AGENDA

QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER
ORDINARY COUNCIL MEETING
23 JULY 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 23 July 2025** commencing at **9:30 AM**.

Hein Basson
General Manager

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

COMMUNITY CONSULTATION – PUBLIC ACCESS

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

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

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

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

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

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

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

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

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

CONFLICT OF INTERESTS

What is a "Conflict of Interests" - A conflict of interests can be of two types:
Pecuniary - an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.
Non-pecuniary – a private or personal interest that a Council official has that does not amount to a pecuniary interest as defined in the Local Government Act (eg. A friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

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

Non-pecuniary Interests - Must be disclosed in meetings.

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

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

Disclosures to be Recorded (s 453 Act)

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

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ORDER OF BUSINESS

Community Consultation (Public Access)

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

CLOSED COUNCIL

Confidential Reports

(Section 10A(2) of The Local Government Act 1993)

Where it is proposed to close part of the Meeting, the Chairperson will allow members of the public to make representations to or at the meeting, before any part of the meeting is closed to the public, as to whether or not that part of the meeting should be closed to the public.

The Chairperson will check with the General Manager whether any written public submissions or representations have been received as to whether or not that part of the meeting should be closed to the public.

The grounds on which part of the Council meeting may be closed to public are listed in Section 10A(2) of the Local Government Act 1993 and are as follows:

(a) personnel matters concerning particular individuals others than Councillors,
(b) the personal hardship of any resident or ratepayer,
(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
(d) commercial information of a confidential nature that would, if disclosed:
  (i) prejudice the commercial position of the person who supplied it, or
  (ii) confer a commercial advantage on a competitor of the council, or
  (iii) reveal a trade secret,
(e) information that would, if disclosed, prejudice the maintenance of law,
(f) matters affecting the security of the council, councillors, council staff or council property,
(g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
(h) during the receipt of information or discussion of information concerning the nature and location of a place or an item of Aboriginal significance on community land.
(i) alleged contraventions of any code of conduct requirements applicable under section 440.

Section 10A(3) of the Act provides that Council, or a Committee of the Council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Section 10B(3) of the Act provides that if a meeting is closed during discussion of a motion to close another part of the meeting to the public (as referred to in section 10A(3) of the Act,) the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting (other than consideration of whether the matter concerned is matter referred to in section 10A(2) of the Act).

Section 10B(1) of the Act provides that a meeting is not to remain closed to the public during the receipt of information or the discussion of matters referred to in section 10A(2):

(a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
(b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the Council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest section 10B(4) of the Act states it is irrelevant that:

(a) a person may interpret or misunderstand the discussion, or
(b) The discussion of the matter may:
  (i) cause embarrassment to the Council or committee concerned, or to councillors or to employees of the council, or
  (ii) cause a loss of confidence in the Council or committee.

Resolutions passed in Closed Council

It is a requirement of Clause 253 of the Local Government (General) Regulation 2005 that any resolution passed in Closed Council, or Committee be made public as soon as practicable after the meeting has ended. At the end of Closed Council or Committee meeting, the Chairperson will provide a summary of those resolutions passed in Closed Council or Committee.

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

"We acknowledge the Ngarabal, Jukembal, Bundjalung, Kamilaroi, Githabul and Wahlubul people as the traditional custodians of various parts of the Tenterfield Shire."

3. APOLOGIES

4. DISCLOSURES & DECLARATIONS OF INTEREST

5. CONFIRMATION OF PREVIOUS MINUTES

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14. CONFIDENTIAL BUSINESS

CONFIDENTIAL

(ITEM GOV51/25) ANNUAL PERFORMANCE REVIEW 2024/25: GENERAL MANAGER

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

15. MEETING CLOSED

(ITEM MIN6/25) CONFIRMATION OF PREVIOUS MINUTES

REPORT BY: Allison Graham

RECOMMENDATION

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

- **Ordinary Council Meeting – 23 June 2025**

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

ATTACHMENTS

1 Unadopted Meeting Minutes Ordinary Council Meeting 23 June 2025 27 Pages

MINUTES

QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

MINUTES OF ORDINARY COUNCIL MEETING MONDAY 23 JUNE 2025

MINUTES OF THE **ORDINARY COUNCIL MEETING** OF THE TENTERFIELD SHIRE COUNCIL held at the "Koreelah Room", Council Administration Building, 247 Rouse Street, Tenterfield, NSW on Monday 23 June 2025 commencing at 9:30 AM

ATTENDANCE

Councillor Bronwyn Petrie (Mayor) (Until 10.32 am)
Councillor Greg Sauer (Deputy Mayor) (Until 10.32 am)
Councillor Owen Bancroft
Councillor Tim Bonner
Councillor Peter Murphy
Councillor Tom Peters
Councillor Greg Purcell
Councillor Kim Rhodes
Councillor Roger Turner

ALSO IN ATTENDANCE

General Manager (Hein Basson)
Director Corporate Services (Liz Alley)
Director Infrastructure Services (Matthew Francisco)
Executive Assistant & Media (Allison Graham)

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

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

COMMUNITY CONSULTATION (PUBLIC ACCESS)

Mr Sean Constable, Business Development Officer of the Campervan & Motorhome Club of Australia (CMCA), addressed Council on Item ENV11/25 – Development Application 2024.104 Caravan Park – 44 Francis Street, Tenterfield, him being against the officer's recommendation.

Ms Kat Davis, President of Tenterfield Chamber of Tourism, Industry and Business (TCTIB), addressed Council on Item ECO5/25 – Sir Henry Parkes Memorial: School of Arts: Non-Exclusive use of Foyer: Facility Permitted Use Licence: Tenterfield Chamber of Tourism, Industry and Business, her being in favour of the officer's recommendation.

Recording of the session commenced at 9.30am.

WEBCASTING OF THE MEETING

The Mayor read the following:

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

The Mayor welcomed everyone to the June Council Meeting.

CIVIC PRAYER

The Mayor read the following:

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

The Mayor read the following:

We acknowledge the Ngarabal, Jukembal, Bundjalung, Kamilaroi, Githabul and Wahlubul people as the traditional custodians of various parts of the Tenterfield Shire.

APOLOGIES

84/25 **Resolved**

1. **That leave of absence be granted to Councillor Peter Petty, who was unable to attend the rescheduled Council Meeting on Monday, 23 June 2025 because of a prior business commitment.**

2. **That also, early departure from the meeting be granted to Mayor Bronwyn Petrie and Deputy Mayor Greg Sauer, to allow them travel time to meet their flight commitments from Brisbane to Canberra, for attendance of the 2025 National General Assembly (NGA).**

3. **That Councillor Tim Bonner be nominated to act as Chair upon the departure of both the Mayor and Deputy Mayor.**

(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
Councillor Tim Bonner	Less than significant Non - Pecuniary	ENV 11/25 Development Application 2024.104 Caravan Park – 44 Francis Street, Tenterfield.

(ITEM MIN5/25) CONFIRMATION OF PREVIOUS MINUTES

85/25 **Resolved**

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

- **Ordinary Council Meeting – 28 May 2025**

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

(Greg Sauer/Kim Rhodes)

Motion Carried

TABLING OF DOCUMENTS

Nil.

URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

Nil.

MAYOR MINUTE

86/25 **Resolved**

That Council congratulates the following two community members for being recently recognised for their community service efforts as part of the King's Birthday Honours List 2025; with the Australian Fire Service Medal being awarded to both, and that a letter of congratulations be forwarded on Councils behalf to these recipients:

- **Captain Edwin John Gray of the Fire and Rescue NSW Brigade, Tenterfield for his distinguished service within this Brigade.**
- **Group Captain Wayne Halliday of the Sandy Flat/Bolivia Brigade for his distinguished service in the Rural Fire Service (RFS).**

(Bronwyn Petrie/Tim Bonner)

Motion Carried

RECOMMENDATIONS FOR ITEM COM14/25 TO BE CONSIDERED IN CONFIDENTIAL SECTION

87/25 **Resolved**

That:-

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

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

(Peter Murphy/Gregory Purcell)

Motion Carried

OPEN COUNCIL REPORTS

OUR COMMUNITY

(ITEM COM15/25) LOCAL TRAFFIC COMMITTEE MEETING RECOMMENDATIONS - JUNE 2025

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 4 June 2025.

The Minutes of the above-mentioned meeting are attached for Councillors' information.

88/25 **Resolved**

That Council:

(1) Notes and receives the report and recommendations from the Tenterfield Shire Council Local Traffic Committee Meeting of 4 June 2025.

(2) Adopts the following recommendations in the Local Traffic Committee Minutes from Items 1 through to 8:

1) Transport For NSW (TfNSW) – Addressing numerous matters during its visit to Tenterfield:

- **Miles and Scott Street Intersection, after reviewing, TfNSW advise a "STOP" Sign at this intersection is not warranted. A "Give Way" sign is also not necessary, the 'T' intersection works as it should.**

- **Crown/Miles Street 'T' Intersection - Give Way treatment is suitable, however not necessary, TfNSW support no additional signage in the 50km/hr zone.**
- **Bus Stop (for Northern Rivers Bus Service) will be assessed.**
- **Hynes Bridge Intersection, draft new signage has been received by TfNSW, required amendment.**
- **Heavy Vehicle Parking signage received and to be installed shortly in Jennings.**
- **Pedestrian Crossing in Rouse Street reviewed, it has the appropriate treatment, there are no safety issues, no objection from NSW Police.**
- **Naas/Logan Street Intersection, does not warrant a "STOP" sign. Can be treated with a "Give Way" sign if Council wishes.**

Speed Zone Reviews Completed by TfNSW:
Rivertree Road and Undercliffe Road will have a speed reduction to 80km/hr. Signs have been ordered. Council to provide a quote to TfNSW for the signage installation. Council requested that the reports on the speed zone review be provided to the Local Traffic Committee (LTC).

With the following Speed Zones to be reviewed by TfNSW:

- **Bruxner Way from the end of the existing 80 zone to the Sunnyside Platform Rd.**
- **Mt Mackenzie Road – Tenterfield to Kildare Road.**
- **Old Ballandean Road - Bellevue Rd & Boundary Road.**
- **Sunnyside Loop Road.**
- **Sunnyside Platform Road.**
- **Mt Lindesay Road between Old Boundary Road and Black Swamp Road.**
- **Mt Lindesay Road, around Lindrook Road (entrance to State Forest) – Angry Bull Trails (ABT) Project.**

2) Untamed Border Run, 21 June 2025 – Event Application.
The event organisers have provided a Traffic Management Plan and signage map for their event.
Council to forward application and documents to Laine Muller (TfNSW) and Chris Belson (NSW Police) for the event approval team to review.

3) Killarney Road, Legume – Request for Bus stop signage.
TfNSW has contacted the bus operator. The bus operators are relied on to determine the best place to stop. The bus is using the most appropriate location to stop. Bus signage could be used at the location.
No further signage recommended.

4) Kelly's Road – request for school bus signage, stopping and times.
The bus stop is in an appropriate location and nothing is required to change. Council can install signage if desired.
No further signage recommended.

5) **Request from St Joseph's Primary School, extra pickup/drop off parking on Scott Street.**
The proposed change to the parking arrangement in Scott Street is not permissible within the regulations. The signage could be updated to "NO STOPPING" at the location. Council to advise the school and provide feedback.

6) **Koreelah Creek Bridge – Request from resident who resides on Mt Lindesay Road near the bridge. Request for approaches to bridge for clearer/more signage on bridge approaches for speed reduction and one way traffic.**
TfNSW review of the area confirms that there was ample signage installed. Onsite inspection by TfNSW to be done to check all signage is still in place.
Ensure vegetation removal is carried out for adequate sight distance.
On the western side of the bridge the speed advisory is 35km/h. There is no Give Way Hold Line on the bridge. TfNSW to add to their Tenterfield Shire Inspection list.

7) **Request from Urbenville Rural Fire Service (RFS), for a "No standing" or "Keep Clear" in the area opposite the roller door entrance to the station in Urben Street. There is also the SES shed next door. Council to install appropriate signage "No Parking" and to liaise with the RFS and NSW State Emergency Service (SES), to confirm what is the best usage.**

8) **Red Bull Race, The Sun Running Event – NSW Police asked if Council had received any applications for the event to be held, Council confirmed no applications have been received.**
(NSW Police) to contact Kerri Hampton (locally involved with the event) for a contact person at 'Red Bull Race' for the event and to then advise Council with details answered on this event, the same information to then also be passed on to Laine Muller (TfNSW).

(Owen Bancroft/Tim Bonner)

Motion Carried

The Mayor requested for this item to be discussed after Item GOV 49/25 and before Item GOV 50/25.

89/25 **Resolved**

That Item COM16/25 be discussed after Item GOV 49/25 and before Item GOV 50/25.

(Greg Sauer/Tim Bonner)

OUR ECONOMY

(ITEM ECO5/25) SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS: NON-EXCLUSIVE USE OF FOYER: FACILITY PERMITTED USE LICENCE: TENTERFIELD CHAMBER OF TOURISM, INDUSTRY AND BUSINESS

SUMMARY

The purpose of this report is for Council to consider the amended draft Facility Permitted Use Licence allowing for the non-exclusive use of the foyer area of the Sir Henry Parkes Memorial Building to be used by the Tenterfield Chamber of Tourism, Industry and Business for purpose of creating a welcoming space for face-to-face interaction with visitors to Tenterfield town and the local government area – further facilitating and growing the visitor economy to the area and region.

In the lead-up discussion before the resolution below was adopted, Councillor Peter Murphy moved an amendment to paragraph one of the recommendation as was printed in the Business Paper, for the words "non-binding" to be inserted in front of the wording "Branding Guidelines". This amendment to the wording was seconded by Councillor Kim Rhodes, and accepted by the mover and seconder of the motion (i.e. Councillors Kim Rhodes and Tim Bonner) for the recommendation to be approved by Council – including the four dot-point additions to paragraph one as is formulated in the resolution below.

90/25 **Resolved**

That Council:

1. **Approves the Facility Permitted Use Licence between the Tenterfield Shire Council and the Tenterfield Chamber of Tourism, Industry and Business (TCTIB), annexed to the report as Attachment 1, and notes the non-binding Branding Guidelines attached to the report as Attachment 2 (which will be incorporated into the mentioned Licence document as Annexure B) – with a target commencement date of 1 July 2025 and an expiry date of 30 June 2028, or another starting date shortly thereafter that is practically achievable by both parties, constituting the first three year term agreement period, with the following amendments:**

   - **The wording "every six months" in Clause 7.3 (a) and (b) of the "Facility Permitted Use Licence" to be changed to "every three months";**
   - **The word "ceiling" to be inserted between the wording "walls" and "or floors" in Clause 8.1 (p) of the "Facility Permitted Use Licence";**
   - **Item 11 in the "Reference Schedule" of the "Facility Permitted Use Licence" to be amended to provide for more flexibility depending on the availability of volunteers;**
   - **For an additional clause pertaining to the storage of brochures and other advertising materials in an acceptable**

area within the School of Arts building be added to the "Facility Permitted Use Licence".

2. **Approves the option provided in Item 7 of the afore-mentioned Licence for another three-year term to be pursued, commencing on 1 July 2028 and expiring on 30 June 2031.**

3. **Requests the General Manager to continue discussions with the National Trust of Australia (NSW) and the TCTIB regarding external signage in front of the Sir Henry Parkes Memorial School of Arts building – sympathetically advertising to visitors to the Tenterfield area the face-to-face welcoming to visitors' service offered inside this building.**

(Kim Rhodes/Tim Bonner)

Motion Carried

OUR ENVIRONMENT

Tamai Davidson, Manager Planning and Development Services, entered the room at 10.02am.

Mr Anthony Daintith, Council's Consulted Planner, joined the meeting via Zoom at 10.02am.

(ITEM ENV11/25) DEVELOPMENT APPLICATION 2024.104 CARAVAN PARK - 44 FRANCIS STREET, TENTERFIELD

SUMMARY

The purpose of this report is to present to Council Development Application 2024.104 for the establishment of a Caravan Park at 44 Francis Street, Tenterfield for determination. The application has been assessed externally as the land is owned by Council and the consultant planning firm has recommended refusal. The "development assessment report" prepared by the consultant is included in Attachment 1.

OFFICER'S RECOMMENDATION:

That Council refuses Development Application 2024.104 for the following reasons:

1. **The proposed development has not provided the necessary level of amenity required by the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021.***

2. **The proposed development is not consistent with the caravan park definition under the *Tenterfield Local Environmental Plan***

2013 **in that a caravan park must be provided "*with access to communal amenities.*"**

2. **The proposed development is inconsistent with the provisions of the *State Environmental Planning Policy (Housing) 2021.***

After Council's Planning Consultant had provided his verbal report to Council, the officer's recommendation was not moved and seconded for discussion; instead, the motion below was put to Council – which then became the resolution.

91/25 **Resolved**

That Council:

1. **Notes the contents of the report and the various responses received from the Campervan and Motorhome Club of Australia addressing the concerns raised by Council at its March 2025 Ordinary Meeting, as well as the concerns raised by members of the community.**

2. **Supports Development Application 2024.104 for the following reasons:**

   a. **The proposed development is not a development for a caravan park in the traditional sense of the word as is envisaged and provided for within the current planning regulations and planning instruments, which have arguably not kept pace with the most recent large-scale developments within the caravanning and RV construction industry and buyers' preferences to purchase fully self-contained recreational vehicles.**

   b. **All RVs allowed on the site (i.e. 44 Francis Street, Tenterfield) will be self-contained with their own water and toilet facilities, as well as catering for their own gray-water catchment.**

   c. **It is possible for the Department of Housing, Planning and Infrastructure to provide the necessary exemption for amenities for this type of development, as has happened within other local government areas such as Gunnedah.**

   d. **The proposed development will positively contribute to the Tenterfield Shire's visitor economy – augmenting the accommodation options available within Tenterfield and contributing to the local government area's micro-economy through the multiplying effect of every external dollar being spent in the area to be turned over a few times before it leaves the area again.**

3. **Applies to the Department of Housing, Planning and Infrastructure for the necessary exemption for amenities, and that, based on the**

response received from this Department, a supplementary report be brought back to Council for its further consideration.

Upon being put to the meeting, the motion was declared carried.

For the Motion were Crs B Petrie, G Sauer, O Bancroft, PM Murphy, TP Peters, GP Purcell, K Rhodes and RT Turner – Total (8).

Against the Motion was Cr TB Bonner – Total (1).

(Greg Sauer/Peter Murphy)

Motion Carried

Tamai Davidson, Manager Planning and Development Services, left the room at 10.18am and Anthony Daintith, Council's Consultant Planner, left the Meeting via Zoom link at 10.18am.

OUR GOVERNANCE

(ITEM GOV43/25) NOMINATION OF DELEGATE TO ATTEND THE 2025 MURRAY DARLING ASSOCIATION NATIONAL CONFERENCE

SUMMARY
The purpose of this report is for Council to approve its delegate, Councillor Greg Sauer, to attend the 2025 Murray Darling Association National Conference at Griffith, NSW from 29 September to 2 October 2025.

92/25 **Resolved**

That Council:

Approves Councillor Greg Sauer as its nominated delegate to attend the 2025 Murray Darling Association National Conference at Griffith, NSW from 29 September to 2 October 2025.

(Kim Rhodes/Peter Murphy)

Motion Carried

(ITEM GOV44/25) ANNUAL REMUNERATION FOR COUNCILLORS AND THE MAYOR FOR THE 2025-26 FINANCIAL YEAR

SUMMARY
The purpose of this Report is to address the recent determination of the Local Government Remuneration Tribunal – Office of Local Government NSW, which

handed down an increase in the fees payable to the Mayor and Councillors at an increase of 3% for the 2025/2026 financial year.

The increase applies to both the minimum and maximum allowable rates for both the Mayor and Councillors. Council is required to determine at which rate it sets fees for both the Mayor and Councillors within the minimum and maximum allowable amounts for the upcoming financial year. In the past, Council has applied the "maximum" allowable amount for both the Mayor and Councillors.

93/25 **Resolved**

That Council:

(1) Notes the Report and Determination of the NSW Remuneration Tribunal dated 17 April 2025.

(2) Sets the level of fees payable to all Councillors at $13,930 per annum effective from 1 July 2025 to 30 June 2026.

(3) Sets the additional fee payable to the Mayor at $30,390 per annum effective from 1 July 2025 to 30 June 2026.

(Owen Bancroft/Peter Murphy)

Motion Carried

(ITEM GOV45/25) SELECTION PANEL - EXPRESSION OF INTEREST - COMMITTEE MEMBER - TENTERFIELD SHIRE COUNCIL'S AUDIT, RISK AND IMPROVEMENT COMMITTEE

SUMMARY

The purpose of this report is to inform Council of the current standing of the Expression of Interest process for an Independent Committee Member of Tenterfield Shire Council's Audit, Risk and Improvement Committee, and to consider and endorse the current Councillor representative, Cr Peter Murphy, to act as the Councillor representative on the selection panel.

94/25 **Resolved**

That Council:

- **Notes the report to Council on the current standing of the Expression of Interest (EOI) process for an Independent Committee Member to join Council's Audit, Risk and Improvement Committee (ARIC).**
- **Endorses the inclusion of the current Councillor representative of ARIC, Cr Peter Murphy, to act as the Councillor representative on the selection panel.**

(Kim Rhodes/Greg Sauer)

Motion Carried

(ITEM GOV46/25) PUBLIC ACCOUNTS COMMITTEE REPORT: INQUIRY INTO THE ASSETS , PREMISES AND FUNDING OF THE NSW RURAL FIRE SERVICES

SUMMARY

The purpose of this report is for Council to note the findings and recommendations of the Public Accounts Committee, in its "Inquiry Into the Assets, Premises and Funding of the NSW Rural Fire Service" – specifically recommendation three which states: "That the NSW Government amend the *Rural Fires Act 1997* to recognise that the NSW Rural Fire Service is responsible for the maintenance and repair of red fleet assets. This means that Councils would no longer pay for the maintenance and repair of red fleet assets. Any potential funding implications should be considered as part of the ongoing emergency services funding reform or another appropriate mechanism".

95/25 **Resolved**

That Council:

1. **Requests the Mayor to actively advocate for all 14 recommendations of the Public Accounts Committee in its "Inquiry Into the Assets, Premises and Funding of the NSW Rural Fire Service" to be implemented as soon as is possible by the State Government.**

2. **Requests the General Manager to ascertain the actual true annual costs of maintaining and repairing the Rural Fire Services' (RFS) premises throughout the Tenterfield Shire Council's local government area, to assist the RFS and to ensure that Council is fully reimbursed by the RFS for these costs through their annual grants, consistent with the provisions of Recommendation 10 of the above-mentioned Public Accounts Committee in its Inquiry Report, which reads as follows: "The NSW Rural Fire Service should ascertain the actual maintenance and repair costs for premises used in each rural fire district and ensure that these costs are fully met through annual grants. Any potential funding implications should be considered as part of the ongoing emergency services funding reform or another appropriate mechanism" (emphasis added to the quoted recommendation 10).**

(Owen Bancroft/Greg Sauer)

Motion Carried

(ITEM GOV47/25) NSW GOVERNMENT PARLIAMENTARY INQUIRY INTO THE ABILITY OF LOCAL GOVERNMENTS TO FUND INFRASTRUCTURE AND SERVICES

SUMMARY

The purpose of this report is to communicate to Council the recommendations from the recent Parliamentary Inquiry into the Ability of Local Governments to Fund Infrastructure and Services, the NSW Government's action responses and the position of Local Government NSW (LGNSW) on these Government responses.

96/25 **Resolved**

That Council:

Notes the recommendations from the NSW Government's Parliamentary Inquiry into the Ability of Local Governments to Fund Infrastructure and Services, together with the action responses of the State Government on these recommendations, and the position response statements from Local Government NSW.

(Tom Peters/Kim Rhodes)

Motion Carried

SUSPENSION OF STANDING ORDERS

97/25 **Resolved**

That standing orders be suspended for the purpose of a morning tea break, and for Councillors Bronwyn Petrie and Greg Sauer to leave the meeting with Councillor Tim Bonner to Chair upon resumption of standing orders.

(Kim Rhodes/Tom Peters)

Recording of the session was suspended at 10.32am and resumed at 11.01am.

RESUMPTION OF STANDING ORDERS

98/25 **Resolved**

That the meeting be resumed.

(Peter Murphy/Gregory Purcell)

Motion Carried

Councillor Tim Bonner assumed the position as Chair.

(ITEM GOV48/25) FINANCE AND ACCOUNTS - PERIOD ENDED 31 MAY 2025

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 Councilor and community information.

99/25

Resolved

That Council:

Notes the Finance and Accounts Report for the period ended 31 May 2025.

(Owen Bancroft/Kim Rhodes)

Motion Carried

(ITEM GOV49/25) MONTHLY OPERATIONAL REPORT FOR MAY 2025

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 2024/25 Operational Plan. Due to unforeseen staffing circumstances, 10. Livestock Saleyards and 13. Parks, Gardens and Open Space reports are unfortunately unavailable.

100/25

Resolved

That Council:

Notes the status of the Monthly Operational Report for May 2025.

(Kim Rhodes/Tom Peters)

Motion Carried

(ITEM COM16/25) COUNCILLOR WORKS/SERVICE REQUESTS - MAY 2025

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 May 2025.

(ITEM GOV50/25) TENTERFIELD SHIRE COUNCIL OPERATIONAL/DELIVERY PLAN 2025/2026 INCLUDING STATEMENT OF REVENUE POLICY 2025/2026, FEES AND CHARGES 2025/2026 & LONG-TERM FINANCIAL PLAN 2025-2036

SUMMARY
The purpose of this report is for Council to adopt the Tenterfield Shire Council Delivery Program 2025–2029 and Operational Plan 2025/2026, including the:

- Statement of Revenue Policy,
- List of Fees and Charges,
- Long-Term Financial Plan 2025-2036, and
- Annual Budget.

101/25 **Resolved**

That Council:

1. **Adopts the Tenterfield Shire Council updated Operational Plan 2025/2026.**

2. **Adopts the following updated documents as part of the Tenterfield Shire Council Operational Plan 2025/2026:**

   (a) **Tenterfield Shire Council updated Annual Budget for 2025/2026,**
   (b) **Tenterfield Shire Council updated Delivery Program for 2025-2029,**
   (c) **Tenterfield Shire Council updated Statement of Revenue Policy for 2025/2026,**
   (d) **Tenterfield Shire Council updated Fees and Charges for 2025/2026, and**
   (e) **Tenterfield Shire Council updated Long-Term Financial Plan for 2025-2036.**

3. **Rates -** In accordance with the provisions of Sections 494 & 535 of the *Local Government Act 1993*, makes, fixes and levies the rates for the year ending 30 June 2026 for the following rating categories:

Farmland:
A Farmland rate of 0.236224 of a cent in the dollar (shown as 0.236224% on rates notice) on the current land values of all rateable land in the Local Government Area being Farmland, with a base rate of $581.00 per annum (the total revenue collected from this base amount represents 23.85% of the total revenue collected from this category of land).

Residential – Tenterfield:
A Residential – Tenterfield rate of 0.500398 of a cent in the dollar (Shown as 0.500398% on rates notice) of the current land values of all rateable land within this category, with a base rate of $450.00 per annum (the total revenue collected from this base amount represents 45.76% of the total revenue collected from this category of land).

Residential – Tenterfield (Urban):
A Residential – Tenterfield rate of 0.458939 of a cent in the dollar (Shown as 0.458939% on rates notice) of the current land values of all rateable land within this category, with a base rate of $445.00 per annum (the total revenue collected from this base amount represents 20.34% of the total revenue collected from this category of land).

Residential – Urbenville:
A Residential – Urbenville rate of 0.672723 of a cent in the dollar (Shown as 0.672723% on rates notice) of the current land values of all rateable land within this category, with a base rate of $395.00 per annum (the total revenue collected from this base amount represents 43.96% of the total revenue collected from this category of land).

Residential – Jennings:
A Residential – Jennings rate of 0.871543 of a cent in the dollar (Shown as 0.871543% on rates notice) of the current land values of all rateable land within this category, with a base rate of $395.00 per annum (the total revenue collected from this base amount represents 44.39% of the total revenue collected from this category of land).

Residential – Drake:
A Residential – Drake rate of 1.029134 of a cent in the dollar (Shown as 1.029134% on rates notice) of the current land values of all rateable land within this category, with a base rate of $395.00 per annum (the total revenue collected from this base represents 44.71% of the total revenue collected from this category of land).

Residential – Other:

A Residential – Other rate of 0.376928 of a cent in the dollar (Shown as 0.376928% on rates notice) of the current land values of all rateable land within this category, with a base rate of $250.00 per annum (the total revenue collected from this base amount represents 48.90% of the total revenue collected from this category of land).

Residential – Rural:
A Residential – Rural rate of 0.376928 of a cent in the dollar (Shown as 0.377390% on rates notice) of the current land values of all rateable land within this category, with a base rate of $299.00 per annum (the total revenue collected from this base amount represents 26.27% of the total revenue collected from this category of land).

Business – Tenterfield:
A Business – Tenterfield rate of 1.658352 of a cent in the dollar (Shown as 1.658352% on rates notice) of the current land values of all rateable land within this category, with a base rate of $790.00 per annum (the total revenue collected from this amount represents 33.53% of the total revenue collected from this category of land).

Business – Urbenville:
A Business – Urbenville rate of 0.641413 of a cent in the dollar (Shown as 0.641413% on rates notice) of the current land values of all rateable land within this category, with a base rate of $363.00 per annum (the total revenue collected from this base amount represents 41.17% of the total revenue collected from this category of land).

Business – Jennings:
A Business – Jennings rate of 0. 690286 of a cent in the dollar (Shown as 0.690286% on rates notice) of the current land values of all rateable land within this category, with a base rate of $363.00 per annum (the total revenue collected from this base amount represents 49.71% of the total revenue collected from this category of land).

Business – Drake:
A Business – Drake rate of 0.963964 of a cent in the dollar (shown as 0.963964% on rates notice) of the current land values of all rateable land within this category, with a base rate of $363.00 per annum (the total revenue collected from this base amount represents 40.11% of the total revenue collected from this category of land).

Business – Other:
A Business – Other rate of 0.689396 of a cent in the dollar (shown as 0.689396% on rates notice) of the current land values of all rateable land within this category, with a base rate of $389.00 per annum (the total revenue collected from this base amount represents 49.96% of the total revenue collected from this category of land).

Business – Industrial:
A Business – Industrial rate of 1.658352 of a cent in the dollar (Shown as 1.658352% on rates notice) of the current land values of all rateable land within this category, with a base rate of $790.00 per annum (the total revenue collected from this base amount represents 25.80% of the total revenue collected from this category of land).

Mining:
A Mining rate of 2.247212 of a cent in the dollar (Shown as 2.247212% on rates notice) on the current land values of all rateable land in the Local Government Area where the dominant use is for a coal mine or metalliferous mine, with a base rate of $642.00 per annum (the total revenue collected from this base amount represents 41.04% of the total revenue collected from this category of land).

4. **Water -** In accordance with the provisions of Section 552 of the *Local Government Act 1993*, Council makes, fixes and levies a Water Supply Availability Charge on all land rateable to the Water Supply Charge and other water charges for the year ending June 2026, as follows:

(a) Residential - $653.00 per property and/or connection per annum;

(b) Residential Strata - $491.00 per property and/or connection per annum;

(c) Mt Lindesay Private Line – $814.00 per property and/or connection per annum;

(d) Rural Other - $653.00 per property and/or connection per annum;

(e) Non-Residential - Meter connection: 20mm - $653.00 per property and/or connection per annum;

(f) Non-Residential - Meter connection: 25mm - $653.00 per property and/or connection per annum;

(g) Non-Residential - Meter connection: 32mm - $653.00 per property and/or connection per annum;

(h) Non-Residential - Meter connection: 40mm - $985.00 per property and/or connection per annum;

(i) Non-Residential - Meter connection: 50mm - $1,532.00 per property and/or connection per annum;

(j) Non-Residential - Meter connection: 80mm - $3,929.00 per property and/or connection per annum;

(k) Non-Residential - Meter connection: 100mm - $6,139.00 per property and/or connection per annum;

(l) Non-Residential - Meter connection: 150mm - $13,804.00 per property and/or connection per annum;

(m) Voluntary & Charitable Organisations - $126.00 per property and/or connection per annum;

(n) Services installed solely for the purpose of firefighting – No Charge.

In accordance with Section 502 of the *Local Government Act 1993*, makes, fixes and levies a stepped tariff for the charge for water consumed by Residential customers (to be by measure of metered water consumption) at the rate of $5.50 per kilolitre for water consumption between nil (0) and 450 kiloliters per annum, and $8.40 per kilolitre for water consumed over 450 kilolitres per annum.

In accordance with Section 502 of the *Local Government Act 1993,* that Council makes, fixes and levies a stepped tariff for the charge for water consumed by Rural/Mt Lindesay customers (to be by measure of metered water consumption) at the rate of $6.20 per kilolitre for water consumption between nil (0) and 450 kilolitres per annum, and $9.60 per kilolitre for water consumed over 450 kilolitres per annum.

In accordance with Section 502 of the *Local Government Act 1993*, makes, fixes and levies a stepped tariff for the charge for water consumed by Non-Residential customers (to be by measure of metered water consumption) at the rate of $5.50 per kilolitre for water consumption between nil (0) and 1,000 kilolitres per annum, and $8.40 per kilolitre for water consumed over 1,000 kilolitres per annum.

In accordance with Section 502 of the *Local Government Act 1993*, makes, fixes and levies a minimum water consumption account charge of $25.00 for each of the six (6) monthly billing periods. Further, that if at the time of reading a water meter it is found to be damaged or has stopped, an account will be issued based on the previous two corresponding water bills.

5. **Sewer -** In accordance with the provisions of Section 501(1) and 502 of the *Local Government Act 1993*, makes, fixes and levies a Sewerage Service Availability Charge of $1,314.00 on all Residential land in the Tenterfield and Urbenville Town Areas and is:

(a) connected to the Council's sewer main, or

(b) not connected to the Council's sewer main but any part of the property is no more than 75 metres from the Council's sewer main; and

(c) land from which sewerage can be discharged into the sewers of Council for the year ending June 2026.

Further, that in respect of Residential Flat Buildings a Sewerage Availability Charge will be made equal to the number of residential flats multiplied by the service charge for a single connection.

Annual Access Charge - In accordance with the provisions of Sections 501(1) and 552 of the *Local Government Act 1993*, Council makes,

fixes and levies Annual Access Charges for Commercial and Non-Residential Sewerage for the year ending June 2026, as follows:

a) A Sewerage Access Charge will be incurred proportional to the customer's water connection diameter plus a pay-for-use charge based on the water used, calculated in accordance with the following connection options and the formula following subparagraph "j" below:

(a) Non-Residential - Meter connection: 20mm - $1,314.00 per occupancy per property per annum;

(b) Non-Residential - Meter connection: 25mm - $1,314.00 per occupancy per property per annum;

(c) Non-Residential - Meter connection: 32mm - $1,701.00 per occupancy per property per annum;

(d) Non-Residential - Meter connection: 40mm - $2,646.00 per occupancy per property per annum;

(e) Non-Residential - Meter connection: 50mm - $4,127.00 per occupancy per property per annum;

(f) Non-Residential - Meter connection: 80mm - $10,562.00 per occupancy per property per annum;

(g) Non-Residential - Meter connection: 100mm - $16,502.00 per occupancy per property per annum;

(h) Non-Residential - Meter connection: 150mm - $37,134.00 per occupancy per property per annum;

(i) Voluntary & Charitable Organisations - $253.00 per occupancy per property per annum;

(j) Services installed solely for the purpose of firefighting – No Charge.

The formula to calculate Non-Residential Sewerage Charges is:

AC +SDF x (C+UC)
Where:
AC = Access Charge
SDF = Sewerage Discharge Factor (determined by type/use)
C = Customers Annual Water Consumption in kilolitres
UC = Sewerage Usage Charge

- Makes, fixes and levies a Sewerage Usage Charge of $3.50 per kilolitre in 2025/2026.

- Makes, fixes and levies Trade Waste Annual Charges for the year ending June 2026, as follows:

  (a) Non-Residential Trade Waste Fee: Category 1 - $184.00 per property per annum;

  (b) Non-Residential Trade Waste Fee: Category 2 - $184.00 per property per annum;

(c) Non-Residential Trade Waste Fee: Category 3 - $877.00 per property per annum.

- Makes, fixes and levies Trade Waste Usage Charges for the year ending June 2026, as follows:

  (a) Non-Residential Trade Waste Usage Charge: Compliant - $2.05 per kilolitre;

  (b) Non-Residential Trade Waste Usage Charge: Non-Compliant - $21.00 per kilolitre.

A) **Waste Management Charges -** In accordance with section 501 of the *Local Government Act 1993* makes, fixes and levies the Waste Management Facility Charge of $321.00 per property per annum for the year ending June 2026.

Waste Collection Charges - In accordance with sections 496 and 501 of the *Local Government Act 1993* makes, fixes and levies Waste Collection Charges for the year ending June 2026, as follows:

(a) Residential Waste Collection: 120L Bin - $517.00 per service per annum;

(b) Residential Waste Collection: 240L Bin - $665.00 per service per annum;

(c) Non-Residential Waste Collection: 120L Bin - $517.00 per service per annum;

(d) Non-Residential Waste Collection: 240L Bin - $665.00 per service per annum.

Recycling Collection Charges - In accordance with sections 496 and 501 of the *Local Government Act 1993* makes, fixes and levies Recycling Collection Charges for the year ending June 2026, as follows.

(a) Residential Recycling Collection - $98.50 per service per annum

(b) Non-Residential Recycling Collection - $98.50 per service per annum

B) **Stormwater Management Charges -** In accordance with section 496A of the *Local Government Act 1993* makes, fixes and levies Stormwater Management Charges for the year ending June 2026, for properties within the Tenterfield, Urbenville and Jennings town areas where there is a structure.

(a) Residential – $25.00 per annum;

(b) Residential Strata Title Per Unit - $12.50 per annum;

(c) Non-Residential: <350m square - $25.00 per annum;

(d) Non-Residential: 350m square-1200m square - $50.00 per annum;

(e) Non-Residential: 1200m square-5000m square - $221.00 per annum;

(f) Non-Residential: >5000m square - $357.00 per annum.

Waste Vouchers - Provides three (3) waste vouchers that will be issued with the annual rate notices. Under amendments to NSW Treasury laws and regulations, Council is extending the expiry date for vouchers. Vouchers for 2024/2025 will be current for three (3) financial years, up to and including 2026/2027 financial year. Previously issued vouchers for 2023/2024 will remain valid for two (2) financial years, up to and including 2025/2026.

Borrowings:
Nil borrowings – subject to service level reductions and further amendments proposed in the amended Operational Plan for 2025/2026.

Interest rates on overdue rates and charges - In accordance with the provisions of Section 566(3) of the *Local Government Act 1993*, determines that the extra interest charges on overdue rates and charges will be levied at the maximum rate allowable and as advised by the Office of Local Government (10.5%) on a daily simple interest basis for the financial year ending 30 June 2026.

8. Adopt changes to DRAFT Operational Plan 2025/2026 with the two new Operational Plan Activities listed below:

Strategy	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Respor lity
1.4.3 Advocate for better communi ty services and facilities within the shire including aged care	1.4.3.2 Work towards the Sir Henry Parkes Memorial School of Arts becoming functional, delivering museum, cinema, theatre and tourism functions in a cost-effective manner	X	X	X	X	Feedback from user groups and the communi ty	Directc Corpor Servic
4.1.2 Maintain the local and regional road network	4.1.2.2 Investigate options to address parking availability within Tenterfield CBD, develop an action plan and cost estimations		X	X	X	Determin e the parking mix needs and to assess non-asset solutions	Manag Asset & Progra Plannir

	of implementation.						

9. Adopt the following changes to the original DRAFT Operational Plan 2025/2026 that was presented to Council at the April 2025 Meeting:

a. Increased operational expenditure in Mayoral Allowance and Councillor fees in-line with OLG Remuneration Tribunal decision – increase of $823;

b. Increased Capital expenditure for:

i. Saleyards – Livestock Scanner Replacement - $30,000;

ii. Legume Park Playground Fencing – $30,000;

iii. Urbenville Park Playground Fencing - $30,000;

iv. Jubilee Park Rotunda Renewal - $55,000;

v. Fuel Tank replacement at Depot - $150,000 (was budgeted for 2024/25 with work pushed into 2025/26 year);

vi. Waste Truck purchase (Resolution 50/25 April) - $560,045;

vii. Betterment of Molesworth Street Sewer Line (grant funded) - $250,000.

c. Reduction in Capital expenditure:

i. Shirley Park Amenities Block ceiling and roofing works (not required following further investigation - $30,000.

d. Increase in Capital Income;

i. Betterment of Molesworth Street Sewer Line - $250,000.

10. Notes that three (3) public submissions were received during the exhibition period, two (2) of which were of general curiosity nature and seeking clarification, and another one (1) which was mainly in opposition to the rating category changes and the reduction in Water, Sewer and Waste charges based on the opinion that residential properties were being subsidised.

(Peter Murphy/Kim Rhodes)

Motion Carried

REPORTS OF DELEGATES & COMMITTEES

Nil.

NOTICES OF MOTION

Nil.

RESOLUTION REGISTER

(ITEM RES5/25) COUNCIL RESOLUTION REGISTER - MAY 2025

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 has been progressed with many actions that have now been finalised within the software system and no longer showing up in this report.

However, there are further actions in this report that still need to be attended to, and it should be regarded as work-in-progress that will continue for still some time because Council resolutions have not been consistently actioned in the past. There are still resolutions dating back to 2007 (that do not show up in this attached report) and are perceived not to have received the necessary executory attention. This situation is exacerbated by scarce resources.

102/25 **Resolved**

That Council notes the status of the Council Resolution Register to May 2025.

(Owen Bancroft/Kim Rhodes)

Motion Carried

James Paynter, Manager Works, entered the room at 11.39am.

SUSPENSION OF STANDING ORDERS

103/25 **Resolved**

That standing orders be suspended to move into the Closed Session part of the meeting.

(Kim Rhodes/Tom Peters)

Motion Carried

The recording of the session was paused at 11.39am.

CONFIDENTIAL BUSINESS

(ITEM COM14/25) TENDER EVALUATION FOR FOUR BRIDGES DESIGN AND CONSTRUCT RFT 15 24/25

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

SUMMARY
This report summarises and presents the recommendations of the tender assessment from the Department Infrastructure Services' recent Four Bridges Design and Construct (4BDC) request for tender (RFT 15 24/25). One Tenderer was concluded to offer a best value for money proposal suitable for Council's needs and is recommended for engagement under the prepared lump sum contract.

104/25 **Resolved**

That Council:

1. **Awards the Four Bridges Design and Construct Contract -RFT 15 24/25 to the Weir Built Group Pty Ltd nominally for $1,262,823.60 (excl. GST) based on the Tenderer's revised pricing to act as head contractor for the Bridge (including Bridge Four barriers) and Civil Design and Construction Work (Bridges 1, 2, and 4 only), following response to tender the clarifications.**

2. **Authorises the General Manager to negotiate and execute commercial mechanisms according to the Four Bridges Design and Construct Contract, including awarding a Variation for the Addition of Barriers for Bridges 1 and 2, as proposed in this report.**

(Kim Rhodes/Gregory Purcell)

Motion Carried

RESUMPTION OF STANDING ORDERS

105/25 **Resolved**

That Council moves into Open Session again.

(Kim Rhodes/Peter Murphy)

Motion Carried

The recording device was turned on, the time being 11.58am.

In accordance with Section 253 of *Local Government Regulations (General) 2021*, the Chair read the resolution as resolved whilst in Closed Council, as follows:

(ITEM COM14/25) TENDER EVALUATION FOR FOUR BRIDGES DESIGN AND CONSTRUCT RFT 15 24/25

That Council:

1. **Awards the Four Bridges Design and Construct Contract -RFT 15 24/25 to the Weir Built Group Pty Ltd nominally for $1,262,823.60 (excl. GST) based on the Tenderer's revised pricing to act as head contractor for the Bridge (including Bridge Four barriers) and Civil Design and Construction Work (Bridges 1, 2, and 4 only), following response to tender the clarifications.**

2. **Authorises the General Manager to negotiate and execute commercial mechanisms according to the Four Bridges Design and Construct Contract, including awarding a Variation for the Addition of Barriers for Bridges 1 and 2, as proposed in this report.**

MEETING CLOSED

There being no further business the Chair declared the meeting closed at 12.00pm.

.....
Councillor Bronwyn Petrie
Mayor/Chairperson

.....
Councillor Tim Bonner
Nominated Chairperson

MAYORAL MINUTE

(ITEM MM1/25) MAYORAL MINUTE - LOCAL GOVERNMENT NSW REPORT COST SHIFTING 2025

I, Mayor Bronwyn Petrie move the following Mayoral Minute relating to the Local Government NSW latest Cost Shifting Report 2025, released in July 2025.

MOTION

That Council:

1. **Notes the findings of the LGNSW Cost Shifting report for the 2023/2024 financial year.**
2. **A copy of the cost shifting report be placed on Council's website so that our communities can access it.**
3. **Council writes to the Premier, the NSW Treasurer and the NSW Minister for Local Government seeking that they urgently address these costs through a combination of regulatory reform and appropriate funding.**

REPORT

Councillors,

The pressure on Councils to maintain services of appropriate standard that meet the needs of our communities has reached unprecedented levels.

The unrelenting growth of cost shifting to Councils, coupled with rate pegging and insufficient state and federal funding, is increasingly eroding the possibility of financially sustainable local government and risking the capacity of councils, especially rural Councils to deliver the essential infrastructure and services required by their communities.

The latest research commissioned by Local Government NSW (LGNSW) shows that the increase in cost shifting has continued unabated by various State and Federal Government policies.

The cost shifting report, produced by independent consultants Morrison Low for the 2023/2024 financial year, reveals that $1.5 billion of expense has been imposed on Councils. This is an increase of approximately $140 million (10 per cent) since the last report for the 2021/22 financial year, when the total cost shift was estimated at $1.36 billion.

On average, this also now represents an inflated cost of $497.40 for each ratepayer, an increase of $36.72 from 2021/22. It is unfair to our communities that such a large portion of their rates are being diverted away from local priorities.

With Councils having to fund this ongoing subsidy primarily for the State Government each and every year, it means our communities get less or go without. They go without safer roads, parks and park infrastructure, library services, building and property maintenance, And they go without important community services that only Councils

Mayoral Minute No. 1 Cont…

provide, while their communities are effectively paying hidden taxes to other levels of government.

Cost shifting has impacted our Council by an estimated amount of $1.9 million for the 2023/24 Financial Year – an estimation prepared by our Director of Corporate Services, Liz Alley.

The top five cost shifting impacts for Tenterfield Shire Council in the 2023/24 Financial Year were the following:

Public library operations	$449,706.00
Emergency Services Levy	$448,659.00
Pensioner Rebates	$150,251.00
Managing & Project Management on Disaster Funded works	$144,000.00
Government-owned property exemptions	$132,363.00

Councillors, our communities deserve better. The decades-long practice of cost shifting is continuing to undermine the financial sustainability of the local government sector. This must stop. The November 2024 report of the parliamentary inquiry into the ability of councils to fund infrastructure and services called for the NSW Government to identify opportunities to reduce cost shifting to local government. This call must be heard and acted upon.

It is essential for Councils and communities that the NSW Government urgently seek to address cost shifting through a combination of regulatory reform and appropriate funding.

As a result, I move the following:

1. **That Council notes the findings of the LGNSW Cost Shifting report for the 2023/2024 financial year.**
2. **That a copy be placed on Council's website so that our communities can access it.**
3. **That Council writes to the Premier, the NSW Treasurer and the NSW Minister for Local Government seeking that they urgently seek to address cost shifting through a combination of regulatory reform and appropriate funding.**

A further detailed, but summarised report of the original full report, follows on the next four pages for the information of Councillors and the community. The full report can be accessed by clicking on the link below:

https://www.lgnsw.org.au/common/Uploaded%20files/Cost_Shifting/Cost_Shifting_Report_2025.pdf

Mayoral Minute No. 1 Cont…

The details provided below have been taken from the LGNSW Cost Shifting, Report 2025 Summary, presented by Mayor Phyllis Miller OAM, LGNSW President.

How State Costs Eat Council Rates

The financial sustainability of councils across New South Wales is now at a critical juncture. Both Federal and State Parliamentary Inquiries have recognised cost shifting as one of the most significant contributors to the financial concerns of local government.

What is cost shifting?
Cost shifting occurs when state and federal governments force councils to assume responsibility for infrastructure, services and regulatory functions without providing sufficient supporting funding.

How bad is cost shifting in NSW?
Cost Shifting 2025: How State Costs Eat Council Rates, by independent consultants Morrison Low, reveals that NSW councils are currently being asked to absorb cost shifting worth more than $1.5 billion each year. The practice has imposed an estimated cumulative burden of more than $11.31 billion over the last decade.
Importantly, as cost of living pressures for households only seem to be rising every month, cost shifting now amounts to an average annual cost of $497.40 paid by each NSW ratepayer.
This average figure equates to nearly $500 per ratepayer that councils cannot invest in the services and infrastructure their communities need and deserve. New libraries, sporting facilities or youth development programs are forfeited, road repairs are delayed, and rates have to rise as funds are instead diverted towards the unrecoverable cost of services, programs and functions that are imposed on councils, overwhelmingly from the NSW Government.

What needs to change?
The NSW Government needs to take urgent action to address cost shifting onto councils and their communities, through a combination of regulatory reform, budgetary provision and appropriate funding.
As always, LGNSW stands ready to work with the state government to address the practice of cost shifting and to strengthen the financial viability of our councils so they can continue the good work of supporting our communities.

What’s Eating Council Rates?

Mayoral Minute No. 1 Cont…

$1.5 Billion
Cost shift to council per year

Analysis by independent consultants Morrison Low calculated the total cost shifted onto councils in the 2023/24 financial year at **$1.5 billion**.

This is an increase of 10 per cent since the 2021/22 financial year, when the total cost shift was estimated at **$1.36 billion**.

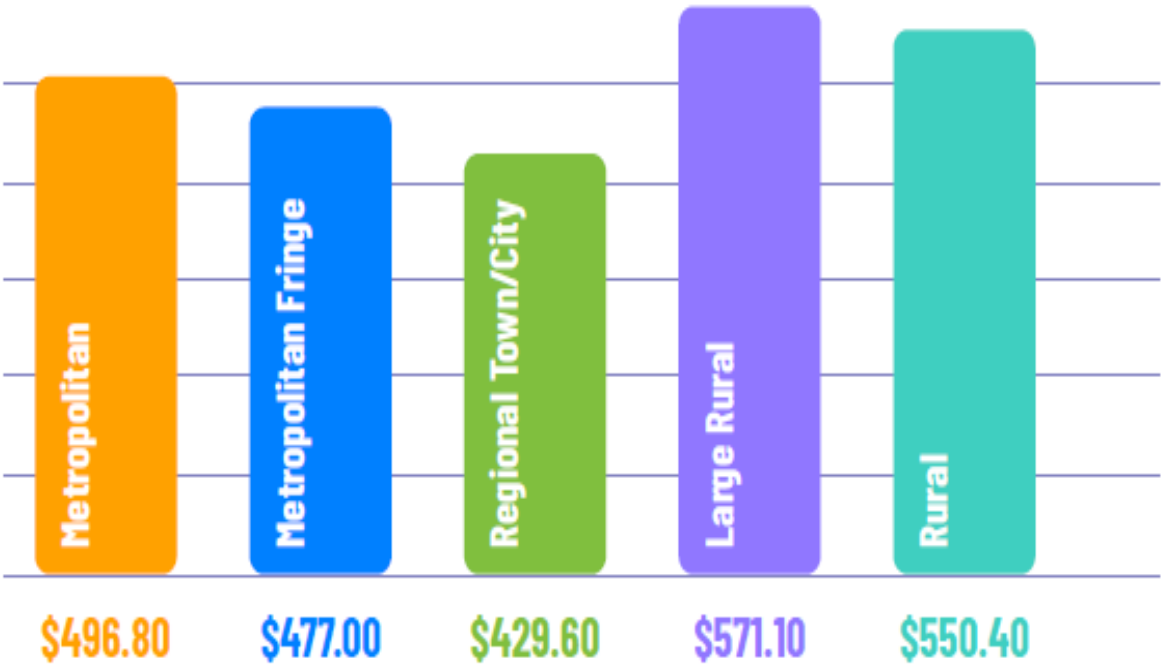
$11.31 Billion
Estimated cost shift to councils over the past decade

In 2023/24, each NSW ratepayer had the equivalent of $497.40 of their payments to councils eaten by costs imposed on councils by other spheres of government. (Up from $460.67 in 2021/22). These are overwhelmingly state government costs.

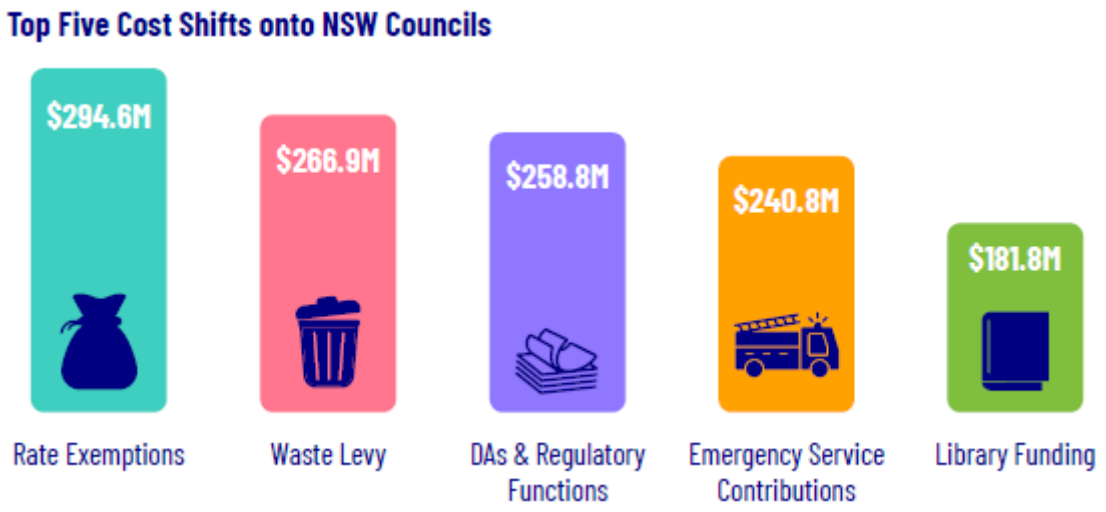
$497.40
Per ratepayer per year

The amount of council revenue absorbed by cost shifted obligations ranges from **$429.60 for ratepayers in regional towns and cities, to $571.10 for ratepayers in large rural councils**

Cost shift per ratepayer per year by council classification



Mayoral Minute No. 1 Cont…



Forced rate exemptions
Councils are required to exempt profit-driven state-owned corporations and other organisations from paying rates, even though they use and benefit from local government services and infrastructure. As they are exempt from paying rates, the burden of the costs they incur is shifted to ratepayers to fund. Examples of exempt organisations include NSW Forestry Corporation, private schools, and non-government social housing providers. These are state government responsibilities, and the cost should be distributed across the state and borne by the State Government – not by local communities.

The waste levy
The waste levy is an invisible NSW Government tax on ratepayers. The waste levy is a levy paid by waste facilities in metro and some regional areas to the NSW Government. The cost of this levy is recovered through the waste collection fees levied by councils, in effect shifting the burden of this State Government tax onto ratepayers.

Development assessment and regulatory functions
Councils incur costs of increased regulatory responsibilities that are not fully funded by fees and charges. The most significant regulatory function cost shift is for assessing development applications. Development assessment fees are set by the NSW Government and are generally set well below the actual cost for this function. Councils are also being increasingly called upon to provide written feedback on State Significant Developments, which consumes significant resources without any cost recovery mechanism available.

Emergency services contributions and obligations
Councils are required to fund 11.7 per cent of the cost of the NSW Government's emergency services in addition to other financial obligations. From 2024-25, the rate peg methodology has changed to allow for an Emergency Services Levy (ESL) factor which will increase the rate peg to cover expected increases in council contributions. While this will partly address cost shifting concerns, LGNSW is calling for the NSW Government to remove the ESL from councils entirely as part of its current review.

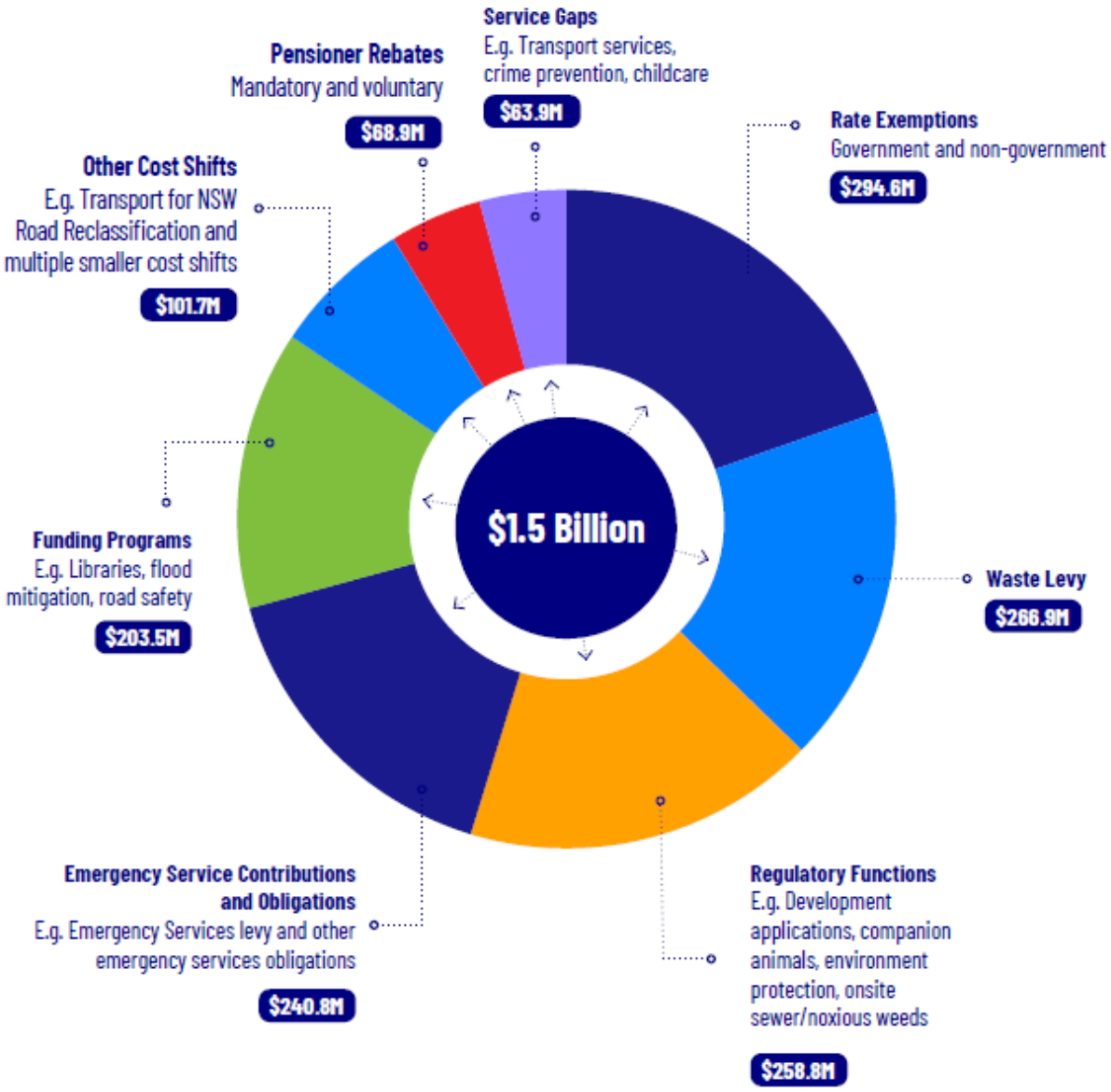
Library funding
Many funding programs announced by state or federal governments are required to be delivered by local government but are either not fully funded or have their funding

Mayoral Minute No. 1 Cont…

reduced over time leaving councils with the decision to either continue the program - and make up the burden of the cost - or cease the program entirely. An example of this is libraries, where the original commitment from NSW Government was to fund up to 50 per cent of libraries' cost for many councils. The NSW Government now funds just 6 per cent of the total costs, leaving councils to fund an additional $181.8 million to make up the shortfall.

Other cost shifts
Multiple smaller and emerging cost shifts are detailed in the full report.

Cost Shifting Components



There are no attachments for this report.

Department:	**Office of the General Manager**
Submitted by:	Allison Graham, Executive Assistant & Media
Reference:	**ITEM COM17/25**
Subject:	**COUNCILLOR WORKS/SERVICE REQUESTS - JUNE 2025**

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	**Community** - Tenterfield Shire is a vibrant, inclusive, and safe community where diverse backgrounds and cultures are respected and celebrated.
CSP Strategy:	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 June 2025.

BACKGROUND
Council's adopted "Councillor and Staff Interaction Policy", amongst other things, makes mention of the following:

4.2 Section 232 of the *Local Government Act 1993* (the Act) states that the role of a Councillor is as follows:(a) to be an active and contributing member of the governing body
(b) to make considered and well-informed decisions as a member of the governing body
(c) to participate in the development of the integrated planning and reporting framework
(d) to represent the collective interests of residents, ratepayers and the local community
(e) to facilitate communication between the local community and the governing body

The above-mentioned Policy makes provision for a Works/Service Request Procedure in Schedule 2 of this Policy document, as follows:

1. Works/Service requests from Councillors are to be submitted to the following
2. email address: council@tenterfield.nsw.gov.auThese requests are to be clearly marked "Works/Service Request", with a brief
   outline of the identified problem area, the exact location, and a succinct description of the background – if and where applicable.
3. Works/Service Requests that are not submitted to the above-mentioned Council email address, or not clearly marked "Works/Service Request" may not be appropriately dealt with in accordance with this procedure due to potential
4. misinterpretation and/or scarce resourcesWorks/Services Requests are requests submitted by Councillors for staff's further attention, over and above the

Our Community No. 17 Cont…

operational and works program that Council has already approved as part of the annual Operational Plan and Budget.

5. Therefore, Works/Service Requests are to not to be viewed as requests that should take priority over other scheduled works and operations that have already been planned for execution as part of effective and efficient management practices
6. Rather, all Works/Service requests will be objectively assessed by the relevant Manager and/or Director and be appropriately scheduled for attention in a cost-effective manner – considering budgetary provisions and constraints. It may be the situation that insufficient funds are available to satisfactory address a particular problem, in which case the problem will have to be referred to the following financial year for budgetary considerations. Unsafe or emergency
7. situations will receive priority attentionAdministrative staff will properly capture all Works/Service Requests in Council's official records management system and allocate items to the appropriate staff member for the necessary attention.
8. A monthly report with all Works/Service Requests will in future be presented to Council as part of the Council Meeting Business Papers for progress monitoring.

REPORT:
Although the information presented in this report may not be complete and current, it is envisaged that this report will be further honed and refined into the future.
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**
   Local Government Act 1993
   Councillor and Staff Interaction Policy

3. **Financial (Annual Budget & LTFP)**
   Works/Services Requests are requests submitted by Councillors for staff's further attention, over and above the operational and works program that Council has already approved as part of the annual Operational Plan and Budget. Therefore, Works/Service Requests are to not to be viewed as requests that should take priority over other scheduled works and operations that have already been planned for execution as part of effective and efficient management practices.

   The above considerations make it difficult for staff to at times satisfy community expectations, as financial, human and time resources are scarce commodities
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. 17 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 General Manager		
Attachments:	**1**	2025 As at June Councillor Works Services Requests	7 Pages

Councillor Work/Service Request Report

As at June 2025

+Councillor Work/Service Request	Councillor	Date	Department	Status
Community enquiries - When the "Seven Mile Lane" sign will replace the "Herding Yard Creek Road" sign.	Cr. Bonner	11/02/2025	Works Department Infrastructure	14/02/2025 - Engineering Administration Assistant: • 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. • 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. 18/03/2025 – Refer to 26 March 2025 Business Papers. 10/04/2025 - Director of Infrastructure and Services; One property owner objection was received. 30/04/2025: Road sign matter had been discussed at the April 2025 Council Meeting, and Councillor Bonner will prepare a set on notes explaining the history and issues with the renaming of this road that could be used as information to GNB. 30/05/2025: Awaiting on information from Councillor Bonner.

Councillor Work/Service Request Report — As at June 2025

Concern over the condition and maintenance of Roos Road, Sunnyside;	Cr. Bancroft	25/02/2025	Works Department	26/02/2025: Works Manager; Roos Rd is a D Class Road, and according to Council's RAMP, D class Roads are graded once every three years. Council's maintenance records demonstrate that Roos Rd was graded on 14/12/2022 & 23/01/2024 which exceeds Council's budgeted allowance for this type of road. By default, this road is due for a grade during January 2027. Council will inspect Roos Rd 26/02/2025: EA - Councillor Bancroft updated with these details by email. 27/02/2025: Works Department inspected Roos Road, few corrugations in places, a couple of scours in places and a few exposed rocks - road is in fair condition compared to the rest of the network for a D Class Road. 08/04/2025: Works Manager - Council will continue to monitor Roos Rd and perform maintenance according to Council Adopted RAMP. 30/04/2025: Cr. Bancroft in Ordinary Council Meeting, asked the possibility to re-class from a D class to C class road, General Manager noted possibility of works with current budget would not bring schedule further forward, Works Manager has been updated on this discussion at the April Council meeting. 13/05/2025: Works Manager - will ask Rod to inspect again. If roads are to be re-classified, this will involve a review of the whole RAMP, which is needed. The evidence says that the road is currently over serviced

Councillor Work/Service Request Report As at June 2025

				according to the plan - it was graded in December 2022 and January 2024 - it is a D Class Rd whereby the service level is once every 36 months. The RAMP describes D Class as "Local Access roads principally provide access from abutting properties to through roads (Class A, B or C). They are non-through roads that provide access up to 10 abutting properties in different ownership with approved residential dwellings. These roads carry lower volumes of traffic that Class C roads"
Seeking advice if the maintenance work on Roos Road has been completed or is there more to be done.	04/06/2025		Director Infrastructure Services	10/06/2025: Director Infrastructure Services - called Cr Bancroft on Friday evening and discussed Roos Road - pointing out that Council do not have the money for maintaining this and other unsealed roads and referred to the presentation that the by Works Manager and Director Infrastructure Services gave to the Councillors at a workshop in March 2025. Councillor Bancroft was advised that he should contact the complainants and explain that Council staff have done all that they can do at this point.

Councillor Work/Service Request Report — As at June 2025

Resident - Request for work to have a Camphor Laurel tree trimmed on the southside of Woodward Park, Drake - The tree has grown out over the resident's fence at 14 Allison Street, Drake and is shading out the sun in winter and contributing to dampness in the house	**Cr Turner**	**20/03/2025**	Open Space, Regulatory & Utilities Supervisor Parks and Gardens Coordinator	08/04/2025: came in via on-line form on Council website, added to Councillor Works/Services Requests 12/05/2025: Open Space, Regulatory & Utilities Supervisor - this is request is ongoing due to resourcing. The works for trimming of tree to occur when scheduling allows. 30/06/2025: Due to extended leave of absence of the Open Space, Regulatory & Utilities Supervisor, the Parks and Gardens Coordinator has been to this record for his information to investigate tree trimming scope of work required.
Legume toilets are unusable when it rains (boggy)- Also a track to the cemetery where Anzac Day is celebrated needs work	Cr Bonner	31/03/2025	Works Department Open Space, Regulatory & Utilities Supervisor	08/04/2025: Works Manager – scheduled for gravel to be place on track section in front of toilet and track on section to cemetery. 11/04/2025: Building and Property Co-Ordinator – posed the question to Open Space, Regulatory & Utilities Supervisor could the muddy area be blocked off and allow the muddy area to be levelled off for the grass to grow back or close that section of the road near the toilets all together, and they need to park either near the hall or on the pull off area near on the road. 13/05/2025: Open Space, Regulatory & Utilities Supervisor - advised there is additional gravel to be placed in the problem section that gets muddy 13/05/2025: Works Manager -offered assistance to the Open Space, Regulatory & Utilities Supervisor for supply of Gravel. 12/06/2025: Works Manager - Council will take appropriate action while working in the

Councillor Work/Service Request Report — As at June 2025

			Maintenance Works Coordinator	area doing Mount Lindesay stabilisation at Legume and doing the resheet at Cullendore St. 10/07/2025: Maintenance Works Coordinator; to be completed by end of August 2025, the Works Department will now remove the top layer that includes soil on some sections, fill with gravel and then roll, making the area more stable.
Jennings Community Park, Visitors parking immediately adjacent to covered picnic area and in children's playground	Cr Murphy	03/04/2025	Open Space, Regulatory & Utilities Supervisor Building & Property Coordinator	10/04/2025: Director of Infrastructure and Services - Signs have been ordered, relevant websites such as Google Maps will be asked to remove the unapproved information from the websites. Signage arrived Quotes have been requested for Bollards 05/06/2025: Director of Infrastructure Services advised further signage on order. 10/07/2025: Building & Property Coordinator – signage to be installed, bollard quotations received at cost in excess of $20,000, will wait to see outcome of installed signage.
A truck from the Mitre 10 Hardware Store is constantly being parked on the access road for Dr. Pilgrim's surgery	Cr Petrie	15/04/2025	Community Compliance Officer (Ranger) Acting Director Infrastructure Services	05/05/2025: Acting Director Infrastructure Services – records indicate private internal road on lots. A request for information has also been sent to Crown Lands. 12/06/2025: Still awaiting an update on information from Crown Lands. 10/07/2025: No further update yet received from Crown Lands.
Works carried out by council contractors on the Liston Fire Shed requires a small alteration to avoid future complication - material costs	Cr Bonner	14/01/2025 *reason for late reporting, EA has been	Building and Property Coordinator	05/02/2025: Building and Property Coordinator - Had spoken to the contractor, and he explained that: - The existing wet system, has been left exposed so if there is a blockage it will come out there instead of

Councillor Work/Service Request Report — As at June 2025

roughly under $200, possibly no labour costs		added to this record recently		going back up inside - Straps were installed around the pipes instead of brackets to avoid excess holes eliminating more areas to leak - The 90mm pipe is a charged line and doesn't need a normal fall 15/05/2025: Building and Property Coordinator – will arrange a date to meet on site with the Liston RFS, once the Director Infrastructure Services returns from leave along with the builder who completed the works to discuss further. 10/07/2025: Building & Property Coordinator in process of scheduling a date.
Ongoing drainage issues corner of Welch and Stephen Street Urbenville - Salma Sarmini	Cr Bonner	23/04/2025	Works Manager Maintenance Works Coordinator	Works crew attended to in week of 16/12/2024, works were completed at that time. Noted in IN24/6E1CA55C linked to this record as per Works Managers request, no further notes. 10/07/2025: Maintenance Works Coordinator - this to be investigated and if further works are required it shall be scheduled for operator with other upcoming drainage works in Urbenville.
Liston Hall Committee - Request to attend to matters outlined below before the November 100 years celebration for painting the exterior hall & Financial assistance for the event	Cr Bonner	05/05/2025	Building and Property Coordinator	30/06/2025: Executive Assistant - Financial assistance for the event was discussed with the Committee members by phone, after correspondence sent in March 2025 noting outstanding 2024 -2025 Community Contributions amount of $500 awarded to the Liston Hall had not yet been claimed for and it may help them with their planning. 14/07/2025: Building and Property Coordinator – the building is scheduled for painting both interior and exterior in the

Councillor Work/Service Request Report As at June 2025

				2026/2027 financial period with as budget pf $42,000 provided.
When the culvert/bridge near Patersons Road on the Mount Lindesay Road might need some attention - it is an ongoing concern	Cr Bonner	11/06/2025	Works Manager	13/06/2025: Works Manager - this rectification has been at the top of the last two Works Department programs but conflicting priorities have over ridden this work. It will be completed in the coming months.
Flagstone Creek Road - Request gravelling this road as a priority due to the slippery nature of the material.	Cr Bonner	30/06/2025	Works Manager	10/07/2025: Maintenance Works Coordinator; Flagstone Road has been fully graded with gravel added at time of grading, with replacement of a collapsed pipe.
444 Rouse Street including Rouse Street North due to heavy vehicles parking & working on the recent resurfacing of Cowper Street.	Cr Rhodes	30/06/2025	Director Infrastructure Services	
Low branches, Billirimba Road, seeking understanding who is responsibile to cut low lying limbs?	Cr Rhodes	30/06/2025	Director Infrastructure Services	
Broken Pipe, Cyril Smith Drive	Cr Rhodes	30/06/2025	Director Infrastructure Services	30/06/2025: Councillor Rhodes has been requested to supply more information as there was no address, particular point of the road noted or full residents details in the request to determine where broken pipe is.

Department:	**Office of the Director Corporate Services**
Submitted by:	Tamai Davidson, Manager Planning Property & Development
Reference:	**ITEM ENV12/25**
Subject:	**DEVELOPMENT APPLICATION 2025.040 FIVE (5) LOT RURAL RESIDENTIAL SUBDIVISION - 37 NEAGLES LANE, TENTERFIELD**

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

SUMMARY
Development Application 2025.040 for a five (5) lot rural residential subdivision at 37 Neagles Lane, Tenterfield, is presented to Council with a recommendation for approval subject to conditions. The application is presented to Council as a matter of 'public interest' where Council is in receipt of objections to the proposal under the provisions of Council Policy *'Limit of Delegated Authority in dealing with Development Applications and Complying Development Certificates.'*

OFFICER'S RECOMMENDATION:

That Council:

1. **Approves Development Application 2025.040 subject to conditions as contained in Attachment 1 to the report.**

2. **Notifies those persons who made submissions in relation to the development application of Council's decision.**

BACKGROUND

Development Application (DA) 2025.040 was submitted to Council on 15 April 2025 for the proposed subdivision of the existing lot into five (5) lots, four (4) lots of approximately 1ha and one (1) residue lot of 12.53ha. The proposed subdivision plan is provided below in the body of the report.

Prior to the DA being lodged with Council, contact was made from persons raising objection to the proposed subdivision – these persons had been made aware of the proposal prior to Council's receipt of the formal DA. As a result, it was determined that the DA would be notified to adjoining and adjacent landowners when it was received by Council. As a result, the application was notified between 6 May 2025 and 23 May 2025.

The Site and Surrounding Development

1. The site comprises 16.59ha and contains an existing dwelling, scattered paddock trees and a watercourse running generally in an easterly direction. The land generally rises from Neagles Lane to a ridgeline at the western extent of the

Our Environment No. 12 Cont…

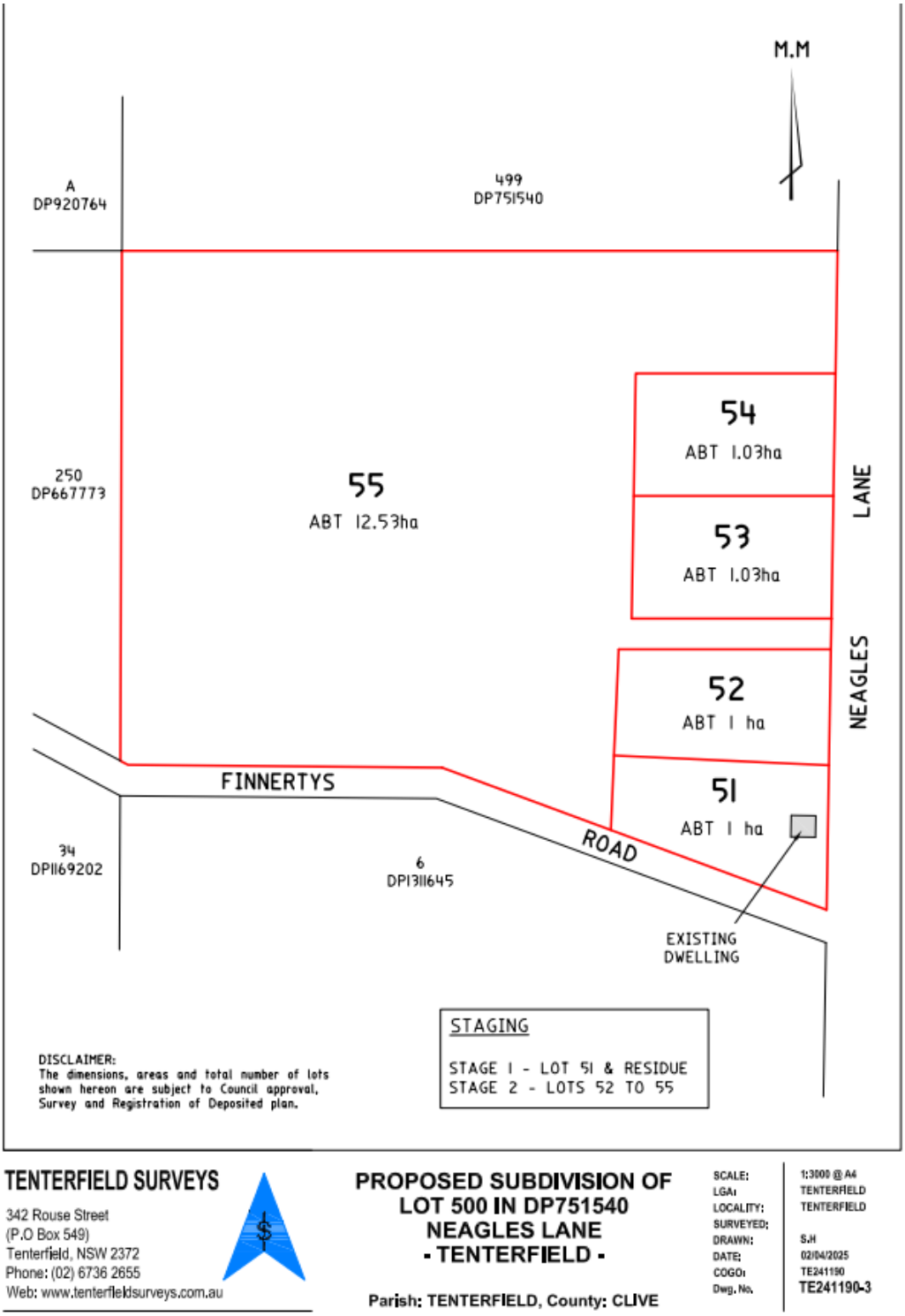
property, with a depression and watercourse (Ghost Gully) in the lower central section of the land.

Surrounding land uses comprise rural residential subdivisions and agricultural land use. The site has frontage to Neagles Lane and Finnertys Road.

The Proposal

2. Plans of the proposed development are provided below, with further dimensions as follows:
   Lot 51 – 94m frontage to Neagles Lane (incorporates existing dwelling)
   Lot 52 – 75m frontage and 138m depth
   Lot 53 – 80m frontage and 130m depth
   Lot 54 – 80m frontage and 130m depths
   A 20m wide strip is located between proposed Lot 52 and 53.

Our Environment No. 12 Cont…



An existing dam, windmill and well on the property lies between proposed Lots 53 and 54 and it is proposed to create reciprocal rights of access to the dam and water source for the exclusive use of each owner for domestic purposes only. It is proposed to secure the well to prevent unauthorized access into the future. Any required licenses from NSW Water will be the responsibility of the end users.

REPORT:

Pursuant to the provisions of Section 4.15 of the *Environmental Planning & Assessment Act 1979,* in determining a Development Application, Council must take into

Our Environment No. 12 Cont…

consideration such of the following matters as are of relevance to the development the subject of the Development Application. The application has been assessed under Section 4.15 of the above-mentioned Act, including consideration of the following matters:

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

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

The land lies within the RU1 Primary Production zone, where the proposed subdivision is permitted with consent in the zone.

The site is subject to the RU1 Primary Production zoning table provisions, which state:

Zone RU1 Primary Production

1 Objectives of zone
- *To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.*
- *To encourage diversity in primary industry enterprises and systems appropriate for the area.*
- *To minimise the fragmentation and alienation of resource lands.*
- *To minimise conflict between land uses within this zone and land uses within adjoining zones.*

2 Permitted without consent
Building identification signs; environmental protection works; extensive agriculture; farm buildings; forestry; home-based child-care; home businesses; home occupations; home occupations (sex services); intensive plant agriculture; roads; water supply systems.

3 Permitted with consent
Aquaculture; dwelling houses; extractive industries; intensive livestock agriculture; open cut mining; roadside stalls; any other development not specified in item 2 or 4.

4 Prohibited
Nil.

The proposed development is consistent with the objectives of the zone and is consistent with the provisions of Clause 4.2C which allows for rural residential development within the areas as mapped under *Tenterfield LEP 2013.*

4.2C Subdivision for residential accommodation in Zone RU1

(1) The objective of this clause is to enable the subdivision of certain land in Zone RU1 Primary Production to create lots for the purpose of residential accommodation.

(2) This clause applies to land identified as "RRS" on the Rural Residential Subdivision Map.

Our Environment No. 12 Cont…

(3) Land to which this clause applies may, with development consent, be subdivided to create a lot of a size that is less than the minimum size shown on the Lot Size Map in relation to that land, where the consent authority is satisfied that—

(a) the size of each lot to be created is at least 1 hectare, and
(b) the land has suitable vehicular access, and
(c) the land is not subject to significant environmental hazards, such as contamination, flooding, bush fires, land slip or subsidence, and
(d) each lot to be created is able to accommodate the on-site disposal of effluent.

The subject land is circled below in red and lies within the Rural Residential Subdivision Map area.

Each of the lots meets the minimum lot size requirements and will have suitable vehicular access to be constructed prior to release of the subdivision certificate.

The land is mapped as bushfire prone and in accordance with the requirements of Clause 4.46 of the *Environmental Planning & Assessment Act, 1979* the application is required to be referred to the NSW Rural Fire Service for their General Terms of Approval for the proposal and to ensure compliance with the relevant provisions of the RFS document *Planning for Bushfire Protection 2019.* The RFS have provided their General Terms of Approval which have been included in the draft consent document.

Each lot is capable of accommodating on site disposal of effluent, however, given the nature of the topography and watercourse it is recommended that any future on-site sewage management systems for the lots be an aerated system. An aerated on-site sewage management system is a fully self-contained treatment plant which treats the effluent prior to discharge and meets all environmental requirements. Such systems do not rely on sub-surface dispersal and the risk of failure which can occur with traditional septic tank systems.

New England North West Regional Plan

Our Environment No. 12 Cont…

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

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

No proposed or draft instruments applicable.

(iii) any development control plan,

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

Chapter 4 - Subdivision

Land that is identified under *Tenterfield LEP 2013* has been assessed as being generally suitable for the purpose of rural residential subdivision. There are however a number of factors to be considered during the assessment of an application. The proposed subdivision is considered to be consistent with the Aims and Objectives of the relevant section:

Aims and Objectives

- *To ensure that subdivision in Rural Residential Areas is appropriate within the landscape;*
- *To ensure that subdivision will not result in increased risk from bushfire or other environmental hazards;*
- *To ensure that the intensification of land use does not result in undesirable environmental consequences; and*
- *To implement the 'user pays' principle for the provision of services to the subdivision.*

The proposal is considered to meet the requirements of the DCP.

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

No matters of relevance to this application.

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

Context and Settings

The site comprises an existing small agricultural holding of 16.59 hectares and contains an existing timber and iron dwelling. The land is predominantly grassland with scattered paddock trees and a dam located towards the Neagles Lane frontage. Photos of the site are provided below.

Our Environment No. 12 Cont…

Image 1 – looking north west over the site from in front of the existing dwelling

Image 2 – looking north along Neagles Lane frontage

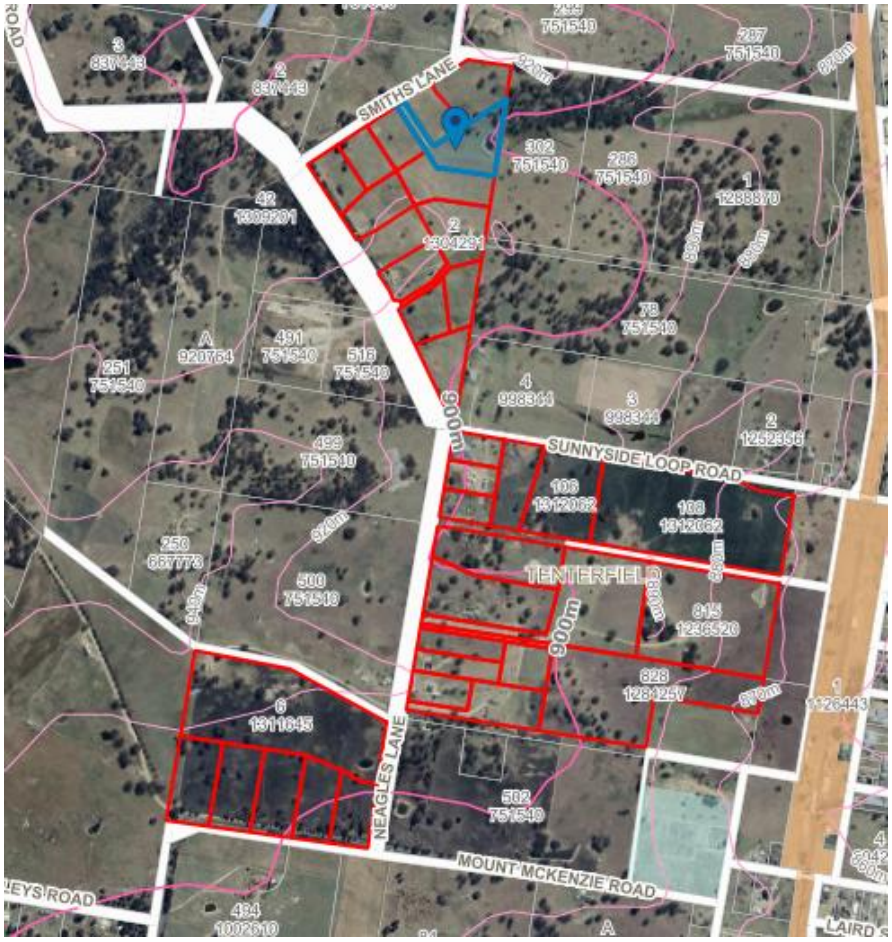
Our Environment No. 12 Cont…

Image 3 – Existing dam and windmill

Image 4 – looking south along Neagles Lane from the northern end of the subject land.

Within approximately a 1km radius of the subject land, Council has previously approved in excess of thirty (30) rural residential lots under the provisions which allow for subdivision within *Tenterfield Local Environmental Plan 2013 (*Clause 4.2C). The majority of the lots have been registered and are identified bounded in red below.

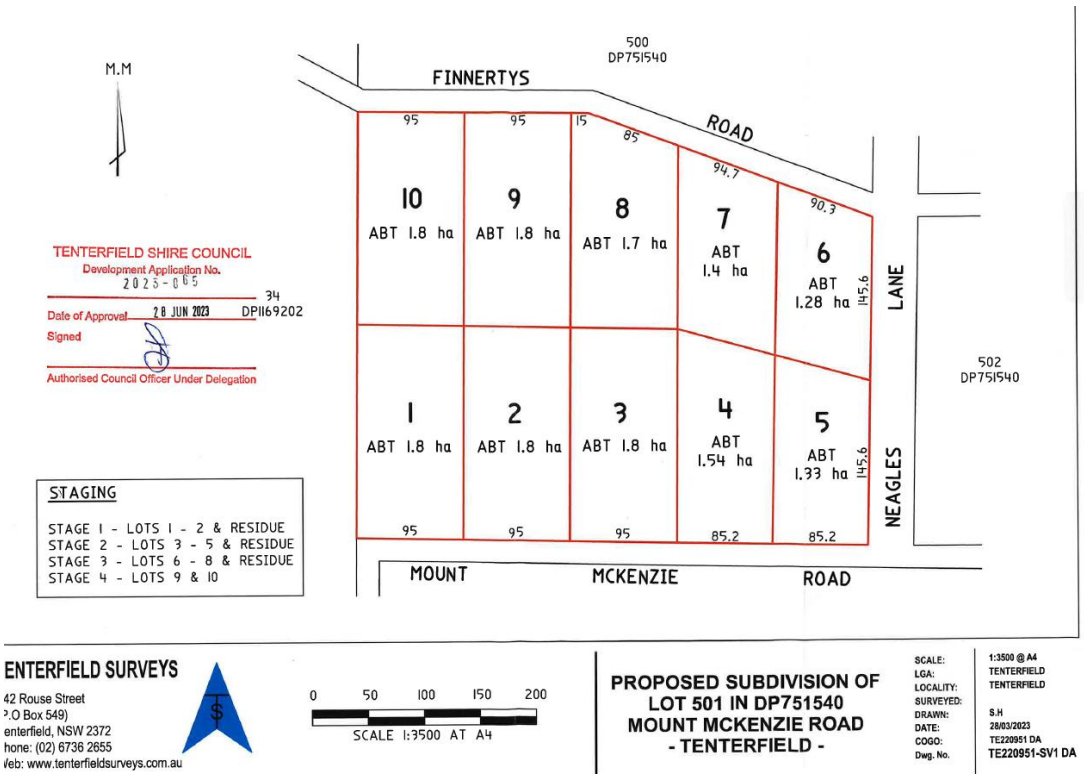
Our Environment No. 12 Cont…



An approved subdivision lies adjacent to the subject land off Finnertys Lane and was approved in 2023. Stages 1 and 2 have been completed and the lots registered, with Stages 3 and 4 yet to be completed by the developer, which will create five (5) lots off Finnertys Road.

The proposed subdivision is consistent with the historic and ongoing pattern of rural residential subdivision within the mapped area surrounding Tenterfield.

Our Environment No. 12 Cont…



Access, transport and traffic

Creation of four (4) additional lots has the potential to generate single dwellings or dual occupancies into the future, subject to Council consent. As identified above, *Tenterfield LEP 2013* has identified land that lies within the Rural Residential Subdivision Map boundaries as adequate for future development for this purpose. The developer will be responsible for the required contribution payments as detailed below, the majority of which is allocated to roads.

Waste, Noise, Security

The application is considered to be acceptable. Waste services are available to the lots.

Social & Economic Impacts
There are no likely negative social impacts to the community as a result of the proposal and the economic impacts are likely to be positive.

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

The site has been identified by Council's planning instrument *Tenterfield LEP 2013* as being suitable for the proposed development. The NSW RFS have provided their General Terms of Approval and appropriate conditions have been placed on the consent to ameliorate any potential impacts on the watercourse.

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

The application was notified to adjoining and adjacent landowners from 6 May 2025 and 23 May 2025, after which time submissions were received from three

Our Environment No. 12 Cont…

(3) separate parties, with one person providing three (3) separate submissions from February 2025 through to May 2025. For the purposes of clarity, all of the submissions received prior to the lodgment of the DA and during the formal notification period have been included and have been summarized below:

6 February 2025 (**Attachment 2**)– Objection on the following grounds (Note: the objection makes reference to 16 lots – the current application before Council is for 5 lots):

- Visual impact from nearby property
- Potential impact on the ongoing operations of nearby agricultural property
- Potential contamination of Ghost Gully watercourse from future septic and greywater systems for 16 dwellings.

30 April 2025 (**Attachment 3**) – Objection on the following grounds (from same person as above 6 February 2025):

- Concerns over future development
- Continued concerns over potential groundwater contamination.

16 April 2025 (**Attachment 4**) Objection on the following grounds:

- Potential complaints and legal action from new residents in relation to surrounding and nearby existing agricultural activities
- Potential changes to regulations which would restrict agricultural activities (spraying, hours of operation) and associated costs into the future
- Land use conflicts – limits on ability to expand agricultural activities into the future
- Increased traffic and road safety concerns.
- Potential for increased complaints in relation to ongoing agricultural practices – noise from animals, machinery, including disrupted sleep
- Pest attraction
- Property value concerns – resale challenges
- Water use and contamination
- Road use
- Loss of agricultural land
- Concerns Tenterfield will lose its attractiveness as a regional town in large subdivisions are created.

17 April 2025 (**Attachment 5**) Objection on the following grounds:

- Potential contamination of Ghost Gully waterway where raised water table exists
- Ghost Gully is a major tributary to Tenterfield Creek which is known habitat for two threatened fish species; the Southern Purple Spotted Gudgeon (*Mogurnda adspersa*) and the Eel-tailed Catfish (Murray-Darling River population) (*Tandanus tandanus*).

23 May 2025 (**Attachment 6**) Objection on the following grounds (Note: from same person as for Attachment 2 and 3):

- The 5-lot subdivision is only part of the developer's overall plan for 16 lots
- Concern over potential land use conflict between future residents and existing and ongoing agricultural use
- Concern over potential dog attacks on livestock
- Loss of views
- Potential impact from septic and grey water systems on water course

Our Environment No. 12 Cont…

- Bushfire concerns based on historic fire patterns
- Concern over increased subdivisions

The matters raised in the submissions have been taken into account during assessment of the application. The matters raised in the submissions do not warrant Council refusing the application. Concerns were raised in relation to the potential impact on the watercourse and associated downstream. As a result, the DA was referred to the Department of Planning and Environment – Water Division, for review.

The Department reviewed all of the documents submitted in support of the application, along with all of the submissions received and determined that a 'controlled activity approval' is not required for the proposed development. A copy of the Department's response is included at **Attachment 7**.

(e) the public interest.

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

COUNCIL IMPLICATIONS:

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

   Notification as detailed above. Tenterfield DCP 2014 does not require subdivision applications to be notified, however, given the interest expressed prior to lodgment of this application, a decision to notify was made.

2. **Policy and Regulation**

   - Council Policy 3.122 *Limit of Delegated Authority in Dealing with Development Applications and Complying Development Certificates*.
   - In accordance with Council's Section 7.11 Development Contributions Plan (Subdivisions) the proposal attracts a total contribution of $41,856.00, payable prior to release of the subdivision certificate. Each new lot attracts a contribution of $10,464.00.

s7.11 New Rural Lot Subdivision - within the RU1 Zone identified on the LEP Rural Residential Subdivision Maps

Name	2025/2026 Fee (excl. GST)
Plan Preparation & Administration	$294.00
Roads	$8,251.00
Emergency Services	$555.00
Community & Civic Facilities	$259.00
Open Space, Sporting & Recreation	$98.00
Waste Management	$1,007.00
Drainage	$0.00
TOTAL	$10,464.00

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

   Nil.

Our Environment No. 12 Cont…

4. **Asset Management (AMS)**

   Nil.

5. **Workforce (WMS)**

   Nil.

6. **Legal and Risk Management**

   None foreseen.

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 Director Corporate Services		
Attachments:	**1**	Attachment 1 - Consent & Conditions	9 Pages
	2	Attachment 2 - Objection	2 Pages
	3	Attachment 3 - Objection	1 Page
	4	Attachment 4 - Objection	3 Pages
	5	Attachment 5 - Objection	1 Page
	6	Attachment 6 - Objection	2 Pages
	7	Attachment 7 - Department Water response	1 Page

NOTICE OF DETERMINATION OF A DEVELOPMENT APPLICATION

Application number	Da2025.040 PAN-527918
Applicant	Ken Cockburn 342 ROUSE STREET TENTERFIELD 2372
Description of development	Five (5) lot rural residential subdivision
Property	37 NEAGLES LANE TENTERFIELD 2372 500/-/DP751540
Determination	Approved Consent Authority - Council
Date of determination	23/07/25
Date from which the consent operates	23/07/25
Date on which the consent lapses	23/07/30
Approval bodies that have given general terms of approval	NSW Rural Fire Service

Under section 4.18(1) of the EP&A Act, notice is given that the above development application has been determined by the granting of consent using the power in section 4.16(1)(a) of the EP&A Act, subject to the conditions specified in this notice.

Reasons for approval

The application has been assessed in accordance with the relevant requirements of the Environmental Planning & Assessment Act, 1979 and complies.

Right of appeal / review of determination

If you are dissatisfied with this determination:

Request a review

You may request a review of the consent authority's decision under section 8.3(1) of the EP&A Act. The application must be made to the consent authority within 6 months from the date that you received the original determination notice provided that an appeal under section 8.7 of the EP&A Act has not been disposed of by the Court.

Rights to appeal

You have a right under section 8.7 of the EP&A Act to appeal to the Court within 6 months after the date on which the determination appealed against is notified or registered on the NSW planning portal.

The Dictionary at the end of this consent defines words and expressions for the purposes of this determination.

Tamai Davidson
Manager Planning & Regulation
Person on behalf of the consent authority

Terms and Reasons for Conditions

Under section 88(1)(c) of the EP&A Regulation, the consent authority must provide the terms of all conditions and reasons for imposing the conditions other than the conditions prescribed under section 4.17(11) of the EP&A Act. The terms of the conditions and reasons are set out below.

General Conditions

1	**Compliance with Plans**
	The subdivision is to be carried out generally in accordance with the layout plan submitted with the development application, or as varied by any conditions listed herein. Any minor modification to the approved subdivision plan will require the lodgement and consideration by Council of amended plans. Major modifications will require the lodgement of a new development application. Plan Reference: TE241190-3 Date: 02/04/2025
	Condition reason: To ensure that the subdivision is in agreement with that approved in the development consent.
2	**Final Plan of Survey**
	A final plan of survey, administration sheet and any relevant S88b instrument shall be submitted to Council for approval and endorsement.
	Condition reason: To ensure that the subdivision is in agreement with the approved plans.
3	**Lots to be within 10%**
	The lots shall have an area within 10% of that shown on the approved plan.
	Condition reason: To confirm that details of the application approved by Council.

Subdivision Work

Before issue of a subdivision works certificate

No additional conditions have been applied to this stage of development.

Before subdivision work commences

No additional conditions have been applied to this stage of development.

During subdivision work

4	**NSW Rural Fire Service Conditions**
	Bush Fire Conditions as per NSW Rural Fire Service: **Asset Protection Zones** **The intent of measures is to provide sufficient space and maintain reduced fuel loads to ensure radiant heat levels at the dwellings are below critical limits and prevent direct flame contact** **1. At the issue of a subdivision certificate, the entire lot around the existing building on lot 51 shall be managed**

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Att. 1

as an inner protection area (IPA). The IPA must comprise:

When establishing and maintaining an IPA the following requirements apply:

- tree canopy cover should be less than 15% at maturity;
- trees at maturity should not touch or overhang the building;
- lower limbs should be removed up to a height of 2m above the ground;
- tree canopies should be separated by 2 to 5m;
- preference should be given to smooth barked and evergreen trees;
- large discontinuities or gaps in vegetation should be provided to slow down or break the progress of fire towards buildings;
- shrubs should not be located under trees;
- shrubs should not form more than 10% ground cover; and
- clumps of shrubs should be separated from exposed windows and doors by a distance of at least twice the height of the vegetation.
- grass should be kept mown (as a guide grass should be kept to no more than 100mm in height); and
- leaves and vegetation debris should be removed.

Inner protection areas (IPA) shall be managed in accordance with the requirements of Appendix 4 of *Planning for Bush Fire Protection 2019*.

Water and Utility Services
The intent of measures is to minimise the risk of bush fire attack and provide protection for emergency services personnel, residents and others assisting firefighting activities

2. The provision of new water must comply with the following in accordance with Table 7.4a of Planning for Bush Fire Protection 2019:
a. a 20,000 litre static water supply must be provided on-site;
b. new above-ground tanks are manufactured from concrete or metal;
c. any water supply tank (or fire fighting water supply standpipe or like) shall be located a minimum 5 metres and maximum 20 metres from the building/dwelling;
d. water supply tanks or outlets on the hazard side of a building/dwelling and within 20 metres of any un-managed vegetation are to be shielded to protect firefighters;
e. an minimum 50mm inner diameter outlet (pipe) for firefighting purposes is to be connected to any above ground water supply tank and located on the non-hazard side. A metal ball valve and 65mm Storz fitting is to be fitted to the outlet. All exposed external water pipes are constructed of a metal (or like) material, including any fittings;
f. a hardened ground surface for truck access is supplied within 4m of the water supply outlet or access hole and unobstructed access is to be provided at all times;
g. underground tanks have an access hole of 200mm to allow tankers to refill, direct from the tank and underground tanks are clearly marked;
h. raised tanks have their stands constructed from non-combustible material or bush fire-resisting timber. The bush fire-resisting timbers are Silvertop Ash, Blackbutt, Red or River Gum, Spotted Gum, Red Ironbark, Kwila (Merbau) or Turpentine;
i. Static Water Supply (SWS) sign shall be obtained from the local NSW Rural Fire Service (RFS) and positioned for ease of identification by RFS personnel and other users of the SWS. In this regard:
a. Markers must be fixed in a suitable location to be highly visible; and
b. Markers should be positioned adjacent to the most appropriate access for the water supply.

3. The provision of new electricity must comply with the following in accordance with Table 7.4a of Planning for Bush Fire Protection 2019:
a. where practicable, electrical transmission lines are underground;
b. where overhead, electrical transmission lines are proposed as follows:
i. lines are installed with short pole spacing (30m), unless crossing gullies, gorges or riparian areas; and
ii. no part of a tree is closer to a power line than the distance set out in accordance with the specifications in ISSC3 Guideline for Managing Vegetation Near Power Lines.

4. The provision new of gas must comply with the following in accordance with Table 7.4a of Planning for Bush Fire Protection 2019:
a. reticulated or bottled gas is installed and maintained in accordance with AS/NZS 1596:2014 and the requirements of relevant authorities, and metal piping is used;
b. all fixed gas cylinders are kept clear of all flammable materials to a distance of 10m and shielded on the hazard side;
c. connections to and from gas cylinders are metal;
d. polymer-sheathed flexible gas supply lines are not used; and

e. above-ground gas service pipes are metal, including and up to any outlets.

Condition reason: In Accordance with Section 4.14 for the Environmental Planning and Assessment Act 1979 and Planning for Bush Fire Protection 2019.

5	**Subdivision Certificate not Issued**
	If the Subdivision Certificate is not issued, for any reason whatsoever, within twelve (12) months of the date of determination, then the charges and contributions contained in this consent, may be increased to the current rate at the time of payment.

	Condition reason: Because it is in the public interest that the timing of charges coincides with the delivery of services

Before issue of a subdivision certificate

6	**Approved Access for Each Lot**
	All lots shall be provided with an approved access in accordance with Council's requirements at full cost to the applicant. The owner shall make application to Council in accordance with *Section 138 Roads Act 1993* and in accordance with Councils Road Network Management Plan. **Accesses are to be completed prior to release of the subdivision certificate.**
	Condition reason: To comply with Council's 'Construction and Maintenance of Property Access from Council Roads' Policy, the Road Network Management Plan and the Roads Act 1993.
7	**Contributions and Works**
	Prior to the issue of a Subdivision Certificate: (a) all contributions must be paid to Council and all works required by the consent be completed in accordance with the consent, or (b) an agreement be made between the developer and Council; (i) as to the security to be given to Council that the works will be completed or the contribution paid, and (ii) as to when the work will be completed or the contribution paid.
	Condition reason: It is in the public interest that works are completed and fees are paid in accordance with Council's Management Plan in a timely manner.
8	**Requirement for Subdivision Certificate**
	A Subdivision Certificate must be lodged with Council via the NSW Planning Portal. Council's fee to issue a Subdivision Certificate is set out in Council's fees and charges – Council's fee for the 2025-2026 financial year is $246.00.
	Condition reason: To ensure compliance with the provisions of the Environmental Planning and Assessment Act, 1979 and Council's terms of consent.
9	**Rural Address Numbering**
	The applicant is required to make application to Council for a Rural Address Number (RAN) for each lot being created in accordance with Council's Road Network Management Plan in order to provide identifiable addresses for emergency and other services. Rural address numbers are to be provided on the Administration Sheet accompanying the final plan of subdivision.
	Condition reason: To comply with Council's requirements.
10	**Section 7.11 Contributions Rural Residential**
	Payment to Council of the following contributions pursuant to *Section 7.11* of the Environmental Planning and Assessment Act, 1979 prior to the release of subdivision certificate for the four (4) additional lots created;

Att 1

(1 Lot = $10,464.00)

	4 Lots
Plan Preparation & Administration	$1,176.00
Roads	$33,004.00
Emergency Services	$2,220.00
Community & Civic Facilities	$1,036.00
Open Space, Sporting & Recreation	$392.00
Waste Management	$4,028.00
TOTAL	**$41,856.00**

The above fees reflect the indexed fees applicable at the time of determination of the DA. Payment of the above fees after the 25/26 financial year will incur further indexing in accordance with the Consumer Price Index.

Condition reason: To comply with Council's Section 7.11 Contributions Plan 2020

11	**S88B Instrument - Restriction on User**
	A suitable 88B instrument is to be drafted which restricts any future on site sewage management system located on the lots to be an aerated system. Council will not permit any on site sewage management system which allows for a septic tank and trenches. Council is to be the authority to vary or remove the restriction.
	Condition reason: To ensure groundwater resources are not impacted by any future dwellings or occupancy on the land.
12	**Legal Agreement**
	A suitable legal agreement is to be drafted for future owners of proposed lots 53 and 54 which reflects that each future and ongoing owner has recipricol rights to the water resource and infrastructure located over the two (2) lots for domestic (livesstock and small gardens for private use) purposes only. Full financial and legal responsibility is at the owners expense for any works, licenses or other matters relating to the ongoing use and access of the water resource.
	Condition reason: To ensure that the dam and well located over the boundary of the lots is equally accessible and the full responsibility of respective future owners for domestic purposes only.

Ongoing use for subdivision work

No additional conditions have been applied to this stage of development.

General advisory notes

This consent contains the conditions imposed by the consent authority which are to be complied with when carrying out the approved development. However, this consent is not an exhaustive list of all obligations which may relate to the carrying out of the development under the EP&A Act, EP&A Regulation and other legislation. Some of these additional obligations are set out in the *Conditions of development consent: advisory notes*. The consent should be read together with the *Conditions of development consent: advisory notes* to ensure the development is carried out lawfully.

The approved development must be carried out in accordance with the conditions of this consent. It is an offence under the EP&A Act to carry out development that is not in accordance with this consent. Building work or subdivision work must not be carried out until a construction certificate or subdivision works certificate, respectively, has been issued and a principal certifier has been appointed.

A document referred to in this consent is taken to be a reference to the version of that document which applies at the date the consent is issued, unless otherwise stated in the conditions of this consent.

Dictionary

The following terms have the following meanings for the purpose of this determination (except where the context clearly indicates otherwise):

Approved plans and documents means the plans and documents endorsed by the consent authority, a copy of which is included in this notice of determination.

AS means Australian Standard published by Standards Australia International Limited and means the current standard which applies at the time the consent is issued.

Certifier means a council or a person that is registered to carry out certification work under the *Building and Development Certifiers Act 2018.*

Construction certificate means a certificate to the effect that building work completed in accordance with specified plans and specifications or standards will comply with the requirements of the EP&A Regulation and *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021.*

Council means TENTERFIELD SHIRE COUNCIL.

Court means the Land and Environment Court of NSW.

EPA means the NSW Environment Protection Authority.

EP&A Act means the *Environmental Planning and Assessment Act 1979.*

EP&A Regulation means the *Environmental Planning and Assessment Regulation 2021.*

Independent Planning Commission means Independent Planning Commission of New South Wales constituted by section 2.7 of the EP&A Act.

Occupation certificate means a certificate that authorises the occupation and use of a new building or a change of building use for an existing building in accordance with this consent.

Principal certifier means the certifier appointed as the principal certifier for building work or subdivision work under section 6.6(1) or 6.12(1) of the EP&A Act respectively.

Site work means any work that is physically carried out on the land to which the development the subject of this development consent is to be carried out, including but not limited to building work, subdivision work, demolition work, clearing of vegetation or remediation work.

Stormwater drainage system means all works and facilities relating to:

- the collection of stormwater,

- the reuse of stormwater,

- the detention of stormwater,

- the controlled release of stormwater, and

- connections to easements and public stormwater systems.

Strata certificate means a certificate in the approved form issued under Part 4 of the *Strata Schemes Development Act 2015* that authorises the registration of a strata plan, strata plan of subdivision or notice of conversion.

Subdivision certificate means a certificate that authorises the registration of a plan of subdivision under Part 23 of the *Conveyancing Act 1919*.

Subdivision work certificate means a certificate to the effect that subdivision work completed in accordance with specified plans and specifications will comply with the requirements of the EP&A Regulation.

Sydney district or regional planning panel means Northern Regional Planning Panel.

To whom it may concern,

I, [redacted] strongly object to the proposed subdivision of the adjoining property at 37 Neagles Lane Tenterfield.

My first objection to this development is the visual impact it will have on my property Hillcrest. Hillcrest has been in my family for a 124 years, the house I was bought up in was built by my Great Grandfather in 1907 and my Grandfather was raised here also. We have an amazing vista looking east over the township of Tenterfield and to have that compromised by a building directly in front of me would be very disappointing and not welcome at all.

My second objection is the possible impact it will have on the way I run Hillcrest long term. I am still running Hillcrest as a working farm and will do so until they put me in the ground. I run beef cattle, sheep for meat, pigs for meat, horses and various poultry. All these animals at times can be very noisy especially when weaning, feeding and moving. To have to deal with 8-10 neighbours complaining about such issues would not be ideal as most people who buy these small blocks have no actual commonsense or understanding of what happens on a farm.

Hillcrest borders the Neagles Lane block on the northern and western sides and my access road Finnertys Road is the southern border.

My third and main objection is the very possible contamination of the designated watercourse of Ghost Gully which starts in my property and runs straight through the middle of the Neagles Lane property. This is predominately a spring fed watercourse with the first spring being in my front paddock, the second is approximately 200m into the Neagles Lane property and there at least three more on the south facing hill of the property as well. I know of there existence as I have had cattle on agistment on the property over the last 7yrs and there are times that you can't drive down that south facing hill without losing traction due to the amount of water seeping out.

This coupled with fact that the existing brick well under the windmill -which was dug in 1907 and according to the late owner Betty Potter was used around 1912 by townspeople for water during a dry spell- this well is only 6 metres deep and has a water level constant at 5 metres. It has been used for years to provide water for the existing house at 37 Neagles Lane. In the 2019 drought Betty sought permission to drill a bore

Att. 2

down by the well as it had run dry for the first time and this was knocked back due to the fact that it was a designated watercourse.

As a builder I can not see how a suitable sewage and grey water system can be setup on a possible subdivision of 16 properties that will not compromise this waterway. This underground waterway is essential to a number of properties further along for a number of reasons and it could also be linked to the known aquifer that is across the other side of Neagles Lane which was reportedly why the bypass could not come any further west. All this is linked to the Murray Darling basin which is an ongoing concern for everyone and to further exasperate the problem by allowing more potential pollution entering a groundwater system so close to the surface makes absolutely no sense to me.

The original Tenterfield township boundary was Neagles Lane- it was than know as Western Boundary Street. The pillars defining this are still visible on both Mt McKenzie Rd and Sunnyside Loop Rd. Hence why town water is available up to the eastern side of Neagles Lane. Council changed this around 10 years ago and the road behind the railway was designated as the edge of the township and from there on was rural land.

People with money from the coast are buying up these rural blocks and ruining them and the area to make a quick dollar and leave the mess for others. It is cheaper to subdivide a rural block than a town block due the council's contributions and so it happens more. These same people have priced people like myself out of the market as we cannot justify the price tag to purchase the adjoining land to increase our holdings. I did put an offer in to buy this block at what I thought was a reasonable offer, it was rejected as the siblings wanted more.

As a long term resident of a town that I grew up, a town that I try and do as much as I can to help keep things going whether it be the Showground, the Lighthorse or the Campdrafts- I hope this objection is looked at seriously and all aspects investigated before it goes any further.

Thankyou for your time.

Regards,

[redacted]

Att. 2

Good morning,

Further to my previous letter in objection to the proposed subdivision at 37 Neagles Lane Tenterfield I would like to add the following.

On the 16th of April at 4.30 pm I met with Lindsay Clark- the proposed developer on site at 37 Neagles Lane. He showed me a plan of his proposed development of the block and informed me that he had commenced with stage one of the subdivision being the splitting off of the original cottage from the rest of the block and then indicated that stage two would be three blocks north of the cottage fronting Neagles Lane and the following stages ending with the block in front of my residence.

He then asked if I would be prepared to swap that last block in front of my house with the land in my property that fronts Neagles Lane as he knew what the impact that block would have on mine. I refused his offer.

He then asked if I would give him permission to clear trees in my property along the northern boundary of his property which I also refused.

After seeing his plan of the development I am still very strongly opposed to the development and know that neighbouring residents and locals have also raised there concerns of the overall impact this will have on the area as a whole.

Once again I raise the potential for groundwater contamination in to the Ghost Gully waterway which leads into Tenterfield Creek and eventually the Murray/ Darling system. I don't see how there could be an effective waste water system implemented on 15 new houses when they are being built on top of a designated water course where the water table is so close to the ground.

The springs on the side of the hill in the block are all open and running currently and this chap from the coast wants to put a road over them and build houses on them. The long term effect this will have on the environment significantly outways any short term benefit he or the council may gain and serious consideration should be given to this proposal by all governing bodies involved.

Regards,

[redacted]

Att. 3

Wednesday April 14, 2025

Objection to proposed subdivision of 37 Neagles Lane, Tenterfield 2372

To Whom It May Concern

I am writing to express my concern and objection to the proposed development and subdivision of the land at 37 Neagles Lane Tenterfield.

I began my pure bred speckle park stud – Willow View Speckle Park, at 74 Finnerty's Road four years ago. The stud adjoins 37 Neagles Lane.

Some of the main issues that may very well arise from the development going ahead include:

For my stud:

1. **Complaints from New Residents**:

- **Nature of Complaints**: New residents might complain about smells from manure, noise from machinery, or dust from farm operations. These complaints can stem from a lack of understanding about agricultural practices.
- **Legal Pressure**: We may face nuisance lawsuits or regulatory scrutiny as a result of these complaints, which can lead to costly legal battles and potential changes in farming practices that could impact productivity.

2. **Restricted Farming Operations**:

- **Regulatory Changes**: Our local government may impose new regulations in response to resident complaints, such as restrictions on the use of certain pesticides, limits on operational hours, or requirements for noise barriers.
- **Impact on Costs**: Compliance with these regulations might involve significant costs to our farm, including modifications to equipment or practices, which can reduce profit margins.

3. **Land Use Conflicts**:

- **Expansion Challenges**: As residential development increases, it may become more difficult for our farm to acquire additional land or expand our operations due to zoning changes or increased property values.
- **Traffic and Disputes**: Increased traffic from the subdivision can complicate access to the farm, leading to disputes over access routes and property lines, as well as concerns about road safety.

Att. 4

For Incoming Residents:

1. **Odours & Noise**:

- **Adjustment Issues**: Residents who are used to quiet suburban life may find it difficult to adjust to the sounds of tractors, livestock, and other farm-related activities, leading to dissatisfaction with their living environment.
- **Compounding Factors**: Odours from fertilisers and animal waste can be particularly strong during certain times of the year, exacerbating resident complaints.

2. **Early Mornings & Late Nights**:

- **Disruption of Sleep**: Farming activities often begin at dawn and can continue into the night, which can disrupt the sleep of nearby residents who expect a quieter environment.
- **Perception Issues**: New residents may not fully appreciate the nature of farming hours before moving in, leading to frustration once they are settled.

3. **Flies & Rodents**:

- **Pest Attraction**: Our farm, with its livestock, can attract pests that may migrate into residential areas, causing nuisance and health concerns for residents.
- **Control Measures**: We may need to implement pest control measures, but these can also be a source of conflict if residents perceive them as inadequate.

4. **Property Value Concerns**:

- **Market Perception**: While some buyers may be attracted to the charm of rural living, others may avoid properties near farms due to concerns about noise, odours, and potential pest issues, which can lead to decreased property values.
- **Resale Challenges**: Homeowners may find it challenging to sell their homes in the future if the market shifts away from rural living preferences.

Mutual Issues:

1. **Water Use and Contamination**:

- **Shared Resources**: Both farms and residential areas often rely on the same water sources, which can lead to competition over water availability, especially in times of drought.
- **Contamination Risks**: Runoff from farms—containing fertilisers, pesticides, and animal waste—can contaminate adjacent water supplies, leading to environmental and health concerns for both farmers and residents.

2. **Road Use**:

- **Safety Concerns**: The presence of large farm equipment on roads that also see increased traffic from the subdivision can lead to safety hazards, including accidents and delays.
- **Wear and Tear**: Increased traffic can exacerbate road deterioration, leading to higher maintenance costs that may fall on local governments or taxpayers.

Att. 4

3. **Loss of Agricultural Land:**

- **Urban Sprawl**: As subdivisions expand, the pressure to convert surrounding farmland into residential or commercial developments increases, which can lead to the permanent loss of agricultural land.
- **Food Security Issues**: This loss can impact local food production and contribute to food security concerns as more agricultural land is lost to development.

I would appreciate my concerns being discussed regarding this subdivision proposal. [redacted]

I strongly believe that this property needs to stay as it is, without a subdivision built onto it. Tenterfield is marketed as: ***a regional town in NSW, Australia, known for its natural beauty, historical significance, and unique cultural experiences. The town is also an important hub for agriculture, tourism, and emerging industries.***

Nowhere in the promotion of Tenterfield are the words of turning it into a city. It aims to attract people as a rural place to visit. ***Tenterfield's economy is largely based on agriculture, including cattle and sheep farming, and a growing horticultural sector. The town also has an emerging food and wine industry, along with tourism and renewable energy sectors.***

Tenterfield will quickly lose these factors if large subdivisions are created.

Please contact me should you have any questions about my stud.

[redacted]

AH.4

To whom it may concern,

I, [redacted], Tenterfield wish to object to the proposed subdivision of 37 Neagles Lane Tenterfield.

I would like to give support to an objection to this development as made by [redacted] in relation to the possible contamination of the primary upper tributary of the Ghost Gully waterway. This waterway has its source on [redacted] property and runs through the middle of 37 Neagles Lane. As pointed out by [redacted] in his objection, this is predominately a spring fed watercourse with the first spring being in his front paddock, the second being approximately 200m into the Neagles Lane property and at least three more on the south facing hill on the property. I urge Council to give consideration to the incompatibility of the proposed development and the raised groundwater level at the location, evidenced by the existing brick well under the windmill, which was dug in 1907 and according to the late owner Betty Potter was used around 1912 by townspeople for water during a dry spell. This well is only 6 metres deep and has a water level constant at 5 metres. It has been used for years to provide water for the existing house at 37 Neagles Lane.

Ghost Gully is one of the main upper tributaries of Tenterfield Creek. Tenterfield Creek is known habitat for two threatened fish species; the Southern Purple Spotted Gudgeon (*Mogurnda adspersa*) and the Eel-tailed Catfish (Murray-Darling River population) (*Tandanus tandanus*). Most importantly, the remnant (and stocked) population of Southern Purple Spotted Gudgeon population in Tenterfield Creek is significant to ensuring the survival of this endangered species, as the distribution is now highly disjunct and the occurrence in the Border Rivers catchments is a stronghold for this species. A threat to this population in relation to the possible degradation of water quality and habitat within Tenterfield Creek should be taken into account when considering approval for this proposed subdivision. It is my opinion that Council needs to have confidence that onsite wastewater management systems for the possible subdivision of 16 properties over this site will not compromise the health of this waterway and further downstream along Tenterfield Creek.

Thank you for the consideration of my objection.

Regards,

Att.5

I [redacted] strongly object to the proposed subdivision of 37 Neagles Lane Tenterfield.

The grounds for my objection are as follows;

1. This 5 lot subdivision is only part of the developers total of 16 blocks as he has previously shown me. The overall impact on me as a working farm once the full subdivision is completed could be very detrimental with noise complaints from new neighbours who don't realise what being next to a farm is actually like.

As I run cattle, horses, pigs and sheep there are at times very noisy animals and they are all located next to the new subdivision, not to mention smell during extended wet periods which is also unavoidable.

2. As a breeder of livestock and horses I have major concerns with possible dog attacks again from neighbours who don't realise the impact their dogs could have on a young horse, calf or lamb. I have previously had issues on 3 occasions with neighbours dogs putting my horses through fences and it's not pretty. I don't want I repeat of this.

3. The impact of houses directly in front of my house and ruining a view that my family have enjoyed for 123 years is also a major factor in my objection. The developer knows this and tried to offer me a swap for the block in front of my house for my road frontage to Neagles Lane. This I flatly refused.

4. Of major concern to me is the long term implications of having 16 separate septic and grey water systems in an area designated as a water course. Ghost Gully starts from a spring in my property and runs directly through 37 Neagles Lane. There are also multiple springs in the proposed development area as well as the original well that is only 6m deep which shows how close the water table is to the surface. Contamination of this ground water would have a flow on effect to Tenterfield Creek and eventually the Murray Darling River system.

5. It's interesting to read the bushfire report attached to this application and how it's states that is a low risk. Over the last 8 years I have agistered the paddock off the previous owner and have carried out a controlled burn off of the love grass annually. Each time I have done this I've had the fire brigade called by others due to the intensity

AH.6

and scale of the fire, they were never required. Now that this will no longer happen the amount of built up fuel in that paddock will make for a very large and intense fire if or when it does go up. Which again could impact my property and livestock.

6. Tenterfield is advertised as a rural town and to keep allowing more subdivisions of this scale so close to town is slowly eroding that look. Especially when they are being done by people from outside of town who have no care or connection to this town just here to make a quick dollar and leave ruining good farm land in the process.

I would appreciate being kept informed about this proposal and be told when it is going before council so I can attend the meeting and again voice my objection to it. I am also aware of other people who have objected to this proposal and hope that council will take all these objections on board and stop this development for the good of the town and its environment.

Regards,

Att. 6

Department of Planning and Environment

NSW GOVERNMENT

Contact: Department of Planning and Environment-Water
Phone: 1300081047
Email: waterlicensing.servicedesk@dpie.nsw.gov.au

Our ref: IDAS-2025-10346
Your ref: 2025.040

24 June 2025

The General Manager
TENTERFIELD SHIRE COUNCIL -
247 ROUSE STREET TENTERFIELD 2372

Attention: Tamai Davidson

Uploaded to the ePlanning Portal

Dear Sir/Madam

Re: **IDAS-2025-10346 - Controlled Activity Approval Not Required**
Dev Ref: **2025.040**
Description: **Five (5) Lot subdivision. Concerns raised by objectors regarding underground water resources.**
Location: **Lot 500, DP751540, 37 NEAGLES LANE TENTERFIELD 2372**

The Department of Planning and Environment-Water has reviewed documents for the above development application and considers that, for the purposes of the Water Management Act 2000 (WM Act), a controlled activity approval is not required for the proposed works and no further assessment by this agency is necessary.

Controlled Activity Not Required

The proposed works are not located on waterfront land as defined by the WM Act - The mapped drainage line within proximity to the proposed works is not considered to be waterfront land as it does not exhibit bed, banks and/or fluvial geomorphic features.

If you have any questions regarding this correspondence, please use Water Assist to obtain further information or make an enquiry: https://www.dpie.nsw.gov.au/water/water-assist

Yours Sincerely

For
Patrick Pahlow
Team Leader
Licensing and Approvals
Department of Planning and Environment-Water

4 Parramatta Square, 12 Darcy Street, Parramatta NSW 2150
LOCKED BAG 5022, Parramatta, NSW 2124
www.dpie.nsw.gov.au

AH. 7

Department:	**Office of the General Manager**
Submitted by:	Hein Basson, General Manager
Reference:	**ITEM GOV52/25**
Subject:	**NSW ELECTORAL COMMISSION: REQUIREMENTS OF THE ELECTORAL FUNDING ACT 2018**

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

SUMMARY
The purpose of this report is for Councillors to note the provisions of the *Electoral Funding Act* 2018, including disclosing information about political donations and electoral expenditure to the NSW Electoral Commission.

OFFICER'S RECOMMENDATION:

That Council:

Notes the information distributed by the NSW Electoral Commission regarding Councillors' compliance with the *Electoral Funding Act 2018,* as is detailed in the body of the report.

BACKGROUND

General local government elections were held in September 2024.

REPORT:

The following email, the contents of which is self-explanatory, has been received by Council from Sarah Dobbins, Manager Client Experience Regulatory Services, of the NSW Electoral Commission:

"Dear Hein Basson,

Councillors and mayors elected at the 2024 Local Government elections must comply with the provisions of the *Electoral Funding Act* 2018, including disclosing information about political donations and electoral expenditure to the NSW Electoral Commission.

The disclosure lodgement period commenced 1 July 2025 and, noting that first-time elected council members may not be familiar with these disclosure reporting requirements, we are contacting you with information to share with your council members. We request that you copy the following information into your council meeting agenda and/or meeting papers or any other relevant communications.

Disclosure obligations

Our Governance No. 52 Cont…

Councillors and mayors elected at the 2024 Local Government elections must comply with the provisions of the *Electoral Funding Act* 2018. This includes disclosing information about political donations and electoral expenditure to the NSW Electoral Commission. A 'disclosure' is the reporting of information to the NSW Electoral Commission. Penalties may apply for non-compliance.

Who is responsible for submitting disclosures to the NSW Electoral Commission?
Councillors and mayors are responsible for lodging their own disclosures of political donations and electoral expenditure to the Electoral Commission.

Councillors and mayors have to lodge more than one disclosure
Disclosure rules are complex and you will have to submit multiple disclosures.
Councillors and mayors elected at the 2024 Local Government elections may have ***at least three*** separate disclosures to lodge:

- an elected member half-yearly disclosure of political donations made and received during the period 1 January to 30 June 2025
- an elected member annual expenditure disclosure for expenditure made during the period 1 July 2024 to 30 June 2025
- a candidate annual expenditure disclosure for expenditure made during the period 1 July 2024 to 30 June 2025
- a group disclosure annual expenditure disclosure for expenditure made during the period 1 July 2024 to 30 June 2025 (if you were the lead candidate of a group)

If no political donations were made or received and/or no electoral expenditure was incurred during the half-yearly or annual reporting periods, a 'Nil' disclosure must be lodged for the relevant period.

When are disclosures due?
Disclosures of political donations must be lodged by 11 August 2025. Disclosures of electoral expenditure must be lodged by 22 September 2025.

Disclosure type	Disclosure period	Disclosures due
Half-yearly disclosure of political donations	1 January – 30 June 2025	Lodge from 1 July 2025 to 11 August 2025 (add to calendar)
Annual disclosure of electoral expenditure	1 July 2024 – 30 June 2025	Lodge from 1 July 2025 to 22 September 2025 (add to calendar)

How can disclosures be submitted to the NSW Electoral Commission?
You can submit your disclosures using *Funding and disclosure online*. Information about accessing and using the portal is available on the NSW Electoral Commission's website:

- how-to guides
- request access to *Funding and disclosure online*
- log into *Funding and disclosure online*, if access is already approved.

More information
There is detailed information on our website to help you understand your disclosure obligations:

- Timeline: Disclosure reporting periods and due dates for 2024-25

Our Governance No. 53 Cont.

- Fact sheet: Disclosing political donations (half-yearly period 1 January to 30 June 2025)
- General information about disclosures

You can also contact the NSW Electoral Commission's helpdesk Monday to Friday 9am-5pm on 1300 022 011 or by email at fdc@elections.nsw.gov.au .

Please share the above information and links with your councillors and mayors, as applicable.

Kind regards

Sarah Dobbins
Manager, Client Experience Regulatory Services

Funding, Disclosure and Compliance, and General Counsel
NSW Electoral Commission"

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

- *Local Government Act 1993*
- *Electoral Funding Act 2018*

3. Financial (Annual Budget & LTFP)

This report does not deal with Council's finances, but with the donations and expenditures of individual Councillors who participated in the last round of local government elections.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Our Governance No. 52 Cont…

Hein Basson
General Manager

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

Department:	**Office of the General Manager**
Submitted by:	Executive Assistant & Media
Reference:	**ITEM GOV53/25**
Subject:	**CHANGE TO SCHEDULE OF COUNCIL MEETINGS FOR 2025 & NOMINATING DELEGATES TO ATTEND THE 2025 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE**

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	**Leadership** - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making.
Delivery Plan Action:	Provide sound and inclusive decisions using the Community Engagement Strategy to guide our interactions.
Operational Plan Action:	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 date in November 2025.

OFFICER'S RECOMMENDATION:

That Council:

(1) Approves the Mayor, Deputy Mayor and General Manager to attend the 2025 Local Government NSW Annual Conference to be held at Penrith from 23 to 25 November 2025.

(2) Moves the Ordinary Council Meeting for November from the scheduled fourth Wednesday of the month (26 November 2025) to the next day being Thursday, 27 November 2025, to allow for return travel by the Mayor, Deputy Mayor and General Manager from the Local Government NSW Annual Conference to be held at Penrith 23 to 25 November 2025.

BACKGROUND

The 2025 Local Government NSW Annual Conference will take place in Penrith, from 23 to 25 November 2025.

As the key policy-making event for Local Government NSW (LGNSW), the Conference brings members together to submit and debate motions, shape advocacy priorities, and - this year - elect the LGNSW President, Vice Presidents, Treasurer and Board Directors. It also offers a valuable opportunity for delegates from across NSW to connect, share ideas, and explore new ways to serve their communities.

Our Governance No. 53 Cont…

Council's Ordinary Meetings are scheduled for the fourth Wednesday of each month, which means that the Council Meeting for the month of November will 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 the remaining Meetings for 2025 reads as follows (with the proposed changes highlighted in red:

Month	Time/Date	Location
August 2025	9.30 am – 27 August 2025	Council Chamber (Koreelah Room)
September 2025	9.30 am – 24 September 2025	Council Chamber (Koreelah Room)
October 2025	9.30 am – 22 October 2025	Council Chamber (Koreelah Room)
November 2025	9.30 am – 26 November 2025 proposed to change to 27 November 2025	Council Chamber (Koreelah Room)
December 2025	9.30 am – 17 December 2025 *Early meeting due to the Christmas Close down*	Council Chamber (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
   - Tenterfield Shire Council Code of Meeting Practice.

3. **Financial (Annual Budget & LTFP)**
   Not applicable.

4. **Asset Management (AMS)**
   Not applicable.

5. **Workforce (WMS)**
   Not applicable.

6. **Legal and Risk Management**
   Not applicable.

7. **Performance Measures**

Our Governance No. 53 Cont…

Not applicable.

8. Project Management
Not applicable.

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 General Manager
Attachments:	There are no attachments for this report.

Department:	**Office of the Director Corporate Services**
Submitted by:	Lee Sisson, Governance Officer
Reference:	**ITEM GOV54/25**
Subject:	**AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES - 4 March 2025**

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

SUMMARY
Council's Audit, Risk and Improvement Committee (ARIC) had their Ordinary Meeting on Tuesday, 4 March 2025.

The adopted and signed minutes of this meeting are attached to the report for the information of Council.

OFFICER'S RECOMMENDATION:

That Council:

Notes the adopted and signed minutes from the Audit, Risk and Improvement Committee meeting of 4 March 2025.

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. 54 Cont…

The purpose of this report is to advise Council on its ARIC's adopted and signed minutes from the 4 March 2025 Meeting.

These minutes were adopted and signed at the 17 June 2025 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**
   The Audit, Risk and Improvement Committee (ARIC) continuously reviews and provides independent advice to Council on how it is functioning and managing risk.

   The ARIC supports Council's robust risk management framework which identifies and mitigates the risks facing the Council in its day-to-day operations, as well as acting as an effective internal audit function that provides independent advice as to whether the Council has sufficient internal controls to manage its risk efficiently and effectively.

7. **Performance Measures**

   Nil.

8. **Project Management**
   Nil.

Liz Alley
Director Corporate Services

Our Governance No. 54 Cont…

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**	Adopted and Signed ARIC Minutes 4 March 2025	8 Pages

MINUTES OF

AUDIT, RISK AND IMPROVEMENT COMMITTEE

TUESDAY 4 MARCH 2025

MINUTES OF THE **Audit, Risk and Improvement Committee** OF TENTERFIELD SHIRE held at the on Tuesday 4 March 2025 commencing at 10:30 AM

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

ATTENDEES (non-voting)
Mr Hein Basson – General Manager
Cr Peter Murphy – Councillor ARIC Observer
Mr Matthew Francisco – Director Infrastructure Services
Ms Liz Alley – Director Corporate Services
Ms Janet Vassallo – Manager Workforce, Safety, Risk & Records
Mr John Ringland – (Consultant) Workplace Health & Safety, & Risk
Mr Igor Ivannikov – Financial Advisor
Mr Jacob Sauer – Principle, Forsyths
Mr Ricky Goel – Audit Manager, Forsyths
Mr Furqan Yousuf – Director Financial Audit, Audit Office of NSW

APOLOGIES

Mr John Ringland – (Consultatnt) Workplace Health & Safety, & Risk
Mr Furqan Yousuf – Director Financial Audit, Audit Office of NSW

DISCLOSURE OF INTEREST

Nil

(ITEM CEO1/25) CONFIRMATION OF MINUTES

SUMMARY
Confirmation of Minutes Audit, Risk and Improvement Committee Meeting held on 11 December 2024.

RECOMMENDATION

That the Audit Risk and Improvement Committee:
Confirm the Minutes of the Tenterfield Shire Council Audit, Risk and Improvement Committee Meeting held on 11 December 2024.

Confirmed

(ITEM CEO2/25) ACTION ITEM REGISTER AS OF 26 FEBRUARY 2025

SUMMARY
Update of Action Item Register, including Internal and External Audit issues.

Key Points:
- Internal and External Action Items to be put into the standing Internal and External update sections of the agenda
- DCS to do further work on Annual Plan with Peter and Tony
- Put extra column in Action Item Register showing which meeting the item came from
- Sign off on the Draft Risk Management Framework before next ARIC meeting in June 2025

RECOMMENDATION

That the Audit, Risk and Improvement Committee note the ARIC Action Register as of 26 February 2025.

Carried

(ITEM CEO3/25) EXTERNAL AUDIT UPDATE

SUMMARY
This report is to present Annual Engagement Plan 30 June 2025.

Key Points:
- Igor has prepared a draft position paper, waiting for the final code from government. No significant changes, then management will review.

Action Items:
- Draft dates for ARIC meetings for 2025 to be decided and sent to auditors
- Circulation of interim management letter on its receipt out of session
- Draft statements reviewed by ARIC before they go to the Council meeting

RECOMMENDATION

That the Audit, Risk and Improvement Committee note the Annual Engagement Plan 30 June 2025.

Carried

(ITEM GM1/25) QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2024

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

Key Points:

Tony Harb
- Councillor awareness of the financial implications of decisions that are made
- Reporting to Council could include green, amber and red risk indicators around finances
- Important for Councillors to understand the metrics, unless Council finds other ways of increasing revenue, Council needs to contain expenses

Gurbindar Singh
- Funding could be reported differently, look carefully at the source of funding in reporting to give Councillors a clearer understanding
- Look at depreciation recalculation – Depreciation funding capital projects – comprehensive accounting
- Mismatch between assets and liability

Peter Sheville
- The finances has put an increasing squeeze on staff, numbers have been trending down over a period of time.

- Workplace Health and Safety psycho-social risks
- Council finances need further investigating by internal audit
- Councillors need an understanding of complex financial reporting
- Cash – what can be set aside to fund capital projects, should not be taking on new assets for maintaining, depreciation and replacement costs
- Need fuller financial reporting
- Look at the impacts of grants for new assets

Cr Murphy

- Non cash drives Council into the red
- Councillors are very aware of the financial position and is keeping an eye on cash
- Time to increase full time equivalent staff
- Services – costs are going up
- Restraint – Cap on total rates – State Government receives untied GST income, but Council, through grants have it tied to projects.

Liz Alley

- Currently working through the budget process, showing increases and expected increases into the future.

Action Items:

- Explore KPI's to develop communication across Council critical risk areas (depreciation, unrestricted cash, potentially internal audit to provide pathways)

OFFICER'S RECOMMENDATION:

That ARIC notes the QBRS for December 2024.

Carried

(ITEM GM2/25) CAPITAL EXPENDITURE REPORT AS AT 31 DECEMBER 2024

SUMMARY

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

Key Points:

Liz Alley

- Highlight that we wanted to bring the whole reports that go to Council to ARIC
- Mapping out grant funding into the future – projects
- Want to eliminate the carry over into the following year

Tony Harb

- There should be visibility over how many projects overall and where we are along with those projects.

- Project name, cost, how much we have spent to date, commentary (red, amber, green) – beyond the transactions – how are the projects happening to date. Tracking reports to Council

Hein Basson
- 87 million in projects to be expended with little planning, Matthew has been mapping that out and how we move forward over the next 2 to 3 years.

Matthew Francisco
- Project manager structure did not exist previously, this framework has enabled a much more planned outcome

Peter Sheville
- This also happens when you drop staff off you lose those project management skills.

Action Item
- Incorporate Asset Management Reports in future ARIC meetings.

OFFICER'S RECOMMENDATION:

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

Carried

(ITEM GM3/25) FINANCE & ACCOUNTS - PERIOD ENDED 31 JANUARY 2025

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 ARIC notes the Finance and Accounts Report for the period ended 31 January 2025.

Carried

(ITEM GM4/25) REPORT ON LOAN BALANCES 31 DECEMBER 2024

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

OFFICER'S RECOMMENDATION:

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

Carried

(ITEM CEO4/25) INTERNAL AUDIT UPDATE

SUMMARY
This report is to give the Audit, Risk and Improvement Committee an Internal Audit Update including Procurement and Contract Management and Cybersecurity.

Key Points:
- Cyber security insurer (coalition) – Insurers give a free cyber gap analysis report.

Action Items
- Progress against the Assurance Mapping Plan for Internal Audit
- Engage an Internal Audit for finance

RECOMMENDATION

That the Audit, Risk and Improvement Committee note the Internal Audit Update Report for March 2025.

Carried

(ITEM CEO5/25) WORKFORCE SAFETY & RISK REPORT

SUMMARY
This report includes a Workforce Safety & Risk update which includes a Demographic Report and Quarterly Staffing Report, and a Risk Management Update which includes a Risk Management Framework update, Business Continuity Update and the Final Assessment from Statewide Mutual.

Key Points:

Janet Vassallo
- Psycho-social hazards, how do we mitigate this without resources
- FTE 112 down to 82, with 14 vacancies makes 72 people on the ground – very hard to get technical skilled people
- We need service level reviews – what staff do we need where

- Position Descriptions – doing more for less money than other Councils
- Difficult in Tenterfield to get accommodation – rentals or buying value
- Costs of recruitment and onboarding, then declining the offer.

Tony Harb
- Costs of doing business
- Suggest hybrid or working from home positions – with appropriate systems
- Sell remote, a lot more people will apply, then it will be the ability of the manager to manage remotely

Peter Sheville
- Risk, and Sustainability and People – 2 reports at every meeting
- Look at the alternatives to traditional recruitment as you have exhausted the traditional means.
- More time at the next meeting WHS report to be expanded. Not just for ARIC also for management and Council reports

Gurbindar Singh
- Look at the organisation structure – trainees, other critical roles, some sort of metric around the constraints.

Action Item
- Expand reporting to ARIC 2 reports regularly Risk and Sustainability and People

RECOMMENDATION

That the Audit, Risk and Improvement Committee note the Workforce Safety & Risk Report for March 2025, including Statewide Mutual Final Assessment.

Carried

(ITEM CEO6/25) ASSET MANAGEMENT REPORT

SUMMARY
Update report on recent activities in relation to Asset Management.

Key Points:

Matthew Francisco
- Presentation on Pavement Management services assessment of sealed road network
- Works program has been created, modelled on two scenarios – unlimited budget/asset management plan $15million first year, then $7 million each year after.

Peter Sheville

- Undertake the planning and a regular report back to ARIC, there should be accuracy across all reporting.

RECOMMENDATION

That the Audit, Risk and Improvement Committee note the Asset Management Update Report for March 2025.

Carried

(ITEM CEO7/25) GOVERNANCE REPORT

SUMMARY
Governance Update Report including Integrated Planning & Reporting, Service Reviews and Business Development and Performance Data Measurement Update for March 2025.

RECOMMENDATION

That the Audit, Risk and Improvement Committee notes the Governance Update Report for March 2025.

Carried

There being no further business the Chair declared the meeting closed at 12.04p.m.

.....
Peter Sheville
Chairperson

Department:	**Office of the Director Corporate Services**
Submitted by:	Jane Walton, Manager Finance and Technology
Reference:	**ITEM GOV55/25**
Subject:	**FINANCE AND ACCOUNTS - PERIOD ENDED 30 JUNE 2025**

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

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

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

OFFICER'S RECOMMENDATION:

That Council:

Notes the Finance and Accounts Report for the period ended 30 June 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.

REPORT:
A reconciliation of cash books of all funds has been carried out with the appropriate bank statements.

(a) Reconciliation of Accounts

A reconciliation of the cash books of all funds have been carried out with the appropriate bank statements as of 30 June 2025.

Cash Book Balances on this date were as follows: -

General (Consolidated)	$47,062,916	Credit
General Trust	$ 69,074	Credit

Our Governance No. 55 Cont…

Council's General Consolidated Account earned an interest rate of 3.85% up to 30th June on a variable basis resulting in a reasonably high interest return. This is reviewed on a regular basis as part of cash flow monitoring.

(b) Summary of Investments

Council investments as at 30 June 2025 was $15,000,000.

The attachment to this report is a certified schedule of all Council's investments as of 30 June 2025 showing the various invested amounts and applicable interest rates.

Cash and Investments – Preliminary Analysis of External Restrictions

****The following report represents preliminary results as at 30 June 2025, before end of year adjustments. A detailed final analysis will be presented to Council on completion of the 2025 Financial Statements.***

RESTRICTED CASH ANALYSIS	**AS AT 30 JUNE 2025**	**AS AT 30 JUNE 2024**
TOTAL CASH & INVESTMENTS	**$62,131,990**	**$68,483,919**
EXTERNALLY RESTRICTED CASH	**$41,426,874**	**$52,187,482**
INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)	**$16,249,829**	**$29,702,893**
GRANT-RELATED - *GENERAL* (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES)	$16,073,290	$29,477,868
GRANT-RELATED - *WATER* (EXCL DEVELOPER CONTRIBUTIONS)	-	$225,025
GRANT-RELATED - *SEWER* (EXCL DEVELOPER CONTRIBUTIONS)	$176,540	-
GRANT-RELATED - *WASTE* (EXCL DEVELOPER CONTRIBUTIONS)	-	
GRANT-RELATED - *STORMWATER* (EXCL DEVELOPER CONTRIBUTIONS)	-	-
BRUXNER WAY WIDENING	-	-
INCLUDED IN DEVELOPER CONTRIBUTIONS	**$1,839,993**	**$1,427,923**
DEVELOPER CONTRIBUTIONS - GENERAL	$1,422,891	$1,090,779
DEVELOPER CONTRIBUTIONS - WATER	$148,997	$130,027
DEVELOPER CONTRIBUTIONS - SEWER	$98,677	$84,578
DEVELOPER CONTRIBUTIONS - WASTE	$158,223	$113,882
DEVELOPER CONTRIBUTIONS - STORMWATER	$11,204	$8,657
INCLUDED IN RFS RESERVES	**$128,354**	**$107,261**
RFS RESERVES	$128,354	$107,261

Our Governance No. 55 Cont…

RESTRICTED CASH ANALYSIS	AS AT 30 JUNE 2025	AS AT 30 JUNE 2024
INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER EXCL GRANT RELATED, DC AND RFS ABOVE)	**$23,208,698**	**$20,949,405**
WATER	$2,805,112	$2,347,754
SEWER	$9,449,972	$7,723,951
WASTE*	$9,751,799	$9,771,060
STORMWATER	$1,132,741	$1,037,566
TRUST FUND	$69,074	$69,074
INTERNAL RESTRICTIONS	**$9,539,840**	**$7,595,000**
PLANT AND VEHICLE REPLACEMENT	$2,350,000	$850,000
EMPLOYEES LEAVE ENTITLEMENTS	$805,000	$805,000
FAG (ROAD COMPONENT ADVANCED)	$496,363	$1,852,000
SPECIAL PROJECTS – INFRASTRUCTURE FLOOD DAMAGE	$2,500,000	$2,500,000
SRV MONEY UNSPENT 2014	$843,633	$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	$98,864	
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	1,000,000	
UNRESTRICTED FUNDS	**$11,165,276**	**$8,701,437**

*Waste Fund – The above reserve for the waste fund includes the $3.3 Million loan approved for Waste Management – Boonoo Boonoo Landfill (Develop Stage 5). Of this $3.3 Million as at June $1.517M has been spent (no change from May 25 due to weather), leaving a balance of $1.783M of loan proceeds in the waste reserve.

In the month of June Council received 50% advance payment of the Financial Assistance Grant (FAG) 2025/26 totaling $3.55 Million.

Council received $1.12 Million as reimbursement money relating to Roads to Recovery 2024/2025.

Concealed Water Leakage Concession

A report on the policy is included in this Council meeting. Three (3) concessions were granted under Council's Concealed Water Leakage Concession Policy in June 2025, to the value of $2,453.18.

Year to date concessions granted for concealed water leakage is totaling $83,851.14.

Our Governance No. 55 Cont…

Note: Year to date total reported in May 2025 was in error and included the June 2025 concealed water leakage concessions granted and a small amount of interest now written off.

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 22 applications for 603 Certificates in June 2025.

In the calendar year to date, there have been 135 applications compared to 149 applications for the same period last year.

COUNCIL IMPLICATIONS:

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

2. **Policy and Regulation**
   - Investment Policy V15
   - *Local Government Act 1993*
   - *Local Government (General) Regulation 2021*
   - Ministerial Investment Order
   - Local Government Code of Accounting Practice and Financial Reporting
   - Australian Accounting Standards
   - Office of Local Government Circulars

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

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

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

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

7. **Performance Measures**
   Nil.

8. **Project Management**
   Nil.

Liz Alley
Director Corporate Services

Prepared by staff member:	Jane Walton, Manager Finance and Technology
Approved/Reviewed by Manager:	Liz Alley, Director Corporate Services

Our Governance No. 55 Cont…

Department:	Office of the Director Corporate Services
Attachments:	**1** Investment Report June 2025

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 30 JUNE 2025

Financial Institution	Issuer Rating	Investment Term		Maturity Date	Interest Rate	Amount $	Percentage Exposure	Source of Invested Funds
NAB	AA-	90	Days	21/Jul/25	4.50%	1,500,000.00	10.00%	Water Fund 66.6%, Stormwater Fund 33.3%
NAB	AA-	91	Days	25/Aug/25	4.30%	1,000,000.00	6.67%	Waste Fund
NAB	AA-	90	Days	07/Jul/25	4.70%	2,000,000.00	13.33%	Regional Emergency Road Repair Grant
NAB	AA-	91	Days	28/Jul/25	4.00%	2,000,000.00	13.33%	Disaster Recovery Funding Arrangemnt (DRFA)
TOTAL NAB INVESTMENTS						**6,500,000.00**	**43.33%**	
Commonwealth Bank	AA-	3	Months	14/Jul/25	4.45%	3,000,000.00	20.00%	Sewer Fund
TOTAL CBA INVESTMENTS						**3,000,000.00**	**20.00%**	
Westpac	AA-	3	Months	30/Sep/25	4.10%	1,500,000.00	10.00%	Waste Fund
Westpac	AA-	5	Months	28/Jul/25	4.64%	2,000,000.00	13.33%	Waste Fund
Westpac	AA-	3	Months	12/Aug/25	4.30%	2,000,000.00	13.33%	Regional Emergency Road Repair Grant
TOTAL WESTPAC INVESTMENTS						**5,500,000.00**	**36.67%**	
INVESTMENTS TOTAL						**15,000,000.00**	**100.00%**	

Summary

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

Responsible Accounting Officer: **Jane Walton**

NOTES:
In the month of June 2025, no term deposits were made or discontinued. $1.5 million of term deposits matured and were reinvested as shown below:

Financial Institution	Date Matured	Amount $	Actions Taken	Source of Invested Funds
Westpac	30/Jun/25	1,500,000.00	total amount reinvested for 3 months at 4.10%	Waste Fund

Department:	**Office of the Director Corporate Services**
Submitted by:	Jane Walton, Manager Finance and Technology
Reference:	**ITEM GOV56/25**
Subject:	**REPORT ON LOAN BALANCES 30 JUNE 2025**

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

SUMMARY
The purpose of this Report is to inform Council of its loan balances as at 30 June 2025.

OFFICER'S RECOMMENDATION:

That Council notes the loan balance as of 30 June 2025 was $19,393,720 ($19,220,705 as at 31 March 2025).

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.

New Loans Taken Out between reporting periods 31 March 2025 to 30 June 2025.

No New Loans were taken out during the reporting period.

Loans

In February 2025 the Loan for the Main Street Upgrade was paid out in full.

In June 2025 Council refinanced two (2) loans, for the Sewerage Treatment Plant and the Urbenville Water Treatment Plant, for a total savings of $923,208 over 8 years.

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 position. For the 2023/2024 financial year Council did not borrow any money.

2. **Policy and Regulation**

Our Governance No. 56 Cont…

- Section 621 of the *Local Government Act 1993* (the Act) 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
The two refinanced loans have reduced the financial risk to Council with total savings over the next 8 years of $923,208.

7. Performance Measures
Nil.

8. Project Management
Nil.

Liz Alley
Director Corporate Services

Prepared by staff member:	Jane Walton, Manager Finance and Technology
Approved/Reviewed by Manager:	Liz Alley, Director Corporate Services
Department:	Office of the Director Corporate Services
Attachments:	**1** Loan Register June 2025

Tenterfield Shire Council
Loans Schedule
As at 30 June 2025

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	**2,921,201.61**
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	**2,343,017.44**
General Fund	Infrastructure 2020/21	4,048,952	Commonwealth Bank of Australia	31/03/2021	29/03/2041	2.69%	Half Yearly	**3,402,530.81**
General Fund	Infrastructure 2019/20	1,000,000	Commonwealth Bank of Australia	15/06/2020	15/06/2040	2.90%	Half Yearly	**801,221.10**
General Fund	Main Street Upgrade	1,200,000	National Australia Bank	25/02/2015	25/02/2025	3.70%	Half Yearly	-
Sewer Fund	Tenterfield Sewerage Treatment Plant	1,590,200	National Australia Bank	4/06/2025	30/05/2033	5.10%	Quarterly	**1,590,200.00**
Water Fund	Dam Wall Construction (1)	3,087,672	CBA (Refinanced from ANZ)	29/09/2021	30/09/2041	2.59%	Half Yearly	**2,657,058.17**
Water Fund	Dam Wall Construction (2)	2,684,880	CBA (Refinanced from CBA)	6/07/2022	7/07/2042	5.73%	Half Yearly	**2,491,327.38**
Water Fund	Urbenville Water Treatment Plant	218,600	National Australia Bank	4/06/2025	30/05/2028	4.58%	Quarterly	**218,600.00**
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	**2,968,564.05**
TOTAL Principal Balance as at 30 June 2025								**19,393,720.56**

Department:	**Office of the Director Corporate Services**
Submitted by:	Liz Alley, Director Corporate Services
Reference:	**ITEM GOV57/25**
Subject:	**NEW FEES AND CHARGES FOR 2025/2026**

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

SUMMARY
The purpose of this report is for Council to adopt new Fees and Charges for the 2025/2026-Financial Year and placing them on public exhibition for 28 days.

OFFICER'S RECOMMENDATION:

That Council:

Adopts the new Fees and Charges as stipulated below and put them on public exhibition for a period of 28 days:

- **Water charges for the bores at Drake, Legume, Liston and Torrington - $3.85 per kilolitre.**
- **Printing charges for the new Canon TX-3200 MFP, as follows:**
  - **A1 CAD resolution (colour or mono) - $4.50 per print**
  - **A0 CAD resolution (colour or mono) - $9.00 per print**

BACKGROUND

In accordance with the *Local Government Act 1993* (Section 610F *Public notice of fees)*, Council must:

1) *A council must not determine the amount of a fee until it has given public notice of the fee in accordance with this section and has considered any submissions duly made to it during the period of public notice.*
2) *Public notice of the amount of a proposed fee must be given (in accordance with the regulations) in the draft operational plan for the year in which the fee is to be made.*
3) *However, if, after the date on which the operational plan commences –*
   a) A new service is provided, or the nature or extent of an existing service is changed, or
   b) The regulations in accordance with which the fee is determined are amended.
   The council must give public notice (in accordance with section 705) for at least 28 days of the fee proposed for the new or changed service or the fee determined in accordance with the amended regulations.

Our Governance No. 57 Cont…

4) *This section does not apply to a fee determined by a council for an application made in filming proposal, if the fee is consistent with a scale or structure of fees set out in an applicable filming protocol.*

REPORT:

Water
With the successful completion of the bores at Drake, Legume, Liston and Torrington, Council should now set a fee for the water that is to be purchased at these locations.

Council currently charges $3.85 per kilolitre for water from the bore at Apex Park in Tenterfield. To achieve equity between users of these types of services, it is recommended that the same fee be used for this quality of water across the Shire.

Printing
A replacement large format printer/scanner has been installed in the Council Administration building, a Canon TX-3200 MFP, which replaces the 16-year-old KIP 7100 machine. Council use the large format scanner for digitising paper records up to A0 size.

There are ongoing consumable costs associated with print functions. To help recoup some of these operational costs in Council offering the community the opportunity to have large size prints made, the following fees are recommended:

- A1 CAD resolution (colour or mono) - $4.50 per print
- A0 CAD resolution (colour or mono) - $9.00 per print

COUNCIL IMPLICATIONS:

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

   The new fees and charges will be placed on public exhibition for 28 days.

2. **Policy and Regulation**

   - *Local Government Act 1993*

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

   The new fees and charges will be added to the List of Fees and Charges 2025/2026 that forms part of the Integrated Planning and Reporting suite of documents.

4. **Asset Management (AMS)**

   The printing fees and charges received will be used to offset some of the operational costs associated with the new wide-bed printer.

5. **Workforce (WMS)**

   Nil.

6. **Legal and Risk Management**

Our Governance No. 57 Cont…

The new fees and charges help Council to recoup some of the ongoing operational costs associated with infrastructure and assets, reducing the risk of financial unsustainability (on a small scale in these instances).

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.

Department:	**Office of the Director Corporate Services**
Submitted by:	Liz Alley, Director Corporate Services
Reference:	**ITEM GOV58/25**
Subject:	**COMPETITIVE NEUTRALITY COMPLAINTS POLICY - UPDATE**

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

THINK I NOW HAVE IT RIGHT WITH THE FINAL VERSION OF THE POLICY IN THE NEW FORMAT SUMMARY

The purpose of this report is to review and update the Competitive Neutrality Complaints Policy.

OFFICER'S RECOMMENDATION:

That Council:

Adopts the revised and updated Competitive Neutrality Complaints 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.

The Competitive Neutrality Complaints Policy was last reviewed on 21 December 2022.

REPORT:

This Policy has been reviewed and amended for accuracy, where required. The Policy has been updated to align with current position descriptions, the new policy template and legislative versions.

The key change is the category of Council's Business Activities. In the previous Policy Council's water and sewerage activities were classified as Category 2 businesses.

However, in the Financial Statements for the period ending 30 June 2022 these business activities were identified and reported as Category 1 businesses resulting in the creation of the Special Purpose Financial Statements for these two activities.

The attached Policy now correctly states that:

Our Governance No. 58 Cont…

- The Tenterfield Water Supply, and
- The Tenterfield Sewerage Service

are Category 1 Business Activities.

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*
   - Office of Local Government Circulars
   - *NSW ICAC Act 1988*
   - *NSW Ombudsman Act 1974*
   - *Competition and Consumer Act 2010*

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

   Category 1 Business Activities require Special Purpose Financial Statements as part of Council's Annual Financial Statements.

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:	Liz Alley, Director Corporate Services
Approved/Reviewed by Manager:	Liz Alley, Director Corporate Services

Our Governance No. 58 Cont…

Department:	Office of the Director Corporate Services
Attachments:	**1** Competitive Neutrality Complaints Policy

COMPETITIVE NEUTRALITY COMPLAINTS POLICY	
Date Adopted	
Resolution Number	
Policy Custodian	Director of Corporate Services
Policy Development Officer	Manager Finance & Technology
Review Date	July 2028
Relevant Legislation	*Local Government Act (NSW) 1993* *Local Government (General) Regulation (NSW) 2021* *NSW ICAC Act 1988* *NSW Ombudsman Act 1974* *Competition and Consumer Act 2010*
Related Documents	Special Purpose Financial Statements

DRAFT

POLICY OBJECTIVES

The objective of this policy is to ensure Council deals with complaints regarding competitive neutrality in an efficient manner.

POLICY SCOPE

This policy applies to the business activities of Council as outlined in the Policy.

POLICY STATEMENT

1. Introduction

In April 1995, the Council of Australian Governments (COAG) ratified the National Competition Policy. One of the major components of the National Competition Policy are the principles contained in the *Competition Principles Agreement.* This Agreement is aimed at encouraging efficient public sector (government) service provision by exposing public business functions to competition, where appropriate. The Agreement provides a policy framework that facilitates the creation of competitive markets for public sector goods and services, where appropriate.

The Competition Principles Agreement requires the creation of an effective regime to deal with complaints that Council business activities are not competing

in the market against private businesses on a "level playing field" and are operating with competitive advantage.

This policy constitutes a formal mechanism established by Tenterfield Shire Council for the handling and management of competitive neutrality complaints. By establishing clear guidelines ~~and procedures~~ for the handling and management of competitive neutrality complaints, the Council will be in a stronger position to ensure:

- non regulatory service functions operate under similar competitive pressures to those experienced by the private sector, and
- services provided are relevant, cost effective and operationally efficient.

2. This policy has a threefold purpose.

- **Firstly**, it may be used by members of the public and the owners of businesses competing in the same market as Tenterfield Shire Council to submit complaints to the Council alleging that the Council is operating with net competitive advantages as a result of the Council's ownership of a business activity or service.
- **Secondly**, it will provide a formal mechanism for the investigation, determination and advice of the outcome of a complainant alleging that non-regulatory service functions discharged, or business activities operated by the Council are operating with competitive advantage over other private businesses.
- **Thirdly**, it will serve to ensure that Council staff continuously monitor non-regulatory services provided by the Council, operate under the principles of Competitive Neutrality.

3. A complaint regarding competitive neutrality IS:

- A complaint that Tenterfield Shire Council has not met its requirements under the National Competition Policy Statement *of Pricing and Costing for Council Businesses - a Guide to Competitive Neutrality* and includes concern that the Council has not established an effective Competitive Neutrality Complaints Management System.
- A complaint that Tenterfield Shire Council has not abided by the spirit of competitive neutrality in the conduct of Council business activities.

4. A competitive neutrality complaint is <u>NOT:</u>

- A complaint regarding the level of service provided by a business activity such as inadequate water quality, a mobile garbage bin not collected or the condition of a road or footpath.
- A complaint regarding the cost of the service, unless it is that Tenterfield Shire Council has not costed the service to take competitive neutrality into account.
- A complaint regarding the trade practices laws and their application to the Tenterfield Shire Council.

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5. Council Business Activities Subject to Competitive Neutrality

Category 1 Business Activities

The following Tenterfield Shire Council owned, and operated activities have been categorised as Category 1 Business Activities (i.e. business activities that exceed the $2M annual sales turnover threshold).

- Tenterfield Water Supply
- Tenterfield Sewerage Service

Council has adopted the following attributes in respect of Category 1 Business Activities:

- A Corporatisation Model
- Full cost attribution including:
  - tax equivalent regime payments
  - debt guarantee fees, where the business benefits from Council's borrowing position by comparison with commercial rates
  - return on capital invested
- Identified any subsidies paid to the business
- Operate within the same regulatory framework as private businesses.

Category 2 Business Activities

Tenterfield Shire Council does not operate any *Category 2 Businesses*. (i.e., Business activities that have an annual gross operating income under $2M per year).

~~The following Tenterfield Shire Council owned and operated activities have been categorised as *Category 2 Businesses* and are subject to competitive neutrality. Each business activity has an annual gross operating income under $2M per year.~~

~~Tenterfield Water Supply~~
~~Tenterfield Sewerage Service~~

~~Council applies the following attributes in respect of Category 2 Business Activities:~~

- ~~Identify any subsidy to the business activity as part of the calculation of costs.~~
- ~~Apply full cost attribution where practicable.~~
- ~~Determine the extent to which the business will be separated from other associated mainstream activities.~~
- ~~Operate within the same regulatory framework as private businesses~~

How To Lodge a Competitive Neutrality Complaint

A competitive neutrality complaint should be made in writing using ~~a~~ the standard form attached as appendix to this Policy ~~available for that specific~~

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~~purpose from the Tenterfield Shire Council Administrative Office, 247 Rouse Street, Tenterfield~~.

Complaints may also be made over the counter and by telephone. Council's Public Officer will provide advice and assistance with the preparation and submission of competitive neutrality complaints.

Time Limits

Competitive neutrality complaints will be acknowledged within ~~7~~ 14 days and responded to by Tenterfield Shire Council within 30 days of the date of submission of the complaint.

If the competitive neutrality complaint requires detailed investigation, the complainant will be informed of progress at regular intervals.

Remedies

Competitive neutrality complaints which establish that Tenterfield Shire Council:

(i) has not met its requirements under the National Competition Policy Statement or *Pricing and Costing for Council Businesses - a Guide to Competitive Neutrality;*

OR

(ii) has not abided by the spirit of competitive neutrality in the conduct of Council business activities,

will result in changes to the Council's business practice to ensure future and continued compliance with the principle of competitive neutrality.

Alternatives

Any complainant dissatisfied with Tenterfield Shire Council's determination of a competitive neutrality complaint may refer the complaint to either the:

- NSW Office of Local Government; or
- NSW Ombudsman; or
- NSW Independent Commission Against Corruption (ICAC); or
- Australian Competition and Consumer Commission (ACCC).

Alternatively, the competitive neutrality complaint may be referred direct to one of these agencies and Tenterfield Shire Council bypassed.

Who Will Be Dealing With The Competitive Neutrality Complaint

The Tenterfield Shire Council Public Officer will diligently, fairly and honestly investigate all competitive neutrality complaints within 30 days of the competitive neutrality complaint being received. Where the complaint is

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justified, such report will contain recommendations for changes to the Council's business activities and practices ensuring future and continued compliance with the principle of competitive neutrality.

Confidentiality

All competitive neutrality complaints received will be determined by the Council in the strictest confidence.

Further Information

Further information or advice may be obtained by contacting the Tenterfield Shire Council Public Officer between 9 am and 4:30 pm on telephone (02) 6736 6000. All enquiries or requests for further information will be maintained in the strictest confidence.

Privacy

In accordance with Privacy Code of Practice and Council's Privacy Management Plan, personal information collected as a consequence of this policy will only be used for the purpose of assessing eligibility under the Policy and will not be used for any other purpose or disclosed to any other person unless we are required by law to do so or authorised to do so by the person whom that personal information relate.

POLICY DEFINITIONS

NA	

VERSION CONTROL & CHANGE HISTORY

Previous Versions	Date of Adoption by Council	Resolution #	Author/Editor	Summary of Changes
V1.0	27/04/00	334/00		Adoption of Original Policy
V2.0	16/12/04	656/04		
V3.0	19/12/12	524/12		
V4.0	24/06/15	189/15		
V5.0	23/08/17	168/17		
V6.0	24/02/21	29/21		
V7.0	21/12/22	248/22		
V8.0				

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APPENDIX A

Tenterfield Shire Council Competitive Neutrality Complaint Form

NAME: ……..

ADDRESS: …….

…….

DATE: ……

Chief Executive Officer
Tenterfield Shire Council
PO Box 214
TENTERFIELD NSW 2372

Dear Sir/Madam

I hereby submit a complaint that Tenterfield Shire Council is operating a business activity and not observing the principle of competitive neutrality contrary to the National Competition Policy Principles Agreement.

Council Business Activity:

… ……. (Identify Business Activity)

Nature of Competitive Neutrality Non-Compliance:

……
……
……
……
. ……(*State Nature of Complaint)*

Would you investigate my complaint and advise me of what action Council will take to implement the principle of competitive neutrality in the operation of the abovementioned Council business activity.

Yours faithfully

Signed ……

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Department:	**Office of the Director Corporate Services**
Submitted by:	Lee Sisson, Governance Officer
Reference:	**ITEM GOV59/25**
Subject:	**MONTHLY OPERATIONAL REPORT FOR JUNE 2025**

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

SUMMARY
The purpose of this report is to provide a report to the Ordinary Meeting of Council that demonstrates staff accountabilities and actions taken against Council's 2024/25 Operational Plan.

Due to the relevant managers being unwell and on sick leave, and/or the relevant positions responsible for the functions being vacant, the Livestock Saleyard, Parks, Garden & Open Space, Asset Management & Resourcing, Commercial Works, Stormwater Drainage, Transport Network and Plant, Fleet & Equipment reports are unfortunately unavailable.

OFFICER'S RECOMMENDATION:

That Council:

Notes the status of the Monthly Operational Report for June 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:	**1** Monthly Operational Report June 2025 — 43 Pages

Monthly Operational Report

Tenterfield Shire Council June 2025

Council Meeting 23 July 2025

TENTERFIELD

Monthly Operational Report –June 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 Improve and maintain communication methods in accordance with the Community Engagement Strategy.	General Manager	Bi-monthly "Your Local News" has been reinstated, the June/July 2025 edition of "Your Local News" included parts of the General Managers comments in the financial reports that were presented at the 26 March Ordinary Council Meeting, this being an Action upon the Councillors' request at the meeting to share the information with the Community.
1.1.1.2 Provide opportunities for the community to participate in decision making.	General Manager	There were two Pre-Council Community Consultation (public access) requests received to speak on any items for the 23 June 2025 meeting. • Mr Sean Constable, Business Development Officer of the Campervan & Motorhome Club of Australia (CMCA), addressed Council on Item ENV11/25 – Development Application 2024.104 Caravan Park – 44 Francis Street, Tenterfield – him not being in favour of the officer's recommendation. • Ms Kat Davis, President of Tenterfield Chamber of Tourism, Industry and Business (TCTIB) addressed Council on Item ECO5/25 – Sir Henry Parkes Memorial: School of Arts: Non-Exclusive use of Foyer: Facility Permitted Use Licence: Tenterfield Chamber of Tourism, Industry and Business – her being in favour of the officer's recommendation.

Monthly Operational Report –June 2025

Delivery Program: **1.1.2** **Continue to support and partner with the local Aboriginal communities for improved and inclusive outcomes.**		
Action	**Responsibility**	**Progress Comment**
1.1.2.1 Support and contribute to NAIDOC week.	General Manager	Staff are in the process of coordinating arrangements with Armajun Aboriginal Health Service Tenterfield for NAIDOC week 6-13 July 2025, to have a flag raising ceremony followed by a morning tea, The Tenterfield Public Library will be holding a NAIDOC storytime.
Delivery Program: **1.1.4** **Promote and recognise the work of volunteers in the community.**		
Action	**Responsibility**	**Progress Comment**
1.2.4.1 Promote and recognise the work of volunteers in the community.	General Manager	The new Suite of IP&R documents will address this action in more detail.
Delivery Program: **2.1.3** **Improve heavy vehicle access across the shire and improve links to regional transport infrastructure to facilitate and support regional development opportunities.**		
Action	**Responsibility**	**Progress Comment**

Monthly Operational Report –June 2025

2.1.3.1 Investigate, advocate for, and source funding to improve transport infrastructure access across the shire.	General Manager	The Director of Infrastructure is currently focusing on getting existing disaster relief funding expanded. Once achieved, other grant opportunities will be evaluated and planned to assist in Councils maintaining and renewing its infrastructure assets.
Delivery Program: **5.1.1** **Ensure the performance of Council as an organisation complies with all statutory guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making.**		
Action	**Responsibility**	**Progress Comment**
5.1.1.9 Influence and advocate support from Federal and State government in relation to promotion of Tenterfield community objectives.	General Manager	The Mayor has recently had discussions with the NSW Premier regarding October & November 2024 Bushfires with a request to the Premier to write to the Prime Minister to change the disaster declaration category from B to C to enable NSW Landowners the same access to assistance as their QLD counterparts. Examples were presented to the Premier of the extent of the damage and how the Tenterfield Shire had the bulk of the fires in that period. Also discussed was the condition of the Police Station Street, Janelle Saffin MP has since escalated this to the Police Minister. The Mayor also had a meeting with the NSW Health Minister Ryan Park and Hunter New England Local Health representatives about a number of matters that she is advocating on for the community with Janelle Saffin MP. The minister advised he would attend Tenterfield in the near future. The Mayor together with Janelle Saffin MP, had a meeting with the Minister for Police, Yasmin Catley and the NSW Police Assistant Commissioner Brett Greentree to discuss Police numbers in Tenterfield, on the outcome of missing out on a Probationary Constable from the latest Goulburn Police Academy graduates. Assistant Commissioner Greentree advised there is a

Monthly Operational Report –June 2025

		priority to fill the current vacant positions at Tenterfield with potential to bolster numbers with secondments and to investigate allocating a Probationary Officer from the next class in August 2025. The Police Minister was also advised of the increase in crime related activity following a decrease in Police numbers two years ago, she was also informed of the successes by Tenterfield Police in solving a good number of thefts.
5.1.1.10 Advocate to hand back Bruxner Way and Mt Lindesay Road to State Government.	General Manager	Lobbying of State Government regarding the handing back of the Bruxner Way and Mt Lindesay Road is ongoing.
5.1.1.11 Develop and maintain communications, media and information channels and ensure that all channels are fit for purpose with as broad reach as is sustainably possible.	Executive Assistant	Extensive community engagement took place in the previous period utilising our social media, print and website holdings as well as in person at community hall meetings throughout the Shire, as part of the Community consultation engagement requirements associated with the development of a new suite of IP&R documents. Departments have been undertaking a review of their area in Councils Website to ensure items are current, with Councillors also reviewing their details including additional information about themselves, this will enhance community engagement, assisting community members to find a Councillor to speak with on certain matters. Councils website is still under the process of being reviewed, with updates to occur as details are received and approved.
5.1.1.12 Deliver Councillor services and provide support to all Councillors in a transparent and non-discriminatory manner including training,	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. Further planning development for Councillors is being planned.

Monthly Operational Report –June 2025

research, legislative and evidence-based advice.		
Delivery Program: **5.2.2** **Work with key stakeholders and the community to lobby for adequate health services in our region.**		
Action	**Responsibility**	**Progress Comment**
5.2.2.1 Advocate for health services throughout the Region and ensure future government planning aligns with community needs.	General Manager	Ongoing – Council representation on the local Health Advisory Committee. The General Manager lodged on behalf of Tenterfield Shire Council a submission to the NSW Parliament, in regard to the NSW Health Services Amendment (Splitting of the Hunter New England Health District) Bill 2025. The submission outlined reasons why Tenterfield Shire Council strongly believes that the current Hunter New England Local Health District does not serve the many regional, rural and remote communities outside of the Newcastle/Hunter region adequately.

Monthly Operational Report – June 2025

2. ORGANISATION LEADERSHIP

Delivery Program: **5.1.2** **Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.**		
Action	**Responsibility**	**Progress Comment**
5.1.2.4 Implement the long-term financial strategy, aligning the Long-Term Financial Plan with the Asset Management Plan and importantly councils sustainable, financial and resource capability.	General Manager	Asset inspections took 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 with the final version presented to the June Council Meeting. A Contractor has been engaged to develop an Asset Management Plan for Council to feed into future Operational and Delivery Programs and Long-Term Financial Plans.
5.1.2.5 Ensure the continued review of council's operations to ensure financial sustainability.	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. The March quarterly review was presented to the May Council Meeting.
5.1.2.6	Director Corporate	One Council owned property at Clarence Street, Tenterfield (2.19ha block opposite TAFE) remains on the market.

Monthly Operational Report – June 2025

Council will divest itself of underperforming assets.	Services in consultation with Director Infrastructure	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.

3. ECONOMIC GROWTH

Delivery Program: **2.1.1** **Develop and facilitate a diversified and growing economy that is a balance of all economic contributors.**		
Action	**Responsibility**	**Progress Comment**
2.1.1.1 Seek opportunities that aligns with the Regional Economic Development Strategy (REDS). Actively encourage and support increased activation of the Memorandum of Understanding between Tenterfield Shire Council and Southern Downs Regional Council (Queensland). Continue to lobby for major public investment for the shire/region including New England Highway upgrades, and the planned Tenterfield Heavy Vehicle Bypass.	General Manager	As previously reported, On Tuesday 4th February 2025, the Director of Infrastructure Services 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 by the State Government and as far as can be established no budgetary provisions have been made. Lobbying also took place regarding the realigning of the intersection of Bruxner Way and the New England Highway. These Discussions are ongoing.

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

Monthly Operational Report – June 2025

Engage with representatives of telecommunications service providers on Tenterfield Shire transmission and reception issues, including planned upgrades to improve services.		to Fibre to the 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 – June 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 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	Library programs: 1. Online Kid's Art Workshops: The online art workshops for children 5-14 years by professional artists have wrapped up for term 2. We had 13 children enrolled with a total of 57 in attendance over 10 sessions in the months of May and June, during NSW schools' term 2. Due to the success of the event, we have engaged Artisticats to complete another term of online art lessons with 8 returning children. 2. A series of online technology training sessions have been organised and promoted for the months of July and August. Through connections with Tenterfield Social Development Committee (TSDC) a need was identified for seniors to access basic training in using mobile phones and computer skills. Library staff will facilitate online safety BeConnected courses and support seniors to complete courses based on their needs. We continue to provide on demand tech help to seniors on Tuesdays.
1.1.3.2 Provide inclusive library services and programs that reflect contemporary needs for all age groups.	Manager Arts, Culture and Library Services	1. During the June reporting period the library recorded 1319 visitors through the doors. 2. During June the library services provided included 1485 physical loans and 265 digital items borrowed with 144 individuals spending 163.75 hours using the public computers. 3. The home Library service delivered 55 items to 11 home Library members and Tenterfield Hospital.

Monthly Operational Report – June 2025

		4. Storytime was attended by 29 children and 20 parents across 4 sessions and continues to be presented in partnership with Make-It Tenterfield who develop exciting new creative activities for each session. 5. 18 new members signed up in May bringing our total membership to 2602 members (38% of Tenterfield Shire population based on 2021 census). 6. Our new FaceBook page dedicated to Tenterfield Public Libraries is now up and running titled: Tenterfieldshirelibraries to include the Urbenville library. Urbenville Library is open on Wednesday from 9-12pm and is run by two dedicated volunteers.
1.1.3.4 Undertake a service review of arts, culture and library services in alignment with Councils Workforce Management Strategy and Long-Term Financial Plan.	Manager Arts, Culture and Library Services	Completed

5. WORKFORCE DEVELOPMENT

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

Action	Responsibility	Progress Comment
5.1.1.4 Develop, manage and deliver the Workforce Management Strategy.	Manager Human Resources, Workforce Development & Safety	Council's organisational structure Full Time Equivalent (FTE) is 82, which is comprised of 79 full time positions and 9 part time positions in Council (this figure does not include casuals or traineeships/apprenticeships). Current number of staff on the ground working within these roles is 74. Organisational workforce development requirements have made provision for 9 additional positions that will be added to the organisational structure within the coming months. These positions have been budgeted for and information provided to Council. Implementation of some specific Workforce Management Strategies are being impeded by current financial constraints. 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. Further recruitment strategies are being made to further provide additional networking and advertising resources.
5.1.1.5 Facilitate worker health and wellbeing consultation, communication, and	Manager Human Resources, Workforce Development & Safety	Management and supervisors are providing regular onsite workplace health and safety discussions/meetings with staff/crews, along with the WHS Officer adhering to their responsibilities under the Workplace Health & Safety legislation and Council Policy. Extensive work has been undertaken in the workplace health and safety section on contractor management and updating documentation in our Safety Management System.

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participation processes.		An overview of Council's Automated External Defibrillator (AED) units as been undertaken. A total of 11 units have been ordered to replace current existing units due to end of life, and areas of need. Units will be located at the Tenterfield Administration Building, Tenterfield Depot, Urbenville Depot, Tenterfield Library, Swimming Pool, Saleyards, Tenterfield Transfer Station, Tenterfield Water Treatment Plant, Tenterfield Sewer Treatment Plant, Tenterfield Memorial Hall, Urbenville Water Treatment Plant. A meeting was held with an Inspector from SafeWork NSW on the 3 July 2025, with discussions being on Psychosocial Risk, Sexual Harassment, Plant and Machinery and Traffic Management. This was part of a SafeWork NSW project, which encompassed many other Council's within the region. Meetings continue with StateCover relating to workers compensation and insurance. Meetings held with StateWide Mutual continue, relating to Public Liability and the finalization of Council's Insurances. Council's employee assistance program (EAP) continues with ongoing onsite counselling sessions being provided monthly, provided to all employees and is available to Councillors. Mental Health Awareness Training for all staff and Mental Health First Aid Training is being explored. Dates to be announced. Health and Wellbeing initiatives continue to be sought for 2025.
5.1.1.6 Develop, manage and deliver skills targeted training plans.	Manager Human Resources, Workforce Development & Safety	Certificate III in Civil Construction Plant Operations ongoing. Diploma in Facilities Management ongoing. Traineeship – Certificate IV in Library & Information Services ongoing. Working Near Overhead Powerlines Training – completed in April/May Traineeship - Certificate III in Water Industry Operations – ongoing Code of Conduct and Dignity & Respect training for all staff was delivered in June, with one final course being organized for later this year.

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		Dogman (DG), Franner Crane (CN) and Forklift (LF) High Risk Work Licence Training is being organised. Regulatory training is being reviewed with various training being organized for 2025, some of which includes Working at Heights, Confined Spaces, Asbestos Awareness, Silica Awareness, Sharps Training and First Aid. Government incentives and initiatives are being investigated for future learning and development programs and is ongoing.
5.1.1.7 Develop, manage and deliver Employer of choice recruitment and retention services.	Manager Human Resources, Workforce Development & Safety	Recruitment was arranged for the following positions in Council: during this reporting period • Administration Officer (Fleet, Works, Water & Waste) – Finalised • Plant Mechanic – Finalization of recruitment in progress. • Trainee: Services Operator (Tenterfield) x1 – First stages of recruitment. Still advertised and open. • Plant Operator (Water Cart) x 2 – First stages of recruitment. Still advertised and open. • Team Leader (Grader) – Currently advertised. • Casual Waste Disposal Officer (Tenterfield) – Finalization of recruitment in progress. • Casual Transfer Station Operator/s (Drake, Liston, Legume, Urbenville, Torrington) – Still advertised and open. Further recruitment strategies are being made to further provide additional networking and advertising resources.
5.1.1.8 Manage and report on Council's Enterprise Risk Management Framework and Risk Register.	Manager Human Resources, Workforce Development & Safety	Risk Management Framework discussions continue on implementation and continuous improvement strategies. Council's Risk Register is being reviewed. Further development and changes will be made following consultation with various staff over the coming months. Audit and Risk Committee meeting is scheduled to be held in September 2025. Public Liability Claims continue to be managed in conjunction with Statewide Mutual. Northern Inland Risk Management Group meeting scheduled for September 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 Develop, manage and deliver Emergency Management functions and facilities.	Manager Workforce, Safety, Risk & Records	Local Emergency Management Committee (LEMC) meeting is scheduled to be held in September 2025. RFS Service Level Agreement (SLA) meeting scheduled for October 2025. Scheduled work is being undertaken to maintain emergency services assets/buildings and is continuing.

Monthly Operational Report – June 2025

7. FINANCE & TECHNOLOGY

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

Action	Responsibility	Progress Comment
5.1.2.1 Manage and deliver finance services.	Manager Finance & Technology	Council continues to seek to provide affordable services whilst ensuring finances are managed effectively. **Financial Management** The additional $1.8 million in ordinary rates revenue forms part of Council revenue into the future. Council continues to work on the recommendations set out by IPART as part of its SRV determination for Council's earlier SRV application. Council 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. **Corporate Market Loan ($2,670,000)** The Corporate Market Loan was closed in June after the recommendation of Council to close and save money on interest. This facility had not been used and there was no future plan to use it. **Refinancing of Loan to save on future interest payments** Two NAB loans were refinanced in June with a total saving in interest over 8 years of $923,208. **Unrestricted Cash Position** Council was positive unrestricted cash as at end of June 25.

Monthly Operational Report – June 2025

5.1.2.2 Manage and report on Council's Long-Term Financial Plan and facilitate and support internal and external audits.	Manager Finance & Technology	Council's Long Term Financial Plan was adopted by Council June 2024 as part of the adopted Budget 2024/25 with the new FINAL 2025-2036 Long Term Financial Plan adopted at the June 2025 Council Meeting. As Council continuously work on its Fiscal Repair Strategy and updated Asset Management Plans, the decisions Council makes will continue to be reflected in the LTFP on a rolling basis across the years. The FINAL Budget 2024/25 and FINAL Long -Term Financial Plan incorporate the new asset condition reports giving a realistic indication of the ongoing costs required to maintain Council assets.
5.1.2.3 Manage investments – Plan develop and manage Council's investment portfolio.	Manager Finance & Technology	Investments are managed within Council's Investment Policy guidelines. Investments are reported to Council every month as part of the Finance and Accounts report, with the latest update being provided for June 2025. Council staff aim to invest in liquid funds for short-time periods to gain maximum investment returns without compromising working capital. Council currently has a significant amount of cash in its on-call account due to the interest rate being comparative to the short-term investment rates. Total Investment Balance as at 30 June 2025 was $15 million. Cash at Bank account had an interest rate of 3.85% (same as the RBA rate) in June 2025.
Delivery Program: **5.1.4** **Deliver continuous improvements in Council's business, processes and systems.**		
Action	**Responsibility**	**Progress Comment**

Monthly Operational Report – June 2025

5.1.4.1 Develop, manage and deliver Council's Technology Strategic Plan.	Manager Finance & Technology	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. Cyber Security training has been rolled out to all Staff as online training through NSW Government. 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 of 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 replace our Financial System that is nearing its end of support phase due to being superseded by another system. Two hacking attempts on the Council Website were reported in June 2025.

Monthly Operational Report – June 2025

8. CORPORATE & GOVERNANCE

Delivery Program: **1.1.3** **Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.**		
Action	**Responsibility**	**Progress Comment**
1.1.3.3 Manage all corporate art, artefacts, honour boards and memorabilia (including audit and security).	Manager Workforce, Safety, Risk & Records	During June the Museum Advisor visited Tenterfield to meet with all the Museum committees within the area. Discussions revolved around the new School of Arts Tenterfield Incorporated and how negotiations were going in regard to the Agreements with Council.

Delivery Program: **5.1.1** **Ensure the performance of Council as an organisation complies with all statutory guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making.**		
Action	**Responsibility**	**Progress Comment**
5.1.1.1 Develop, manage and deliver Customer Services, in accordance with the Customer Service Charter.	Manager Finance	Compliments for June 2024/25 – 3 Complaints for June 2024/25 – 0
5.1.1.2 Develop, manage and deliver Governance Services, in accordance with OLG Compliance Guide, IP&R	Director Corporate Services	The FINAL Operational Plan/Delivery Program, FINAL Revenue Policy, FINAL Fees and Charges and FINAL Long-Term Financial Plan were adopted in the June Council meeting. The Audit, Risk and Improvement Committee met on June 17, with the adopted and signed minutes from the March 4 meeting reported to Council this month (July).

Monthly Operational Report – June 2025

Framework and Reporting including the Monthly Operational Report, GIPA and PIDS and facilitate and support the ARIC.		This will be the final Monthly Operational Report, with progress on our updated Delivery Program 2025-2029 and Operational Plan 2025-2026 being reported to Council in October 2025, February 2026, April 2026 and June 2026, the format of which is currently under review. The Directors will provide Council with updates on a monthly basis.' No Public Interest Disclosures were made during June 2025. The Public Interest Disclosure (PID) Self- Assessment Audit from the NSW Ombudsman was completed in June 2025.
5.1.1.3 Develop, manage and deliver Records Management Services, in accordance with legislation.	Manager Workforce, Safety, Risk & Records	Records staff continue to deliver compliant records management in line with legislative requirements. Council's digitization program continues with scanning of the Planning Department's Records, historical maps, plans and legal documents. Other areas of records compliance are: • Registration of Council emails and distribution to Council officer's • Records compliance reporting • Records security profiling • Historical Registers and Records have been identified for transfer to State Records Repository in Armidale and added to the Records Transfer Plan. There is no facility in Council to store these records permanently. 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.

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9. ENVIRONMENTAL MANAGEMENT

Delivery Program: **3.1.2** **Our community is educated, encouraged and supported to implement sustainable strategies for the management and protection of our natural resources.**		
Action	**Responsibility**	**Progress Comment**
3.1.2.1 Enforce Companion Animals, Illegal Dumping and Parking Control regulations.	Manager Parks, Gardens & Open Spaces	2 x Barking dog complaints - owners spoken to and barking dog letters issued to owners. Barking dog diaries sent to complainants that requested one. 2 x Untidy/overgrown premises complaints – clean up letter issued. 3 x Roaming dog complaints– patrolled the area of the complaint, have not sited the dogs they are still on the run. 2 x Straying stock on roads complaints – roaming stock letters issued to landowner. 1 x abandon vehicle – vehicle has been removed. 1 x dogs seized roaming and impounded; dog released to rescue organization once their holding period was up. Infringements issued - 1 x companion animal (other) not registered as prescribed,1 x not identify companion animals as prescribed (microchipping) Daily/Weekly patrols done in Tenterfield, Urbenville, Drake, Liston, Legume, Jennings and surrounding areas for roaming stray animals/ stock and parking.
3.1.2.2 Manage and deliver the Weeds Management Program, Council's Weeds Action	Manager Parks, Gardens & Open Spaces	**Weed Officer Report for June** • Black Knapweed – Inspections and control works on Private properties and along Bellevue and Aldershot Rds. • Tropical Soda Apple – Urbenville, inspections and control where required.

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Plan and regional weeds management plans.		• Property inspections and High-Risk site Inspections – 71 inspections were done for June, these mainly high-risk sites such as Quarries/Gravel pits, Land fill site and TSA and Black Knapweed sites. 1 new property found to have TSA in Urbenville. • High Risk Pathway inspections - completed along the New England Highway, Bruxner Way, Bruxner Highway. No new incursions were found. • High risk Waterway inspections – Clarence River and Timbarra River. • Field Day – Lantana and improved pastures field day at Cullendore. • Grants/Funding – Applied for funding for Tropical Soda Apple control through the Good Neighbours program offered by Local Land Services. If successful, this would integrate TSC, private landholders and Forestry working together to prevent the spread from their land.
3.1.2.3 Notices and Orders to be issued or served where necessary as per the Local Government Act, EPA Act and POEO Act and Associated Regulations.	Manager Parks, Gardens & Open Spaces	2 x clean up orders issued

Monthly Operational Report – June 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 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. Nineteen (19) Development Applications lodged, thirteen (13) approved. Twenty seven (27) 10.7 certificates, three (3) 735A certificates issued. The 24/25 FY saw an increase in Development Applications lodged from 113 to 143, with an associated increase in development value from $14,244,350.00 to $19,082.726.00. This predominantly was made up of dwellings, with an increase from 38 in 23/24 to 53 in 24/25. In conjunction with the increase in DAs also sees associated flow-ons in the number of Construction Certificates, On Site Sewage Management System applications and inspections of all buildings under construction. Increase in interest for properties in the LGA resulted in significant phone, email and counter enquiries throughout the year. Limitations of 1 planner, 1 health and building surveyor and 1 administration officer means that assessment, processing and issuing of development consents, construction certificates, S68 on site sewage management applications, Occupation Certificates and undertaking of all associated inspections are experiencing longer than usual timeframes. Complaints are being dealt with on a priority basis, unless there are risks to public safety, health or environmental harm, they are being delayed in order to prioritize the processing of applications and are being dealt with when time allows.

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3.1.1.2 Manage and deliver heritage advisory services.	Manager Planning & Regulation	Council was again successful in receiving a $25,000.00 grant from the NSW Department of Climate Change, Energy, the Environment and Water - Heritage NSW for the 25-27 years. The grant will aid in supporting the ongoing Local Small Heritage Grants and Heritage Advisor Service. Applications for the Local Small Heritage Grants will be advertising in July/August 2025.
3.1.1.3 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. Food premises inspections completed.

Applications Lodged June 2025

DA Number	Applicant	Address	Description of Work
2025.058	Tenterfield Surveys	212 Killarney Road Acacia Creek	2 Lot Subdivision
2025.059	R Kelly	36 George Street Tenterfield	Detached Studio
2025.060	P Fulton	144 Logan Street Tenterfield	Construction of Deck to Dwelling
2025.061	Tenterfield Surveys	2708 Billirimba Road Rocky River	Two lot Boundary Adjustment
2025.062	Tenterfield Surveys	416 Long Gully Road Drake	2 Lot subdivision
2025.063	S Bell	350 Cullendore Road Cullendore	Function Centre-Wedding Venue
2025.064	S Beynon	26 Polworth Street Tenterfield	Dwelling
2025.065	M Barnett	664 Currs Road Bolivia	Farm Shed
2025.066	Tenterfield Surveys	63a Holleys Road Tenterfield	2 Lot Boundary Adjustment
2025.067	Tenterfield Surveys	290 Kildare Road Tenterfield	Subdivision -Three Lot Boundary Adjustment
2025.068	Tenterfield Surveys	487 Brushabers Road Jennings	Two Lot Boundary Adjustment
2025.069	B Hansen	58 Manners Street Tenterfield	Dwelling & Detached Garage
2025.070	Rhombus Contracting	245b Sunnyside Loop Road Tenterfield	Shed
2025.071	Manfate Pty Ltd	238 Bulwer Street Tenterfield	Shed
2025.072	C Thomas	8 Smiths Lane Tenterfield	Dwelling
2025.073	Robert Evans- Friends of the Aerodrome	127 Schroders Road Tenterfield	Amenities Block
2025.074	Manfate Pty Ltd	3 Western Street Tenterfield	Shed
2025.075	L Van De Rest	1092 Bruxner Way Tenterfield	Dwelling
2025.076	Tricky Pig Investments	144 Petre Street Tenterfield	2 Lot Subdivision

Applications Determined June 2025

DA Number	Applicant	Address	Description of Work
2025.023	G. Robben	1924 Billirimba Road Tenterfield	Dwelling Additions
2025.032	Newton Denny Chapelle	Tooloom Road, Urbenville	Three (3) Lot Rural Subdivision
2025.036	M. Buchanan	94a Wood Street, Tenterfield	Dwelling
2025.037	S. Menadue	New England Highway, Sandy Flat	Dwelling
2025.046	A. Ferriman	115 Rouse Street Tenterfield	Secondary Dwelling- Dual Occupancy
2025.047	Tenterfield Surveys	21 Logan Street Tenterfield	4 Lot Subdivision
2025.048	Tenterfield Surveys	Smiths Lane Tenterfield	3 Lot Subdivision
2025.049	Wes Smith Building	104 Mt Mckenzie Road Tenterfield	Dwelling
2025.050	Wes Smith Building	1424 Amosfield Road Amosfield	Dwelling & Shed
2025.052	S. Beynon	26 Polworth Street Tenterfield	Shed
2025.056	J. Alexander	53 High Street, Tenterfield	Alterations to existing Dwelling
2025.060	P Fulton	144 Logan Street Tenterfield	Construction of Deck to Dwelling
2025.027/1	D Harding	20b Smiths Lane Tenterfield	Shed - Modification

Applications Outstanding –June 2025

DA Number	Applicant	Property Address	Description of Work	Status of Application/Comment
2021.012	Corbett	Bluff River Road, Tenterfield	Primitive Camp Ground	Insufficient Information provided to complete assessment -Awaiting response from applicant to determine if they wish to proceed
2022.068	Tenterfield Surveys	531A Long Gully Road, Drake	Two (2) Lot Subdivision	Information required from applicant Jun 25 -Applicant addressing RFS requirements for compliance
2024.104	Casson Planning & Development Services	44 Francis Street Tenterfield	Caravan Park	Referred to NSW Department of Planning, Housing and Infrastructure (S82 objection consideration)
2025.034	L. McDonald	889 Acacia Plateau Road, Legume	Relocatable Dwelling	Awaiting amended plans
2025.040	Tenterfield Surveys	37 Neagles Lane, Tenterfield	Five (5) lot rural subdivision	To Council July 2025
2025.053	J. Adams	148A Sunnyside Loop Road Tentefield	Shed	Awaiting applicant – new plans
2025.021/1	Killarney State School	Multiple Addresses	Modification- Temporary Use – Trail Ride	Under Assessment -event postponed due to weather
2025.054	New England Surveying & Engineering	1021B Long Gully Road Drake	2 Lot Subdivision	Under Assessment/RFS
2025.055	Tenterfield Surveys	1225 Kildare Road Tenterfield	3 Lot Subdivision	Under Assessment /RFS

2025.057	J. Rogers	101-103 Duncan Street Tenterfield	Dwelling	Under Assessment
2025.058	Tenterfield Surveys	212 Killarney Road Acacia Creek	2 Lot Subdivision	Awaiting RFS
2025.059	R Kelly	36 George Street Tenterfield	Detached Studio	Under Assessment
2025.061	Tenterfield Surveys	2708 Billirimba Road Rocky River	Two lot Boundary Adjustment	Awaiting RFS
2025.062	Tenterfield Surveys	416 Long Gully Road Drake	2 Lot subdivision	Awaiting RFS
2025.063	S Bell	350 Cullendore Road Cullendore	Function Centre-Wedding Venue	Under Assessment
2025.064	S Beynon	26 Polworth Street Tenterfield	Dwelling	Under Assessment
2025.065	M Barnett	664 Currs Road Bolivia	Farm Shed	Under Assessment
2025.066	Tenterfield Surveys	63a Holleys Road Tenterfield	2 Lot Boundary Adjustment	Awaiting RFS
2025.067	Tenterfield Surveys	290 Kildare Road Tenterfield	Subdivision -Three Lot Boundary Adjustment	Awaiting RFS
2025.068	Tenterfield Surveys	487 Brushabers Road Jennings	Two Lot Boundary Adjustment	Awaiting RFS
2025.069	B Hansen	58 Manners Street Tenterfield	Dwelling & Detached Garage	Under Assessment
2025.070	Rhombus Contracting	245b Sunnyside Loop Road Tenterfield	Shed	Under Assessment
2025.071	Manfate Pty Ltd	238 Bulwer Street Tenterfield	Shed	Under Assessment
2025.072	C Thomas	8 Smiths Lane Tenterfield	Dwelling	Under Assessment

2025.073	Robert Evans-Friends of the Aerodrome	127 Schroders Road Tenterfield	Amenities Block	Under Assessment
2025.074	Manfate Pty Ltd	3 Western Street Tenterfield	Shed	Under Assessment
2025.075	L Van De Rest	1092 Bruxner Way Tenterfield	Dwelling	Under Assessment
2025.076	Tricky Pig Investments	144 Petre Street Tenterfield	2 Lot Subdivision	Under Assessment

- Reference to RFS (NSW Rural Fire Service)– Integrated Development requires the concurrence of the RFS before Council can issue a determination or is referred to RFS due to variations from *Planning for Bushfire Protection 2019*.

FY 24/25 Development Statistics									
		Dwellings	Additions/ Renovations to Existing Dwellings	Garages, Carports & Sheds	Commercial or Industrial Works	Subdivision	Recreation/ Tourism	FY 24/25 Monthly Total	FY 23/24 Monthly Total
Jul-24	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-24	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-24	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-24	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-24	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-24	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-25	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-25	No.	5	0	1	2	1	1	**10**	9
	Value	$1,085,000.00	$0.00	$120,950.00	$42,000.00	$0.00	$0.00	**$1,247,950.00**	$533,115.00
Mar-25	No.	4	2	2	0	2	0	**10**	13
	Value	$1,226,000.00	$299,000.00	$98,500.00	$0.00	$0.00	$0.00	**$1,623,500.00**	$628,290.00
Apr-25	No.	8	0	1	0	4	0	**13**	10
	Value	$2,161,067.00	$0.00	$28,000.00	$0.00	$0.00	$0.00	**$2,189,067.00**	$2,196,670.00
May-25	No.	5	1	2	1	5	1	**15**	11
	Value	$1,839,426.00	$168,245.00	$118,000.00	$10,000.00	$0.00	$0.00	**$2,135,671.00**	$610,971.00
Jun-25	No.	4	2	4	1	7	1	**19**	8
	Value	$1,360,513.00	$145,000.00	$170,000.00	$33,000.00	$0.00	$201,000.00	**$1,909,513.00**	$863,000.00
No. (Year to Date)		**53**	**9**	**32**	**4**	**37**	**8**	**143**	113
FY 24/25 Total Value (Year to Date)		**$16,573,612.00**	**$742,245.00**	**$1,338,868.00**	**$227,001.00**	**$0.00**	**$201,000.00**	**$19,082,726.00**	
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**	**$14,244,350.37**

12. BUILDINGS & AMENITIES

Delivery Program: **1.2.1** **Provide safe and accessible public spaces and places that are well maintained, clean and fun.**		
Action	**Responsibility**	**Progress Comment**
1.2.1.4 Develop and deliver the Property Management Strategy.	Manager Planning & Development	Property Strategy - Under review – review will be finalised following appointment of the Asset Manager. **<u>Council Buildings</u>** • Repairs are continuing to be being carried out on Council properties to ensure maintenance schedules of Council buildings are kept up to date. • NO CAMPING Signs are to be installed under the Park signs in Jennings Park in July. • Developing a Request for quote for an accessible toilet to be constructed at the Youth Precent. • Air Conditioner at Library is continually needing repair, currently a 20 year asset and may need to start looking to add to budget to replace. • Cold Room at School of Arts Café has been repaired but may need to add to budget for replacement – quotes to be received. • CHUBB has now replaced the hinges to the Cinema fire door and now is able to be locked. • NRMA have commenced design of 2 further charge stations behind 157 Rouse Street, Tenterfield – Council is waiting for final design.

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- Urbenville Medical Centre, gardening has been arranged with Parks staff to go up and remove as it is now overgrown and becoming an issue - ongoing.
- Discussions with Chubb about inspection emergency lighting, getting evacuation plans developed and Fire Safety Certificates for all Council owned/managed buildings – waiting for a quote from Chubb ongoing.
- Discussions with the Tenterfield RSL and Councils Heritage Advisor about replacement of the Memorial Hall fence around the Boar War Memorial and repointing the brick fence at the front of the property.
- Repointing of the heritage brick fencing with Lime mortar at the front of the Memorial Hall has been completed.
- Privacy screens has been installed to meeting rooms and to the GM and Director offices.
- Repairs to the Jubilee Park male toilets privacy wall will be completed in July.

Current Capital Works

- Band Hall scope of work has been drafted in line with the Council Resolution – has been put on hold, small amount of furniture remaining to be sold in next auction - ongoing.
- Memorial Hall Scope of Works to replace heritage roofing and install overflows to the box guttering, has been drafted ready to be sent out in next financial year.

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1.2.1.5 Manage and update Land and Property Register.	Manager Planning & Development	• Land and Property register is currently being managed as required. Spreadsheets are being updated as needed. • The Bolivia Communication Tower agreement between Council and C & P McCowen has now been completed and a copy has been given to records for legal documents. • Assisting Acting Manager Asset & Program Planning (Consultant) with information required to complete plans. • 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.
1.2.1.6 Develop and deliver the Buildings and Amenities Asset Management Plan.	Manager Planning & Development	**Licences & Agreements on Council owned/managed Land** • Tenterfield Total Care draft lease for 136-138 Manners Street, Tenterfield – Survey Plan has now been registered ready to commence negotiations in July. **GRANT FUNDING** • Investigations into funding for amenities for Federation Park kiosk and Swimming Pool – continued.
1.2.1.7 Manage Crown Lands and prepare designated Native Title Advice.	Manager Planning & Development	Aboriginal Land Claims – 28 Aboriginal Land Claims have been received – ongoing.

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14. SWIMMING COMPLEX

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

Action	Responsibility	Progress Comment
1.2.2.1 Manage the Tenterfield War Memorial Baths (TWMB) Management Plan and contribute to service delivery.	Manager Planning & Development	Management Plan • Management Plan, Scope of Work and Pool Agreement has now been drafted and currently being reviewed by solicitors and Council staff - contract to be advertised in July 2025. • Aquatic Engineer to complete report and determine future actions for the pool, to be engaged in July 2025 • Staff are pursuing opportunities for Grant Funding to upgrade the facility – ongoing. 2024/25 Season Review Pool has now closed to the public for the 24/25 season and will open again in October 2025. **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

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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	3,054	1,382	16,541

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20. WASTE MANAGEMENT

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

Action	Responsibility	Progress Comment
3.1.4.1 Deliver and manage Waste and Recycling services.	Manager Water & Waste	The Torrington Waste Transfer Station is awaiting final fencing installation, contractor engaged. Fence completed in October 2024 at Torrington. 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 February/March 2025. Cell 5, RFT and RFQ awarded with weekly progress meetings with Council's QA consultants Tonkin and Councils construction contractor Towns Contracting Commenced this month. Monthly EPA progress reports continue. Soiltech Testing services have been engaged carry out level 1 GITA requirements during construction of cell 5. EPA approval granted for the use of explosives to fracture granite rocks which were too large for machinery. Townes Contracting has completed tree clearing for the hard stand which is now constructed. Material for lining was delivered in September, the liners are stored on the hardstand. Areas have been identified for use to store machinery and equipment with Townes Contracting utilising Council facilities as a site office. New stormwater pond and site drainage has commenced in October and is expected to be completed in November, due to wet weather completed in May 2025. New leachate pond has commenced construction in September 2024 expected completion in November, due to wet weather 1,296mm received in March with additional 110mm received in April, potential completion, with liners scheduled in July 2025. 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,

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		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, completed in February 2025. Note due to the weather and delays in construction for cell 5, potential safety issues with waste may require storage of waste until Cell 5 is operational. This has undergone investigation, discussed with EPA and agreement reached for stockpiling. Preparation of pad area, interment of Geyer's pit timbers and preliminary capping of Cell's 1 and 2, as part of a retreatment and final landform are underway. 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 July 2025. Truck rollover occurred in March 2024, insurance investigations/negotiations completed, expected settlement in September, RFT for replacement truck completed and released in November 2024 Tender to closed in February 2025, review completed in April and approved by Council, Awarded in May.

21. WATER SUPPLY

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

Action	Responsibility	Progress Comment
3.1.3.1 Implement Water Service Strategic Plan in accordance with NSW Office of Water Guidelines.	Manager Water & Waste	Official Opening was held at the Urbenville Water Treatment Plant Tooloom Falls Road, Urbenville, Thursday, 3 July 2025. Telemetry and control functions to be nearing completion at 90%, with initial commissioning undertaken in May, final commissioning expected in July. Highway main replacement, (Cowper Street) commenced in February 2024 now completed. Water supply is provided to the community under Australian Drinking Water Guidelines (ADWG), current usage at Tenterfield's new Water Filtration Plant is currently 628.2KL/day decreasing by 40.47KL/day. Current usage at Urbenville is 207.33KL/day providing a decrease in consumption of 16.5KL/day for the 3 communities. Tenterfield Dam Level is **97%-new data loggers place level at 100%** receiving 42.4mm for the period of June 2025; Urbenville Tooloom Creek Level is **100%** rainfall received at 23mm for the period of June 2025. **Tenterfield** **0** major main; **0** main; **0** new meter; **0** new service connections; **0** water limiters installed; **0** water limiters removed/disconnection; **0** disconnection, **0** broken services repaired/replaced; 3 services leaks repaired; **0** valve replacements; mains flushing occurred in **3** location and **3** hydrant replacements/repair. Note. **0** section 67 private works jobs completed. **1** interim meter reads/testing. Operator training finalized at New WTP. Hydrant and service valve raising along Pelham Street. **0** Scour valve operated. Dam Safety NSW, legislative requirement with a 5 year live scenario held in Tenterfield in April 2024. Major reservoir new pipe-work extension

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		1.5m. Note multiple dirty water complaints, East Street reservoir cleaned by divers. Dam Turnover air scour contractors engaged, completed in December 2024. Sour Valve exercised at Dam. Water Complaints **0.** Samples for NSW Health **0** **Jennings** **0** including meter; **0** meter replacements; **0** broken services repaired; **0** Major main break. New main installed 120m Carpenter Lane. **Urbenville** **0** major main broken main repairs, mains flushing occurred in **8** location, 0 new meter, **0** meter repair/replacements, **0** water limiters installed and **0** broken service repaired **0,** SCADA Requires upgrade-Note Failure of telemetry (radio equipment) requiring replacement in December 2023 and January2024. Hydrants marked and painted. Air scour contractors engaged, completed in December 2024. WTP repairs. Water quality information is also available in monthly water health cards available at Water Health Cards | Tenterfield Shire Council (nsw.gov.au)
3.1.3.2 Deliver and manage the Water and Drought Management Plans and Flood Study.	Manager Water & Waste	The Tenterfield Sustainable and Disaster Resilient Communities program, for the villages of Drake, Liston, Legume, and Torrington. **Note approvals received** to drill from NRAR (over 22 months) Legume licence obtained. Council's contractors Slade Drilling have completed drilling for water at Legume and water was found at 0.5L/s of flow. Bore fit for Legume bore commenced in January completed February 2025 with final fenced compound. Approval has been granted in September 2024 to drill Council's primary site at Liston, drillers commenced in October 2024, bore depth at 312m casing and proofing bore will commence in December 2024. Liston bore testing completed including bore pad and road intersection completed in January 2025. Liston site fit out with fencing in completed May 2025. Drake commenced in April 2025 with drilling to 155m, water was found with 6.5L/s of flow, the bore cased in May. Final draw down testing and laboratory water quality analysis expected to be completed in July due to driller's pump

		repair awaiting results in August 2025. Torrington is commenced in June 2025. Official Opening held at the Legume Bore, Mt Lindsay Road Legume, Tuesday, 8 July 2025. Fit-out of the gifted Rugby Park bore is now complete with fencing completed in March 2025. Training for 2 water staff completed Part 1. Training for 1 water staff scheduled Part 2.

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22. SEWERAGE SERVICES

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

Action	Responsibility	Progress Comment
3.1.5.1 Maintain and operate the sewerage network, in line with the Asset Management Strategy.	Manager Water & Waste	Molesworth/Miles Street pumping station finalised designs expected June 2025. 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 July 2025. Refurbishment program for the Tenterfield STP, handrails (measured and orders pending) and cable trays scheduled. PS2 at Urbenville, refurbishment specifications under development expected completion July 2025. Infiltration workshop held in January for Ghost software, initially part of a trial for pump station upgrades to incorporate IOT (internet of things) devices as level sensors, pump hours and velocity meters to improve diagnostics for predictive failures, assess capacities of sewer system (essential in design) and evaluate system integrity. It's expected the system will integrate with SCADA control systems (yet to be deployed) with resource saving expected. Delivery completed in May 2025, data acquisition occurring program applied June 2025.

Monthly Operational Report – June 2025

		Tenterfield Sewer connections **3;** New sewer pump out line **0**; Major pump station clearing **0**; Blockages were reported and cleared at **10** locations; **0** broken main repair; with **0** mains visually checked with new CCTV, **0** major manhole repair manhole damage by RMS transport, **0** broken main repairs **0** manholes raised, and **0** section 67 private works jobs completed in this reporting period. Pump refurbishment/repair **0** at STP, Major pumpstation maintenance **2.** Surcharge event **0.** STP Repairs **0.** New Water tank at STP 1 **Urbenville** Sewer connections **0**; Major pump station clearing **0**; Major pump station repair/maintenance **0**; Blockages were reported and cleared at **0** locations; **0** broken main repair; with **0** mains visually, **0** major manhole repair, **0** effluent line repair, **0** effluent pump repair and **0** section 67 private works jobs completed, in this reporting period. Storm flow at STP **0** hrs**.** Installed padlocks on Historical Park toilets due to vandalism ongoing, open at 07:30 close toilets at 15:30**.** Average time for response to sewer chokes remained at **30** minutes while the median response time is at **25** minutes.

Department:	**Office of the General Manager**
Submitted by:	Executive Assistant & Media
Reference:	**ITEM RES6/25**
Subject:	**COUNCIL RESOLUTION REGISTER - JUNE 2025**

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

SUMMARY
The purpose of this report is to provide a standing monthly report to the Ordinary Meeting of Council that outlines all resolutions of Council previously adopted and yet to be finalised. The updating of this report has been progressed with many actions that have now been finalised within the software system and no longer showing up in this report.

However, there are further actions in this report that still need to be attended to, and it should be regarded as work-in-progress that will continue for still some time because Council resolutions have not been consistently actioned in the past. There are still resolutions dating back to 2007 (that do not show up in this attached report) and are perceived not to have received the necessary executory attention. This situation is exacerbated by scarce resources.

OFFICER'S RECOMMENDATION:

That Council notes the status of the Council Resolution Register to June 2025.

Hein Basson
General Manager

Prepared by staff member:	Allison Graham
Approved/Reviewed by Manager:	Hein Basson, General Manager
Department:	Office of the General Manager
Attachments:	**1** Actions Register - July 2025 12 Pages

OUTSTANDING ACTIONS REPORT

Printed: Monday, 14 July 2025 4:54:06 PM
Division:
Committee:
Officer:
Date From: 27/04/2023
Date To: 14/07/2025

Meeting	Date	Officer	Title	Target
Council 26/03/2025	26/03/2025	Francisco, Matthew	**RENAMING HERDING YARD CREEK ROAD, LISTON**	11/04/2025

14/25

Resolved

That Council:

Appeals the rejection received from the Geographical Names Board for Council's application to change Herding Yard Creek Road to Seven Mile Lane, with supporting compelling documentation.

(Tom Peters/Tim Bonner)

Motion Carried

Notes

10 Apr 2025 4:53pm Graham, Allison
Matthew Francisco advised 28 March; the key piece of information is for the Councillors to provide the compelling evidence, for my section to forward on to GNB.That is an action for the Councillors.
Matthew Francisco advised 10 April 2025; One local residents objection has been found.

Meeting	Date	Officer	Title	Target
Council 26/03/2025	26/03/2025	Cooper, Mark	**TREE MANAGEMENT PLAN**	11/04/2025

18/25

Resolved

That Council:

(1) Advertises the Tree Management Plan attached as an annexure to the report on Council's website, Facebook Page, "Your Local News" newsletter and a letter drop to the adjacent landowners in Logan, Clarence and Cowper Streets for 28 days seeking public submissions on the contents of the Tree Management Plan and the preferred tree species to be used as replacement trees in the above mentioned streets .

(2) Request community feedback via the letter drop mentioned in paragraph one above whether it would be the preference of residents for the Pin Oak trees on both sides of the roads to be removed, or only on the side where the powerline is situated. Further, that the notices distributed as part of the letter drop, explains the situation with the power lines and unhealthy trees that poses a risk to the community and residents, based on a qualified arborist's report and Council's financial ability to remove and replace trees.

(3) That the following six trees be included in the public consultation mentioned in paragraph one above:

- **Crepe Myrtle**
- **Maple (suitable variety)**
- **Chinese Pistachio**
- **Manchurian Pear**
- **Ornamental Plum/Pear**
- **Prunus Cerasifera Nigra**

(4) Considers a further report following the 28-day submission period including any submissions received from the public, including for the Tree

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Meeting	Date	Officer	Title	Target

Management Plan to be updated with the community-preferred tree species identified during the public consultation period.

(Bronwyn Petrie/Tim Bonner)

Motion Carried

Notes

Meeting	Date	Officer	Title	Target
Council 26/03/2025	26/03/2025	Francisco, Matthew	**ROAD NAMING**	11/04/2025

13/25

Resolved

That Council:

(1) Notes the Engineering Officer's Report titled "ROAD NAMING".
(2) Adopts the name "Station Place" as the preferred name of the new road off the Northern end of Rouse Street.
(3) Publicly advertises the preferred road name and proceeds with the process of officially naming "Station Place" by way of gazettal and signposting.
(4) Adopts Platypus Lane as its preferred name for the new road off Geyers Road, with Apple Gum Lane as the alternate name if required.
(5) Proceeds with the process of officially naming the unnamed road off Geyers Road by way of proposal, advertising, gazettal and signposting.
(6) Requests two suggestions for the naming of the road commonly known as "Killarney Street" in Legume from the Legume Community, and proceeds with the process of officially naming the unnamed road by way of proposal, advertising, gazettal and signposting.

(Kim Rhodes/Greg Sauer)

Motion Carried

Notes
10 Apr 2025 4:57pm Graham, Allison
Shayle Graham has received on 2 April 2025 signed (by Hein Basson) Station Place Road Naming Advertisement form

Meeting	Date	Officer	Title	Target
Council 28/08/2024	28/08/2024	Basson, Hein	**Future Operational Management of the Sir Henry Parkes Memorial School of Arts**	18/09/2024

129/2

Resolved
That Council:

(1) Notes the information contained in the report of the General Manager.

(2) Supports and facilitates the establishment and functioning of an incorporated not for profit association under the *Associations and Incorporations Act 2009* (NSW) for purposes of managing the day-to-day operations of the Sir Henry Parkes Memorial School of Arts.

(3) Authorises the General Manager to make the necessary arrangements for the establishment of the Association mentioned in paragraph two above, through the

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Meeting	Date	Officer	Title	Target

engagement of Ms Kerri Swain of the local legal firm Jennings and Kneipp. Further, that the costs of this engagement, as well as other incidental costs like advertising costs for expressions of interests for membership of this newly formed Association, and other similar minor expenses, be borne by Council.

(4) Approves a collaborative approach with all stakeholders to arrive at a Constitution for the new Association that will guarantee the ongoing operations of the Sir Henry Parkes Memorial School of Arts – in the best interest of the Tenterfield local community, but also the Australian nation because of its historical significance.

(5) Approves a first year contribution to the Association of $40,000, which will be used as a starting point for discussions regarding its establishment.

(6) Reserves the right to approve the final list of functions, services, and actions that will be enshrined within the Constitution of the newly formed Association.

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

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

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

(Peter Petty/Kim Rhodes)

Motion Carried

Notes

Meeting	Date	Officer	Title	Target
Council 9/10/2024	9/10/2024	Basson, Hein	**COUNCILLOR INDUCTION, REFRESHER AND PROFESSIONAL DEVELOPMENT TRAINING**	30/10/2024

141/2 **Resolved**

That Council:

1. **Notes and accepts the responsibility enshrined within Section 232 of the *Local Government Act 1993* for all Councillors "to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of councillors".**
2. **Notes that it is a requirement for Council to include within its Annual Report "the names of any mayors or councillors who completed any induction training course, induction refresher course or supplementary induction course under this Part during the year", who participated in any ongoing professional development program, and the number of seminars, circulars and other**

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Meeting	Date	Officer	Title	Target
	activities delivered as part of the ongoing professional development program during the year. 3. Notes that the following opportunities for induction, refresher, and professional development training are available in the short to medium term: a. Initial Induction Session (Presented by the Executive Leadership Team): Wednesday, 9 October 2024 at around 10.30am (directly after the First Council Meeting) in the Koreelah Room at the Council Offices. This initial session will go for approximately 3-4 hours (finishing at no later than 3.00pm). b. Human Behaviour from a Systems Perspective for Local Government Leaders (Briefing session presented by the General Manager): Wednesday, 23 October 2024 at around12.00noon (after the Council Meeting has finished) in the Koreelah Room at the Council Offices. This opportunity will be of an approximate 3-hour duration (finishing at around 3.00pm). c. Induction and Refresher Training Session for Re-elected and Newly Elected Councillors (Presented by Emma Broomfield – an External, Professional Trainer): Wednesday, 30 October 2024 - starting at 8.00am and finishing at 3.00pm. This important event will also be held in the Koreelah Room at the Council Offices. d. "Hit the Ground Running" Series of On-Line Webinars for Re-elected and Newly Elected Councillors (Presented by the NSW Office of Local Government): i. Roles and Responsibilities: Thursday, 17 October 2024 at 4.00pm. ii. Making the Most of Meetings: Thursday, 24 October 2024 at 4.00pm. iii. Integrated Planning and Reporting: Thursday, 31 October 2024 at 4.00pm. iv. The Governing Body and Financial Management: Thursday, 7 November 2024 at 4.30pm. v. Risk Management and Internal Audit: Thursday, 14 November 2024 at 4.00pm. vi. Appropriate Conduct and Ethical Decision-Making: Thursday, 21 November 2024 at 4.00pm. vii. Corruption Risk and Prevention: Thursday, 28 November 2024 at 4.00pm. viii. Working Together: Thursday, 5 December 2024 at 4.00pm. ix. Work Health and Safety: Thursday, 12 December 2024 at 4.00pm. x. Local and Regional Strategic Planning: Thursday, 6 February 2025 at 4.00pm. xi. Crown Land Native Title, and Aboriginal Land Rights: Thursday, 13 February 2025 at 4.00pm. xii. Town Water Services – A Councillor's Responsibilities: Thursday, 20 February 2025 at 4.00pm. xiii. Ongoing Professional Development: Thursday, 27 February 2025 at 4.00pm. (Tim Bonner/Owen Bancroft) Motion Carried			
Notes				

Meeting	Date	Officer	Title	Target
Council 26/03/2025	26/03/2025	Vassallo, Janet	DRAFT RISK MANAGEMENT FRAMEWORK	11/04/2025

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Printed: Monday, 14 July 2025 4:54:06 PM
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Officer:
Date From: 27/04/2023
Date To: 14/07/2025

Meeting	Date	Officer	Title	Target
21/25				

Resolved

That Council:

(1) Adopts the draft Risk Management Framework which was developed in accordance with the Office of Local Government Risk Management Guidelines 2021, attached as an Annexure to the report.

(2) Approves the risk appetite statement and tolerances enshrined within the adopted Risk Management Framework, which statement conveys how much risk Council as the governing body will tolerate in pursuit of its strategic objectives, and how risk is to be managed and decisions made within this context.

(Peter Petty/Greg Sauer)

Motion Carried

Notes

Meeting	Date	Officer	Title	Target
Council 28/05/2025	28/05/2025	Basson, Hein	SCHOOL OF ARTS FOYER - FACILITY USER AGREEMENT WITH TENTERFIELD CHAMBER OF TOURISM, INDUSTRY AND BUSINESS	18/06/2025

71/25

Resolved

That Council:

1. ***Approves, in principle, the Tenterfield Chamber of Tourism, Industry and Business (TCTIB) having shared use of the School of Arts Foyer to promote Shire wide Tourism and to provide Visitor Information.***

2. ***Authorises the General Manager, in consultation with Tourism Councillors Kim Rhodes and Tim Bonner, to negotiate with the TCTIB a Facility User Agreement which is in the best interests of the Communities of Tenterfield Township and Shire.***

3. ***Requests that a draft Facility User Agreement be provided to and be finalised by Council Solicitors and subsequently presented to the Councillor Workshop on Wednesday, 11 June 2025 for discussion.***

4. ***Resolves that a finalised draft of the Facility User Agreement be presented for Councillors' approval at the Ordinary Council Meeting on Monday, 23 June 2025.***

(Peter Murphy/Kim Rhodes)

Motion Carried

Notes

Meeting	Date	Officer	Title	Target
Council 28/05/2025	28/05/2025	Francisco, Matthew	MONTHLY OPERATIONAL REPORT FOR APRIL 2025	18/06/2025

78/25

Resolved

That Council:

OUTSTANDING ACTIONS REPORT

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Date From: 27/04/2023
Date To: 14/07/2025

Meeting	Date	Officer	Title	Target
	Notes the status of the Monthly Operational Report for April 2025. (Greg Sauer/Roger Turner) **Motion Carried**			
Notes **29 May 2025 10:49am Graham, Allison - Reallocation** Action reassigned to Francisco, Matthew by Graham, Allison				

Meeting	Date	Officer	Title	Target
Council 28/05/2025	28/05/2025	Basson, Hein	SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS: DELIVERY OF TOURISM, MUSEUM, CINEMA AND THEATRE EXPERIENCES: SCHOOL OF ARTS TENTERIELD INCORPORATED AND TENTERFIELD CHAMBER OF TOURISM, INDUSTRY AND BUSINESS	18/06/2025
70/25	**Resolved** **That Council:** **Adopts the list of Councillor distilled broad issues, attached to the report as Attachment One (1), emanating from discussions between the School of Arts Tenterfield Incorporated (SOATI), the Tenterfield Chamber of Tourism, Industry and Business (TCTIB) and Council during a Councillor Workshop on Wednesday, 14 May 2025 – acknowledging that this list of identified matters, as finalised at this Council Meeting, will form the basis for subsequent discussions and negotiations with SOATI and TCTIB.** (Peter Petty/Kim Rhodes) **Motion Carried**			
Notes				

Meeting	Date	Officer	Title	Target
Council 28/05/2025	28/05/2025	Condrick, Jodie	UNIVERSAL ACCESSIBLE TOILET - TENTERFIELD YOUTH PRECINCT	18/06/2025
56/25	**Resolved** **That Council:** **1. Receives and notes the report on which works are to be delivered following the approved change to the scope of works under the Stronger Country Communities Fund (SCCF) Round 5.** **2. Approves the proposed design style in accordance with the coloured image in the middle of the first page (page 95) of Attachment One (1) of the report called "Modus", that will not only be constructed in the Youth Precinct but also form a base design for future toilets in parks around the Tenterfield Shire – provided that the baby change-over station be constructed with robust materials (not plastic) with proper legs supporting the flat changing surface, as long as such a design does not negatively impact on disabled codes and standards.**			

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Meeting	Date	Officer	Title	Target

3. Approves staff to engage a contractor for the erection of the public toilet facility in the Youth Precinct without further reference to a Council Meeting.

(Kim Rhodes/Greg Sauer)

Motion Carried

Notes
29 May 2025 9:54am Graham, Allison - Reallocation
Action reassigned to Condrick, Jodie by Graham, Allison

Meeting	Date	Officer	Title	Target
Council 28/05/2025	28/05/2025	Francisco, Matthew	**COUNCILLOR WORKS/SERVICE REQUESTS - APRIL 2025**	18/06/2025

57/25

Resolved

That Council:

Notes the status of the Councillor Works/Service Requests as at the end of the month of April 2025.

(Greg Sauer/Tim Bonner)

Motion Carried

Notes
29 May 2025 9:56am Graham, Allison - Reallocation
Action reassigned to Francisco, Matthew by Graham, Allison

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

67/23

Resolved that Council:

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

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

(Peter Petty/Kim Rhodes)

Motion Carried

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

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

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Date To: 14/07/2025

Meeting	Date	Officer	Title	Target
69/23				

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

(Greg Sauer/Peter Murphy)

Motion Carried

Notes

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

12 Oct 2023 9:20pm Counsell, David
Asset is yet to be advertised for sale due to resourcing.

20 Jul 2023 11:11am Melling, Elizabeth
Inspection required for full description and access.

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

66/23

Resolved that Council:

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

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

(Tom Peters/Kim Rhodes)

Motion Carried

Notes

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

12 Oct 2023 9:19pm Counsell, David
Information being compiled for meeting with Crown Lands office.

20 Jul 2023 11:12am Melling, Elizabeth
Liaising with Crown Lands to determine surveyors scope.

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

64/23

Resolved that Council:

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

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

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

(Tim Bonner/Kim Rhodes)

Motion Carried

Notes

19 Mar 2024 2:45pm Melling, Elizabeth - Reallocation

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Meeting	Date	Officer	Title	Target

Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

12 Oct 2023 9:15pm Counsell, David
Surveyor boundary identification near the intersection has been completed. Further design work on hold pending Government review of funding grant.

20 Jul 2023 11:16am Melling, Elizabeth
Sent request to surveyor to confirm five boundary points.

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

65/23

Resolved that Council:

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

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

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

(Kim Rhodes/Tim Bonner)

Motion Carried

Notes

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

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

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

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

134/2

Resolved that Council:

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

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

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

(Peter Petty/Tom Peters)

Motion Carried

Notes

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

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

19 Sep 2023 11:48am Ritchie, Hayley

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Officer:
Date From: 27/04/2023
Date To: 14/07/2025

Meeting	Date	Officer	Title	Target
Advertised in Your Local News, Website. Submissions closed 13 September 2023.				

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

5/23

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

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

(Tim Bonner/Peter Petty)

Motion Carried

Notes

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

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

241/2

Resolved that Council:

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

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

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

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

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

AMENDMENT

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

(Peter Murphy/Greg Sauer)

Amendment Lost.
The original Motion was put.

(Geoff Nye/Peter Petty)

Motion Carried

Notes

29 May 2025 2:05pm Davidson, Tamai - Reallocation
Action reassigned to Condrick, Jodie by Davidson, Tamai - No longer in Planning area of responsibility
19 May 2025 9:36am Graham, Allison - Email
Tamai, can you please confim if this Action for ENV15/23 is to remain outstanding or can be completed?
18 Mar 2024 12:39pm Davidson, Tamai
scope of works prepared for builders to provide quotes
17 Jan 2024 8:54am Melling, Elizabeth

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Printed: Monday, 14 July 2025 4:54:06 PM
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Officer:
Date From: 27/04/2023
Date To: 14/07/2025

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

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

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

(Tim Bonner/Peter Petty)

Motion Carried

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

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

Resolved

That Council:

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

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

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

AMENDMENT:

RECOMMENDATION:

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

(John Macnish/Tim Bonner)

Amendment Carried

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

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

2/23 **Resolved** that the :

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

OUTSTANDING ACTIONS REPORT

Printed: Monday, 14 July 2025 4:54:06 PM
Division:
Committee:
Officer:
Date From: 27/04/2023
Date To: 14/07/2025

Meeting	Date	Officer	Title	Target
	(2) Works Committee recommend the removal of garden beds in Rouse Street from around electricity power poles. (Peter Petty/Tim Bonner) **Motion Carried**			

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