuesday 17 February 2025.

**NOTICE OF MOTION:****That Council:**

**Supports the Tenterfield Chamber of Tourism Industry and Business (TCTIB) 2025 Business & Tourism Excellence Awards through the purchase and engraving of the winning trophy for each category and promotion of this Business & Tourism Excellence Awards to the value of \$1000 including GST, subject to this amount being off-set against the provision in the 2024/25 Operational Plan and Budget, Councillor Delegate Expenses (Vote Number 1010125(Job Number 3040)), in order for Council's overall budget not to be negatively impacted by this expense.**

**BACKGROUND**

The following Notice of Motion has been submitted by the Mayor, Cr Bronwyn Petrie, seconded by Cr Peter Murphy.

## Notice of Motion No. 1 Cont...

**Motion:**

That Tenterfield Shire Council supports the Tenterfield Chamber of Tourism Industry and Business (TCTIB) 2025 Business Excellence Awards through the purchase and engraving of the winning trophy for each category and promotion of the Awards to the value of \$1000 including GST.

**Background:**

The Tenterfield Chamber of Tourism Industry and Business (TCTIB) Business Excellence Awards are held to celebrate the local businesses and people building the economic, social and cultural prosperity of Tenterfield and hold the awards to bring the business community together to network, celebrate and connect.

Councils' contribution towards the Awards reflects that Council originally initiated the awards, and continues to support the businesses in our shire in recognising the impact they have in the community.

**Mover:** Councillor Bronwyn Petrie



17/2/25

**Seconded:** Councillor Peter Murphy



17/2/25

Commentary – General Manager: Although no budgetary provision has been made specifically for this purpose, more than adequate provision had been made for Councillor Delegate Expenses (Vote number 1010125 (3040)) in the 2024/25 Operational Plan and Budget – with the opportunity to off-set the relatively speaking minor amount of \$1,000 against this provision, where an amount of \$27,000 (from the budgeted amount of \$30,000) is still available. Therefore, Council's budget will not be impacted in a negative way, as a corresponding saving will be achieved elsewhere.

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

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

Notice of Motion No. 1 Cont...

|                      |                                                    |
|----------------------|----------------------------------------------------|
| <b>Department:</b>   | <b>Office of the General Manager</b>               |
| <b>Submitted by:</b> | Heather Grasso, Acting Executive Assistant & Media |
| <b>Reference:</b>    | <b>ITEM RES1/25</b>                                |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - DECEMBER 2024</b> |

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

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

#### **SUMMARY**

The purpose of this report is to provide a standing monthly report to the Ordinary Meeting of Council that outlines all Resolutions of Council previously adopted and yet to be finalised. The updating of this report is a work in progress, as there are still unfinished resolutions going back to 2007 – making the report too large to run and in excess of 600 pages long. In addition, some actions which have been finalised, are still showing up in this report as being unattended.

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

**That Council notes the status of the Council Resolution Register to December 2024.**

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

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



| OUTSTANDING ACTIONS REPORT |  | Printed: Friday, 7 February 2025<br>4:58:47 PM<br>Date From:<br>Date To: |
|----------------------------|--|--------------------------------------------------------------------------|
| Division:                  |  |                                                                          |
| Committee:                 |  |                                                                          |
| Officer:                   |  |                                                                          |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Date | Officer | Title | Target                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|-------|-------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |      |         |       | (Greg Sauer/Gary Verri) |
| <b>Notes</b><br><b>19 Mar 2024 2:36pm Melling, Elizabeth - Reallocation</b><br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - DC no longer works for TSC<br><b>12 Oct 2023 9:00pm Counsell, David</b><br>Council is still awaiting plans to be prepared by the registered surveyor for this section of the project.<br><b>09 May 2023 10:09am Counsell, David</b><br>Still awaiting plans to be prepared by Tenterfield Surveys<br><b>13 Apr 2023 3:34pm Counsell, David</b><br>Plans are still being prepared by the surveyors.<br><b>12 Mar 2023 8:32pm Counsell, David</b><br>Surveyors are continuing to complete survey and plan preparation<br><b>31 Jan 2023 9:39am Counsell, David</b><br>Survey field work to peg proposed boundaries continuing in January and February.<br><b>08 Dec 2022 1:00pm Counsell, David</b><br>Surveyor has undertaken further field work for proposed boundary identification and acquisition plan preparation.<br><b>12 Oct 2022 3:26pm Counsell, David</b><br>Meeting has been held with land surveyor to complete survey work now that fencing is complete and finalise acquisition plan preparation.<br><b>14 Sep 2022 12:40pm Counsell, David</b><br>Matter is still awaiting land surveyor to complete on site boundary pegging and preparation of the survey plan for lodgement.<br><b>12 Aug 2022 4:33pm Melling, Elizabeth - Reallocation</b><br>Action reassigned to Counsell, David by Melling, Elizabeth - as Jess Gibbins is away reallocated to Dave Counsell.<br><b>14 Feb 2022 2:56pm Gibbins, Jessica</b><br>Awaiting final survey plans.<br><b>02 Dec 2021 12:48pm Fitzpatrick, Christie</b><br>Data imported from Resolution Register., 18.3.19 Awaiting Final plans to be sent with application to Minister., 12.4.19 No change to status., 10.5.19 No change., 12.7.19 Final plans being reviewed., 19.8.19 Pricing being sought from registered surveyors for the initial set out of proposed acquisition areas., 15.11.19 No change to status., 10.2.20 Section of existing boundary between 0.1 to 1 km has been pegged in consultation with RMS design review., Advice of determination of Land Claim received for Lots 7016, 7017 & 7020 received at start of November. Likely impacts to the project to be discussed with RMS., 11.5.20 Interim section 0.1km to 1.0km agreed with RMS for commencement of works once water is again available for construction. Drainage materials have been ordered and remaining sections to be surveyed with a view to minimise any compulsory acquisition required., 1.7.20 Survey of design centreline has been initially done on Legume 0-6.0km section and minor adjustments being considered to minimise extent of works impacting on adjacent properties., 7.8.20 The set out of a slightly modified alignment has commenced that should minimise extent of acquisition required., Revised construction design plans have been sent to the consultant land surveyors for use in defining the land acquisition boundaries., 14.4.21 Land surveyors from Tenterfield are currently pegging proposed acquisition boundaries although access for this task has been hampered by recent wet ground conditions., 7.5.21 Surveyors are back on site continuing with field work., 7.6.21 Land surveyors are preparing plans for proposed acquisition., 14.10.21 Land surveyors have been delayed by wet weather to complete the field work to peg acquisition boundaries., 10.11.21 Ongoing process with surveyors to prepare survey plans. |      |         |       |                         |

| Meeting               | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Officer            | Title                                                      | Target     |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------|------------|
| Council 22/07/2020    | 22/07/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Francisco, Matthew | Tenterfield Common Easement and Lot Compulsory Acquisition | 27/07/2020 |
| <a href="#">133/2</a> | <b>Resolved that Council:</b><br><br>(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;<br><br>(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; |                    |                                                            |            |



| OUTSTANDING ACTIONS REPORT          |  |                                                                          |  |
|-------------------------------------|--|--------------------------------------------------------------------------|--|
| Division:<br>Committee:<br>Officer: |  | Printed: Friday, 7 February 2025<br>4:58:47 PM<br>Date From:<br>Date To: |  |

| Meeting                       | Date | Officer | Title                                                                                                                                                                                                                                                                           | Target |
|-------------------------------|------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                               |      |         | (3) Make an application to the Minister and the Governor for approval to acquire interest in the land described as right of carriageway and easement for water supply within Lot 7023 DP1126222 by compulsory process under section 186(1) of the Local Government Act;         |        |
|                               |      |         | (4) Make an application to the Minister and the Governor for approval to acquire the subdivided Lot 7022 DP 1126834 by compulsory process under section 186(1) of the Local Government Act;                                                                                     |        |
|                               |      |         | (5) Classifies the land as operational land;                                                                                                                                                                                                                                    |        |
|                               |      |         | (6) Requests the Minister for Local Government approve a reduction in the notification period from 90 days to 30 days;                                                                                                                                                          |        |
|                               |      |         | (7) Proceed with the subdivision of the land described as Lot 7022 DP1126834 and all other processes required for the purpose of compulsory acquisition of the newly-formed Lot in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; |        |
|                               |      |         | (8) Proceed with the compulsory acquisition of the land described as 'Proposed Lot 1' for the purpose of developing a site for established emergency water infrastructure in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.       |        |
| (Brian Murray/Michael Petrie) |      |         |                                                                                                                                                                                                                                                                                 |        |

**Notes**

19 Mar 2024 2:37pm Melling, Elizabeth - Reallocation

Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

10 Feb 2023 2:14pm Melling, Elizabeth - Reallocation

Action reassigned to Counsell, David by Melling, Elizabeth - James Pryor no longer works for COuncil.

02 Dec 2021 1:17pm Fitzpatrick, Christie

Data imported from Resolution Register., 13.8.20 Jennings & Kneipp instructed to develop the 88B instrument for the easement. , CA application drafted. , No response from the Common Trust regarding their concurrence within the allotted timeframe. , 9.9.20 Jennings & Kneipp are to develop the 88B instrument for the easement. No response from Common Trust regarding their concurrence within the allotted timeframe. CA application drafted and signed by CE., 15.10.20 Compulsory Land Acquisition submitted to Crown Lands for processing., 3.12.20 Sent to OLG as advised by Crown to begin next steps., 9.2.21 Register Acquisition Plan being finalised between surveyor and OLG., 10.3.21 Registered Acquisition Plan with NSW Land Registry Services for advice., 20.4.21 This acquisition has stalled as the Common Trust Board have not signed the papers for the Agreement., 11.6.21 Resending papers to trust., Waiting on response, 9.9.21 Advisements underway to proceed with acquisition due to second attempt with no response., 11.11.21 Several attempts made by phone and letter to the Common Trust since April 2021, however no response has been received., Works are being scheduled to proceed.

| Meeting            | Date                                                                                                                                                                                              | Officer            | Title                                                                      | Target                      |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------|-----------------------------|
| Council 26/08/2020 | 26/08/2020                                                                                                                                                                                        | Francisco, Matthew | NOTICE OF MOTION - MARYLAND CULLENDORE ROAD THROUGH MARYLAND NATIONAL PARK | 9/09/2020                   |
| 176/2              | <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. |                    |                                                                            | (Gary Verri/Bronwyn Petrie) |

**Notes**

19 Mar 2024 2:38pm Melling, Elizabeth - Reallocation

Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

12 Oct 2023 9:02pm Counsell, David

Matter is pending further discussion with Council to continue correspondence.

09 May 2023 10:13am Counsell, David

| OUTSTANDING ACTIONS REPORT          |  |                                                                          |  |
|-------------------------------------|--|--------------------------------------------------------------------------|--|
| Division:<br>Committee:<br>Officer: |  | Printed: Friday, 7 February 2025<br>4:58:47 PM<br>Date From:<br>Date To: |  |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Date | Officer | Title | Target |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| No further formal correspondence recieved on the matter - road is not a Council maintained road.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |      |         |       |        |
| <b>12 Mar 2023 8:34pm Counsell, David</b><br>Subject to further discussions with NPWS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |         |       |        |
| <b>14 Feb 2023 9:25am Melling, Elizabeth - Reallocation</b><br>Action reassigned to Counsell, David by Melling, Elizabeth - Roads related.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |         |       |        |
| <b>10 Feb 2023 2:15pm Melling, Elizabeth - Reallocation</b><br>Action reassigned to Condric, Jodie by Melling, Elizabeth - Neville Coonan no longer works for Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |      |         |       |        |
| <b>02 Nov 2022 9:38am Coonan, Neville</b><br>No action taken                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |         |       |        |
| <b>20 Sep 2022 8:33am Coonan, Neville</b><br>No action taken to date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |      |         |       |        |
| <b>18 Jul 2022 4:01pm Melling, Elizabeth - Reallocation</b><br>Action reassigned to Coonan, Neville by Melling, Elizabeth - This was previously in Cr Petrie's name.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |      |         |       |        |
| <b>02 Dec 2021 1:24pm Fitzpatrick, Christie</b><br>Data imported from Resolution Register., 11.9.20 Letter forwarded to NPWS dated 3 September 2020, awaiting response., 12.2.21 Phone meeting held NPWS & EO 14.12.20 further details to be discussed through CE & Manager EDCE, 12.3.21 Meeting held with Acting CE, DI, EO & Manager EDCE. EO to provide response to NPWS., 19.4.21 NPWS has confirmed that gazettal documents have been withdrawn from the Ministers Office. Meeting to be arranged between TSC and NPWS., 10.5.21 Making arrangements for NPWS to attend June 2021 Councillor Workshop., 10.6.21 Councillor workshop with NPWS 10.06.21, 18.8.21 NPWS looking at all paper roads through NP. Will prioritise Maryland NP. TSC to pay for survey., 14.10.21 Estimate of survey costs and any other expenses being arranged for consideration. |      |         |       |        |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Date                                                                                                                                                                                                                                                                              | Officer           | Title                                                               | Target    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|-----------|
| Council 23/09/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 23/09/2020                                                                                                                                                                                                                                                                        | Marchant, Gillian | NOTICE OF MOTION - TENTERFIELD TOWN DAM FOR RECREATIONAL ACTIVITIES | 7/10/2020 |
| <a href="#">202/2</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Resolved</b> that Council investigate the opportunities that may be available near and including the town dam for recreational activities with a view to producing a master plan for presentation to the Council and subsequently the community.<br><br>(Bob Rogan/Greg Sauer) |                   |                                                                     |           |
| <b>Notes</b><br><b>01 Oct 2024 9:42am Marchant, Gillian</b><br>Investigating grant options<br><b>07 Jun 2024 4:23pm Marchant, Gillian</b><br>Investigating grant options<br><b>13 May 2024 3:50pm Marchant, Gillian</b><br>Investigating new DPE grant<br><b>13 Apr 2024 8:22am Marchant, Gillian</b><br>Searching for grants<br><b>17 Feb 2024 10:35am Marchant, Gillian</b><br>Reviewing potential grant<br><b>10 Nov 2023 4:37pm Marchant, Gillian</b><br>Waiting on grant advisement<br><b>13 Oct 2023 3:35pm Marchant, Gillian</b><br>Waiting on grant advisement<br><b>14 Sep 2023 9:36am Marchant, Gillian</b><br>Waiting on grant advisement<br><b>08 Aug 2023 2:14pm Melling, Elizabeth</b><br>Report in Draft form? , Waiting on grant submissions advisements for dam masterplan.<br><b>14 Jul 2023 5:33pm Marchant, Gillian</b><br>Waiting on advisement<br><b>10 May 2023 2:01pm Marchant, Gillian</b><br>Waiting on advisement<br><b>06 Apr 2023 9:20am Marchant, Gillian</b><br>Waiting on advisement<br><b>10 Mar 2023 6:19pm Marchant, Gillian</b><br>Waiting on additional advisement, additional joint application submitted with Glenn Innes<br><b>14 Feb 2023 3:28pm Marchant, Gillian</b><br>Additional application unsuccessful from 8/9/2022<br><b>14 Feb 2023 3:26pm Marchant, Gillian</b> |                                                                                                                                                                                                                                                                                   |                   |                                                                     |           |



|                                   |  |                                                       |
|-----------------------------------|--|-------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b> |  | <b>Printed:</b> Friday, 7 February 2025<br>4:58:47 PM |
| <b>Division:</b>                  |  | <b>Date From:</b>                                     |
| <b>Committee:</b>                 |  | <b>Date To:</b>                                       |
| <b>Officer:</b>                   |  |                                                       |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Date | Officer | Title | Target |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| Application submitted Regional Drought Resilience Planning (RDRP) Program, project Glen Inness and Tenterfield Building Community Regional Resilience                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |         |       |        |
| <b>08 Dec 2022 10:57am Marchant, Gillian</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |      |         |       |        |
| Waiting on additional grant advisement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |         |       |        |
| <b>11 Nov 2022 2:17pm Marchant, Gillian</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |         |       |        |
| Grant unsuccessful awaiting on additional application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |         |       |        |
| <b>17 Oct 2022 4:37pm Marchant, Gillian</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |         |       |        |
| Waiting on Grant notification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |      |         |       |        |
| <b>08 Sep 2022 4:55pm Marchant, Gillian</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |         |       |        |
| 8/09/2022 New application for Master plan grant submitted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |         |       |        |
| <b>10 Aug 2022 12:35pm Marchant, Gillian</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |      |         |       |        |
| Waiting for grant decision for Masterplan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |         |       |        |
| <b>18 Jul 2022 4:34pm Marchant, Gillian</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |         |       |        |
| Note masterplan grant applied for 14/07/2022, Fishing Platform fence has been altered to accomodate platform, requotations supplied and approved, meeting due 21/07/2022.                                                                                                                                                                                                                                                                                                                                                                                                                      |      |         |       |        |
| <b>18 Jul 2022 4:19pm Melling, Elizabeth - Reallocation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |         |       |        |
| Action reassigned to Marchant, Gillian by Melling, Elizabeth - Returned to GM.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |         |       |        |
| <b>18 Jul 2022 4:04pm Melling, Elizabeth - Reallocation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |         |       |        |
| Action reassigned to Keneally, Fiona by Melling, Elizabeth - Cr Rogan no longer involved with Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |         |       |        |
| <b>18 Jul 2022 4:03pm Melling, Elizabeth - Reallocation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |         |       |        |
| Action reassigned to Marchant, Gillian by Melling, Elizabeth - Cr Bob Rogan no longer involved with Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |      |         |       |        |
| <b>02 Dec 2021 1:34pm Fitzpatrick, Christie</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |      |         |       |        |
| Data imported from Resolution Register., 1.10.20 Scheduled for discussion at Councillor Workshop 21/10. Meeting with invited community members (due to COVID) 27/10., 1.12.20 Meetings held, results consolidated and provided for comment. Survey of parks underway. Focus group established., 15.4.21 Site inspection with focus group held, preliminary designs under investigation, 6.5.21 Investigation into possible grants underway, 11.6.21 - 9.9.21 Investigations continue-note awarded fishing platform grant, 18.10.21 Signed Deeds of Grant, 12.11.21 Platform planning underway. |      |         |       |        |

| Meeting            | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Officer           | Title                                                         | Target    |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------------------------------------------|-----------|
| Council 23/09/2020 | 23/09/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Marchant, Gillian | Mingoola Waste Transfer Station Site - Compulsory Acquisition | 7/10/2020 |
| <b>187/2</b>       | <b>Resolved that Council:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                   |                                                               |           |
|                    | <p>(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</p> <p>(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</p> <p>(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</p> <p>(4) Make an application to the Minister and the Governor for approval to acquire the western portion of the subdivided Lot 7018 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and</p> <p>(5) Classify the land as operational land; and</p> <p>(6) Proceed with the subdivision of the land described as Lot 7018 in DP 1075621 for the purpose of compulsory acquisition of the newly-formed Lot in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and</p> |                   |                                                               |           |



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| Division:                  |  |                                                                          |
| Committee:                 |  |                                                                          |
| Officer:                   |  |                                                                          |

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

**Notes**

**19 Mar 2024 2:39pm Melling, Elizabeth - Reallocation**

Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

**12 Oct 2023 9:03pm Counsell, David**

Application for acquisition will be continued once all applicable searches have been completed.

**09 May 2023 10:18am Counsell, David**

Still awaiting search responses before further action can proceed.

**13 Apr 2023 3:38pm Counsell, David**

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

**12 Mar 2023 8:35pm Counsell, David**

Staff resources being allocated to this matter in April to revise the application.

**10 Feb 2023 2:17pm Melling, Elizabeth - Reallocation**

Action reassigned to Counsell, David by Melling, Elizabeth - Jess Gibbins on extended leave. Feb 23

**15 Nov 2022 4:12pm Melling, Elizabeth**

Staff member currently on extended leave until January 2023

**14 Feb 2022 2:58pm Gibbins, Jessica**

Collating documents for the new application to send to OLG

**02 Dec 2021 1:54pm Fitzpatrick, Christie**

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

| Meeting               | Date                                                                                                                                                                                                            | Officer            | Title                                                                                              | Target    |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------|-----------|
| Council 23/02/2022    | 23/02/2022                                                                                                                                                                                                      | Francisco, Matthew | ACQUISITION OF PART OF PRIVATE LAND REQUIRED FOR ROAD WIDENING PURPOSES - BRUXNER WAY, TENTERFIELD | 9/03/2022 |
| <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. |                    |                                                                                                    |           |
|                       | (John Macnish/Kim Rhodes)                                                                                                                                                                                       |                    |                                                                                                    |           |
|                       | <b>Motion Carried</b>                                                                                                                                                                                           |                    |                                                                                                    |           |

**Notes**

**19 Mar 2024 2:39pm Melling, Elizabeth - Reallocation**

Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

**12 Oct 2023 9:05pm Counsell, David**

Matter will be finalised with solicitors.

**12 Mar 2023 8:39pm Counsell, David**

Survey plan completed, solicitors processing final title transfers. Final completion of matter to be confirmed.

**10 Feb 2023 2:17pm Melling, Elizabeth - Reallocation**

Action reassigned to Counsell, David by Melling, Elizabeth - Jess Gibbins is on extended leave 10.2.2023

**15 Nov 2022 4:13pm Melling, Elizabeth**

Staff member responsible on extended leave until January 2023

**14 Apr 2022 12:09pm Gibbins, Jessica**





**OUTSTANDING ACTIONS REPORT**

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Officer:

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| Meeting            | Date       | Officer            | Title                                          | Target     |
|--------------------|------------|--------------------|------------------------------------------------|------------|
| Council 27/07/2022 | 27/07/2022 | Francisco, Matthew | Policy 2.162 Public Gates and Vehicle Bypasses | 10/08/2022 |

[159/2](#)

**Resolved** that Council:

Place Policy 2.162 Public Gates and Vehicle Bypasses on public display for 28 days to seek community input prior to reviewing the policy.

(Peter Petty/Peter Murphy)

**Motion Carried**

**Notes**

19 Mar 2024 2:41pm Melling, Elizabeth - Reallocation

Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

15 May 2023 12:48pm Melling, Elizabeth

Councillor Workshop - 10 May 2023

12 Mar 2023 8:43pm Counsell, David

Report to Council planned for April meeting.

08 Dec 2022 12:59pm Counsell, David

Report to Council yet to be completed.

14 Sep 2022 12:24pm Counsell, David

Public exhibition period has been held and a report will be prepared for Council to review the Policy.

12 Aug 2022 4:26pm Melling, Elizabeth

Put on Public Display - Website. 28 days on display.

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

[148/2](#)

**Resolved** that Council proceed with action to formally dedicate Part of Lot 2 DP 815097 as a Public Road Reserve along A M White Drive from New England Highway to Bolivia Hall.

(Tim Bonner/Peter Petty)

**Motion Carried**

**Notes**

19 Mar 2024 2:41pm Melling, Elizabeth - Reallocation

Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

12 Mar 2023 8:42pm Counsell, David

Submission to TfNSW continuing.

08 Dec 2022 1:01pm Counsell, David

Details being compiled for submission to TfNSW to undertake dedication.

14 Sep 2022 12:16pm Counsell, David

Crown Lands have confirmed status of the land and do not object to proposed dedication. Matter will now be referred to Transport for NSW to progress the formal dedication as a road.

17 Aug 2022 12:50pm Melling, Elizabeth

Matter to be raised with Crown Lands for discussion of process.

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

| OUTSTANDING ACTIONS REPORT |  |                                  |  |
|----------------------------|--|----------------------------------|--|
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|                            |  | Date To:                         |  |

| Meeting               | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Officer | Title | Target |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------|--------|
| <a href="#">202/2</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> |         |       |        |

**Notes**

19 Mar 2024 2:42pm Melling, Elizabeth - Reallocation

Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

12 Oct 2023 9:13pm Counsell, David

Survey plans have now been received and forwarded to valuers for assessment of the acquisition and proposed road closure areas.

20 Jul 2023 11:23am Melling, Elizabeth

Awaiting survey to prepare plans.

09 May 2023 10:21am Counsell, David

Still awaiting survey plans from Tenterfield Surveys

13 Apr 2023 4:01pm Counsell, David

Surveyor is still preparing acquisition plan as the matter is complex given nature and extent of the road alignment.

12 Mar 2023 8:48pm Counsell, David

Survey plans are still being compiled and have not yet been received from the land surveyors.

31 Jan 2023 9:30am Counsell, David

Surveyor has now completed field work pegging of proposed boundaries and plans are being compiled.

08 Dec 2022 12:57pm Counsell, David

Surveyor has been engaged and field survey work is partially undertaken with pegging of proposed boundary.

12 Oct 2022 3:36pm Counsell, David

Preliminary meeting held with registered surveyor to commence road reserve alignment process.

| 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 |
| <p><b>OFFICER'S RECOMMENDATION:</b></p> <p><b>That Council:</b></p> <p>(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;</p> |            |                 |                                                                                                                       |            |







|                                   |  |                                                |
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| Committee:                        |  | Date To:                                       |
| Officer:                          |  |                                                |

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

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

[251/2](#)

**Resolved that Council:**

- (1) Receive and note the report of the Tenterfield Shire Council Local Traffic Committee meeting of 1 December 2022;**
- (2) Adopt the recommendations from the meeting as follows:-**
  - a) Traffic Accident - Tooloom Street, Urbenville**  
TfNSW recommends a traffic signage review of the area and applying for Fatal Crash Response funding if upgrades are required.
  - b) Manners Street, Tenterfield – request for pedestrian crossing.**  
Transport for NSW to assess the site in respect to the request for a pedestrian crossing given the close proximity to the New England Highway. Council to send a letter to TfNSW requesting assessment.
  - c) Rouse Street Telstra Driveway.**  
All line marking of the parking bays be reviewed and renewed in CBD.
  - d) Cycle Event.**  
That Committee note the application and recommend the event be approved subject to any requirements of Transport for NSW and NSW Police in liaison with The Saddlers Mountain Bike Club Tenterfield Inc. prior to event.
  - e) Manners Street Bus Stop.**  
That the Committee note the request and prior to considering any change to the existing bus stop in Manners Street, seek comments from Transport for NSW Traffic Section in respect to any traffic impacts to the Rouse Street (New England Highway) traffic and parking arrangement implications.
  - f) Proposed meeting dates for 2023**  
Committee accept meeting dates as presented.

OUTSTANDING ACTIONS REPORT

Division:  
Committee:  
Officer:

Printed: Friday, 7 February 2025  
4:58:47 PM  
Date From:  
Date To:

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Date | Officer | Title | Target                  |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |         |       | (Tom Peters/Tim Bonner) |
| <b>Motion Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |         |       |                         |
| Notes<br>19 Mar 2024 2:43pm Melling, Elizabeth - Reallocation<br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC<br>13 Apr 2023 4:02pm Counsell, David<br>Outstanding actions are to be actioned when possible.<br>12 Mar 2023 8:49pm Counsell, David<br>Actions from the meeting are being programmed as resources allow.<br>01 Feb 2023 9:49am Melling, Elizabeth - Reallocation<br>Action reassigned to Counsell, David by Melling, Elizabeth - Kelly Pitkin no longer works for Council. |      |         |       |                         |

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

18/23

**Resolved** that Council:  
  
Receive and note the minutes of the Tenterfield Shire Local Traffic Committee meeting of 2 February 2023;  
  
(1) Adopt the following recommendations from General Business a) thru d):  
  
(a) ROUSE STREET VISITOR INFORMATION CENTRE PARKING SIGNS - That Council amend the regulatory parking signs for the Rouse Street parking spaces immediately in front of the Visitor Information Centre to 30-minute time limited parking;  
  
(b) TENTERFIELD HIGH SCHOOL CROSS COUNTRY EVENT - That Council approve the annual Tenterfield High School Cross Country event subject to Police approval and standard conditions;  
  
(c) ANZAC DAY – TENTERFIELD - That Council offer no objection to the temporary closure of roads including sections of Manners Street, Rouse Street and Molesworth Street associated with the annual ANZAC Day ceremony 25 April 2023 subject to approval by NSW Police and Transport NSW with standard conditions;  
  
(d) ANZAC DAY – URBENVILLE - That Council offer no objection to the temporary closure of streets including sections of 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)

**Motion Carried**

|                                                                                                                                                                                                                                                                           |  |  |  |  |
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| Notes<br>19 Mar 2024 2:43pm Melling, Elizabeth - Reallocation<br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC<br>20 Jul 2023 11:21am Melling, Elizabeth<br>Signs updated. Need further inspection for accuracy. |  |  |  |  |
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| OUTSTANDING ACTIONS REPORT |  |                                  |  |
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| Division:                  |  | Printed: Friday, 7 February 2025 |  |
| Committee:                 |  | 4:58:47 PM                       |  |
| Officer:                   |  | Date From:                       |  |
|                            |  | Date To:                         |  |

| Meeting                                                                                                          | Date | Officer | Title | Target |
|------------------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| 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     |
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| Council 22/03/2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 22/03/2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Davidson,<br>Tamai | LEASING OF 136 MANNERS STREET,<br>TENTERFIELD | 12/04/2023 |
| <a href="#">42/23</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b><u>Resolved</u></b> that Council:<br><br><div><div>(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.</div><div>(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.</div><div>(3) Commence the lease from 1 April 2023.</div></div> <div>(Kim Rhodes/Peter Petty)</div><br><b><u>Motion Carried</u></b> |                    |                                               |            |
| <b>Notes</b><br><b>18 Mar 2024 12:40pm Davidson, Tamai</b><br>Contact made with solicitors to check on progress from Total Care - awaiting their sign off on lease<br><b>20 Jul 2023 11:18am Melling, Elizabeth</b><br>Total Care Executive are happy for solicitors to apply the changes to Lease. Meeting next Wednesday afternoon so could get it signed if Lease is ready beforehand.<br><b>20 Apr 2023 9:30am Davidson, Tamai</b><br>Request for lease sent to solicitors for drafting |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |                                               |            |

| Meeting            | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Officer               | Title                                                                                         | Target     |
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| Council 26/04/2023 | 26/04/2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Francisco,<br>Matthew | TENTERFIELD SHIRE COUNCIL LOCAL<br>TRAFFIC COMMITTEE MEETING MINUTES<br>THURSDAY 6 APRIL 2023 | 17/05/2023 |
| 58/23              | <p><b>Resolved</b> that Council:</p> <p>Receive and note the minutes of the Tenterfield Shire Council Local Traffic Committee meeting of 6 April 2023;</p> <ol style="list-style-type: none"> <li>(1) And adopt the following recommendations from General Business a) thru c);             <ol style="list-style-type: none"> <li>(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;</li> <li>(b) CBD LOADING ZONE – That Council not install any further loading zone in the main CBD area along Rouse Street;</li> <li>(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</li> </ol> </li> </ol> |                       |                                                                                               |            |



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| <b>OUTSTANDING ACTIONS REPORT</b> |  | Printed: Friday, 7 February 2025<br>4:58:47 PM |
| Division:                         |  | Date From:                                     |
| Committee:                        |  | Date To:                                       |
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| Meeting                                                                                                                                                                                                                                                                                                                                                                                                           | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                         | Target |
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|                                                                                                                                                                                                                                                                                                                                                                                                                   |      |         | <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>(Tom Peters/Kim Rhodes)</p> <p><b><u>Motion Carried</u></b></p> |        |
| <b>Notes</b><br><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<br><b>12 Oct 2023 9:19pm Counsell, David</b><br>Information being compiled for meeting with Crown Lands office.<br><b>20 Jul 2023 11:12am Melling, Elizabeth</b><br>Liaising with Crown Lands to determine surveyors scope. |      |         |                                                                                                                                                                                                                                                                                                                                                               |        |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Officer            | Title                                             | Target     |
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| Council 24/05/2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 24/05/2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Francisco, Matthew | MT LINDESAY ROAD BRYANS GAP ROAD LAND ACQUISITION | 14/06/2023 |
| <a href="#">64/23</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <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>(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> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |                                                   |            |

| Meeting               | Date                                                                                                                                                                                                                                                                                                                                    | Officer            | Title                                             | Target     |
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| 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><u>Resolved</u> that Council:</b></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> |                    |                                                   |            |



| OUTSTANDING ACTIONS REPORT          |  |                                                                          |  |
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| Division:<br>Committee:<br>Officer: |  | Printed: Friday, 7 February 2025<br>4:58:47 PM<br>Date From:<br>Date To: |  |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Date | Officer | Title                                                                                                                                                                                                               | Target |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |         | (3) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.<br><br>(Kim Rhodes/Tim Bonner)<br><br><b><u>Motion Carried</u></b> |        |
| <b>Notes</b><br><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<br><b>12 Oct 2023 9:17pm Counsell, David</b><br>No further action to date due to resourcing levels - low priority as no capital works are funded in current program.<br><b>20 Jul 2023 11:15am Melling, Elizabeth</b><br>Updating correspondence t landowners. Preparing brief for surveyor. |      |         |                                                                                                                                                                                                                     |        |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                               | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Officer            | Title                                                            | Target     |
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| Council 23/08/2023                                                                                                                                                                                                                                                                                                                                                                                                                                    | 23/08/2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Francisco, Matthew | SUNNYSIDE HALL ROAD - PUBLIC GATE & VEHICLES BY-PASS APPLICATION | 13/09/2023 |
| <a href="#">134/2</a>                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b><u>Resolved</u> that Council:</b><br><br><div><div>(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</div><div>(2) Provide the applicant with Council Consent in accordance with Policy 2.162 subject to no objections being received.</div><div>(3) Advertise the approval with proposed installation 1 month after advertising as required by the Roads Regulation 2008.</div></div> <div>(Peter Petty/Tom Peters)</div><br><b><u>Motion Carried</u></b> |                    |                                                                  |            |
| <b>Notes</b><br><b>19 Mar 2024 2:46pm Melling, Elizabeth - Reallocation</b><br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC<br><b>12 Oct 2023 9:20pm Counsell, David</b><br>No objections have been received and approval for installation is being prepared.<br><b>19 Sep 2023 11:48am Ritchie, Hayley</b><br>Advertised in Your Local News, Website. Submissions closed 13 September 2023 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                                                                  |            |

| Meeting            | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Officer           | Title                               | Target     |
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| Council 27/09/2023 | 27/09/2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Marchant, Gillian | REPLACEMENT SIDE LOADER WASTE TRUCK | 18/10/2023 |
|                    | <b><u>Resolved</u></b><br><b>That Council:</b><br><br>(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<br><br>(2) Procure the project works in accordance with Local Government (General) Regulation 2021 - 178(3)(e) as detailed in the report; and<br><br>(3) Delegate to the Chief Executive authority to negotiate, with other tenderers and award the contract to deliver the side loader truck waste tender |                   |                                     |            |

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| <b>OUTSTANDING ACTIONS REPORT</b> |  | <b>Printed:</b> Friday, 7 February 2025<br>4:58:47 PM |
| <b>Division:</b>                  |  | <b>Date From:</b>                                     |
| <b>Committee:</b>                 |  | <b>Date To:</b>                                       |
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| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Date | Officer | Title | Target |
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| <b>Notes</b><br><b>01 Oct 2024 9:43am Marchant, Gillian</b><br>Delivered-Completed<br><b>07 Jun 2024 4:22pm Marchant, Gillian</b><br>Delivery expected in June 2024<br><b>13 May 2024 3:50pm Marchant, Gillian</b><br>Delivery expected in June 2024<br><b>13 Apr 2024 8:21am Marchant, Gillian</b><br>Waiting delivery<br><b>17 Feb 2024 10:36am Marchant, Gillian</b><br>Completed order raised<br><b>10 Nov 2023 4:39pm Marchant, Gillian</b><br>Negotiations continue<br><b>13 Oct 2023 3:39pm Marchant, Gillian</b><br>Negotiations underway |      |         |       |        |

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

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <a href="#">23/23</a> | <p><b><u>Resolved</u></b><br/> <b>That Council receive this report for Discussion</b><br/> <span style="float: right;">(Kim Rhodes/Tim Bonner)</span></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> </ul> |
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| OUTSTANDING ACTIONS REPORT          |      |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |
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| Division:<br>Committee:<br>Officer: |      |         | Printed: Friday, 7 February 2025<br>4:58:47 PM<br>Date From:<br>Date To:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |
| Meeting                             | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Target |
|                                     |      |         | <ul style="list-style-type: none"> <li> <b>MT LINDESAY ROAD CULVERT</b><br/>           That the committee recommended that the widening of the culvert be considered with any road formation upgrading through the village if external grant funding can be obtained for design or construction.         </li> <li> <b>MT LINDESAY ROAD TREES</b><br/>           It was noted that this would be referred to the works department to assess for any maintenance required to ensure the path of large vehicles is not obstructed.         </li> <li> <b>MT LINDESAY ROAD SURFACE DEPRESSIONS</b><br/>           It was noted that the works department has already been assessing these locations for a program of maintenance the correct the surface travel condition.         </li> <li> <b>B DOUBLE ROUTE ASSESSMENTS</b><br/>           The Committee recommended that if external grant funding can be obtained, assessment be undertaken of future B-Double Routes along the Regional Road Network within the Shire to identify any likely restrictions and opportunities.         </li> </ul> <p><b>Resolved</b><br/> <b>That Council receive this report for Discussion.</b></p> <p style="text-align: right;">(Kim Rhodes/Tim Bonner)</p> <p><b>Motion Carried</b></p> <p><b>AMENDMENT</b></p> <p>That the report and recommendations from the Tenterfield Shire Local Traffic Committee meeting of 5 October 2023 be received and noted, with an amendment to <b>HIGH STREET BUS ZONE</b> 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         </li> </ul> |        |



| OUTSTANDING ACTIONS REPORT          |      |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |
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| Division:<br>Committee:<br>Officer: |      |         | Printed: Friday, 7 February 2025<br>4:58:47 PM<br>Date From:<br>Date To:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |
| Meeting                             | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Target |
|                                     |      |         | <p>control arrangements, notification of the public by the organisers, public liability insurance and payment of any applicable fees and charges.</p> <ul style="list-style-type: none"> <li>• <b>MT LINDESAY ROAD CULVERT</b><br/>               That the committee recommended that the widening of the culvert be considered with any road formation upgrading through the village if external grant funding can be obtained for design or construction.</li> <li>• <b>MT LINDESAY ROAD TREES</b><br/>               It was noted that this would be referred to the works department to assess for any maintenance required to ensure the path of large vehicles is not obstructed.</li> <li>• <b>MT LINDESAY ROAD SURFACE DEPRESSIONS</b><br/>               It was noted that the works department has already been assessing these locations for a program of maintenance the correct the surface travel condition.</li> <li>• <b>B DOUBLE ROUTE ASSESSMENTS</b><br/>               The Committee recommended that if external grant funding can be obtained, assessment be undertaken of future B-Double Routes along the Regional Road Network within the Shire to identify any likely restrictions and opportunities.<br/>               (Bronwyn Petrie/Greg Sauer)</li> </ul> <p><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><i>Council wishes to defer this decision to allow further consultation.</i></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></li> </ul> |        |

| OUTSTANDING ACTIONS REPORT                                                                                                                                                     |            |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |
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| Division:<br>Committee:<br>Officer:                                                                                                                                            |            |                    | Printed: Friday, 7 February 2025<br>4:58:47 PM<br>Date From:<br>Date To:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |
| Meeting                                                                                                                                                                        | Date       | Officer            | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Target     |
|                                                                                                                                                                                |            |                    | <p>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.</p> <ul style="list-style-type: none"> <li> <b>MT LINDESAY ROAD TREES</b><br/>           It was noted that this would be referred to the works department to assess for any maintenance required to ensure the path of large vehicles is not obstructed.         </li> <li> <b>MT LINDESAY ROAD SURFACE DEPRESSIONS</b><br/>           It was noted that the works department has already been assessing these locations for a program of maintenance the correct the surface travel condition.         </li> <li> <b>B DOUBLE ROUTE ASSESSMENTS</b><br/>           The Committee recommended that if external grant funding can be obtained, assessment be undertaken of future B-Double Routes along the Regional Road Network within the Shire to identify any likely restrictions and opportunities.<br/>           (Bronwyn Petrie/Greg Sauer)         </li> </ul> <p><b><u>Motion Carried</u></b></p> |            |
| <b>Notes</b><br>19 Mar 2024 2:46pm Melling, Elizabeth - Reallocation<br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC |            |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |
| Meeting                                                                                                                                                                        | Date       | Officer            | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Target     |
| Council 25/10/2023                                                                                                                                                             | 25/10/2023 | Francisco, Matthew | ROAD ASSET MANAGEMENT PLAN REVIEW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 15/11/2023 |
|                                                                                                                                                                                |            |                    | <p><b><u>Resolved</u></b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Note the draft Road Asset Management Plan October 2023 review; and</li> <li>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</li> <li>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.</li> </ol> <p><b>AMENDMENT:</b></p> <p>RECOMMENDATION:</p> <p>That the Road Asset Management Plan Review report be deferred to a future meeting of Council.</p> <p>(John Macnish/Tim Bonner)</p> <p><b><u>Amendment Carried</u></b></p>                                                                                                                                                                                                                                                                                                |            |
| <b>Notes</b><br>19 Mar 2024 2:46pm Melling, Elizabeth - Reallocation<br>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC |            |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |



OUTSTANDING ACTIONS REPORT

Division:  
Committee:  
Officer:

Printed: Friday, 7 February 2025  
4:58:47 PM  
Date From:  
Date To:

| Meeting                                                                                                                                                                                            | Date                                                                                                                                                                                                   | Officer | Title | Target |
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| 3/23                                                                                                                                                                                               | <div><div>Resolved that the Works &amp; Services Committee recommend the adoption of the revised Tenterfield Bike Plan (2023).</div><div>(Tim Bonner/Peter Petty)</div><div>Motion Carried</div></div> |         |       |        |
| <div>Notes</div> <div>19 Mar 2024 2:48pm Melling, Elizabeth - Reallocation</div> <div>Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC</div> |                                                                                                                                                                                                        |         |       |        |

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

Resolved that Council :

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

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

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

(4) That Council raise no objection to the Killarney Border Ranges Trail Ride on 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

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

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

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

Notes

19 Mar 2024 2:48pm Melling, Elizabeth - Reallocation

Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

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

244/2

Resolved that Council:

| OUTSTANDING ACTIONS REPORT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                                                                          |            |
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| Division:<br>Committee:<br>Officer:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    | Printed: Friday, 7 February 2025<br>4:58:47 PM<br>Date From:<br>Date To: |            |
| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Officer            | Title                                                                    | Target     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 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.<br><br>(Peter Petty/Kim Rhodes)<br><br><u>Motion Carried</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                                                                          |            |
| Notes<br>01 Oct 2024 9:43am Marchant, Gillian<br>Hard stand completed construction commenced on new leachate pond and stormwater pond<br>07 Jun 2024 4:20pm Marchant, Gillian<br>Soil testing undertaken, stockpile area drafted, base station GPS engaged<br>13 May 2024 3:51pm Marchant, Gillian<br>Envrionmental survey, Drone survey-completed<br>13 Apr 2024 8:21am Marchant, Gillian<br>Onsite meetings and preparation planning<br>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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Davidson,<br>Tamai | TENTERFIELD BAND HALL                                                    | 10/01/2024 |
| 241/2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <u>Resolved</u> that Council:<br><br>(1) Accept the return of the Band Hall offer from Leechs Gully Progress Association;<br><br>(2) Request the Leechs Gully Progress Association withdraw Development Application 2023.075 for the Removal of the Band Hall from 12 Crown Street, Tenterfield.<br><br>(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.<br><br>(4) Utilise the funds not expended by Leechs Gully Progress Association to undertake priority repairs to the building.<br><br>(5) Seek Expressions of Interest for the use of the hall.<br><br><u>AMENDMENT</u><br><br>(5) Seek Expressions of Interest for the community use of the hall.<br><br>(Peter Murphy/Greg Sauer)<br><br><u>Amendment Lost.</u><br><i>The original Motion was put.</i><br><br>(Geoff Nye/Peter Petty)<br><br><u>Motion Carried</u> |                    |                                                                          |            |
| Notes<br>18 Mar 2024 12:39pm Davidson, Tamai<br>scope of works prepared for builders to provide quotes<br>17 Jan 2024 8:54am Melling, Elizabeth<br>Leech's Gully Progress Association advised by email of the above and requested to withdraw the DA, Inspection scgeduled in January to identivf priority works to request quotes from local builders. Expressions of interest to be sought after priority works completed.                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                                                                          |            |



OUTSTANDING ACTIONS REPORT

Division:  
Committee:  
Officer:

Printed: Friday, 7 February 2025  
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Date From:  
Date To:

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Officer           | Title                                                                                            | Target     |
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| Council 28/02/2024                                                                                                                                                                                                                                                                                                                                                                                                                                             | 28/02/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Marchant, Gillian | URBENVILLE, MULLI MULLI, WOODENBONG - URBENVILLE WATER SUPPLY PROJECT LAGOON CONSTRUCTION TENDER | 20/03/2024 |
| <a href="#">32/24</a>                                                                                                                                                                                                                                                                                                                                                                                                                                          | <div><div><div><b>Resolved</b> that Council:</div><div><div><div>(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</div><div>(2) Procure the project works in accordance with Local Government (General) Regulation 2021 - 178(3)(e) as detailed in the report; and</div><div>(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.</div></div><div>(Kim Rhodes/Peter Murphy)</div><div><b>Motion Carried</b></div></div></div></div> |                   |                                                                                                  |            |
| <div>Notes</div> <div>01 Oct 2024 9:44am Marchant, Gillian<br/>Urbenville lagoons awarded and construction commenced</div> <div>07 Jun 2024 4:19pm Marchant, Gillian<br/>Granted extension of time and funding, project re-commencing</div> <div>13 May 2024 3:52pm Marchant, Gillian<br/>Discussions continue-requested updated</div> <div>13 Apr 2024 8:19am Marchant, Gillian<br/>Discussions with Newgrid Grant Funders (State and Federal) continue</div> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                   |                                                                                                  |            |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                           | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Officer           | Title                                                | Target     |
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| Council 27/03/2024                                                                                                                                                                                                                                                                                                                                                                                                | 27/03/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Marchant, Gillian | INTEGRATED WATER CATCHMENT MANAGEMENT TENDER/S AWARD | 17/04/2024 |
| <a href="#">56/24</a>                                                                                                                                                                                                                                                                                                                                                                                             | <div><div><div><b>Resolved</b> that Council:</div><div><div><div>(1) Note the Department of Planning and Environment assessed the Integrated Water Catchment Management tender/s, and that</div><div>(2) Procurement of these project work/s is under Section 55 (3) (b) of the Local Government Act 1993, and</div><div>(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.</div></div><div>(Greg Sauer/Peter Petty)</div><div><b>Motion Carried</b></div></div></div></div> |                   |                                                      |            |
| <div>Notes</div> <div>01 Oct 2024 9:46am Marchant, Gillian<br/>Enguagement completed, IWCM underway</div> <div>16 Jul 2024 10:21am Melling, Elizabeth<br/>Update to Ordinary meeting July 2024</div> <div>17 Jun 2024 3:04pm Melling, Elizabeth<br/>Signed by General Manager.</div> <div>07 Jun 2024 4:17pm Marchant, Gillian<br/>Waiting for GM signature</div> <div>13 May 2024 3:57pm Marchant, Gillian</div> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |                                                      |            |

| OUTSTANDING ACTIONS REPORT          |  |  |                                                                          |  |
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| Division:<br>Committee:<br>Officer: |  |  | Printed: Friday, 7 February 2025<br>4:58:47 PM<br>Date From:<br>Date To: |  |

| Meeting                                 | Date | Officer | Title | Target |
|-----------------------------------------|------|---------|-------|--------|
| Letters completed, PO raised to engage. |      |         |       |        |

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

**OFFICER'S RECOMMENDATION:**

**That Council:**

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

(Kim Rhodes/Greg Sauer)

**Notes**

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

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

[74/24](#)

**Resolved** that Council:

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

(Kim Rhodes/Geoff Nye)

**Motion Carried**

**Notes**

| OUTSTANDING ACTIONS REPORT                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |                                                                            |            |
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| Division:<br>Committee:<br>Officer:                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              | Printed: Friday, 7 February 2025<br>4:58:47 PM<br>Date From:<br>Date To:   |            |
| Meeting                                                                                                                                                                                               | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Officer      | Title                                                                      | Target     |
| <b>12 Jun 2024 10:03am Melling, Elizabeth</b><br>Officer has been dealing with Salvation Army property managers to finalise heads of agreement and lease for the former Visitors' Information Centre. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |                                                                            |            |
| Meeting                                                                                                                                                                                               | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Officer      | Title                                                                      | Target     |
| Council 26/06/2024                                                                                                                                                                                    | 26/06/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Basson, Hein | FACILITATION OF ANNUAL PERFORMANCE REVIEW OF GENERAL MANAGER AND DIRECTORS | 17/07/2024 |
| <b>111/2</b>                                                                                                                                                                                          | <b>Resolved</b> that Council: <ol style="list-style-type: none"> <li>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>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>Appoints as its General Manager's performance review facilitator the following consultancy firm: <b>Local Government Management Solutions</b>.</li> <li>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>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>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>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> |              |                                                                            |            |





| OUTSTANDING ACTIONS REPORT          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |                                                                          |        |
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| Division:<br>Committee:<br>Officer: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         | Printed: Friday, 7 February 2025<br>4:58:47 PM<br>Date From:<br>Date To: |        |
| Meeting                             | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Officer | Title                                                                    | Target |
|                                     | <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> |         |                                                                          |        |
| Notes                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |                                                                          |        |

| Meeting                        | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Officer        | Title                                                                                         | Target                                                                   |            |                 |                |              |                            |                                |           |     |           |                                                                          |                             |           |     |           |                                                           |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|------------|-----------------|----------------|--------------|----------------------------|--------------------------------|-----------|-----|-----------|--------------------------------------------------------------------------|-----------------------------|-----------|-----|-----------|-----------------------------------------------------------|
| Council 24/07/2024             | 24/07/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Basson, Hein   | ALTERATION AND RECISSION MOTIONS - NO SPECIAL RATE VARIATION FOR THE 2025/2026 FINANCIAL YEAR | 14/08/2024                                                               |            |                 |                |              |                            |                                |           |     |           |                                                                          |                             |           |     |           |                                                           |
| <a href="#">127/2</a>          | <p><b><u>Resolved</u></b> move that Council:</p> <p>(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.</p> <p>(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:</p> <p>(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.</p> <p>(3) Makes the necessary funding alterations in its adopted 2024/25-Budget to cover the projected cash deficit of \$928,088 as follows:</p> <table border="1"> <tr> <th>Descriptor</th><th>Budgeted Amount</th><th>Revised Amount</th><th>Amount Saved</th><th>Alternative Funding Source</th></tr> <tr> <td>Urban Streets – Reseal Program</td><td>\$100,000</td><td>Nil</td><td>\$100,000</td><td>\$100,000 funded from R2R – from the increased allocation of \$793,700pa</td></tr> <tr> <td>Rural Roads- Reseal Program</td><td>\$400,000</td><td>Nil</td><td>\$400,000</td><td>\$400,000 funded from R2R – from the increased allocation</td></tr> </table> |                |                                                                                               |                                                                          | 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 |
| 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                |            |                 |                |              |                            |                                |           |     |           |                                                                          |                             |           |     |           |                                                           |

| OUTSTANDING ACTIONS REPORT          |  |  |                                                                          |  |
|-------------------------------------|--|--|--------------------------------------------------------------------------|--|
| Division:<br>Committee:<br>Officer: |  |  | Printed: Friday, 7 February 2025<br>4:58:47 PM<br>Date From:<br>Date To: |  |

| Meeting               | Date                        | Officer     | Title       | Target    |                                                          |
|-----------------------|-----------------------------|-------------|-------------|-----------|----------------------------------------------------------|
|                       | Urban Road Rehabilitation   | \$75,000    | Nil         | \$75,000  | \$75,000 funded from R2R – from the increased allocation |
|                       | Rural Roads Maintenance     | \$1,500,000 | \$1,146,912 | \$353,088 | \$353,088 funded from RERRF (Pot-hole money)             |
|                       | Cash Deficit                | (\$928,088) |             | \$928,088 |                                                          |
|                       | (Bronwyn Petrie/Kim Rhodes) |             |             |           |                                                          |
| <u>Motion Carried</u> |                             |             |             |           |                                                          |
| Notes                 |                             |             |             |           |                                                          |

| Meeting               | Date                                                                                                                                                                                                                                                  | Officer    | Title                                                 | Target     |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------------------|------------|
| Council 24/07/2024    | 24/07/2024                                                                                                                                                                                                                                            | Jones, Roy | CORPORATE MARKETS LOAN (OVERDRAFT FACILITY) EXTENSION | 14/08/2024 |
| <a href="#">124/2</a> | <b><u>Resolved</u></b> that Council:                                                                                                                                                                                                                  |            |                                                       |            |
|                       | (1) Approves the continuation of the Corporate Markets Loan with National Australia Bank with a revised drawdown facility limit of \$2,670,000.00 for a rollover period of 90 days, to function as a cash reserve for emergency cash flow needs only. |            |                                                       |            |
|                       | (Tom Peters/Kim Rhodes)                                                                                                                                                                                                                               |            |                                                       |            |
|                       | <b><u>Motion Carried</u></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="#">130/2</a> | <div><div><b><u>Resolved</u></b> that the report be received and noted from the Murray Darling Association – 2024 National Conference Communique.</div><div>(Greg Sauer/Peter Petty)</div><div><b><u>Motion Carried</u></b></div></div> |             |                                                                                                  |            |
| Notes                 |                                                                                                                                                                                                                                         |             |                                                                                                  |            |

| Meeting                                      | Date                                                                                                                                                                                                                         | Officer         | Title                                                                     | Target     |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------|------------|
| Council 24/07/2024                           | 24/07/2024                                                                                                                                                                                                                   | Bursford, Erika | AUDIT, RISK & IMPROVEMENT COMMITTEE<br>- MEETING MINUTES 13 DECEMBER 2023 | 14/08/2024 |
| <a href="#">135/2</a>                        | <b><u>Resolved</u></b> that the report and recommendations from the Audit, Risk and Improvement Committee meeting of 13 December 2023 be received.<br><br><div>(Peter Petty/Geoff Nye)</div><br><b><u>Motion Carried</u></b> |                 |                                                                           |            |
| Notes<br>26 Jul 2024 11:02am Bursford, Erika |                                                                                                                                                                                                                              |                 |                                                                           |            |

| OUTSTANDING ACTIONS REPORT          |  |                                                                          |  |
|-------------------------------------|--|--------------------------------------------------------------------------|--|
| Division:<br>Committee:<br>Officer: |  | Printed: Friday, 7 February 2025<br>4:58:47 PM<br>Date From:<br>Date To: |  |

| Meeting                                                                                                                        | Date | Officer | Title | Target |
|--------------------------------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| Audit, Risk and Improvement Committee Meeting Minutes of 19 December 2023 adopted at Ordinary Council Meeting of 26 July 2024. |      |         |       |        |

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

[134/2](#)

**Resolved**

- (1) That Council increases the Audit, Risk and Improvement Committee Meeting attendance fees to:
  - (a) \$1,250 (ex GST) for the Audit, Risk and Improvement Committee Chairperson, and
  - (b) \$1,100 (ex GST) for Audit, Risk and Improvement Committee members, excluding the Tenterfield Shire Council Councillor Observer and the Southern Downs Regional Council Committee Member.
- (2) That Council reimburses, or make payments, for reasonable travel, accommodation and meal costs and expenses for the in-person attendance of Audit, Risk and Improvement Committee Members, excluding the Tenterfield Shire Council Councillor Observer.

(Peter Murphy/Greg Sauer)

**Motion Carried**

**Notes**

26 Jul 2024 11:01am Bursford, Erika

Recommendations adopted at Ordinary Council Meeting of 26 July 2024. Committee to be notified of increase to member payments, and reimbursement of reasonable travel costs to attend in-person meetings.

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

[117/2](#)

**Resolved** that Council adopts the updated:

- (1) Tenterfield Shire Council Related Party Disclosure Policy.

(Kim Rhodes/Peter Murphy)

**Motion Carried**

**Notes**

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

[116/2](#)

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





|                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |       |        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------|--------|
| <div>OUTSTANDING ACTIONS REPORT</div> <div><div>Division:<br/>Committee:<br/>Officer:</div><div>Printed: Friday, 7 February 2025<br/>4:58:47 PM<br/>Date From:<br/>Date To:</div></div> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |       |        |
| Meeting                                                                                                                                                                                 | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Officer | Title | Target |
|                                                                                                                                                                                         | <div>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.</div> <div>(Kim Rhodes/Tom Peters)</div> <div>Motion Carried</div> |         |       |        |
| Notes                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |       |        |

| Meeting            | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Officer      | Title                                                                         | Target     |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------|------------|
| Council 28/08/2024 | 28/08/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Basson, Hein | Future Operational Management of the Sir Henry Parkes Memorial School of Arts | 18/09/2024 |
| <u>129/2</u>       | <p><b><u>Resolved</u></b><br/> <b><u>That Council:</u></b></p> <ol style="list-style-type: none"> <li>(1) Notes the information contained in the report of the General Manager.</li> <li>(2) Supports and facilitates the establishment and functioning of an incorporated not for profit association under the <i>Associations and Incorporations Act 2009</i> (NSW) for purposes of managing the day-to-day operations of the Sir Henry Parkes Memorial School of Arts.</li> <li>(3) Authorises the General Manager to make the necessary arrangements for the establishment of the Association mentioned in paragraph two above, through the engagement of Ms Kerri Swain of the local legal firm Jennings and Kneipp. Further, that the costs of this engagement, as well as other incidental costs like advertising costs for expressions of interests for membership of this newly formed Association, and other similar minor expenses, be borne by Council.</li> <li>(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.</li> <li>(5) Approves a first year contribution to the Association of \$40,000, which will be used as a starting point for discussions regarding its establishment.</li> <li>(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.</li> <li>(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.</li> <li>(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.</li> <li>(9) Continues to be responsible for the ongoing operational expenditure for museum advisory services, Arts North West membership, School of Arts building operations,</li> </ol> |              |                                                                               |            |

| OUTSTANDING ACTIONS REPORT          |      |         |                                                                                                                                                           |        |
|-------------------------------------|------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Division:<br>Committee:<br>Officer: |      |         | Printed: Friday, 7 February 2025<br>4:58:47 PM<br>Date From:<br>Date To:                                                                                  |        |
| Meeting                             | Date | Officer | Title                                                                                                                                                     | Target |
|                                     |      |         | cleaning, fire monitoring and inspections, security monitoring, insurance, and depreciation.<br><br>(Peter Petty/Kim Rhodes)<br><br><b>Motion Carried</b> |        |
| Notes                               |      |         |                                                                                                                                                           |        |

| Meeting               | Date                                                                                                                                                                                                                                                                                                                                                                                                                                      | Officer            | Title                                                           | Target     |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------|------------|
| Council 28/08/2024    | 28/08/2024                                                                                                                                                                                                                                                                                                                                                                                                                                | Davidson,<br>Tamai | Bolivia Communication Tower - 5465 New England Highway, Bolivia | 18/09/2024 |
| <a href="#">128/2</a> | <div><div><div><b>Resolved</b></div><div><b>That Council:</b><ol style="list-style-type: none"><li>Hands ownership of the Bolivia Communication Tower to the current owner of Lot 137 DP 751487; and</li><li>Requests the release of Council as a beneficiary on the right of carriageway attached to the title of the land.</li></ol></div><div><div>(John Macnish/Peter Murphy)</div><div><b>Motion Carried</b></div></div></div></div> |                    |                                                                 |            |
| Notes                 |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |                                                                 |            |

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

| Meeting               | Date                                    | Officer      | Title                                                                 | Target     |
|-----------------------|-----------------------------------------|--------------|-----------------------------------------------------------------------|------------|
| Council 9/10/2024     | 9/10/2024                               | Basson, Hein | COUNCILLOR INDUCTION, REFRESHER AND PROFESSIONAL DEVELOPMENT TRAINING | 30/10/2024 |
| <a href="#">141/2</a> | <b>Resolved</b><br><b>That Council:</b> |              |                                                                       |            |

| OUTSTANDING ACTIONS REPORT          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         |                                                                          |        |
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| Division:<br>Committee:<br>Officer: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         | Printed: Friday, 7 February 2025<br>4:58:47 PM<br>Date From:<br>Date To: |        |
| Meeting                             | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Officer | Title                                                                    | Target |
|                                     | <ol style="list-style-type: none"> <li>1. Notes and accepts the responsibility enshrined within <b>Section 232 of the <i>Local Government Act 1993</i></b> for all Councillors “to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of councillors”.</li> <li>2. Notes that it is a requirement for Council to include within its Annual Report “the names of any mayors or councillors who completed any induction training course, induction refresher course or supplementary induction course under this Part during the year”, who participated in any ongoing professional development program, and the number of seminars, circulars and other activities delivered as part of the ongoing professional development program during the year.</li> <li>3. Notes that the following opportunities for induction, refresher, and professional development training are available in the short to medium term:               <ol style="list-style-type: none"> <li>a. <u>Initial Induction Session (Presented by the Executive Leadership Team):</u> Wednesday, 9 October 2024 at around 10.30am (directly after the First Council Meeting) in the Koreelah Room at the Council Offices. This initial session will go for approximately 3-4 hours (finishing at no later than 3.00pm).</li> <li>b. <u>Human Behaviour from a Systems Perspective for Local Government Leaders (Briefing session presented by the General Manager):</u> Wednesday, 23 October 2024 at around 12.00noon (after the Council Meeting has finished) in the Koreelah Room at the Council Offices. This opportunity will be of an approximate 3-hour duration (finishing at around 3.00pm).</li> <li>c. <u>Induction and Refresher Training Session for Re-elected and Newly Elected Councillors (Presented by Emma Broomfield – an External, Professional Trainer):</u> Wednesday, 30 October 2024 - starting at 8.00am and finishing at 3.00pm. This important event will also be held in the Koreelah Room at the Council Offices.</li> <li>d. <u>“Hit the Ground Running” Series of On-Line Webinars for Re-elected and Newly Elected Councillors (Presented by the NSW Office of Local Government):</u> <ol style="list-style-type: none"> <li>i. Roles and Responsibilities: Thursday, 17 October 2024 at 4.00pm.</li> <li>ii. Making the Most of Meetings: Thursday, 24 October 2024 at 4.00pm.</li> <li>iii. Integrated Planning and Reporting: Thursday, 31 October 2024 at 4.00pm.</li> <li>iv. The Governing Body and Financial Management: Thursday, 7 November 2024 at 4.30pm.</li> <li>v. Risk Management and Internal Audit: Thursday, 14 November 2024 at 4.00pm.</li> <li>vi. Appropriate Conduct and Ethical Decision-Making: Thursday, 21 November 2024 at 4.00pm.</li> <li>vii. Corruption Risk and Prevention: Thursday, 28 November 2024 at 4.00pm.</li> <li>viii. Working Together: Thursday, 5 December 2024 at 4.00pm.</li> <li>ix. Work Health and Safety: Thursday, 12 December 2024 at 4.00pm.</li> <li>x. Local and Regional Strategic Planning: Thursday, 6 February 2025 at 4.00pm.</li> <li>xi. Crown Land Native Title, and Aboriginal Land Rights: Thursday, 13 February 2025 at 4.00pm.</li> <li>xii. Town Water Services – A Councillor’s Responsibilities: Thursday, 20 February 2025 at 4.00pm.</li> <li>xiii. Ongoing Professional Development: Thursday, 27 February 2025 at 4.00pm.</li> </ol> </li> </ol> </li> </ol> |         |                                                                          |        |



