

4. Policy Statement

The pecuniary interests and other matters to be disclosed in the Disclosures by Councillors and Designated Persons Return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

5. Scope

A pecuniary interest is an interest in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in Clause 4.3 of the Code of Conduct.

There is no 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 made in relation to the matter, or if the interest is of a kind specified in Clause 4.6 of the Code of Conduct.

A Councillor or designated person must make and lodge with the Chief Executive General Manager, a Disclosures by Councillors and Designated Persons Return within three (3) months after:

- Becoming a Councillor or designated person;
- 30 June of each year, and
- The Councillor or designated person becoming aware of an interest they are required to disclose which has not previously been disclosed.

6. Accountability, Roles &

Responsibility Elected Council

~~A Councillor:~~

- ~~• Must prepare and submit written returns of interests in accordance with Clause 4.21 of the Code of Conduct; and~~
- ~~• Must disclose pecuniary interests in accordance with Clause 4.28 of the Code of Conduct and comply with Clause 4.29 where it is applicable. Already prescribed in Policy Scope~~

General Manager, Executive and Management Teams

- The Chief Executive (General Manager) must keep a register of returns disclosing interests that are required to be lodged with the General Manager under a Code of Conduct;
- Returns required to be lodged with the Chief Executive General Manager must be tabled at a meeting of the Council, being the first meeting held after the last day specified by the Code of Conduct for lodgement (Being 30 June each year).

Management Oversight Group

Nil.

Individual Managers

Nil.

7. Definitions

~~Disclosure of Pecuniary Interests and Other Matters are provided on the form Disclosures by Councillors and Designated Persons Return.~~

~~Version 7.0~~

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~~Section 1 Corporate & Governance~~

8. Related Documents, Standards & Guidelines

- ~~Tenterfield Shire Council Code of Conduct 2020~~
- ~~Related Party Disclosure Policy 1.189~~ (included on front cover)

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	23/04/00	Council	Adoption of Original Policy (Res No. 200/00)
V2.0	21/10/04	Council	Review/Amended (Res No. 519/04)
V3.0	22/08/12	Council	Review/Amended (Res No. 291/12)
V4.0	23/10/13	Council	Review/Amended (Res No. 384/13)
V5.0	23/08/17	Council	Review/Amended (Res No. 168/17)
V6.0	26/08/20	Council	Review/Amended (Res No. 169/20)
V7.0	26/10/2022	Council	Review/Amended (Res No. 222/22)

POLICY NAME	DISCLOSURES BY COUNCILLORS & DESIGNATED PERSONS POLICY	
Date Adopted	Council Meeting Date	
Resolution Number	XXX/25	
Policy Custodian	Director Corporate Services	
Policy Development Officer	Governance Officer	
Review Date	2027 (2 years from resolution date)	
Relevant Legislation	Local Government Act 1993 Section 440	
Related Documents	Tenterfield Shire Council Code of Conduct 2020 – Clause 4.21 Related Party Disclosure Policy	

POLICY OBJECTIVES

The purpose of this policy is to provide clear direction to elected members (Councillors) and Council Staff on the requirements for lodgement of Disclosure of Pecuniary Interests and other matters (Disclosure by Councillors and Designated Persons Return).

Section 4.8 of the Tenterfield Shire Council's Code of Conduct identifies "Designated Persons" and what disclosures must be made.

In addition to Councillors, Designated Persons include:

- a) General Manager
- b) Director of Corporate Services
- c) Director of Infrastructure Services
- d) Community representatives on Council Committees (provided the Committees have delegated powers from Council)
- e) The following additional staff:
 - Manager Finance & Technology
 - Manager Workforce, Safety, Risk & Records
 - Manager Planning & Development
 - Environmental Health & Building Surveyor
 - Manager Open Space, Regulatory & Utilities
 - Manager Infrastructure Delivery
 - Manager Works
 - Procurement Officer
 - Manager Water & Waste
 - Librarian

POLICY SCOPE

A pecuniary interest is an interest in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in Clause 4.3 of the Code of Conduct.

There is no 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 made in relation to the matter, or if the interest is of a kind specified in Clause 4.6 of the Code of Conduct.

A Councillor or designated person must make and lodge with the General Manager, a Disclosures by Councillors and Designated Persons Return within three (3) months after:

- Becoming a Councillor or designated person,
- 30 June of each year, and
- The Councillor or designated person becoming aware of an interest they are required to disclose which has not previously been disclosed.

POLICY STATEMENT

A pecuniary interest and other matters to be disclosed in the Disclosures by Councillors and Designated Persons Return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

GENERAL MANAGER

- The General Manager must keep a register of returns disclosing interests that are required to be lodged with the General Manager under the Tenterfield Code of Conduct,
- Returns required to be lodged with the General Manager must be tabled at a meeting of the Council, being the first meeting held after the last day specified by the Code of Conduct for lodgement (being 30 June each year).

POLICY DEFINITIONS

For the purposes of the schedules of the Tenterfield Shire Council Code of Conduct, the following definitions apply:

Definition	Meaning
Address	<ul style="list-style-type: none">a) In relation to a person other than a corporation, the last residential or business address of the person known to the councillor or designated person disclosing the address, orb) In relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, orc) In relation to any real property, the street address of the property.
De facto	De facto partner has the same meaning as defined in section 21C of the Interpretation Act 1987.

Disposition of property	Means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following: <ul style="list-style-type: none"> a) the allotment of shares in a company b) the creation of a trust in respect of property c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property e) the exercise by a person of a general power of appointment over property in favour of another person f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.
Gift	Means a disposition of property made otherwise than by a will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition but does not include a financial or other contribution to travel.
Interest	Means: <ul style="list-style-type: none"> a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the <i>Corporations Act 2001</i> of the Commonwealth) in securities issued or made available by the corporation.
Occupation	Includes trade, profession and vocation.
Professional or Business Association	Means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.
Property	Includes money.
Return date	Means: <ul style="list-style-type: none"> a) in the case of a return made under clause 4.21(a), the date on which a person became a councillor or designated person b) in the case of a return made under clause 4.21(b), 30 June of the year in which the return is made c) in the case of a return made under clause 4.21(c), the date on which the councillor or designated

	person became aware of the interest to be disclosed.
Relative	Includes any of the following: a) a person's spouse or de facto partner b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child d) the spouse or de facto partner of a person referred to in paragraphs (b) and (c).
Travel	Includes accommodation incidental to a journey.

VERSION CONTROL & CHANGE HISTORY

Previous Versions	Date of Adoption by Council	Resolution #	Author/Editor	Summary of Changes
V1.0	23/04/00	200/00	CCO	Adoption of Original Policy
V2.0	21/10/04	519/04	CCO	Review/Amended
V3.0	22/08/12	291/12	CCO	Review/Amended
V4.0	23/10/13	384/13	CCO	Review/Amended
V5.0	23/08/17	168/17	CCO	Review/Amended
V6.0	26/08/20	169/20	CCO	Review/Amended
V7.0	26/10/22	222/22	CCO	Review/Amended
V8.0	TBA	TBA	Governance	Review/Amended

Department:	Office of the Director Corporate Services
Submitted by:	Lee Sisson, Governance Officer
Reference:	ITEM GOV65/25
Subject:	FRAUD AND CORRUPTION PREVENTION POLICY

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:	Deliver continuous improvements in Council's business, processes and systems.

SUMMARY

The purpose of this report is to review and update the Fraud and Corruption Prevention Policy.

OFFICER'S RECOMMENDATION:

That Council:

Adopts the draft Fraud and Corruption Prevention Policy.

BACKGROUND

Tenterfield Shire Council is committed to a 'zero tolerance' approach to fraudulent and corrupt behaviour and seeks to minimise the incidence of fraud by implementing and regularly reviewing a range of strategies that aim to prevent, detect and respond to such behaviour.

REPORT:

This policy is based on the Fraud Control Framework of the Audit Office of NSW. The Audit Office Framework is acknowledged as being best practice and widely used in State and Local Government organisations, providing for a consistent, effective and systematic approach to preventing fraud and corruption across the organisation.

This Framework and Policy encompasses ten key attributes (please see attached policy) which sit within the themes of prevention, detection and response. Each attribute has a checklist of high-level processes and behaviours that should be present.

This policy will replace the Tenterfield Shire Council Fraud and Corruption Control Policy 2024.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Not required.

2. Policy and Regulation

Our Governance No. 65 Cont...

- *Local Government (General) Regulation 2021*
- *Independent Commission Against Corruption Act 1988*
- *Public Interest Disclosures Act 2022*
- Audit Office of NSW's Fraud Control Improvement Kit: Managing your Fraud Control Obligations (2015)
- TSC Code of Conduct
- Public Interest Disclosures – Internal Reporting Policy
- Legislative Compliance Policy
- TSC Risk Management Framework
- TSC Risk Management Policy
- TSC Statement of Business Ethics

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

The Fraud and Corruption Prevention Policy is in accordance with the *Independent Commission Against Corruption Act 1988* (ICAC Act 1988). This policy is one of a suite of policies which are underpinned by Council's Risk Management Framework and mitigate the risks identified in day-to-day activities.

7. Performance Measures

Regular review of fraud and corruption risk assessments to identify circumstances where fraud and corruption could occur.


8. Project Management

Nil.

Liz Alley
Director Corporate Services

Prepared by staff member:	Lee Sisson, Governance Officer	
Approved/Reviewed by Manager:	Liz Alley, Director Corporate Services	
Department:	Office of the Director Corporate Services	
Attachments:	1 Draft New Fraud and Corruption Prevention Policy	12 Pages

Our Governance No. 65 Cont...

POLICY NAME	FRAUD AND CORRUPTION PREVENTION POLICY	
Date Adopted	Council Meeting Date	
Resolution Number	XXX/25	
Policy Custodian	Director Corporate Services	
Policy Development Officer	Governance Officer	
Review Date	August 2027 (2 years from resolution date)	
Relevant Legislation	<i>Local Government (General) Regulation 2021</i> <i>Independent Commission Against Corruption Act 1988</i> (ICAC Act 1988) <i>Public Interest Disclosures Act 1994</i> Audit Office of NSW's Fraud Control Improvement Kit: Managing your Fraud Control Obligations (2015)	
Related Documents	TSC Code of Conduct Public Interest Disclosures – Internal Reporting Policy Legislative Compliance Policy TSC Risk Management Framework TSC Risk Management Policy TSC Statement of Business Ethics	

POLICY OBJECTIVES

Tenterfield Shire Council is committed to a 'zero tolerance' approach to fraudulent and corrupt behaviour and seeks to minimise the incidence of fraud by implementing and regularly reviewing a range of strategies that aim to prevent, detect and respond to such behaviour.

This policy serves to outline the high standards of ethical behaviour expected by Council and introduces a Fraud and Corruption Control Framework to ensure appropriate mechanisms are in place to prevent, deter, detect and respond to fraud and corruption and are in accordance with the *Independent Commission Against Corruption Act 1988* (ICAC Act 1988).

POLICY SCOPE

This policy applies to everyone who has any interaction with Council or Council staff to the maximum extent that Council has the authority to require it. This includes Councillors, Council staff members, committee members, consultants, contractors, suppliers, applicants and volunteers who all have obligations in the prevention of fraud and corruption and the fostering of an ethical and accountable work environment at Council.

POLICY PRINCIPLES

Council is committed to building a corruption resistant culture through:

- Promoting an organisational environment that encourages professionalism, integrity and ethical conduct.
- Minimising the opportunity for fraudulent or corrupt conduct.
- The detection, investigation and disciplining and/or prosecuting fraudulent or corrupt conduct.
- The Reporting of any fraud or corrupt conduct to the Independent Commission Against Corruption (ICAC) and other authorities where appropriate.

POLICY DEFINITIONS

To assist in interpretation, the following definitions apply:

Definition	Meaning
Fraud	Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position.
Corruption (or corrupt conduct)	As per the <i>ICAC Act 1998</i> s7,8,9: <ul style="list-style-type: none">• Any conduct of a person (whether or not a public official) that adversely affects, or could affect the honest and impartial exercise of public functions or,• Any conduct of a public official that involves the dishonest or partial exercise of any of his or her public official functions or,• Any conduct of a public official or former public official or former public official that constitutes or involves a breach of public trust, or• Any conduct of a public official or former public official that involves the misuse of information or material that he or she has acquired in the course of his or her official functions, whether or not for his or her benefit or for the benefit of any other person.
Maladministration	As per <i>Public Interest Disclosure Act 1994</i> : Conduct that involves action or inaction of a serious nature that is contrary to law; or unreasonable, unjust, oppressive, improperly discriminatory; or based wholly or partly on

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	improper motives. Refer to Tenterfield Shire Council Public Interest Disclosures Policy.
Serious or substantial	Refers to the uneconomical, inefficient or ineffective use of resources, authorised or unauthorised, which results in loss/wastage of public funds/resources.
Stakeholders	Stakeholders refer to councillors, council staff members, committee members, consultants, contractors, suppliers, applicants and volunteers.

POLICY STATEMENT

Tenterfield Shire Council is committed to a culture of good governance and ethical behaviour. As such, it will not tolerate fraudulent or corrupt behaviour and is committed to building a sound ethical culture supported by appropriate policies, procedures and strategies that prevent fraudulent and corrupt behaviour through:

- Ongoing education and training of all Council officials in relation to their obligations in combating dishonest and fraudulent behaviour.
- Regular review of fraud and corruption risk assessments to identify circumstances where fraud and corruption could occur.
- Implementation of procedures that have regard to, and mitigate, the risks identified in day to day activity.
- Promote an organisational environment that encourages professionalism, integrity and ethical conduct.
- Use of formal procedures upon detection, investigation and disciplining and/or prosecuting fraudulent or corrupt conduct.
- The reporting of any fraud or corrupt conduct to the Independent Commission Against Corruption (ICAC) and other authorities where appropriate.

Council's commitment to preventing fraudulent or corrupt activity, and avoiding or managing conflicts of interests, will be supported by implementing appropriate auditing systems to deter and identify corrupt activities, included in the following Fraud Control Framework.

FRAUD CONTROL FRAMEWORK

In order to achieve best practice, Tenterfield Shire Council is adopting the following processes which are sourced from the Fraud Control Framework of the Audit Office of NSW. The Audit Office framework is acknowledged as being best practice and widely used in State and Local Government organisations, providing for a consistent, effective and systematic approach to preventing fraud and corruption across the organisation.

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The Fraud Control Framework of the Audit Office of NSW encompasses ten key attributes which sit within the themes of prevention, detection and response. Each attribute has a checklist of high-level processes and behaviours that should be present.

Attribute	Theme
1. Leadership	Prevention
2. Ethical Framework	Prevention, Detection, Response
3. Responsibility Structures	Prevention, Detection, Response
4. Fraud Control Policy	Prevention
5. Prevention Systems	Prevention
6. Fraud Awareness	Prevention, Response
7. Third Party Management Systems	Prevention, Response
8. Notification Systems	Detection, Response
9. Detection Systems	Detection
10. Investigations Systems	Response

PREVENTION

1. LEADERSHIP

A successful fraud control framework is led by a committed and accountable Leadership Executive Team who demonstrate and reinforce the high ethical standards expected of public officials, who are resistant to improper behaviour or practice and promote an open culture of accountability and transparency. The General Manager has ultimate responsibility for fraud and corruption prevention within Council and is supported by the Leadership Executive Team and Audit Risk and Improvement Committee.

2. ETHICAL FRAMEWORK

The Fraud and Corruption Prevention Policy and associated framework builds upon Tenterfield Shire Council's commitment to ethical, transparent and accountable behaviour. Tenterfield Shire Council has clear policies, such as its Code of Conduct, setting out acceptable standards of ethical behaviour which are available to all staff on Council's intranet and/or website.

3. RESPONSIBILITY STRUCTURES

This policy applies to everyone who has any interaction with Council or Council staff to the maximum extent that Council has the authority to require it. This includes Councillors, Council staff members, committee members, consultants, contractors, suppliers, applicants and volunteers who all have obligations in the prevention of fraud and corruption and the fostering of an ethical and accountable work environment at Council.

Expectations of this policy also apply to customers, community and any relevant third parties with regard to the functions and/or operations undertaken for or on behalf of Council.

3.1 All Staff

It is important that all Council staff contribute to a workplace culture that has a 'zero tolerance' approach towards fraudulent and corrupt behaviour. As such, all staff have responsibilities in accordance with this policy, specifically:

- Maintain awareness and compliance with the requirements of this policy.
- Perform their duties to the best of their abilities with honesty, integrity and impartiality.
- Have regard to fraud and corruption related risks when performing their duties, and support processes that report and mitigate risks.
- Prevent, mitigate and report on (suspected, actual or attempted) fraud, corruption, maladministration and waste. This shall be done in accordance with Council's Code of Conduct and Public Interest Disclosures – Internal Reporting Policy.
- Cooperate with and provide assistance to investigators or officials investigating suspected or reported fraud or corruption.
- Manage and declare pecuniary and non-pecuniary interests in compliance with Council's Code of Conduct.

3.2 General Manager

The General Manager is responsible for the efficient and effective operation of Council and the implementation of systems and practices that proactively minimise risks of fraud and corruption while promoting an ethical workplace culture that has 'zero tolerance' towards fraudulent and corrupt behaviour and is readily reported should it occur.

In addition to the responsibilities of all staff, the General Manager is required to:

- Promote Council's commitment to fraud and corruption prevention.

- Lead by example through ethical workplace behaviour, decision making and acting with honesty, integrity and impartiality when dealing with others.
- Ensure processes exist to monitor Directors' and Managers' compliance with their duties in accordance with this policy.
- Ensure Councillors are aware of their obligations in accordance with this policy.
- Monitor and review fraud and corruption risk assessments on a regular basis.
- Ensure any allegations of wrongdoing are fully investigated and report actual or suspected corrupt conduct to the Independent Commission against Corruption (ICAC) in accordance with Section 11 of the *ICAC Act 1988*.
- Report criminal offences to the NSW Police Force.

3.3 Mayor and Councillors

Responsibilities in accordance with this policy, specifically:

- Maintain awareness and compliance with the requirements of this policy.
- Perform their duties to the best of their abilities with honesty, integrity and impartiality.
- Have regard to fraud and corruption related risks when performing their duties, and support processes that report and mitigate risks.
- Prevent, mitigate and report on (suspected, actual or attempted) fraud, corruption, maladministration and waste. This shall be done in accordance with Council's Code of Conduct and Public Interest Disclosures – Internal Reporting Policy.
- Cooperate with and provide assistance to investigators or officials investigating suspected or reported fraud or corruption.
- Reporting all instances of possible fraud or corrupt conduct, in accordance with Council's Code of Conduct and Internal Reporting Policy.
- Provide support to the General Manager to implement adequate strategies to prevent fraud and corruption.
- Implementing and promoting Council's commitment to fraud and corruption prevention.
- Manage and declare pecuniary and non-pecuniary interests in compliance with Council's Code of Conduct.

3.4 Directors and Managers

In addition to the general responsibilities of all staff, Directors and Managers have a supervisory role in the implementation of this policy and promotion of an ethical workplace culture by demonstrably supporting the objectives of this policy, specifically:

- Leading by example through ethical workplace behaviour, decision making and acting with honesty, integrity and impartiality when dealing with others.
- Promoting and disseminating this policy and the standards of ethical behaviour expected by Council.
- Ensure training is provided to employees surrounding fraud and corruption awareness, Council's expectations and the reporting requirements in accordance with Council's Code of Conduct and Council's Public Interest Disclosures – Internal Reporting Policy.
- Provide ethical advice and support to staff.
- Identify and ensure appropriate internal controls are in place to manage potential fraud and corruption risks. This includes systematic review of risks and controls over time as well as initial identification, and assessment of training needs including refresher training.

3.5 Audit Risk and Improvement Committee (ARIC)

The ARIC provides independent assistance to the Council by providing advice on the adequacy of the fraud control framework and the processes and systems in place to capture and effectively manage the identified fraud and corruption risks, internal controls and proposed risk treatment action plans which will be documented and recorded in Council's Risk Register.

The responsibilities of the ARIC are set out in the ARIC Charter as resolved by Council. At the time of adopting this Fraud and Corruption Prevention Policy, the responsibilities included:

- Financial reporting process.
- Business ethics, policies and practices.
- Management and internal controls.
- Monitoring the integrity of the Council's financial reporting practices and finance and accounting compliance.
- Reviewing internal controls, key corporate risks and all audit related matters.
- Encouraging continuous improvement of Council's systems and practices.
- Adoption of the Internal Audit Plan.

- The Council's process for monitoring compliance with policies, laws and regulations and the Council Code of Conduct.

3.6 Volunteers and Contractors acting for Council

Volunteers and Contractors providing services or otherwise acting on behalf of Council are required to:

- Perform their duties to the best of their abilities with honesty, integrity and impartiality.
- Have regard to fraud and corruption related risks when performing their duties, and support processes that report and mitigate risks.
- Prevent, mitigate and report on (suspected, actual or attempted) fraud, corruption, maladministration and waste. This shall be done in accordance with Council's Code of Conduct and Public Interest Disclosures – Internal Reporting Policy.
- Cooperate with and provide assistance to investigators or officials investigating suspected or reported fraud or corruption.

3.7 External Parties

Council requires that all external parties act ethically and honestly in their business dealings with Council and that:

- Actual or perceived conflicts of interest are declared at the point any conflict becomes apparent.
- Any persons doing business with Council are to provide accurate and reliable information to Council when required.
- Take all preventative measures to prevent the unauthorised disclosure of confidential Council information. External parties include Contractors, Consultants, Suppliers, Applicants, other Government Agencies or any other party engaged in business dealings with Council.

3.8 Residents and members of the public

Council encourages residents, customers and members of the public to support Council in preventing and responding to fraudulent or corrupt behaviour and invites those who suspect fraud or corruption that involves Council, to report their suspicions to the General Manager or other appropriate authority.

4. FRAUD CONTROL POLICY

This Fraud and Corruption Prevention Policy reinforces Council's commitment to fraud and corruption prevention by providing clear guidance and expectation of staff that responsibility falls with every individual who is involved with the functions and/or operations undertaken for, or on behalf of Council.

Fraud and Corruption risks are to be monitored in accordance with Council's Risk Management Policy.

5. PREVENTION SYSTEMS

Council's main objective is to minimise the occurrence of fraud and corruption within Council. This objective will be achieved by:

- Identifying fraud and corruption risks.
- Determining strategies to control those risks.
- Defining responsibility and timeframes for strategies to be implemented.

Council's identified fraud and corruption risks, internal controls and proposed risk treatment action plans will be documented and recorded in Council's Risk Register.

Council recognises that internal audit complements the internal assessment of fraud and corruption related risks and controls. Independent identification and assessment of Council's fraud and corruption risks will be arranged with Council's Internal Audit function to the extent that the Audit Risk and Improvement Committee (ARIC) deems warranted.

6. FRAUD AWARENESS

One of the most common ways in which fraud and corruption is detected is by observation, investigation and reporting by those who work with, or deal directly with, the perpetrator(s).

Council will commit to providing all staff with a general awareness of fraud and corruption, and provide guidance on how they are to respond if such behaviour is suspected, detected or attempted.

This will be achieved in a number of ways by:

- Incorporating a brief session on fraud and corruption prevention into induction training for new staff.
- Providing fraud awareness training sessions to management and staff.
- Making Council's Code of Conduct and the Fraud and Corruption Prevention Policy and Public Interest Disclosure Policy available to all staff and the general public via Council's website.
- Disseminating articles of interest on fraud and corruption to staff at staff meetings.
- Promotion of this strategy and associated documents through Council's procurement framework and procurement documentation.
- Regular attendance at relevant industry forums and seminars.

Additionally, Council routinely interacts with a wide range of stakeholders such as residents, ratepayers, suppliers, contractors and developers to volunteers, applicants, media, community organisations and various other interested parties.

There is a need to ensure that these stakeholders are actively aware of Council's attitude towards fraud and corruption and that such behaviour will not be tolerated, through the promotion of this strategy in an effort to reduce the likelihood of improper dealings and/or attempts by external parties to influence Councillors or Council staff.

7. THIRD PARTY MANAGEMENT SYSTEMS

Tenterfield Shire Council ensures that appropriate controls are in place via an assortment of policies to manage our dealings with third parties and conflicts of interest. In doing so we provide a copy of our Statement of Business Ethics to contractors and suppliers to ensure understanding of the standards of behaviour expected by Council.

Third party management also covers managing staff conflicts of interest in accordance with Council's Code of Conduct, Related Party Disclosure Policy and secondary employment declaration requirements in accordance with Section 353 *Local Government Act 1993*.

8. NOTIFICATION SYSTEMS

Council's Code of Conduct compels all employees to report any instances of possible fraud, corruption, maladministration or serious and substantial wastage. Members of the public are actively encouraged to report any such behaviour that is known or suspected. Council supports and encourages a supportive culture of reporting and any person who makes a report in accordance with Tenterfield Shire Council's Public Interest Disclosure – Internal Reporting Policy will be protected under the *Public Interest Disclosures Act 1994*.

Reports of all suspected unethical activity including corruption be made to Council's Disclosure Officers (names and contact details below). Alternatively, anyone wishing to make a report can direct matters of corruption to the Independent Commission against Corruption, maladministration to the NSW Ombudsman and serious and substantial wastage to the Office of Local Government (contact details below).

Disclosure Officers	Name	Email
Director Infrastructure Services	Matthew Francisco	m.francisco@tenterfield.nsw.gov.au
Director Corporate Services	Liz Alley	l.alley@tenterfield.nsw.gov.au
Manager Workforce, Safety, Risk & Records	Janet Vassallo	j.vassallo@tenterfield.nsw.gov.au
Integrity Agency	What they investigate	Contact Information

Independent Commission Against Corruption	Corrupt Conduct	Telephone: 02 8281 5999 or toll free 1800 463 909 (callers outside Sydney) between 9am and 3pm, Monday to Friday Writing: GPO Box 500, Sydney NSW 2001 or faxing 02 9264 5364 Email: icac@icac.nsw.gov.au
The NSW Ombudsman	Most kinds of serious maladministration by most agencies and public officials (but not NSW Police, judicial officers or MPs)	Telephone: 1800 451 524 between 9am to 3pm Monday to Friday Writing: Level 24, 580 George Street, Sydney NSW 2000 Email: info@ombo.nsw.gov.au
Office of the Local Government	Local government pecuniary interest contraventions	Email: olg@olg.nsw.gov.au

9. DETECTION SYSTEMS

Internal controls are effective at detecting fraudulent and corrupt behaviour with Council maintaining appropriate controls such as:

- Segregation of duties.
- Approvals and delegations authorisation.
- Verification.
- Reconciliations.
- Management reviews.
- Risk assessments.
- Physical security.
- Independent reviews such as internal and external audits and peer reviews.
- Audit Risk and Improvement Committee

Council will not tolerate any reprisal action against staff who uncover and report such behaviour and will ensure appropriate methods are in place for their protection. If someone believes that detrimental action has been or is being taken against them, or someone else who has reported suspected fraud or corruption, they should advise a disclosure officer in accordance with the Public Interest Disclosure - Internal Reporting Policy immediately.

10. INVESTIGATION SYSTEMS

Tenterfield Shire Council will undertake the assessment, investigation and handling of any allegation of fraud and corruption in accordance with its Public Interest Disclosures – Internal Reporting Policy.

VERSION CONTROL & CHANGE HISTORY

Previous Versions	Date of Adoption by Council	Resolution #	Author/Editor	Summary of Changes
V.1	24/08/2022	179/22	Manager Customer Service, Governance and Records	Original Policy
V.2	26/06/2024	95/24	Manager Customer Service, Governance and Records	Reviewed and updated
V.3	TBA	TBA	Governance Officer	Reviewed and updated

Department:	Office of the Director Corporate Services
Submitted by:	Lee Sisson, Governance Officer
Reference:	ITEM GOV63/25
Subject:	FILMING POLICY

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:	Deliver continuous improvements in Council's business, processes and systems.

SUMMARY

The purpose of this report is to review and update the Tenterfield Shire Council Filming Policy.

OFFICER'S RECOMMENDATION:

That Council:

Adopts the revised and updated Filming Policy.

BACKGROUND

The NSW Government is supportive of the screen industry in all its forms. A strong local screen sector attracts investors, creates jobs, stimulates growth in the economy and maintains NSW as a leading destination for screen production in Australia.

NSW Local Councils are obliged to support screen production, as set out in the *Premier's Memorandum M2021-06 Making NSW Film Friendly*. The memorandum directs Local Councils to adopt policies aligned with the updated *NSW Local Government Filming Protocol 2025*.

REPORT:

The reviewed and updated Filming Policy attached aligns with the updated *NSW Local Government Filming Protocol 2025* and is intended to be read in conjunction with the protocol, to inform both Council and filmmakers.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

The Filming Protocol 2025 outlines the process for Council and Filmmakers in addressing community concerns and provides a community notification matrix according to its filming impact scale. It also provides advice to Council if filmmakers fail to comply with the protocol and Council's requirements under this policy.

2. Policy and Regulation

Our Governance No. 63 Cont...

- *Local Government Act 1993* Section 119D, Chapter 7, Division 4.

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

In the first instance applications for filming in the Tenterfield Shire will be directed to the Customer Service Team.

6. Legal and Risk Management

Tenterfield Shire Council and filmmakers are required to adhere to the Local Government Filming Protocol issued under section 119D of the *Local Government Act 1993*.

7. Performance Measures

Nil.

8. Project Management

Nil.

Liz Alley
Director Corporate Services

Prepared by staff member:

Lee Sisson, Governance Officer

Approved/Reviewed by
Manager:


Liz Alley, Director Corporate Services

Department:

Office of the Director Corporate Services

Attachments:

1	DRAFT FILMING POLICY	4 Pages
2	APPENDIX A FILMING POLICY	2 Pages
3	APPENDIX B FILMING POLICY	3 Pages
4	NSW Local Government Filming Protocol 2025	38 Pages

POLICY NAME	Filming Policy	
Date Adopted	Council Meeting Date	
Resolution Number	XXX/25	
Policy Custodian	Director Corporate Services	
Policy Development Officer	Governance Officer	
Review Date	(3 years from resolution date)	
Relevant Legislation	<i>Local Government Act 1993 Chapter 7, Part 1 Division 4 & Section 119D</i> <i>Filming Approval Act 2004</i> <i>Crown Land Management Act 2016 Part 5, Division 5.12 General, Section 5.62</i> <i>Road Rules 2014 Section 200(2A-2)</i> <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i>	
Related Documents	NSW Local Government Filming Protocol – June 2025	

POLICY OBJECTIVES

Tenterfield Shire Council has a key role to play in managing filmmaking due to its ownership or management of public land, regulatory responsibilities and the facilities and services it can provide. Councils' roles include the management of parking, traffic regulation and the use of Council-managed land.

Tenterfield Shire Council will respond to enquiries from the film industry in relation to the use of public spaces for which the Council has regulatory responsibility. Tenterfield Shire Council will provide any information on permits, applications, licences, or leases that may need to be included when submitting a filming proposal.

Within the context of a presumption of approval, Council also has a role in maintaining a balance between community interests and economic development, as well as environmental, cultural and heritage protection.

Tenterfield Shire Council and filmmakers are required to adhere to the Local Government Filming Protocol issued under section 119D of the *Local Government Act 1993* (LG Act). It provides information and guidelines for making and determining applications for approval to conduct filming for the purposes of and as required under Chapter 7, Division 4 of the LG Act.

A copy of the Local Government Filming Protocol is available on the Office of Local Government website at:

[Filming Protocol 2025](#)

POLICY SCOPE

Key element of the Filming Protocol 2025 are:

1. Under the provisions for filming approvals in the LG Act, Council must grant an application for filming unless there are compelling reasons not to do so. Councils are also required to give filmmakers a timely written response.
2. There is a presumption that filming activities are allowed on public land. However, filming on public land is always subject to conditions and exclusions in the applicable plan of management, which govern the use and management for community land as prescribed under LG Act and may have plans of management under the *National Parks and Wildlife Act 1974* and *Crown Land Management Act 2016*.
3. Council fees and charges associated with location filming must be reasonable and cost-reflective and should be included in Council's annual Operational Plan and Revenue Policy. Fees and charges listed in the Protocol are the maximum that can be charged and increase with Consumer Price Index (CPI) each year.
4. The Protocol recognises that location filming requires a balance between the interests of the local community – both residents and businesses – and the screen industry's requirements. The Protocol refers filmmakers, Council and the general public to codes of conduct for filmmakers, including matters such as safety.

POLICY DEFINITIONS

Definition	Meaning
Filming	<p>Means recording images (whether on film or video tape or electronically or by other means) for exhibition or broadcast (such as by cinema, television or the Internet or by other means) and includes such acts or things as may be prescribed by the regulations as being filming, but does not include:</p> <ul style="list-style-type: none">• Still photography, or• Video recording of a wedding ceremony or other private celebration or event principally for the purpose of making a record for the participants in the ceremony, celebration or event, or• Recording for the immediate purposes of a television program that provides information by way of current affairs or daily news, or• Any act or thing prescribed by the regulations as not being filming.

POLICY STATEMENT

This policy is to be read in conjunction with the [Filming Protocol 2025](#) which informs Council's and Filmmakers of their responsibilities, filming impact categories and the application process by impact categories.

Tenterfield Shire Council can help filmmakers obtain the required approvals, support, and access to Council services. In the first instance please contact our Customer Service team on 02 6736 6000.

Filming Proposals and application form

The act of filming does not of itself require an approval by Tenterfield Shire Council, nor is it subject to fees. What may require approval, and attract fees, are activities associated with filming where approval is required under legislated or regulatory authority or services are provided to the filmmaker.

The LG Act requires a filming proposal to be made in the approved form. See Appendix B: Application Form. Fees will be assessed as per [Filming Protocol 2025](#)

Acknowledgement of application and notification of fees

Section 117 of the LG Act states that:

1. Council must within two (2) days after the day on which a filming proposal is lodged with it:
 - a. give written acknowledgement of its receipt to the person who lodged the proposal, unless Council rejects the application under subsection (2), and
 - b. if a fee payable for any application made in the proposal has not been determined or paid, advise the person what that fee is.
2. Council may reject an application made in a filming proposal if the application is not clear as to the approval sought or if it is not legible.

Timely and effective government responsiveness to filming activity acknowledges the significant economic and social value of the screen industry to NSW. In addition to the requirement of the LG Act that Council acknowledge receipt of filming applications within two (2) business days, the table below sets out the recommended timeframe from the date of submission of an application for Council to advise an applicant of approval of an application, and of fees that may apply to the approval.

Application and impacts	No impact	Low impact	Medium impact	High impact
Council best-practice approval timeframes	Not applicable	5 business days	7 business days	15 business days <ul style="list-style-type: none">• Notification to include activity that involves

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				<p>actual filming or associated activity that may impact road users, requiring approval.</p> <ul style="list-style-type: none"> • Prior consultation with Council is mandatory and additional fees may apply for traffic guidance schemes (TGS) or traffic management plans (TMP).
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Appendix A – Application minimum requirements
Appendix B – Application Form

VERSION CONTROL & CHANGE HISTORY

Previous Versions	Date of Adoption by Council	Resolution #	Author/Editor	Summary of Changes
V1.0	28/05/08	292/08	Manager Economic Development	Adoption of Original Policy
V2.0	26/06/13	201/12	Manager Economic Development	Review/Amended
V3.0	22/08/17	168/17	Manager Economic Development	Review/Amended
V4.0	23/09/20	196/20	Manager Economic Development	Review/Amended
V5.0	21/12/22	248/22	-	Re-adoption
V6.0	TBA	TBA	Governance Officer	Significant changes aligned with Filming Protocol 2025



Filming Policy

Appendix A – Application minimum requirements

Applicant details

- Production Company/Organisation Name, address, contact number and email
- Producer name, contact number and email
- Production Manager name, contact number and email

Production details

- Name of production
- Production summary/synopsis/script (attachment)
- Type of production (e.g., TV commercial, documentary, reality tv).

Location details

- Location (list additional locations if more than one)
- Date of use, from – to (include proposed date and back up/wet weather date)
- Time of use (include crew arrival and departure)
- Description of activities and development proposed
- Personnel numbers
- Vehicle details and parking requirements (including a parking plan if applicable)

Supporting documentation (as required)

- Public Liability Insurance certificate of currency
- Traffic management plan (when required)
- Parking plan
- Authorised safety report (when required)

- Community notification letter
- Environmental management plan (when required)
- Any required approvals (e.g., Police, NSW Fire, Transport for NSW)

Payment of the Application Fee

- Include fees and applicable payment details – see [Filming Protocol 2025](#)
- Fees will be assessed by Council on application.



Filming Policy

Appendix B – Application Form

Please save a copy of your completed application for your records. Supporting documentation to be attached, with a copy of your application, to an email council@tenterfield.nsw.gov.au

With submission of an application the associated application fee as stipulated under the Local Government Filming Protocol is liable for payment and is non-refundable.

Once an application is received and processed, the relevant filming application approval fee is payable, and cancellations will only be accepted in writing.

No refund of fees (additional to the application fee) will be issued for cancellations that are received less than 5 business days for low impact filming, 7 business days for medium and 15 days for high impact filming prior to the first shoot or associated activity date.

Tenterfield Shire Council takes no responsibility for any third-party commitments entered into by the applicant if an application is refused.

For further information regarding your application please contact us.

Email: council@tenterfield.nsw.gov.au **Telephone:** 02 6736 6000

Privacy & Personal Information Protection Notice

Purpose of Collection: For management of parks and open spaces in the Council area and data analysis by Screen NSW.

Intended recipients: Council staff and approved contractors of the Council and Screen NSW.

Supply: Film Production & Photography Application is voluntary however a completed application form is required for filming & photography in the councils' owned and/or managed land and buildings.

Access/Correction: Contact the Council Customer Service Team to access or correct this information.

APPLICANT DETAILS				
Applicant/Organisation				
ABN				
Address				
KEY PERSONNEL	First Name	Last Name	Phone	Email
Producer				
Production Manager				
Location Manager				
Unit Manager				
Traffic Controller				
PRODUCTION DETAILS				
Production Name				
Production Type – (TVC, Doco, Feature Film etc.):				
Production Summary				
Production Company				
Onsite Contact				
Dates & Times				
Location				
Shot Sequence Description (* Must be completed in full details and complete sentences)				
Production personnel No. (approx.)				
Traffic/Pedestrian Control				

Onsite Equipment Component (*Must include all external equipment including dollies, jibs etc. - 'Film equipment' as a description will not be accepted)		
Production vehicle parking (inc. Unit bases, locations and how many meters required)		
Number of ticket parking spots		
Barricading of required spaces (Time & Date)		
Catering Location		
ESSENTIAL PRODUCTION VEHICLES (No general crew vehicles permitted for permits under any circumstances)		
Description	Registration No.	Vehicle Length

Department of Planning, Housing and Infrastructure

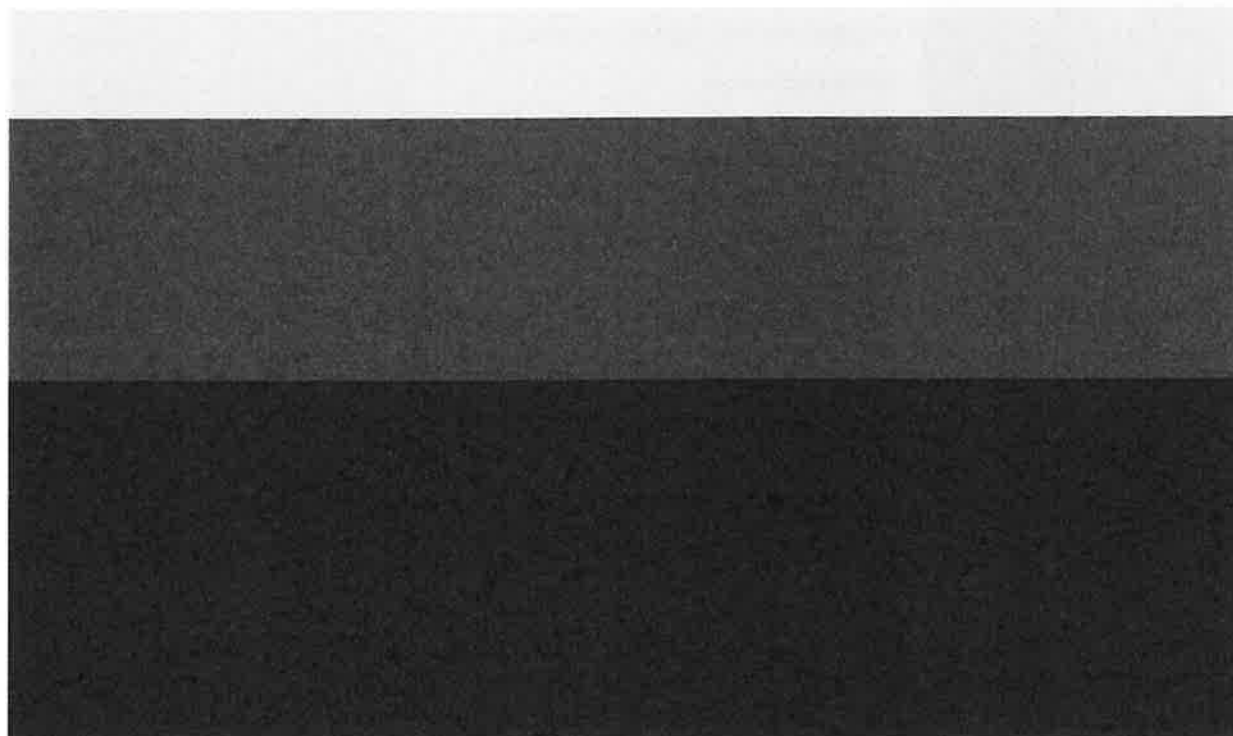
Office of Local Government

olg.nsw.gov.au



NSW Local Government Filming Protocol

June 2025





Acknowledgement of Country

The Department of Planning, Housing and Infrastructure acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land, and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

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dphi.nsw.gov.au

NSW Local Government Filming Protocol

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More information

Office of Local Government

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Acknowledgements

The updated NSW Local Government Filming Protocol ("the Protocol") has been prepared by Screen NSW and the Office of Local Government. We would like to acknowledge the councils and other stakeholders who provided valuable feedback during this development of the updated Protocol.

Copyright and disclaimer

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Foreword

The film industry in Australia has a long and distinguished history. Australia was one of the first countries to produce high quality local and international productions. NSW is now at the forefront of the Australian feature film and television drama production industry.

The NSW Government is supportive of the screen industry in all its forms. A strong local screen sector attracts investors, creates jobs, stimulates growth in the economy and maintains NSW as the leading destination for screen production in Australia.

The *NSW Screen and Digital Games Industries Act 2025* (SDG Act) sets out principles for assisting the screen and digital games industries. These principles apply when decisions are made in relation to screen or digital games production including under the SDG Act or another Act. Under the SDG Act, a decision-maker may be a Minister, the head of a government sector agency, or a local council. The decision-maker must ensure the following principles are complied with in making the decision:

- Applications for access to locations, services and approvals for screen or digital games production must be decided within timeframes provided in either a policy published by the decision-maker making the decision, or the applicable filming protocol.
- If a timeframe for deciding the application is not provided in a policy or protocol, then the decision must be made within a reasonable timeframe.
- Access to locations and services for screen or digital games production must be supported whenever practicable, considering public amenity, safety, security and other operational requirements.
- Fees for access to locations, services from government sector agencies or other approvals for screen or digital games production must be kept to a minimum and reflect only the cost of the access, service or approval being provided.

In addition to these provisions, the SDG Act creates a scheme for local councils to be recognised as screen production friendly. Described in the SDG Act as screen production friendly 'accreditation', this scheme will be guided by criteria and guidelines (to be developed). The SDG Act specifies that there will be a register of screen production friendly local councils, production spaces and locations that are accessible for screen production.

As well as local councils, NSW Government agencies and authorities are obliged to support screen production, as set out in the *Premier's Memorandum M2021-06 Making NSW Film Friendly*. The memorandum directs government agencies and state authorities to facilitate filming by adopting policies aligned with those for local government authorities determined by this Protocol.

Status and Scope

This Local Government Filming Protocol (Protocol) is issued under section 119D of the *Local Government Act 1993* (LG Act). It provides information and guidelines for making and determining applications for approval to conduct filming for the purposes of and as required under Chapter 7, Division 4 of the LG Act.

The key elements of the Protocol are:

1. Under the provisions for filming approvals in the LG Act, councils must grant an application for filming unless there are compelling reasons not to do so. Councils are also required to give filmmakers a timely written response.
2. There is a presumption that filming activities are allowed on public land. However, filming on public land is always subject to conditions and exclusions in the applicable plan of management, which govern the use and management of that land. Councils are required to have a plan of management for community land as prescribed under LG Act and may have plans of management under the *National Parks and Wildlife Act 1974* and *Crown Land Management Act 2016* (see section [Relevant Legislation](#)).
3. Council fees and charges associated with location filming must be reasonable and cost-reflective and should be included in council's annual Operational Plan and Revenue Policy. Fees and charges listed in the Protocol are the maximum that can be charged and increase with Consumer Price Index (CPI) each year.
4. The Protocol recognises that location filming requires a balance between the interests of the local community – both residents and businesses – and the screen industry's requirements. The Protocol refers filmmakers, councils and the general public to codes of conduct for filmmakers, including matters such as safety.

The Protocol also acknowledges that local councils have a strong track record of successful collaborations with private sector partners. These collaborations can enhance public facilities for residents and visitors, stimulate economic development, and encourage events in a council's area.

The Protocol has been prepared in consultation with local councils, government agencies and the screen industry. It replaces the NSW Local Government Filming Protocol 2009.

The Office of Local Government (OLG) acknowledges that not every situation or issue that arises with filming projects can be addressed in one Protocol. Specific guidance and advice, where application of the Protocol is unclear, can be provided by Screen NSW.

Filming means recording images (whether on film or video tape or electronically or by other means) for exhibition or broadcast (such as by cinema, television or the Internet or by other means) and includes such acts or things as may be prescribed by the regulations as being filming, but does not include:

- Still photography, or
- Video recording of a wedding ceremony or other private celebration or event principally for the purpose of making a record for the participants in the ceremony, celebration or event, or
- Recording for the immediate purposes of a television program that provides information by way of current affairs or daily news, or
- Any act or thing prescribed by the regulations as not being filming.

Legal Framework

The *Local Government Act 1993* (LG Act) provides the legal framework for how councils manage screen and film-related applications for approvals. Chapter 7, Part 1, Division 4, of the LG Act outlines the regulatory function councils perform in relation to filming applications and activities. Sections 119B (2) and 119C (2) specifically require councils to adhere to the Local Government Filming Protocol. It is binding on both councils and filmmakers.

Under the LG Act, a council can seek the approval of the OLG Departmental Chief Executive to adopt its own filming protocol, but it will only be approved if it is found to be comparable to this issued Protocol.

Information for local councils

Overview

Councils have a key role to play in managing filmmaking due to their ownership or management of public land, their regulatory responsibilities and the facilities and services they can provide.

Councils' roles include the management of parking, traffic regulation and the use of council-managed land.

Councils need to respond to enquiries from the film industry in relation to the use of public spaces for which they have regulatory responsibility. Councils also need to provide any information on permits, applications, licences, or leases that may need to be included when submitting a filming proposal.

Within the context of a presumption of approval, councils also have a role in maintaining a balance between community interests and economic development, as well as environmental, cultural and heritage protection.

Filmmaking and the benefits of council collaboration

Every film made in NSW enhances future opportunities by increasing screen production capacity, creating jobs, showcasing local skills, and attracting investment in infrastructure. This keeps our state competitive and benefits entire regions through employment, training, trade, and the supply of goods and services.

Screen industries work in everyday locations such as buildings, streets, and landscapes where stories unfold. No studio set can replicate a harbour vista, a stunning beach, or a vibrant street. Filmmakers bring their workplace to diverse locations, involving people, vehicles, equipment, and facilities.

Effective filmmaking relies on collaboration between the crew and the community, including local residents, councils, businesses, police, and government agencies. This protocol aims to foster understanding of what is best practice for councils and filmmakers alike, to recommend efficient and effective timeframes for approvals, to simplify procedures, and build strong working relationships for the benefit of local councils and NSW as a whole.

Point of contact – the Film Contact Officer

Councils are encouraged to appoint a Film Contact Officer (FCO) to help filmmakers obtain the required approvals, support, and access to council services. A single point of contact within council will assist applicants to obtain permission for filming. As filming projects may occur after-hours and on weekends, councils are encouraged to provide an approved filmmaker with an after-hours contact within council.

Councils can determine who the FCO contact (or team) in council should be. The role does not require the creation of a new, dedicated position and it does not need to be a person with film experience (although it is open to councils to designate who they wish to fill the role). The FCO will need to coordinate with different departments of council to approve and manage filming.

Screen NSW can offer ongoing support to FCOs and work with councils to develop processes to streamline and simplify filming applications and approvals. Councils are encouraged to provide their FCO contact details to Screen NSW and update them as required. Screen NSW will then be able to alert councils to new or updated guidelines, tools, and resources. The Production Attraction Team at Screen NSW can help with any queries. The team can be contacted by email at attraction@screen.nsw.gov.au.

Filming impact categories

Filming operates in a range of scale and complexity when 'on location'. Table 1 below sets out filming impact categories to provide guidance for filmmakers in making a filming application and for councils in assessing applications. While filmmakers should give councils a clear indication of the filming impact category that they believe will apply to their filming activity, discussion with the council may be needed and before a council determines the category within which it will assess an application.

Most filming applications received by councils are for lower budget, short duration location filming, such as television commercials, which are typically agile in decision-making and are time constrained. These types of production will most often fall into 'low' or 'medium' impact categories. The recommended timeframes in this Protocol seek to balance the requirements of this sector of the industry for timely decisions with the workload for councils.

Larger television commercials, television series, and feature films typically have longer location filming duration and greater complexity, requiring longer application processing times for councils. These filming activities will most often fall into the 'high' impact category. In addition, if an application involves road occupancy, it will most often fall into the high impact category.

The 'no impact' category accommodates filming that effectively has no 'out of the ordinary' impact on residents and/or commercial activity within a local government area. Typically, this may include filming activity such as real estate filming, reality television, and background photography for visual effects 'plate shots'. In impact, these filming activities have a negligible footprint, similar to news crew filming.

Filmmakers must be aware that should a filming activity require any form of approval from a council or government authority, it may require assessment as at least low impact and will be subject to an application and assessment. In certain instances, an approval may be obtained separately to an application process under this Protocol. Examples of such approvals would include:

1. Any application that includes using weapons, explosives or other special effects, and if excessive noise is to be generated, but otherwise meets the no impact provisions, will need to be considered as low, medium or high impact.
2. If a permit or approval for use of crown or community land is required, the filming project will be assessed at a minimum as low impact.

Table 1 - Filming impact categories

Filming elements	No impact	Low impact	Medium impact	High impact
Cast and crew	6 or less total crew and cast	7 to 25 total crew and cast	26 to 50 total crew and cast	More than 50 total crew and cast
Vehicles	No disruption is caused to the council's community stakeholders, retailers or motorists or events in the vicinity of the activities	No more than 4 trucks/vans	No more than 10 trucks	More than 10 trucks
Vehicle parking	Vehicles associated with the activities are legally parked at all times and are not driven onto footways, parks or plaza areas	Small or no unit base required	Unit base required	Large unit base required
Locations	Not applicable	Usually, 1 or 2 locations	No more than 4 locations	More than 4 locations
Equipment: Risk management, public safety and Work Health and Safety (WHS)	Public safety is maintained at the locations at all times during the activities Should any specific filming activity require an approval it	Minimal equipment and lighting	Equipment used (Examples include dollies, trucks, medium-sized cranes, jibs)	Extensive equipment

Filming elements	No impact	Low impact	Medium impact	High impact
	must be assessed as 'low impact' Filmmaker responsible for assessing risk and seeking own legal advice on need for public liability insurance			
Construction	No construction - activities are restricted to footways or public open space areas only	No construction	Some construction	Significant construction

Filming Proposals and application form

The act of filming does not of itself require an approval by councils, nor is it subject to fees. What may require approval, and attract fees, are activities associated with filming where approval is required under legislated or regulatory authority or services are provided to the filmmaker.

The LG Act requires a filming proposal to be made in the approved form. Councils may develop an application form to suit their requirements and functionality, however, this form must comply with the minimum requirements below (see Appendix C: Model Application Form).

Acknowledgement of application and notification of fees

Section 117 of the LG Act states that:

1. The council must within 2 days after the day on which a filming proposal is lodged with it:
 - a. give written acknowledgment of its receipt to the person who lodged the proposal, unless the council rejects the application under subsection (2), and
 - b. if a fee payable for any application made in the proposal has not been determined or paid, advise the person what that fee is.
2. The council may reject an application made in a filming proposal if the application is not clear as to the approval sought or if it is not easily legible.

The LG Act further provides that the applicant must be informed in writing of an unsuccessful application within 3 business days of the decision being made, giving the reasons for its determination.

Timely and effective government responsiveness to filming activity acknowledges the significant economic and social value of the screen industry to NSW. In addition to the requirement of the LG Act that councils acknowledge receipt of filming applications within 2 business days, this Protocol recommends ideal application assessment and notification timeframes.

Table 2 - Filming application processes by impact categories

Application and impacts	No impact	Low, medium and high impact
Application and notification	<p>No application or permit required (unless the land is Crown land or certain council-controlled community land, in which case it may be low-impact, and an application or prior notification may be required – check with council prior)</p> <ul style="list-style-type: none"> Notification to relevant council/state authorities is recommended 	<ul style="list-style-type: none"> Application required Public liability insurance required Notification to relevant Police Area Command, Police District, council and NSW Government authorities required
Council acknowledgement of application (required under legislation)	Not applicable if no approvals required	Councils to acknowledge receipt within 2 business days of submission, preferably by automated email acknowledgement of receipt at submission
Council rejection of application	Not applicable	A council may reject an application made in a filming proposal if the application is not clear as to the approval sought or if it is not easily legible
Council refusal of application	Not applicable	Councils are required by the <i>Local Government Act 1993</i> to advise an applicant of refusal of an application in writing within 3 business days of the determination to refuse the application with details of the reason for refusal
Reasons for refusal	Not applicable	Public amenity, safety, security or other operational requirements

Table 3 below sets out the recommended timeframe from the date of submission of an application for a council to advise an applicant of approval of an application, and of fees that may apply to the approval.

Table 3 – Best practice approval timeframes

Application and impacts	No impact	Low impact	Medium impact	High impact
Council best-practice approval timeframes	Not applicable	5 business days	7 business days	15 business days <ul style="list-style-type: none">• Notification to include activity that involves actual filming or associated activity that may impact road users, requiring approval.• Prior consultation with council is mandatory and additional fees may apply for traffic guidance schemes (TGS) or traffic management plans (TMP).

Fees and charges

Legislation underpinning the Filming Protocol includes 'provisions for determining fees for an application and fees and charges for services related to an application, made in a filming proposal'¹. Fees associated with filming projects must be set in a transparent manner and on a cost-reflective basis.

The Maximum Fee Schedule for film applications is set out in table 4 below. The schedule has been updated to reflect costs associated for council assessing film applications. This Maximum Fee Schedule will be updated annually in-line with the Consumer Price Index (CPI) ([Appendix B: Fee Schedule – Adjustment](#))

Section 116 of the LG Act specifies that filming proposals must be accompanied by the fee payable for each application made. Fees charged for applications cannot exceed the maximum amount noted in the fee schedule, below. Councils may choose to impose lower fees or no fees at all.

Councils can apply additional cost-reflective charges in circumstances such as:

- when 'exclusive use' of a public location is required
- to recover revenue lost when metered parking areas are needed by filmmakers
- to recover costs for services provided by the council
- for hiring council facilities.

¹ Section 119(D)(2)(d) of the Local Government Act 1993

Any fees charged must be no more than what the general public would pay. Higher fees may not be charged for a location that a council believes is subject to frequent filming. Charging different application fees for filming in a 'peak season' or an 'off peak season' is also not permitted.

Additionally, a bond may be reasonable and necessary in certain cases. (For example, if there is a risk of damage or the need for a clean-up where additional costs may apply).

Councils must publish the interest rate they will apply to bonds for specific sites and specific usage. Bonds should be repaid or released as soon as practicable after the completion of filming and site clean-up, preferably by electronic transfer.

Council filming application and traffic management plan fees are non-refundable when a filmmaker decides not to proceed with an application. However, councils can elect to refund the fees if filming does not proceed. Barricading assessment fees are non-refundable.

Parking fees applicable to metered or timed parking areas are refundable if filming does not take place and parking spaces are not used or barricaded.

Maximum fees and charges

This Protocol addresses concerns of councils that there is adequate cost-recovery in assessing filming applications and, where required, managing aspects of filming activity. The Protocol recommends that councils apply a non-refundable Application Assessment Fee and an Approved Filming Application Fee that reflects costs across the three filming categories.

Where a council is asked to assess an application submitted in less than the recommended minimum application assessment timeframe for each of the impact categories: Low Impact (5 days), Medium Impact (7 days) and High Impact (15 days) councils may apply an optional additional assessment fee, at a rate of 250% the usual maximum filming permit fee for each category.

Councils are not obliged to process late filming applications, but should they choose to, the additional fee compensates the required prioritisation.

Table 4 - Maximum fees and charges

Fees	No impact	Low impact	Medium impact	High impact
Application assessment fee	No fee	Maximum fee: \$100 (payable at application and non-refundable)	Maximum fee: \$100 (payable at application and non-refundable)	Maximum fee: \$100 (payable at application and non-refundable)

Fees	No impact	Low impact	Medium impact	High impact
Number of locations per application	Unlimited number of locations	Up to 2 locations	Up to 2 locations	Up to 2 locations
Payment method	Not applicable	As per a council's approved payment method	As per a council's approved payment method	As per a council's approved payment method
Additional maximum application processing fees – on approval	Not applicable	\$180	\$385	\$670
Late application maximum assessment fee – for assessment of an application submitted within the recommended minimum assessment period	Not applicable	\$450	\$963	\$1675

Fees for processing Traffic Management Plans

Fees for assessing/processing traffic management plans (TMP) and traffic guidance schemes (TGS) apply as per councils published fee structure applicable to any other user. Council is only permitted to charge for barricading/parking of metered or timed parking zones. No charge is permitted for unrestricted parking spaces.

Table 5 - Traffic Management Plan (TMP) assessment – maximum fees per TMP in each impact category

Low impact	Medium impact	High impact
<ul style="list-style-type: none"> Stop/go traffic control - local or council-managed road Police consultation if required 	<ul style="list-style-type: none"> Stop/go traffic control - multi-lane or state road Police consultation if required Transport for NSW consultation if required 	<ul style="list-style-type: none"> Road closures Police consultation if required Transport for NSW consultation if required
\$140	\$400	As per council's standard road closure fees

Presumption of approval

Councils must not unreasonably withhold the approval of a filming application and are expected to provide filmmakers with any necessary approvals unless exceptional circumstances arise or where council is required to refuse the application under legislation. The presumption of approval recognises the benefits the film industry provides to NSW and local communities, supporting NSW as a screen ready, world-class production destination.

Filming activities are allowed on community land even if a council's management plan does not specifically mention filming. Councils that have a filming exclusion in their Local Environment Plans (LEPs) due to having approved the previous Standard Instrument LEP will need to amend their LEP to allow filming to take place in certain zones.

It is also important to note that councils have no editorial function, provided the filmmakers are complying with the law. They do not have the authority to withhold approval based on content.

Review of application refusal, conditional approval or fees and charges

Applicants whose filming proposal has been refused or who are dissatisfied with conditions placed on an approval, or with fees and charges, are encouraged in the first instance to speak with the council or relevant approving authority or other relevant Government agency where it is the landowner. An applicant may also seek advice and potential mediation through the Production Attraction Team at Screen NSW.

If a resolution is not reached through these means, Section 100 of the LG Act sets out the process and conditions under which an applicant may request a review of a council determination of an application. This includes the following conditions:

1. The request for a review must be made within 28 days after the date of the determination.
2. An approved fee must, if required by the council, be paid in connection with a request for a review.
3. As a consequence of its review a council may either confirm or change the determination.
4. The decision whether or not to review the determination must not be made by the person who made the determination.
5. If the council reviews the determination, the review must be made by the council or another delegate of the council who is not subordinate to the delegate who made the determination, or if the council made the determination – the council.

6. The council must give notice of the result of the review to the applicant as soon as practicable after the review.
7. If the council or its delegate changes a determination, the changed determination replaces the earlier determination as from the date of the review.
8. A determination on a review may not be further reviewed.

Parking and road rules

Transport for NSW (TfNSW) has developed detailed guidelines for Road Occupancy Licensing, including recommendations of good practice to councils and the screen industry for managing film related road closures and parking of vehicles on road and road related areas associated with filming. The Sydney Metropolitan Filming Guidelines include a process flow and checklist of the approvals that may be required, depending on the proposed filming or parking activity.

In New South Wales there is a hierarchy of roads ranging from major interstate and regional transport routes to roads carrying only local traffic. TfNSW is responsible for managing State Roads, and local government (councils) are responsible for managing with TfNSW Regional and Local Roads.

Approval for lane or total closures of State Roads is a matter for TfNSW. However, separate council and police approvals for any major film industry activity or special event is mandatory, as councils and police have broader responsibilities to the community to consider environment, crowd and safety, business, and other community impacts.

TfNSW would involve councils and the police in consideration of any significant road closures. Approval for lane or total closures of Regional and Local Roads is a matter for councils and police, however where there is significant potential disruption to traffic, TfNSW is also routinely involved.

In urban areas with limited available parking, requests to accommodate parking in association with filming can be a source of concern for local residents and businesses. However, the ability to park vehicles containing equipment, sets, costumes, and catering is essential for filming on location.

Councils cannot apply any 'premium' charges for parking of film vehicles over and above what is charged to the general public.

It is recommended filmmakers and councils consult as early as possible to discuss parking and unit base requests.

Parking

Parking for a substantial shoot will be required for four different purposes:

1. **Essential vehicles** – those carrying camera, grip, and lighting equipment. Filmmakers need to park these vehicles as close as possible to the shooting area to limit the time and difficulty involved in moving equipment. Councils are encouraged to allow barricading for these vehicles.
2. **Unit parking** – unit parking is required for the support vehicles. These include the catering truck, makeup and wardrobe vans and cast caravans. Where councils cannot accommodate the unit vehicles near the essential vehicles, especially in built-up areas, they are encouraged to designate areas for unit parking. If there are standard costs associated with these areas for any other usage, then these costs can be charged to filmmakers on the same scale.
3. **Clear for shot** – parking spaces that are cleared for filming a scene that involves action or required to be clear for visual purposes.
4. **Cast and crew private vehicles** – these will normally be parked in areas that are available to the general public. Costs may or may not apply, as for any community member.

Minimum recommended parking spaces per filming category

Parking is an essential component to filming and presents challenges for applicants and councils. Councils are encouraged to collaborate with applicants to provide parking as close as possible to a filming location whilst balancing the needs of the community. The recommended minimum number of parking spaces below reflect the average number of essential vehicles that an applicant would have associated with each of the filming categories. Councils should be aware that parking spaces are sometimes required to be 'clear for shot' which may be of essential creative importance to filming activity.

Table 6 - Recommended parking provision

Parking and impact	No impact	Low impact	Medium impact	High impact
Parking approval, spaces, fees	No council approval required and no additional fees payable where vehicles associated with the activities are legally parked, adhere to regular signage and parking fees and are not driven onto footways, parks or plaza areas	No or small unit base Recommended minimum 4 spaces (at cost if parking meters exist)	Unit base required Recommended minimum 10 spaces (at cost if parking meters exist)	Large unit base Recommended minimum 15 spaces (at cost if parking meters exist & assessment costs by council traffic team if applicable)

Resident and commercial consent (Low, medium and high impact categories): If barricading and/or parking impacts commercial tenants, residents (or other affected parties) an applicant must have consent from all immediately affected parties - no guarantee of securing spaces via barricading or other services is given.

The applicant is expected to manage the minimum allocated parking spaces and the purpose for which they are used.

An applicant may request additional parking spaces, but it is at council's discretion to approve this request. Council must not unreasonably withhold the approval of additional parking requests, especially for essential vehicles, and are expected to provide the applicant with necessary approvals except under circumstances where public amenity, safety, security or other operational requirements demand that approval is not given.

Restricted and unrestricted parking

Unrestricted parking zones or period parking zones, with or without pay parking devices or resident parking schemes, are the most suitable for the parking of filming vehicles. Restricted parking zones installed for reasons other than safety may be considered, provided the impact on the traffic efficiency of the road network is minimal. This process may have associated recoverable costs.

Reserved spaces and barricading

For this Protocol, barricading is not considered to be a road closure or 'exclusive use'.

Providing spaces to accommodate essential vehicles, and where possible, unit vehicles, close to the filming location may require road areas to be reserved and barricaded for a period before, during, and immediately after filming activity.

This is best done using temporary barriers, barrier boards, or any other appropriate means. This is a legitimate part of the film related activity and if required, must be requested in the filming application.

Barricading may be undertaken by any person (not limited to licensed traffic controllers) as long as parking is in a designated parking area as permitted by the approved film permit issued by council. If barricading on an active vehicle transit lane, licensed traffic controllers are to be used.

For low, medium and high impact approved applications advanced community notification must include barricading details, including a production mobile phone contact and confirmation of the application/permit ID number if applicable. These details are to be included on community notification letter drops.

If barricading takes place in a time restricted zone, then notification on physical and/or fixed notification signage at the affected barricading site is required. Signage, such as a weather sealed printed or visual messaging board (VMS) board employed by the filmmaker but is subject to assessment by council.

Truck parking

Section 200 (2A 2) of the Road Rules 2014 allows heavy and long vehicles to stop on a length of road in a built up area for longer than one hour if the vehicle is stopped for a purpose connected with filming. These vehicles must be clearly identified, and the council notified. Where these vehicles are parked on a road with 'unrestricted' parking, no parking fees will apply.

The needs of residents and businesses must be considered, and sometimes it may be appropriate for the filmmaker to offer alternative parking or compensation to residents who will be adversely affected.

Parking fees

Sourcing suitable parking at a reasonable cost has been a major challenge for filmmakers.

Fees for parking are to be limited to the costs of processing applications and any services required to reserve areas to accommodate vehicles. For example, there may be fees associated with the placement of barricades and signage and the control of traffic ☐but only if council provides these

services. The only exception to this is where spaces usually subject to metered parking will result in lost revenue to council.

For high impact barricading/parking, council is permitted to charge an assessment fee for parking requests. Parking costs are to be cost recovery only.

Parking charges are refundable if filming is cancelled prior to use of parking spaces. Parking assessment charges may not be refundable if council has already undertaken this assessment.

Stand plant or similar premium charges by councils to production are not permitted.

Metered parking

These funds can be recovered by council as a cost recovery component. Calculation of the costs recovered should be based on presumption of full space occupancy for the period the parking space is used. No additional premium charge can be levied.

Barricading

Approved barricading would not attract fees unless council supplies barricading and/or signage in zoned and restricted parking areas. In this case, council costs are recoverable.

Alternative parking for residents and businesses

Where alternative parking arrangements are required for businesses and residents, there may be costs to the production, although these should arise only if essential and reasonable. All costs should be transparent and consistent.

Road closures

Councils are responsible for managing regional and local roads and Transport for NSW (TfNSW) is responsible for managing State Roads. Councils have powers under sections 115 and 144 of the *Roads Act 1993* to allow local road closures under certain circumstances.

Road closures for filming that qualify as 'Class 3 or 4 events' — defined by the Transport for NSW [Guide to Traffic and Transport Management for Special Events](#) as having minor impacts on the traffic network and minimal disruption to the non-event community — may, if appropriate and subject to the Council's event policy, be approved directly by councils without referral to the Local Traffic Committee (LTC).

In these cases, councils can and should still seek stakeholder support from agencies such as NSW Police, NSW Ambulance, and Fire & Rescue, as appropriate.

Local notification requirements remain unchanged for these examples, and Transport for NSW Road Occupancy Licences must still be obtained for closures that are adjacent to or affect state roads or traffic signals.

Addressing community concerns

Councils and filmmakers should work together to manage community concerns. Councils should be able to address community concerns by imposing appropriate conditions on approvals, for example, noise restrictions, and notification requirements for filmmakers to residents and businesses.

Councils should indicate the appropriate coverage area for such advice and be provided with a copy of any communication the filmmakers make to the community. Filmmakers have a role in communicating with affected members of the community (residents and businesses) so that disruption is minimised. Filmmakers must also specify a contact person and phone number for the production.

Councils are encouraged to provide relevant communication on their public platforms (website, social media) to help minimise enquiries and complaints from residents and businesses.

Table 7 - Community notification of filming activity

No impact	Low impact	Medium impact	High impact
No community notification required If filming is taking place on private land, the activity must have consent by the private landowner or occupier	Community notification required with a minimum of 48 hours prior to filming and/or associated activities	Community notification required with a minimum of 72 hours prior to filming and/or associated activities	Community notification required with a minimum of 10 business days prior to filming and/or associated activities

Note: For low, medium and high impact categories, community engagement can commence prior to council approving a filming application but community notification must be as per agreed terms with council.

Failure to comply

If filmmakers fail to comply with a council's requirements or there are a significant number of reasonable complaints about a production's filming activities, then the council may:

- contact Screen NSW within business hours to discuss
- cancel any approval that has been issued
- instruct the filmmaker to cease activities immediately and remove all personnel and equipment from the site
- require the filmmaker to forfeit any fees paid to council and any security bond held by council to offset losses, damages, or outstanding amounts
- require the filmmaker to justify the approval of any future applications that may be submitted
- enforce their powers under the NSW Local Government Act 1993 and the Environmental Planning and Assessment Act 1979 for breaches of approvals, licences, or consents, as well as for conducting activities without required permissions
- charge for any costs relating to failure to comply.

Note: All sub-contractors hired by an applicant are the applicant's responsibility, with any non-compliance by sub-contractors the responsibility of the applicant.

Information for filmmakers

Code of conduct

The screen industry and Screen NSW have adopted a Code of Conduct for Location Filming in NSW. Filmmakers must ensure that all crew on location understand and comply with this code of conduct. The Code of Conduct for Location Filming is available at the Screen NSW website.

Applications for filming approval

A person intending to conduct a filming project is required to submit a filming proposal to council unless the project can clearly be categorised as 'no impact'. Table 1: Filming impact categories give guidance for both councils and filmmakers on assessing which impact category filming activity is likely to apply to a filming proposal. A filming proposal:

1. Must be on council's approved application form.
2. May contain applications relating to the whole or part of a filming project.
3. Cannot be lodged for more than one filming project.
4. Must be accompanied by:
 - a. All matters that are required under law.
 - b. Items specified by council that are necessary to enable council to assess applications adequately.

If a filming application is successful, the council will issue a Filming Application Approval notice.

The applicant is required to apply for any external approvals required and provide copies of these when lodging a film proposal (for example, NSW Police permit to use firearms).

Presentation of filming application approval issued by council

A filmmaker must have a physical or digital copy of the application approval, and associated barricading if relevant, on location at all times and from the commencement of the first associated activities. If requested the application approval must be presented to any member of the public and/or council or police.

Land ownership and use

Public land

Public land falls under various forms of public ownership and control. Public land may be owned by state agencies (hospitals, schools, railways, power utilities, public reserves and national parks). Roads can be public land, controlled by Transport for NSW (main roads) or councils (local and regional roads) or the Department of Planning, Housing and Infrastructure (DPHI) (Crown roads). Council-owned land is either operational (depots, waste facilities, council buildings) or community land (parks, playing fields and land not identified as operational). There may also be restrictions to accessing public land, such as in water catchment or wilderness areas.

The types of approvals required to access and use public land, and who is responsible for providing these approvals, depends on the status of the land, the owner or steward of the land, and other legislative requirements. Approvals may be within the authority of a council to grant, either under its own authority or by authority delegated from others. It is therefore advisable for filmmakers to contact council in the first instance to determine the types of approval required.

In certain circumstances, filmmakers may need a licence or approval to film on public land. For example, this might be when they need to film on a road or have 'exclusive use' of public land, or where a government agency requires formal approval to undertake activities on its land. Councils are to include fees associated with 'exclusive use' in their annual fees and charges.

It is important to note that the short-term use of public open spaces, such as parks, playing fields, malls, plazas, or roads that are normally open for public use, is not considered 'exclusive use.' An exception to this rule is if the public is prevented from using the location, for example where a film crew wishes to have the 'exclusive use' of an area.

Exclusive use charges are to be in line with other user's charges to exclusively book a site as per published fees on council's website.

Councils are able to apply exclusive use charges in circumstances where public safety or disturbance is of concern. In addition, applicants may request exclusive use, but councils may determine whether exclusive use of a location is permissible. For the avoidance of doubt, parking and barricading, unit base, and/or catering do not constitute exclusive use.

If a filmmaker wants to apply and pay for exclusive use for filming activities, outside of an existing Development Consent that applies to the location, this can be permitted subject to council assessment.

If an existing/long standing booking is in place for a location e.g. a sports oval, a park or community hall, council can, at their discretion offer a filmmaker the option to financially compensate the existing booking, to be negotiated and resolved directly between the two parties.

Key points to consider include:

1. The nature of the land may determine what filming is possible. Filming is excluded from certain land, such as wilderness areas. Also, approval may not be granted to use land if public safety is compromised.
2. News and current affairs filming does not require approval on public land, but other filming and associated activities may be subject to approvals. Approval may depend on the nature of the land and the nature of the activities for which it is used.
3. Councils and other government agencies may require additional approvals in their roles as regulators of the land. Examples include ensuring environmental protection, public safety, and traffic management.
4. Applications for filming and associated activities on community land can be made even if there is not express approval in the council's applicable plan of management.
5. Particularly sensitive community land may be exempt from filming. Examples include the presence of an item of First Nations significance, or because it is a critical habitat for a threatened species.

Private land

Filmmakers must seek approval from the landowners to film on private land, such as homes and business premises. This approval usually takes the form of a location agreement detailing the terms, conditions, and fees for the filming activity.

Filmmakers do not need approval from a council for filming and certain associated activities that are entirely on private land. However, when filming is over more than two consecutive days, they are required by the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (Codes SEPP – [Section 2.114\(d\)](#)) to lodge a Film Management Plan with the council. Filmmakers must also notify surrounding residents and businesses at least five days before filming commences. There is no fee for lodging a Film Management Plan.

It is an applicant's responsibility to ensure compliance with any applicable restrictions, such as those outlined in the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 Subdivision 4 and the general development standards.

The Police Area Command or Police District should be advised in case they receive enquiries or complaints and, importantly, to assess if other approvals are needed, for example, a permit to use firearms.

If filming does not exceed two consecutive days, filmmakers should still notify councils so they can evaluate if any associated activity on public land or roads requires approval. For example, running a cable across a footpath from a private property to a generator, or managing reserved vehicle

parking to ensure public safety. Fees and charges may apply and conditions on filming may be imposed if required.

The Codes SEPP specifies that a Development Application is required if a private property is to be used for filming for more than 90 days in a 12-month period.

Crown Land

Under the *Crown Land Management Act 2016* local councils now manage dedicated or reserved Crown Land as if it were public land within the meaning of the *Local Government Act 1993*. This means that council-managed Crown reserves that may have been subject to a separate filming approval process under previous Crown Lands legislation, now fall within the Local Government Filming Protocol.

Filmmakers should therefore contact the local council or visit the [Crown Lands website](#) to check on the land status and obtain the appropriate approvals for filming.

Construction

The State Environmental Planning Policy (Exempt and Complying Development Codes) 2008² states certain temporary structures and alterations or additions to buildings or works are 'exempt development' if the development is for the sole purpose of filming. This only applies for short-term filming projects where the development will not remain in place for more than 30 days within a 12-month period or as otherwise required by the SEPP³. Development consent may be required in certain cases, for example if a temporary structure will remain at a location for over 30 days or as otherwise required by the SEPP.

To ensure public safety, the development must not be accessible to the public.

A Film Management Plan (FMP) must be prepared and lodged with the consent authority for any high impact filming application or if the filming is to be carried out for more than 2 consecutive days. The FMP should address any concerns that council may have with extended filming beyond two (2) consecutive days at one location (includes all associated filming activities) and up to 90 days. See [Codes SEPP Part 2, Division 3, Subdivisions 4, 5 & 6](#) for types of development, development standards and requirements for a Film Management Plan.

To ensure public safety, the development must not be accessible to the public.

² See Codes SEPP Part 2, Division 3, Sub-divisions 4,5 & 6 for types of development and development standards

³ NOTE: The NSW Screen and Digital Games Strategy 2025-2027 proposes that the 30 days within a 12-month period before a DA is required is increased to 90 days

Drones

The following applies if drones are involved with filming:

- an applicant must advise council of drone use as part of their filming application
- Additional council fees for drone usage are not permitted
- Council is not obliged to provide take off/landing areas
- An applicant can only be refused the use of drones if drone use is excluded in the area as defined by the Civil Aviation Safety Authority (CASA)
- An applicant is to adhere to CASA (or current regulatory body) guidelines and the pilot requirements as per their pilot/operator licence or conditions
- Filming applications must provide CASA approvals to council if requested
- If requested, an applicant must provide council with evidence of public liability insurance (PLI) cover that includes the use of drones.

Noise⁴

If filming approved under any of the Low, Medium or High Impact categories is to take place after 10pm in a residential area, a production must notify residents within a 200m perimeter.

For filming approved under any of the Low, Medium or High Impact categories, ambient nighttime noise level is not to be raised between the hours of 10pm and 7am without council approval and consent from the immediate neighbours to the filming location.

Noise complaints to be processed as per councils existing noise complaint framework.

⁴ The Environment Protection Authority (EPA) regulates noise through the Protection of the Environment Operations (Noise Control) Regulation 2017 and is the over-riding regulation for all filmmaking activity.

Risk management and work health and safety

All film production companies require a work health and safety policy and, depending on the filming activities, may need to prepare a safety report. They also require workers compensation insurance and public liability insurance. FCOs should sight safety and insurance documentation and can contact Screen NSW if they have any concerns.

Stringent safety requirements apply to the screen industry, especially in relation to special effects, stunts, and the use of firearms and weapons. Only appropriately qualified people are permitted to operate in these fields. Filmmakers must be able to satisfy the council that they hold all necessary licences and permits for the proposed activities.

Screen Producers Australia have released National Guidelines for Screen Safety. These guidelines provide advice on how to manage safety in screen industry workplaces and comply with state and federal workplace health and safety legislation. They can be accessed from the Screen Producers Australia [website](#).

Filmmakers must undertake hazard and risk assessments of any locations or premises in which they propose to film. If councils already have risk or hazard assessments of premises or locations under their control, they must cooperate with filmmakers to make further detailed assessments.

Filmmakers need to check the level of public liability insurance required by the council and have councils listed as an interested party on public liability insurance policies, if required. Filmmakers should expect to provide cover for \$20 million in most cases, but more may be required for significantly higher risk projects. Any additional cover should be negotiated openly and in good faith between council, their insurer, and the production company.

Councils may also consider reducing the level of public liability cover required for low-risk productions, such as a low impact filming.

Relevant Legislation

Local Government Act 1993

Chapter 7, Part 1 Division 4 Approvals for filming

The purpose of this Division is to establish a streamlined procedure for obtaining any council approvals necessary to conduct filming

Section 119D – Applicable filming protocol.

- (a) the filming protocol, issued by the Departmental Chief Executive under this section, as in force from time to time, or
- (b) if the council has adopted its own filming protocol and it has been approved by order in writing by the Departmental Chief Executive – that filming protocol.

Filming Approval Act 2004

An Act to facilitate filming in national parks, marine parks and certain other areas under the *National Parks and Wildlife Act 1974* and the *Marine Estate Management Act 2014*, and for other purposes.

Crown Land Management Act 2016

Part 5, Division 5.12 General, Section 5.62 – refers to the use of crown land for filming purposes.

Road Rules 2014 - Section 200 (2A-2)

The driver of a heavy vehicle, or a long vehicle, is permitted to stop on a length of road in a built-up area for longer than 1 hour if the vehicle is stopped for a purpose that is ancillary to or connected with the lawful carrying out of a filming project (within the meaning of the *Local Government Act 1993*) that is approved under that Act.

National Parks and Wildlife Act 1974

In NSW, Plans of Management are legal documents that guide the sustainable management of National Parks. They outline how natural and cultural values will be conserved and recreational opportunities maintained. These plans are developed and maintained by the National Parks and Wildlife Service (NPWS) under the *National Parks and Wildlife Act 1974*.

State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

Refer to Part 1, Division 2 for general requirements for exempt development.

Refer to Part 2, Division 3, Sub-divisions 4,5 & 6 for types of filming related development and development standards.

Appendix A - Application minimum requirements

Applicant Details

- Production Company/Organisation Name, address, contact number and email
- Producer name, contact number and email
- Production Manager name, contact number and email
- Location Manager name, contact number and email.

Production details

- Name of production
- Production summary/synopsis/script (attachment)
- Type of production (e.g., TV commercial, documentary, reality tv).

Location details

- Location (list additional locations if more than one)
- Date of use, from – to (include proposed date and back up/wet weather date)
- Time of use (incl. crew arrival and departure)
- Description of activities and development proposed
- Personnel numbers
- Vehicle details and parking requirements (include a parking plan if applicable).

Supporting documentation (as required)

- Public Liability Insurance certificate of currency
- Traffic management plan (when required)
- Parking plan
- Authorised safety report (when required)
- Community notification letter
- Environmental management plan (when required)
- Any required approvals (e.g., Police, NSW Fire, Transport for NSW).

Payment of the Application Fee

- Include fees and applicable payment details.

Appendix B - Fee schedule adjustment

Definitions

In this Schedule:

- **Adjustable fee amount** means a fee amount prescribed under this Protocol.
- **Consumer Price Index** means the Consumer Price Index (All Groups Index) for Sydney published by the Australian Statistician.
- **Consumer Price Index number**, in relation to a quarter, means the number for that quarter appearing in the Consumer Price Index.
- **Financial year** means a period of 12 months commencing on 1 July.

Adjustment of fees

Each adjustable fee amount is to be adjusted on 1 July each year for inflation as provided by this clause.

The adjustable fee amount that is to apply for the financial year commencing on that 1 July is to be determined by multiplying the adjustable fee amount that applied for the previous financial year by the annual increase in the Consumer Price Index during that previous financial year.

The annual increase in the Consumer Price Index during a financial year is to be calculated as B/A where:

- **B** is the Consumer Price Index number for the last quarter for which such a number was published before the end of the financial year.
- **A** is the Consumer Price Index number for the last quarter for which such a number was published before the start of the financial year.
- If B/A is less than 1 (as a result of deflation), B/A is deemed to be 1.

Before the start of each financial year after the first year of the operation of this clause, the Chief Executive of the Office of Local Government is to publish notice of the amount of each adjustable fee amount for that financial year (as adjusted under this Schedule) on the website of the Office of Local Government.

Rounding of adjustments

If the determination of an adjustable fee amount for a financial year under this Protocol results in an amount that is not a whole number multiple of \$1, the amount calculated is to be rounded up to the

nearest whole number multiple of \$1 and that amount as so rounded is the adjustable fee amount for that year.

Appendix C - Model application form

Please save a copy of your completed application for your records. Supporting documentation to be attached, with a copy of your application, to an email.

With submission of an application the associated application fee as stipulated under the Local Government Filming Protocol is liable for payment and is non-refundable.

Once an application is received and processed, the relevant filming application approval fee is payable, and cancellations will only be accepted in writing.

No refund of fees (additional to the application fee) will be issued for cancellations that are received less than 5 business days for low impact filming, 7 business days for medium and 15 days for high impact filming prior to the first shoot or associated activity date.

(Insert council name) takes no responsibility for any third-party commitments entered into by the applicant if an application is refused.

For further information regarding your application please contact us.

Email: (insert council email) **Telephone:** (insert council number)

Privacy & Personal Information Protection Notice

Purpose of Collection: For management of parks and open spaces in the Council area and data analysis by Screen NSW.

Intended recipients: Council staff and approved contractors of the Council and Screen NSW.

Supply: Film Production & Photography Application is voluntary however a completed application form is required for filming & photography in the councils' owned and/or managed land and buildings.

Access / Correction: Contact the Council Customer Service Team to access or correct this information.

APPLICANT DETAILS	
Applicant/Organisation	
ABN	
Address	

KEY PERSONNEL	First Name	Last Name	Phone	Email
Producer				
Production Manager				
Location Manager				
Unit Manager				
Traffic Controller				
PRODUCTION DETAILS				
Production Name				
Production Type - (TVC, Doco, Feature film etc.):				
Production summary				
Production Company				
Onsite Contact				
Dates & Times				
Location				
Shot Sequence Description (*must be completed in full details and complete sentences)				
Production personnel No (approx.)				
Traffic/Pedestrian Control				

Onsite Equipment Component (*Must include all external equipment including dollies, jibs etc. – ‘film equipment’ as a description will not be accepted)		
Production vehicle parking (inc. Unit bases, locations and how many meters required)		
Number of ticket parking spots		
Barricading of required spaces (Time & Date)		
Catering Location		
ESSENTIAL PRODUCTION VEHICLES (No general crew vehicles permitted for permits under any circumstances)		
Description	Registration No.	Vehicle Length

Department:	Office of the Director Corporate Services
Submitted by:	Jane Walton, Manager Finance and Technology
Reference:	ITEM GOV64/25
Subject:	INVESTMENT REPORT FOR PERIOD ENDED 31 JULY 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.

OFFICER'S RECOMMENDATION:

That Council:

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

Cash Book Balances on this date were as follows: -

General (Consolidated)	\$45,137,599	Credit
General Trust	\$ 69,074	Credit

Council's General Consolidated Account earned an interest rate of 3.85% up to 31st July on a variable basis resulting in a reasonably high interest return. This is reviewed on a regular basis as part of cash flow monitoring.

Our Governance No. 64 Cont...

(b) Summary of Investments

Council investments as at 31 July 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.

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
Department:	Office of the Director Corporate Services
Attachments:	1 Investment Report July 2025 1 Page

INVESTMENT REPORT FOR PERIOD ENDED 31 JULY 2025

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 JULY 2025

Financial Institution	Issuer Rating	Investment Term	Maturity Date	Interest Rate	Amount \$	Percentage Exposure	Source of Invested Funds
NAB	AA-	91 Days	20/Oct/25	4.20%	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-	91 Days	06/Oct/25	4.20%	2,000,000.00	13.33%	Regional Emergency Road Repair Grant
NAB	AA-	91 Days	27/Oct/25	4.20%	2,000,000.00	13.33%	Disaster Recovery Funding Arrangement (DRFA)
TOTAL NAB INVESTMENTS					6,500,000.00	43.33%	
Commonwealth Bank	AA-	3 Months	13/Oct/25	4.22%	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-	3 Months	28/Oct/25	4.20%	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 July 2025, no term deposits were made or discontinued. \$10.5 million of term deposits matured and were reinvested as shown below:

Financial Institution	Date Matured	Amount \$	Actions Taken	Source of Invested Funds
NAB	07/Jul/25	2,000,000.00	total amount reinvested for 91 days at 4.20%	Regional Emergency Road Repair Grant
Commonwealth Bank	14/Jul/25	3,000,000.00	total amount reinvested for 3 months at 4.22%	Sewer Fund
NAB	21/Jul/25	1,500,000.00	total amount reinvested for 91 days at 4.20%	Water Fund 66.6%, Stormwater Fund 33.3%
NAB	28/Jul/25	2,000,000.00	total amount reinvested for 91 days at 4.20%	Disaster Recovery Funding Arrangement (DRFA)
Westpac	28/Jul/25	2,000,000.00	total amount reinvested for 3 months at 4.20%	Waste Fund

Department:	Office of the Director Corporate Services
Submitted by:	Jane Walton, Manager Finance and Technology
Reference:	ITEM GOV69/25
Subject:	CAPITAL EXPENDITURE REPORT AS AT 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 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	Collaborate and deliver resources with other organisations to ensure a variety of cost effective services across the service area.

SUMMARY

The purpose of this Report is to show the Full Year financial progress of Capital Works projects against the budget.

OFFICER'S RECOMMENDATION:

That Council receives and notes the Capital Expenditure Report for the period ended 30 June 2025.

BACKGROUND

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

REPORT:

The carry-forward budgets for capital projects not completed in the 2023/24 year were adopted in the first Quarterly Budget Review at the November 2024 meeting. The budgets for a number of new grants received in the current financial year were also adopted.

The Capital Expenditure Report was then updated to show the list of approved capital projects, including the budget changes for capital projects that were adopted by Council:

- at the February 2025 meeting (as part of the December 2024 Quarterly Budget Review)
- at the May 2025 meeting (as part of the March 2025 Quarterly Budget Review)

The Capital Expenditure Report as at 30 June 2025 has been updated to show the current list of approved capital projects.

COUNCIL IMPLICATIONS:

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

Our Governance No. 69 Cont...

2. Policy and Regulation

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

3. Financial (Annual Budget & LTFF)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Full Year reporting on the progress of Council Capital Projects is provided to show transparency and to monitor progress that will aid in highlighting any future financial sustainability risks.

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 June 2025 Capital Expenditure
Report

4
Pages

Tenterfield Shire Council
Capital Expenditure Report as at 30 June 2025

Capital Projects	Funding Source	24/25 Adopted Original Budget \$	24/25 Adopted July Amended Amounts \$	24/25 Adopted Carry Forward Amounts \$	24/25 Adopted September Amounts \$	24/25 Adopted December Amounts \$	24/25 Proposed March Amounts \$	24/25 Revised Budget \$	24/25 YTD Actuals \$	24/25 Percentage Spent % (Revised Budget)	24/25 Remaining Budget \$	Comments
Office of the Chief Executive												
Economic Growth and Tourism												
SCCF5 - 0867 - Tenterfield Youth Precinct Infrastructure Upgrade, Stage 2	General Fund - Grant	0	0	159,863				159,863	42,057	28.3%	117,806	Carry-forward remaining budget to 25/26
Total Economic Growth and Tourism		0	0	159,863	0	0	0	159,863	42,057	26.3%	117,806	
Arts, Culture and Library Services												
Local Priority Grant 2021/22	General Fund - Grant	0		4,780				4,780	4,780	100.0%	0	Completed
Local Priority Grant 2022/23	General Fund - Grant	0		23,230				23,230	23,229	100.0%	1	Completed
Local Priority Grant 2023/24	General Fund - Grant	0		14,991				14,991	14,991	100.0%	0	Completed
Local Priority Grant 2024/25	General Fund - Grant	20,705			(505)			20,200	4,214	20.9%	15,986	Carry-forward remaining budget to 25/26
Total Arts, Culture and Library Services		20,705	0	43,001	(505)	0	0	63,201	47,214	74.7%	15,987	
Office of the Chief Corporate Officer												
Buildings & Amenities												
Housing - 53 Welburn Lane - Renew Bathroom	General Fund	45,000			(45,000)			0	0	0.0%	0	
Housing - 53 Welburn Lane - Replace Flooring	General Fund	0		17,862				17,862	17,862	100.0%	0	Completed
MT McKenzie Tower Constructed Access Road (SRV 2014)	General Fund	0		32,709				32,709	32,708	100.2%	(59)	Completed
SCCF4-0858 Upgrades to Drake Hall	General Fund - Grant	0		11,307				11,307	11,484	101.6%	(177)	Completed
BSBR000682 - Installation of Ceiling Fans & Emergency Lighting at Memorial Hall	General Fund - Grant	0		85,870				85,870	86,083	100.2%	(213)	Completed
SCCF4-0949 Floor Refurbishments to Memorial Hall	General Fund - Grant	0		17,747				17,747	17,770	100.1%	(23)	Completed
Memorial Hall Tenterfield - Roofing of Heritage Section (SRV 2023)	General Fund	45,000						45,000	0	0.0%	45,000	Currently being scoped for quotation. Carry-forward remaining budget to 25/26
Federation Park Amenities Block - Roof Replacement (SRV 2023)	General Fund	0			60,000		(60,000)	0	0	0.0%	0	Budget was removed from 24/25 - has been combined with the planned larger building replacement project for the next 3 years - as shown in the Operational Plan for 2025/26
Total Buildings & Amenities		90,000	0	147,633	32,862	0	(60,000)	210,495	165,367	78.8%	44,528	
Finance & Technology												
Computer Equipment - Finance	General Fund	20,000					(10,000)	10,000	2,807	28.1%	7,193	Ongoing meeting room audio/visual upgrades
Total Finance & Technology		20,000	0	0	0	0	(10,000)	10,000	2,807	28.1%	7,193	
Livestock Salesyards												
Improvements to Loading Ramps & Traffic Facilities	General Fund	0			101,901		(65,041)	36,860	36,860	100.0%	(0)	Completed
Total Livestock Salesyards		0	0	0	101,901	0	(65,041)	36,860	36,860	100.0%	(0)	
Parks, Gardens and Open Spaces												
Tenterfield Cemetery - Expansion, Construction of Road Access and Carpark (SRV 2014)	General Fund	0		10,000				10,000	9,798	98.0%	201	Completed
Village Cemeteries - Memorial Niche Walls (Drake, Torrington, Legume) (SRV 2014)	General Fund	25,000					5,000	30,000	29,550	99.8%	50	Completed
Torrington Cemetery - Upgrade Road Access	General Fund	0			30,000			30,000	27,448	71.5%	8,554	Carry-forward remaining budget to 25/26
Parks & Gardens - Figures Replacement in Apex Park (SRV 2023)	General Fund	30,000			17,000	(7,860)		42,140	42,140	100.0%	0	Completed
Urbenville Playground - Shade Sail Replacement (SRV 2023)	General Fund	0			10,000			10,000	4,538	48.4%	5,164	Completed
Linton - Mower Shed	General Fund	10,000			(6,500)	(1,300)		200	191	95.7%	9	Completed
Total Parks, Gardens and Open Space		65,000	0	10,000	48,500	(9,160)	5,000	122,340	108,353	88.5%	13,977	
Swimming Complex												
Swimming Pool - Equipment Renewal	General Fund	25,000						25,000	15,450	61.8%	9,550	Completed
Total Swimming Complex		25,000	0	0	0	0	0	25,000	15,450	61.8%	9,550	
Office of the Chief Operating Officer												
Asset Management & Resourcing		5,460,656	(576,000)	20,710,703	3,598,717	(855,823)	(3,441,165)	34,217,843	26,795,937	78.3%	7,422,286	

*Report Contains Filters

Capital Projects	Funding Source	24/25 Adopted Original Budget 1	24/25 Adopted July Amended Amounts \$	24/25 Adopted Carry Forward Amounts \$	24/25 Adopted September Amounts \$	24/25 Adopted December Amounts \$	24/25 Proposed March Amounts \$	24/25 Revised Budget \$	24/25 YTD Actuals \$	24/25 Percentage Spent % (Revised Budget)	24/25 Remaining Budget \$	Comments
Tenderfield Depot - Fuel Tank Replacement/Remediation	General Fund	100,000				50,000	(150,000)	0	0	0.0%	0	0 RFTC underway - budget deferred to 2025/26
Total Asset Management & Resourcing		100,000	0	0	0	50,000	(150,000)	0	0	0.0%	0	
Plant, Fleet & Equipment												
Public Works Plant - Purchases	General Fund	1,500,000					769,500	2,269,500	2,357,754	112.7%	(288,254)	
Public Works Plant - WDV of Asset Disposals	General Fund	(1,000,000)					(1,214,500)	(2,214,500)	(2,503,266)	113.0%	288,766	
Sewerage Services												
Tenderfield Mains Relining (1km Year)	Sewer Fund	192,348						192,348	0	0.0%	192,348	RFT expected release in April
Tenderfield Mains Augmentation	Sewer Fund	77,004					(77,004)	0	0	0.0%	0	
Tenderfield Main Hole Level Alterations (Valuer Infiltration)	Sewer Fund	179,926					(179,926)	0	0	0.0%	0	
Tenderfield Upgrade Road to Tertiary Ponds	Sewer Fund	5,000					(3,000)	0	0	0.0%	0	
Tenderfield Scada System Upgrade	Sewer Fund	32,400						32,400	34,875	107.6%	(2,475)	Scada assessment received, IOT for sensors, Infiltration software - Ghosel
Tenderfield Network Renewal	Sewer Fund	214,486					(214,486)	0	0	0.0%	0	
Tenderfield STP - 3 Bay Shed for Storage	Sewer Fund	0			120,000	(120,000)		0	0	0.0%	0	
Tenderfield STP - Relinishment	Sewer Fund	0		18,000				19,000	0	0.0%	19,000	
Tenderfield New Pump Station - Trail Lane	Sewer Fund	0			150,000	(150,000)		0	0	0.0%	0	
Belmont of Moleworth St Sewer Line Grant	Sewer Fund - Grant	0	300,000				(250,000)	50,000	38,192	76.4%	11,809	Grant value \$9,835,363.20, with \$7,335,363 currently allocated to Moleworth St Bridge (this allocation may need to be updated once costings are finalised). Designers have provided preliminary drawings.
Total Sewerage Services		701,166	0	319,000	270,000	(270,000)	(726,430)	293,748	73,067	24.9%	220,682	
Stormwater & Drainage												
Drainage Pits - Upgrade	Stormwater Fund	30,814				(30,814)		0	0	0.0%	0	
Stormwater Pipe Renewal	Stormwater Fund	19,814				(19,814)		0	0	0.0%	0	
Total Stormwater & Drainage		50,628	0	0	0	(50,628)	0	0	0	0.0%	0	
Transport Network												
Regional & Local Roads Traffic Facilities	General Fund - Grant	70,000			2,000			72,000	75,017	104.2%	(3,017)	Completed
Roads to Recovery 2024-29	General Fund - Grant	1,044,336			793,700			1,838,036	1,690,663	92.0%	147,372	Mostly allocated to reseals - will be complete by end of February. One larger project for final sealing is Tomington Rehab, expected to seal late in the financial year.
Regional Roads Block Grant - Reseals Program	General Fund - Grant	741,000			30,000		81,650	852,650	852,632	100.0%	18	Completed
Special Grant M1 Lindsay Road (RMS/Red)	General Fund - Grant	0			700,000	(400,000)		300,000	23,401	7.8%	276,599	
M1 Lindsay Road Legume/Woodenong Upgrade grant	General Fund - Grant	0			800,000		300,000	1,100,000	839,135	76.3%	260,865	
BLERF - 0737 - Improve M1 Lindsay Road	General Fund - Grant	0					542,033	542,033	547,007	100.9%	(4,974)	Completed
F1R000128 - Trodam Road West Rehabilitation	General Fund - Grant	0					51,806	51,806	53,478	103.2%	(1,672)	Completed
BSBR00641 - Drake Village Revitalisation	General Fund - Grant	0					1,062,101	1,062,101	1,080,126	101.7%	(18,025)	Completed
F1R400104 - Paddy's Flat Road South, Tabulam	General Fund - Grant	0		2,794,013				2,794,013	2,800,040	100.2%	(6,027)	Completed
RNSW2787 - M1 Lindsay Road NE Hwy to Waspipool Ck Bridge	General Fund - Grant	0	4,014,231				(1,939,605)	2,074,626	896,827	40.3%	1,237,799	This project has had drainage works. Clients are inspected, planning for widening and replacements are underway. Pavement design is complete, road mapping is almost ready and a variation request is in for rehabilitation of the first section from New England Highway to Boundary Road as per recommendation from pavement investigations. Preliminary estimates show for this variation for the same value as set out in the deed.

*Report Contains Filters

Capital Projects	Funding Source	24/25 Adopted Original Budget \$	24/25 Adopted July Amended Amounts \$	24/25 Adopted Carry-Forward Amounts \$	24/25 Adopted September Amounts \$	24/25 Adopted December Amounts \$	24/25 Proposed March Amounts \$	24/25 Revised Budget \$	24/25 YTD Actuals \$	24/25 Percentage Spent % (Revised Budget)	24/25 Remaining Budget \$	Comments
Local Roads & Community Infrastructure Program - Round 4	General Fund - Grant	0		1,104,174				1,104,174	747,298	67.7%	356,876	Earthworks drainage is complete, culvert and causeway replacements will commence March, awaiting fiberoptic approvals for culvert. Millings from Cooper Street TNSW project will be carted to this job for formation and gravel pavement.
FCBP - Acacia Creek Bridge - Patersons Road, Legume	General Fund - Grant	0		700,301				700,301	334,269	47.7%	366,032	TNSW programmed - commenced
FCBP - Acacia Creek Bridge - Tooloom Street, Legume	General Fund - Grant	0		851,078				851,078	656,356	77.4%	192,722	TNSW programmed - commenced
FCBP - Koroelah Creek Bridge - White Swamp Road, Koroelah	General Fund - Grant	0		1,344,284				1,344,284	585,442	43.6%	758,842	TNSW programmed - commenced
FCBP - Mole River Bridge - Springfield Road, Mole River	General Fund - Grant	0		1,257,660				1,257,660	758,515	60.3%	489,145	TNSW programmed - commenced
Betterment of Malesworth St Bridge (Category B EPAR) TENT055 Grant	General Fund - DRFA	0		150,413				150,413	1,916	1.3%	148,497	TNSW programmed.
Betterment of Malesworth St Bridge (Category D RRTSR) Grant	General Fund - Grant	0		949,587				949,587	523,369	55.1%	426,218	Grant value \$9,835,363.20, with \$2.5 million currently allocated to Sewer line renewal (this allocation may need to be updated once costings are finalised)
DRFA AGRN60 EPAR Bruxner Way - Bridge 7325 Dunaresq River Overflow Channel	General Fund - DRFA	0		6,788,417	13,000			6,801,417	6,536,106	96.1%	265,311	hearing completion
DRFA AGRN1012 EPAR - Bilimba Creek Bridge Reconstruction TENT008	General Fund - DRFA	0		901,988	143,853			1,045,841	757,315	72.4%	288,526	TNSW programmed - commenced
DRFA AGRN1012 Integrated Smart Infrastructure System (Category D)	General Fund - DRFA	0				50,000		50,000	1,953	3.9%	48,047	Investigations have commenced.
Footpaths Capital Works	General Fund	0						0	0	0.0%	0	
Developer Contribution Road Works	General Fund	0			13,710		56,724	70,434	72,905	103.5%	(2,471)	
Urban Streets - Reseal Program	General Fund	100,000	(100,000)		34,300		(34,300)	0	0	0.0%	0	
Road Renewal - Gravel Roads	General Fund	505,576		40,881				546,457	526,327	96.3%	20,130	Grading of D Class Roads
Gravel Reshoots	General Fund	0		286,998			(55,000)	231,998	232,848	100.4%	(850)	Not yet confirmed allocation for this as it is left over from last financial year and no committed costs - will allocate to Torrington Rd rolled
Bridges / Causeways (SRV 2014)	General Fund	132,330						132,330	85,454	64.6%	46,876	To be allocated, as per Director of Corporate's comments for unspent SRV 2014 funds.
Rural Roads - Reseal Program	General Fund	400,000	(400,000)		80,249		(89,475)	774	774	100.0%	(0)	
Rural Culverts & Pipes	General Fund	145,000					6,500	151,500	239,454	158.1%	(87,954)	Majority will be expended on Torrington Rd pipe replacement in the Torrington Rd Rehab project.
Concrete Bridges	General Fund	125,000					(125,000)	0	0	0.0%	0	Budget has been deferred to 2025/26 - for Bridges / Causeways (SRV 2014)
Causeways	General Fund	174,335					(174,335)	0	0	0.0%	0	Budget has been deferred to 2025/26 - for Bridges / Causeways (SRV 2014)
Gravel Pit Rehabilitation	General Fund	10,000					(6,500)	3,500	3,617	103.3%	(117)	
Rural Road Rehabilitation	General Fund	0					286,078	286,078	284,535	99.5%	1,543	
Urban Road Rehabilitation	General Fund	75,000	(75,000)		107,303		(107,303)	0	0	0.0%	0	
Total Transport Network		3,522,576	(575,000)	22,839,965	2,727,915	(350,000)	(1,900,566)	25,364,890	21,148,701	80.2%	5,216,189	
Waste Management												
240L Wheelie Bins	Waste Fund	2,326					4,000	6,326	8,437	133.4%	(2,111)	
Industrial Bins	Waste Fund	6,979					(6,979)	0	0	0.0%	0	
Waste Plant Purchases	Waste Fund	0			15,000		(6,500)	8,500	8,499	100.0%	1	Completed
Bonroc Bonroc - Landfill Cover	Waste Fund	10,900					(5,000)	5,900	0	0.0%	5,900	
Bonroc Bonroc - Cell Remediation Asset	Waste Fund	54,000						42,000	0	0.0%	42,000	
Torrington - Landfill Closure & Transfer Station Construction	Waste Fund	0			27,100			38,100	39,095	100.0%	5	Completed
Bonroc Bonroc - Develop Stage 5	Waste Fund	0		3,082,083				3,082,083	1,298,994	42.1%	1,783,089	Works delayed by rain.
Tenterfield WTS Recycling Infrastructure	Waste Fund	100,000				(100,000)		0	0	0.0%	0	
Tenterfield WTS Groundwater Bores	Waste Fund	0		116,288				116,288	2,432	2.1%	113,856	Ongoing
EPA Bushfire Recovery Program for Council Landfills	Waste Fund - Grant	0		80,253		60,000		140,253	144,173	102.8%	(3,920)	Completed
Total Waste Management		174,105	0	3,278,624	42,100	(40,000)	(14,479)	3,440,350	1,501,651	43.6%	1,938,699	

*Report Contains Filters

Capital Projects	Funding Source	24/25 Adopted Original Budget \$	24/25 Adopted July Amended Amounts \$	24/25 Adopted Carry-Forward Amounts \$	24/25 Adopted September Amounts \$	24/25 Adopted December Amounts \$	24/25 Proposed March Amounts \$	24/25 Revised Budget \$	24/25 YTD Actuals \$	24/25 Percentage Spent % (Revised Budget)	24/25 Remaining Budget \$	Comments
Water Supply												
Tenterfield Sludge Removal	Water Fund	10,000						10,000	0	0.0%	10,000	
Tenterfield Valve Renewal	Water Fund	50,000					(45,000)	5,000	2,257	45.1%	2,743	
Tenterfield Mains Replacement	Water Fund	313,379					(150,000)	163,379	55,462	33.9%	107,917	
Tenterfield Meter Replacement	Water Fund	25,056					(25,056)	0	0	0.0%	0	
Tenterfield UV Disinfection System	Water Fund	21,000						21,000	0	0.0%	21,000	
Tenterfield Air Scour Pipe Renewal Program	Water Fund	0			60,000		(60,000)	0	0	0.0%	0	
Tenterfield - Smart Water Meters	Water Fund	0			16,000			16,000	19,499	121.9%	(3,499)	Initial stage completed, rollout continues
Shirley Park Bore Rebuild/Installation	Water Fund	0		66,546			(42,500)	54,046	53,675	99.3%	373	Fencing to be completed
Jerringba Mains Replacement	Water Fund	12,744					(12,744)	0	0	0.0%	0	
Cowper St Mains Replacement - Transport NSW Works	Water Fund	0			400,000	105,000	25,000	530,000	530,572	100.1%	(572)	Stage 1 to Cowper Street completed
Tenterfield Water Treatment Plant Construction	Water Fund (grant funds fully spent in prior years)	0			80,000		5,000	85,000	88,996	104.7%	(3,996)	Finalising defects list
BLERF 0377 - Tenterfield Villages Emergency Water Program	Water Fund - Grant \$860,000, Council contribution \$20,000	0		515,435				515,435	623,127	120.9%	(107,692)	Leopards completed, Lison Rd exit underway, Drake drilling completed \$40's testing underway in March 2025
New Grid Urswenville Water Supply Project	Water Fund - Grant \$3,407,877, Council contribution \$100,000	0		2,661,131				2,661,131	2,641,263	99.3%	19,868	Construction of lagoons completed, commenced commissioning
Regional Leakage Reduction Program Grant	Water Fund - Grant \$99,381,300, Council contribution \$23,130,400	0			2,702			2,702	2,541	94.0%	161	Completed
L5027 Tenterfield Dam Recreational Precinct - Stage 1 Fishing Platform	General Fund - Grant	0						0	0	0.0%	0	To be confirmed if grant is to continue, waiting for fisheries
Total Water Supply		432,779	0	3,273,114	558,702	105,000	(305,300)	4,063,595	4,017,412	98.9%	46,283	
Grand Total		5,704,391	(375,000)	30,077,800	3,791,475	(364,768)	(3,571,808)	34,845,242	27,214,118	78.1%	7,631,128	

*Report Contains Filters

Department:	Office of the General Manager
Submitted by:	Allison Graham, Executive Assistant & Media
Reference:	ITEM GOV70/25
Subject:	WORKFORCE, SAFETY, RISK, RECORDS AND COMMUNICATIONS REPORT - JULY 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 standing monthly report to Council that provides data within the Civic Department for Workforce, Safety, Risk, Records and Communications

OFFICER'S RECOMMENDATION:

That Council:

Notes the Workforce, Safety, Risk, Records and Communications Report for July 2025.

BACKGROUND

Since the Monthly Operational Report has now ceased to be included with the Council Meeting Business Paper, monthly departmental reports are being prepared – containing operational data and actions for the information of Councillors.

This report replaces the Civic Office, Economic Growth, Workforce Development and part of the Corporate and Governance reports of this Monthly Operations Report.

REPORT:**Workforce Statistics**

The current FTE (Full Time Equivalent) of Council is 91 which is comprised of 88 full time positions and 8 part time positions in Council (this figure does not include casuals or traineeships/apprenticeships). The current positional vacancy is 21.

Our Governance No. 70 Cont...



Recruitment

Positions recruited for in July.

- Manager Infrastructure & Delivery (in progress)
- Senior Projects Engineer (Water & Waste) (in progress)
- WHS Officer (in progress)
- Plant Mechanic (completed)
- Trainee: Services Operator (Tenterfield) (in progress)
- Plant Operator (Water Cart) x2 (in progress)
- Team Leader (Grader)
- Casual Waste Disposal Officer (in progress)
- Casual Transfer Station Operator(s) (Drake, Liston, Legume, Torrington, Urbenville) (in progress)

Learning & Development

- Traineeship Certificate III in Water Industry Operations – ongoing
- Traineeship Certificate IV in Library & Information Services
- High Risk Work Licence (LF) Forklift
- High Risk Work Licence (CN) Franner Crane
- High Risk Work Licence (DG) Dogman
- Diploma in Facilities Management – ongoing
- Code of Conduct and Dignity & Respect Training for all staff – final course being organised for staff

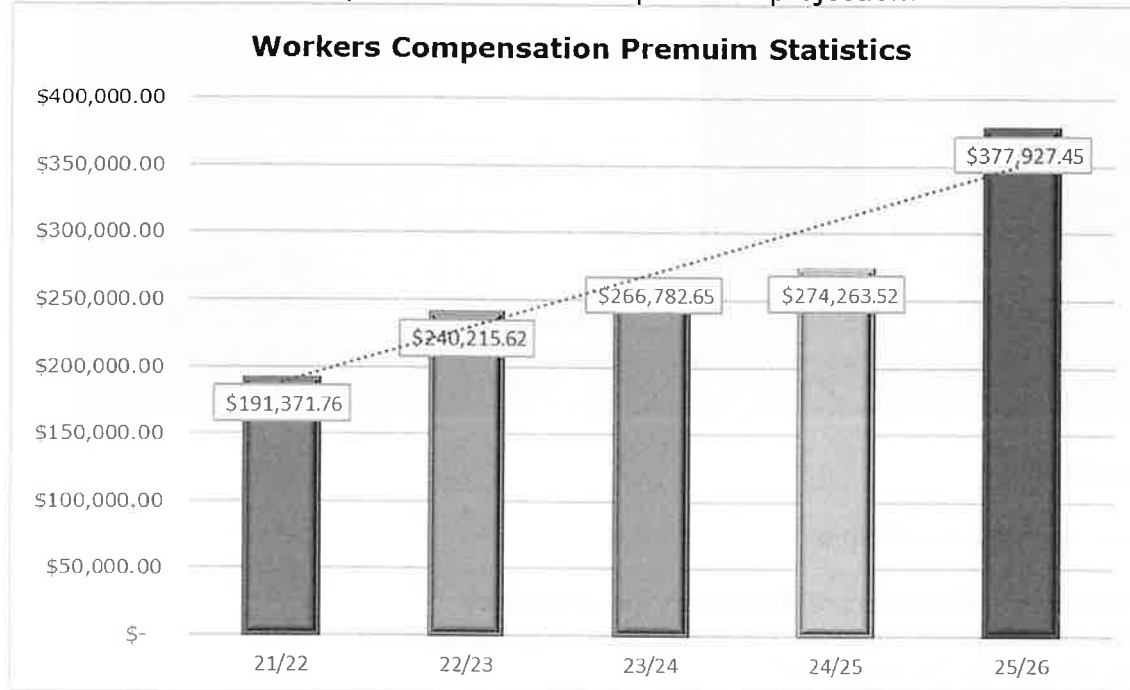
Regulatory training is being reviewed with various training being organised for 2025, some of which includes Working at Heights, Confined Spaces, Asbestos Awareness, Silica Awareness, Sharps Training and First Aid.

Government incentives and initiatives are being investigated for future learning and development programs and is ongoing.

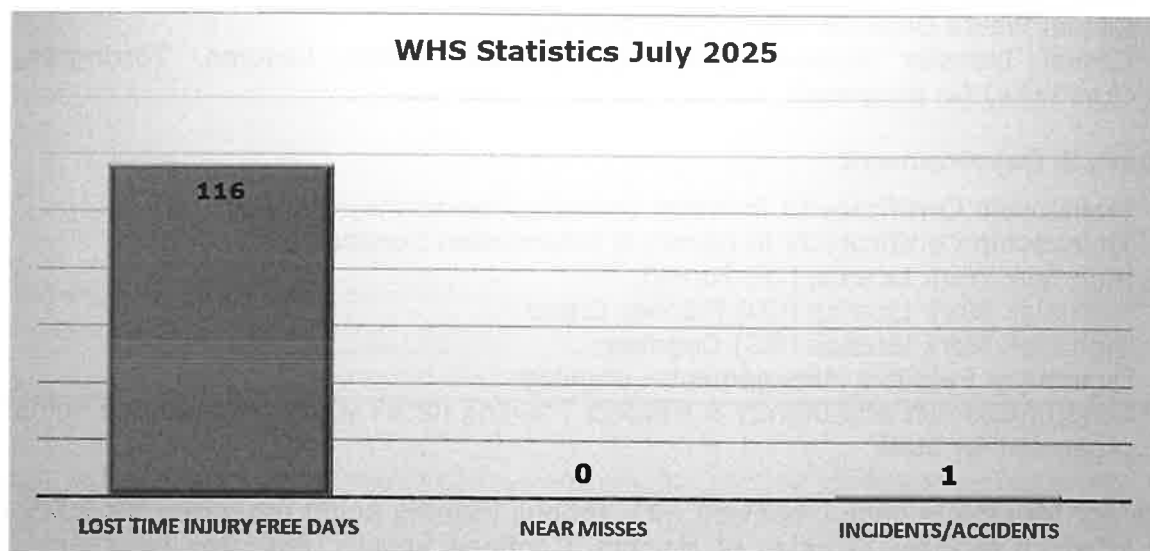
Annual Workers Compensation Premium Statistics

Our Governance No. 70 Cont...

Workers' compensation premium statistics are provided below. Although Council has seen minimal workers with lost time injuries during the period of 2024/2025, there has been impact on our premiums due to the nature of these claims which shows in 2025/2026. **Note:** 2025/2026 is the current premium projection.



Workplace Health & Safety Statistics Reported Statistics



Health & Wellbeing

Psychological health and safety in the workplace must be managed. Council has a legal responsibility to ensure healthy and safe workplaces. This includes, so far as is reasonably practicable, preventing or removing workplace factors to psychological safety, and where it is not possible to do so, reducing these factors and their impact.

Our Governance No. 70 Cont...

Daly & Ritchie Council's EAP (Employee Assistance Program) provider has attended Tenterfield Shire Council onsite monthly with the service available to all employees and Councillors.

Council's EAP provides:

- Short term individual counselling or coaching, and
- Confidential psychological support service 24 hours/7days a week

The program also assists employees with:

- mental health concerns
- personal life or stress issues
- family and relationship matters
- concerns that relate to everyday life
- drug and alcohol issues
- assistance with financial coaching
- help with nutrition and diet
- career development and planning

Risk Management

The approved Risk Management Framework continues to be integrated within the organisation with Council's extant risk management IT system, Altus being calibrated to adhere and align to the updated risk matrix, appetites and tolerances.

This also includes updating contact details of all users and deleting those no longer working for Council.

The new reporting regime is currently being drafted for consultation as the first draft of the Strategic Risk Register is nearing completion.

Further consultation is required on the Operational and Project Risk Registers, as a comprehensive training program is also being developed in order to roll out to all key internal stakeholders.

Moving forward, the following have been identified as high risk and subsequently priorities to be addressed:

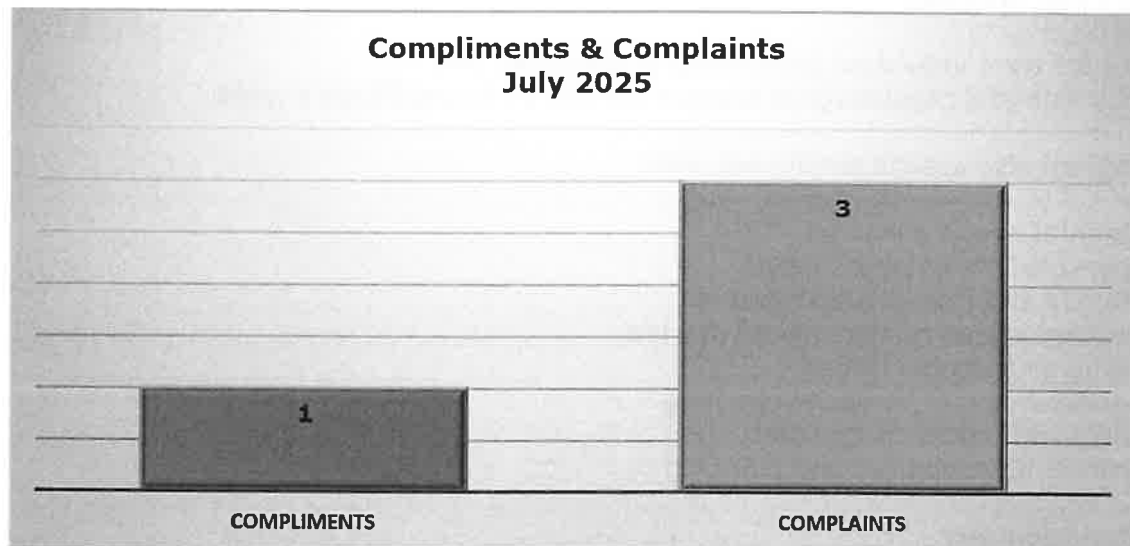
1. Implementation of the recently adopted new Work Health and Safety Framework
2. Contractor Management
3. Information and Communication Technology
4. Procurement and purchasing
5. Legislative/Regulatory compliance

Whilst the formal principles framework and process as required by AS 3100 is now in place, this only represents the beginning of the ongoing journey to fully integrate the concept of risk management or risk informed decisions into all of our decision making, be it strategic, operational, or project based. Ongoing work is required by all internal stakeholders including Councillors, Senior Management and other employees of Council to make maximum utilisation of the benefits and opportunities using risk management concepts. Consequently, it is recommended a conscious effort is made by all parties to

Our Governance No. 70 Cont...

incorporate wherever possible, a discussion of risk and how it can effect and better inform when making decisions.

Compliments & Complaints



Communications

Social Media

8 Posts to Facebook with combined tallies of 33,472 Views and 115 Reactions:

- 2/7/2025 – Please avoid Unnecessary travel – Damaging West to South-westerly Winds
Views: 16,478, Reactions 72
- 14/7/25 - Urgent Water Main Works
Cowper Street (Between Pelham & Western Boundary Road) Views: 3317, Reactions: 7
- 22/7/25 – Notice for Community Consultation Session prior to Ordinary Council Meeting, 23 July 2025
Views 802, Reactions 3
- 23/7/25 – Invitation for Tenders, Management and Operation of Tenterfield War Memorial Baths, RFT 01 25/26
Views: 7028, Reactions 10
- 25/7/25 – Local Heritage Places Fund 2025-26 Applications Open
Views: 3730, Reactions 13
- 28/7/2025 – Medial Release, Janelle Saffin – Official Opening - Landmark Urbenville Water Infrastructure Project Now Complete
Views: 713, Reactions 4
- 28/7/25 – Media Release, Janelle Saffin – Official Opening – Provide a water supply for Tenterfield Villages
Views: 767, Reactions 3
- 30/7/25 – Reminder, Water & Sewerage Accounts Due 1/8/25
Views 637, Reactions 3

Our Governance No. 70 Cont...

Website

5 Notices posted

Newsletter

14 items over 6 pages for Issue 199, June/July 2025

Other Communiques

- Letterbox Drop – One (1) - Urgent Water Main Works; Cowper Street (Between Pelham & Western Boundary Road)
- Information Screen in Council's Reception Foyer -14 screen presentations

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

Nil.

2. Policy and Regulation

- *Local Government Act 1993*

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Hein Basson
General Manager

Our Governance No. 70 Cont...

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 Chief Corporate Officer
Submitted by:	Liz Alley, Director Corporate Services
Reference:	ITEM GOV60/25
Subject:	CORPORATE SERVICES DIRECTORATE MONTHLY REPORT

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:

- update the Council on activities within the Corporate Services Directorate
- provide a written report that sets out details required in accordance with relevant legislation and regulations, and
- provide statistics and data that support corporate policy and activities in accordance with the Operational Plan and Delivery Program 2025 – 2029.

OFFICER'S RECOMMENDATION:

That Council:

Notes the Corporate Services Directorate Report for July 2025.

BACKGROUND

This report is a replacement for the Corporate Services and Planning information that was previously reported in the Monthly Operations Report. It is an information report to advise on Financial, Planning, Governance, Information Technology, Customer Service, Library and Corporate functions of Council, each month.

REPORT:

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

Cash Book Balances on this date were as follows: -

General (Consolidated)	\$45,137,599	Credit
General Trust	\$69,586	Credit

Council's General consolidated account earned an interest rate of 3.85%, in the month of July, on a variable basis resulting in a reasonably high interest return. This is reviewed on a regular basis as part of cash flow monitoring.

Summary of Investments

Our Governance No. 60 Cont...

Council investments as at 31 July 2025 was \$15,000,000 (see separate Council Report)

Total Cash and Investments at 31 July 2025 was \$60,207,185

Detailed Analysis of External Restrictions

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

Concealed Water Leakage Concession

The table below sets out the concessions granted under Council's Concealed Water Leakage Concession Policy, for the YTD.

Month	Number of Concessions per month	\$ value per month	Prior Year Value
31 July 2025	3	\$1,560.85	21,614.43
31 August 2025			5,936.25
30 September 2025			
31 October 2025			17,504.58
30 November 2025			-
31 December 2025			-
31 January 2026			-
28 February 2026			33,917.00
31 March 2026			-
30 April 2026			2,425.70
31 May 2026			-
30 June 2026			2,453.18
Cumulative Total	3	\$1,560.85	83,851.14

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. The table below sets out the applications this year in comparison to 2024/25.

Month	Number of Certificates per month 2025/2026	Number of Certificates per month prior year - 2024/2025
31 July 2025	33	29
31 August 2025		20
30 September 2025		31
31 October 2025		35
30 November 2025		30
31 December 2025		21
31 January 2026		12

Our Governance No. 60 Cont...

28 February 2026		24
31 March 2026		28
30 April 2026		13
31 May 2026		35
30 June 2026		22
Cumulative Total	33	300

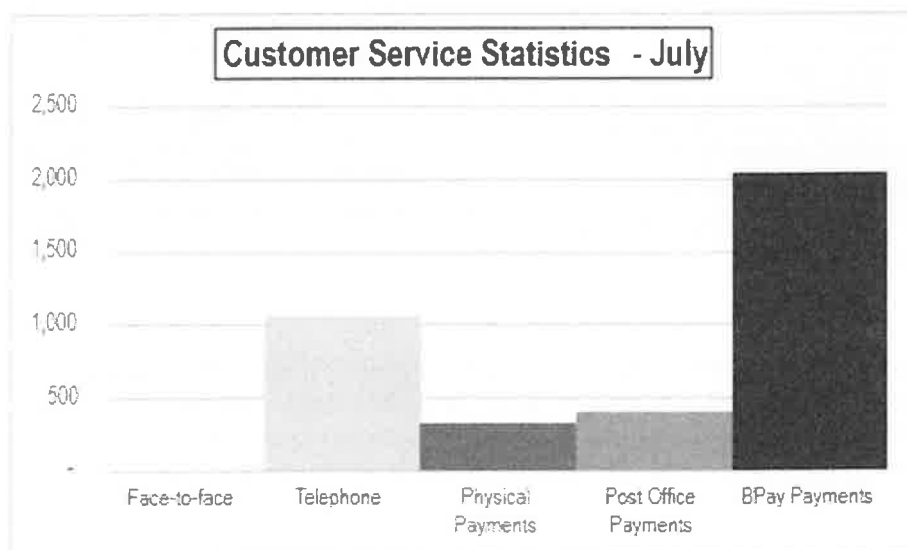
SRV Update

For various reasons Council has not fully achieved the planned capital and operating expenditure targets against the SRV funds received. The shortfall in expenditure on SRV projects is outlined below with a view to expending these funds in accordance with the funding agreement.

SRV Program	As at 31 July 2025	As at 30 June 2025 (unaudited)
SRV money unspent 2014	843,633	843,633
SRV money unspent 2023	384,644	384,644

Customer Service Statistics for July 2025

Face-to-face	Number of visitors/users	
Telephone	Number of Calls taken	1,059
Physical Payments	Number of physical payments received	315
Post Office Payments	Number of payments received via Post Office	400
BPay Payments	Number of Payments via Bpay	2,040



Library Services for the month of July 2025

The Library held four (4) school holiday programs which were well attended. The children enjoyed crafts, building our new Lego sets and reading. Parents enjoyed

Our Governance No. 60 Cont...

catching up in our lounge area. Some families attending were there for the first time as friends had suggested the library programs. New families also joined the library and signed up for other activities.

Senior Tech Help courses in smart phones, using computers and how to use iPads has become popular with 4-6 senior's attending each class. The Library has teamed up with Tenterfield Social Development Committee (TSDC) to promote the Tech Help for Seniors. TSDC are also advertising our library programs on their digital screen.

Book Club continues to be popular on the last Friday of the month. It is beautiful to witness like-minded book lovers discussing and recommending books.

We are continuing to see 10-20 new memberships each month, which is fantastic. Our new Facebook page is gathering more followers each month and is now up to 100.

Tenterfield Library's Dolly Parton Imagination Library has 97 members. Eligible children under 4 receive a new book each month, delivered to their door. Registrations will close on August 29, 2025, as funding for this program is coming to an end in 2026.

	Service	Number of Attendees
Patronage	Number of visitors/users/door count	1323
	Number of members	2621
	Number of new members this month	20
Circulation	Number of books loaned	1645
	Number of eLoans	277
	Home library services Loans	118
	Home Library Members	25
Events	Online Kids Art Class	10
	Storytime	20 parents/25 children
	Senior's tech	8
	Study Nook Times/users	56.5 hours/37 users
	Computer hours/users	128.25 hours/139 users
	Book Club attendance	8
Special events	July School holidays attendees	536

Governance

In July, Governance created a new Fraud and Corruption Prevention Policy and Disclosures by Council & Designated Persons Policy. On the release of the new NSW Local Government Filming Protocol 2025, a new Filming Policy was formed to reflect the new protocol. Assistance was provided to shape a draft Enforcement of Unlawful Activities Policy.

ARIC Expressions of Interest were received for the vacant position with a shortlist now chosen and selection panel to interview applicants.

Planning Statistics

Our Governance No. 60 Cont...

Planning and Regulation Summary		Number
Development Applications	Number lodged	13
	Number determined	11
	Number outstanding	18
Construction Certificates	Number lodged	
	Number determined	7
	Number outstanding	

Development applications lodged, determined and outstanding included as separate attachments to this report.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*

3. Financial (Annual Budget & LTFFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil, this report is for information only.

7. Performance Measures

Nil.

8. Project Management

Nil.

Liz Alley
Director Corporate Services

Prepared by staff member:

Liz Alley, Director Corporate Services

Our Governance No. 60 Cont...

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

Department: Office of the Chief Corporate Officer

Attachments: **1** Planning Statistics for July 2025 4 Pages

Applications Lodged July 2025			
DA Number	Applicant	Address	Description of Work
2024.109/1	Tenterfield Surveys	395 Bruxner Road Drake	Modification - Variation to road req
2025.077	Tenterfield Surveys	152a Leechs Gully Road Tenterfield	2 Lot Subdivision
2025.078	Tenterfield Surveys	136 Sandy Creek Road Sandy Hills	2 Lot Subdivision
2025.079	Kevin Robinson	35 Haddocks Road Tenterfield	Carport
2025.080	Nick Folkers (Evolve Planning)	47 Tooloom Street Urbenville	Carport
2025.081	Keith Fyfe	27 Holleys Road Tenterfield	Dual Occupancy - Detached Studio
2025.082	Wendy McFarlane	4551 Paddys Flat Road Tooloom	Dwelling
2025.083	Tenterfield Surveys	138 Homestead Road Tenterfield	3 Lot Subdivision
2025.084	Tenterfield Surveys	32 Urben Street Urbenville	2 Lot Subdivision
2025.085	Mark McKean	63 Koch Road Tentefield	Dwelling
2025.086	Arthur Cox	1080 Mt Speribo Road Bolivia	Farm Shed
2025.087	Athol Butt	1816 Bruxner Highway Woodside	Dwelling
2025.088	Amanda Rankin	2-6 Boomi Street Urbenville	Dwelling

Applications Determined July 2025

DA Number	Applicant	Address	Description of Work
2024.109/1	Tenterfield Surveys	395 Bruxner Road Drake	Modification - Road
2025.059	Rose Kelly	36 George Street Tenterfield	Detached Studio
2025.065	Mark Barnett	664 Currs Road Bolivia	Farm Shed
2025.054	New England Surveying & Engineering	1021B Long Gully Road Drake	2 Lot Subdivision
2025.064	Scott Beynon	26 Polworth Street Tenterfield	Dwelling
2025.04	Tenterfield Surveys	37 Neagles Lane Tenterfield	5 Lot Subdivision
2025.058	Tenterfield Surveys	212 Killarney Road Acacia Creek	2 Lot Subdivision
2025.034	Luke McDonald	889 Acacia Plateau Road Legume	Relocatable Dwelling - Change of Use Existing Dwelling
2025.063	Stuart Bell	350 Cullendore Road Cullendore	Function centre- Wedding Venue
2025.07	Rhombus Contracting	245b Sunnyside Loop Road Tenterfield	Shed
2025.071	Manfate PtyLtd	238 Bulwer Street Tenterfield	Shed

Applications Outstanding July 2025

DA Number	Applicant	Address	Description of Work
2021.012	CORBETT Arran	Bluff River Road	Primitive Camp Ground
2022.068	Tenterfield Surveys (Bolt & Kowald)	531A Long Gully Road	2 Lot Subdivision
2024.104	Casson Planning & Development Services	44 Francis Street Tenterfield	Caravan Park
2025.053	James Adams	148A Sunnyside Loop Road Tenterfield	Shed
2025.055	Tenterfield Surveys	1225 Kildare Road Tenterfield	3 Lot Subdivision
2025.057	Jessica Rogers	101-103 Duncan Street Tenterfield	Dwelling
2025.061	Tenterfield Surveys	2708 Billirimba Road Tenterfield	2 Lot Boundary Adjustment
2025.062	Tenterfield Surveys	416 Long Gully Road Drake	2 Lot Subdivision
2025.066	Tenterfield Surveys	63A Holleys Road Tenterfield	2 Lot Boundary Adjustment
2025.067	Tenterfield Surveys	290 Kildare Road Tenterfield	3 Lot Boundary Adjustment
2025.068	Tenterfield Surveys	487 Brushabers Road Jennings	2 Lot Boundary Adjustment
2025.069	Bill Hansen	58 Manners Street Tenterfield	Dwelling & Detached Garage
2025.72	Chris Thomas	8 Smiths Lane Tenterfield	Dwelling
2025.073	Robert Evans- Friends of the Aerodrome	27 Schroder Road Tenterfield	Pre-Fabricated Amenities Block
2025.074	Manfate PtyLtd	3 Western Street Tenterfield	Shed
2025.075	Luke Van De Rest	1092 Bruxner Hwy Tenterfield	Dwelling
2025.076	Tenterfield Surveys	144 Petre Street Tenterfield	2 Lot Subdivision

FY 25/26 Development Statistics									
	Dwellings	Additions/ Renovations to Existing Dwellings	Garages, Carports & Sheds	Commercial or Industrial Works	Subdivision	Recreation/ Tourism	FY 25/26 Monthly Total	FY 24/25 Monthly Total	
Jul-25	No. 5	0	3	0	4	0	12	7	
	Value \$735,459.00	\$0.00	\$413,534.00	\$0.00	\$0.00	\$0.00	\$1,148,993.00	\$1,233,465.00	
Aug-25	No.							13	
	Value							\$1,314,957.00	
Sep-25	No.							15	
	Value							\$2,864,075.00	
Oct-25	No.							14	
	Value							\$1,855,285.00	
Nov-25	No.							8	
	Value							\$1,047,250.00	
Dec-25	No.							8	
	Value							\$1,396,290.00	
Jan-26	No.							12	
	Value							\$2,293,113.00	
Feb-26	No.							10	
	Value							\$1,247,950.00	
Mar-26	No.							10	
	Value							\$1,623,500.00	
Apr-26	No.							13	
	Value							\$2,189,067.00	
May-26	No.							15	
	Value							\$2,135,671.00	
Jun-26	No.							19	
	Value							\$1,909,513.00	
No. (Year to Date)	5	0	3	0	4	0	12	144	
FY 25/26 Total Value (Year to Date)	\$735,459.00	\$0.00	\$413,534.00	\$0.00	\$0.00				
FY 24/25 Total Value	\$16,573,612.00	\$742,245.00	\$1,338,868.00	\$227,001.00	\$0.00	\$201,000.00	\$19,082,726.00	\$21,110,136.00	

Department:	Office of the Director Infrastructure Services
Submitted by:	Matthew Francisco, Director of Infrastructure Services
Reference:	ITEM GOV68/25
Subject:	INFRASTRUCTURE SERVICES DIRECTORATE MONTHLY REPORT

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

SUMMARY

The purpose of this report is to provide Councillors with an overview of work carried out in the Department of Infrastructure Services for the month of July 2025.

OFFICER'S RECOMMENDATION:

That Council:

Receives and notes the information contained in the report.

BACKGROUND

Since the Monthly Operational Report has now ceased to be included with the Council Meeting Business Paper, monthly departmental reports are being prepared – containing operational data and actions for the information of Councillors.

REPORT:**Council Buildings**

- Repairs are continuing to be being carried out on Council properties to ensure maintenance schedules of Council buildings are kept up to date.
- Request for quote for an accessible toilet to be constructed at the Youth Precinct is now out for tender and closes in August 2025.
- CHUBB has now repaired emergency lighting at the SOA.
- NRMA have commenced design of two (2) further charge stations behind 157 Rouse Street, Tenterfield – Council is waiting for final design.
- Urbenville Medical Centre Hot water unit needed to be repaired in July.
- Repairs for Depot Administration Building ceiling has commenced in July with the remainder to be completed in August
- Glass sliding doors have been serviced for all buildings.

Our Governance No. 68 Cont...

- Impairment Memo for assistance classes under the Property and Building advising if there have there been any significant signs of capital impairment as of June 2024 – completed and forwarded onto Councils Financial Advisor
- 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.
- Repairs to the Jubilee Park male toilets privacy wall has been completed in July.

Licences & Agreements on Council owned/managed Land

- Tenterfield Total Care draft lease for 136-138 Manners Street, Tenterfield – with solicitors.
- Urbenville Medical Centre - another Doctor will be taking over the practice. Currently the Lease is being drafted.

Aboriginal Land Claims

18 Aboriginal Land Claims have been received in July

Swimming Pool Complex

Management Plan, Scope of Work and Pool Agreement has been advertised in July 2025.

Pool season will open the long weekend in October 2025 under a new contract.

July Report Water

- Toolbox meeting held at the depot
- Water leaks by 3 in Saddler Estate found to be ground water 1st at the Telstra pit
- Water leak in Derby Street found to be ground water from rain
- Drain and clean clarifier at Water Treatment Plant
- Main flushing 7/Day as 28 sites
- Removed Geo Bag at the Water Treatment Plant x 1
- New water service x 1
- Broken water service x 1
- Hydrant cleaning 2 days
- Water meter repair x 2

July Report Wastewater

- Sewer Choke 29 Parkes Drive clear and clean up (no overflow to report)
- Sewer main complaint 51 Molesworth Street – pump to fix
- Sewer choke x 7
- Sewer main M&R x1

July Report Waste

- Total waste disposed to landfill 149.69 tonnes

Our Governance No. 68 Cont...

- Total recycling 24.04 tonnes

Total Visitors to transfer stations 927

Breakdown below:

- Drake 227 (July to 13/7/2025)
- Torrington Not Recorded
- Urbenville 11 (July to 1/7/2025)
- Liston 163 (July to 19/7/2025)
- Legume 9 (July to 05/7/2025)
- Tenterfield 517 (July to 26/7/2025)

Weeds ManagementWeeds Treated

Acacia Ave Legume, Mother of Millions 1km.

Flagstone Rd Legume, Mother of Millions 1km.

Mt Lindesay Highway Legume, Mother of Millions and Lantana 2km.

Mt Lindesay Highway Koreelah, Tree Pear and Lantana 500m.

Rivertree Rd, Annual Ragweed and Patterson's Curse 500m

Scrub Rd Tenterfield, Cape Broom 200m.

Tropical Soda Apple, isolated plants along approximately 7km of river frontage along the Clarence River in Tabulam.

Black Knapweed Tenterfield.

High Risk Site Inspections

15 Border crossings

3 National Parks (camping grounds, carparks and roadsides)

18 truck stops/pull off bays along the New England and Bruxner Highways.

Property Inspections

7xBlack Knapweed inspections in Tenterfield.

8xPrivate Inspections, Hooton's Rd Tabulam.

High risk pathways

Mt Lindesay Highway 138km

Bruxner Highway 75km

Bellevue Rd and Aldershot Rds. 2x8km

High risk waterways

Clarence River 7km

Road NetworkGravel Roads Graded

Billirimba Rd (commenced)
Finnerty's Rd
Herding Yard Ck Rd (with pipe replacements)
Black Swamp School Rd
Talmoi Rd
Paddy's Flat Rd North
McLeods Ck Rd
Calthorpes Rd
Dougherty Rd

Cullendore St (resheet)
Heatherdeane Rd (full resheet)
Koch's Rd (full resheet)
Acacia Scrub Rd (significant resheeting)
Flagstone Rd (minor resheeting)
Acacia Plateau Rd (replacing two pipes & minor resheeting)
Currs Rd (minor resheeting)
Robertson's Rd (minor resheeting)
Kiernans Rd (minor resheeting)
Bungulla Platform (resheeted a section to allow access for two decks)
Beaury Ck Rd (minor resheeting)
Chauvel Rd (minor resheeting)
Washpool Ck Rd (minor resheeting)

Pothole Patching

Most roads have had patching due to inclement weather which is a direct result of poor funding of reseals in the past.

Regional Roads attract most attention due to their status as an A Class Rd and rural roads as needed.

Roads patched include;

Clarence River Rd
Cullendore Rd
Amosfield Rd
Rivertree Rd
Bruxner Way
Tenterfield Streets
Killarney Rd
Hootons Rd
Sunnyside Loop Rd
Mt MacKenzie Rd
Boundary Rd
Bellevue Rd
Gum Flat Rd
Mt MacKenzie Lookout Rd

Our Governance No. 68 Cont...

Old Ballandean Rd
Bryan's Gap Rd
Black Swamp Rd
Timbarra Rd
Dalmoak Rd
Silent Grove Rd
Torrington Town Streets
Torrington Rd
Undercliffe Rd
Mingoola Stn Rd
Plains Stn Rd
Washpool Ck Rd
Cullendore Rd.

Heavy Patching (Not Capitalised)

Mt Lindesay Rd
Brushabers Rd (unsealed)

Vegetation Management

Slashing completed on Regional Roads.
Intermittent tree removal as required.

Drainage Cleanout

All roads graded and others as necessary, depending on available resources.

Heavy Patching (Capitalised)

Reconstruction of Mt Lindesay Rd Legume
Urbenville Rd Urbenville
Torrington Rd (Deepwater end).

Gravel Roads Re-sheeted

Council did not have a resheeting budget in FY 24/25 but most roads graded are receiving some resheeting due to successful DRFA funding, which is limited to those areas approved by TfNSW and combined with maintenance funding.

Council has nominated some roads to top up this funding with RERRF to achieve economies of scale while plant and equipment is available and carrying out work in the area.

Our Governance No. 68 Cont...

Livestock Saleyard

July 2025

Prime Sale - 178 Head - Value \$193,035.75

Private Weigh - 207 Head - Value \$247,220.75

Scanners are to be replaced in November due to being old and no parts available
Obtaining quotes to start to replace the cattle crushes.

Parks, Gardens & Open Space

July 2025

Daily duties include public toilet cleaning, park/street bins, BBQ cleaning, playground inspecting

Mowing of parks and road verges as a general tidy up

Procurement underway for the replacement of the 2 Toro Mowers.

Brush cutting

Spraying of town streets and footpaths

Limited tree pruning/limb pick up

Graffiti removal from public toilets

Public toilet repairs

Cemetery maintenance and mowing

Slabs for the new niche walls in Drake, Legume and Torrington all now completed

Garden maintenance, repairs, and preparing to replant flowers

Email sent to Essential Energy regarding replanting Pin oaks under power lines awaiting response. Once the response is received, the Tree Management Plan will be reviewed and prepared for presentation to Council.

Assist in event coordination setup

Maintenance within the Youth Precinct on riding tracks

Cleaning tables and benches in parks

Ongoing works to the Jennings and Drake toilet block systems

Jennings Park, regular inspections for compliance with no camping

Pruned the Mop Tops in Rouse Street

Vandalism at Legume Park damaging a picnic table - new table installed

Concerns in relation to the mowing, toilet cleaning and general maintenance around Urbenville

Our Governance No. 68 Cont...

Environmental Management

Number of dogs impounded - 5 dog impounded for the month of July

1 surrendered by owner, 1 found roaming, 3 dogs seized by police

Number of cats impounded – 2

2 cats caught in cat traps and taken to pound

Number of dogs/cats rehomed – 3 dogs returned to owner, 1 dog released to rescue organization, 1 dog euthanized (aggressive), 2 cats euthanized (feral)

Dangerous dog declarations – nil

Nuisance dog orders – nil

Parking – 2 x Stop in Taxi Zone infringement issued.

Matthew Francisco Director of Infrastructure Services

Prepared by staff member:	Matthew Francisco, Director of Infrastructure Services
Approved/Reviewed by Manager:	Matthew Francisco, Director of Infrastructure Services
Department:	Office of the Director Infrastructure Services
Attachments:	There are no attachments for this report.

NOTICE OF MOTION**(ITEM NM3/25) AMENDING SECTIONS OF THE LOCAL ENVIRONMENTAL PLAN (LEP)**

The following motion has been received by Cr Peter Petty, (attached as an Annexure to this report):

I, Councillor Peter Petty, hereby give notice that I intend to move the following motion at the Ordinary Council meeting to be held on Wednesday, 27 August 2025:-

That Council:

Consider and workshop amending sections of our Local Environmental Plan (LEP).

The following background has also been provided by the above-mentioned Councillor:

A number of years ago, the Council of the day spent a lot of time researching and compiling the current LEP we have. This process involved making sure that we complied with current laws, especially with the environmental laws, and with the changes we wanted to make with the standard LEP.

After much thought and process we developed an LEP that other neighbouring Council's were envious of. Maybe now, in 2025, it is time to review and amend the current LEP we have to suit the needs of the community as it currently stands.

Council appreciates that times change and communities needs and wishes change also. We need to recognize this, at the very least make time to review the current LEP we have.

Commentary: General Manager

Council's Code of Meeting Practice states the following regarding notices of motions:

Giving notice of business to be considered at council meetings

3.9 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted by 5pm on the Monday of the week preceding the week of the Council Meeting, being seven (7) business days before the meeting is to be held.

3.10 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

3.11 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or

Notice of Motion No. 3 Cont...

policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.

3.12A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:

- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or*
- (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.*

The following thoughts are offered for consideration:

- Council's LEP, DCPs and other planning considerations have been presented on by Council's Manager Planning & Development at a Councillor Workshop held on Wednesday, 13 August 2025, after which a questions and answers forum was held. Unfortunately, Councillors Rhodes and Petty were unable to attend this Workshop. A follow-up opportunity may be arranged in order for these Councillors to also gain access to the information other Councillors are now privy to.
- Council's Manager Planning & Development is currently busy investigating potential options that were identified as part of the above-mentioned discussions.

ATTACHMENTS

- 1** Notice of Motion - Amending sections of our Local Environmental Plan (LEP)

1
Page

Notice of Motion

27th August, 2025

I, Counsellor Peter Petty, wish to move the following Notice of Motion that Council consider and workshop amending sections of our Local Environmental Plan (LEP).

Background

A number of years ago, the Council of the day spent a lot of time researching and compiling the current LEP we have. This process involved making sure that we complied with the current laws, especially with the environmental laws, and with the changes we wanted to make with the standard LEP.

After much thought and process we developed an LEP that other neighboring Council's were envious of. Maybe now, in 2025, it is time to review and amend the current LEP we have to suit the needs of our community as it currently stands.

Council appreciates that times change and communities needs and wishes change also. We need to recognize this, at the very least make time to review the current LEP we have.

Councillor C Ward

Peter Petty

TENTERFIELD SHIRE COUNCIL		
18 AUG 2025		
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NOTICE OF MOTION**(ITEM NM4/25) WASTE TO ENERGY INITIATIVE FOR TENTERFIELD SHIRE COUNCIL**

The following motion has been received by Cr Peter Petty, (attached as an Annexure to this report):

I, Councillor Peter Petty, hereby give notice that I intend to move the following motion at the Ordinary Council meeting to be held on Wednesday, 27 August 2025:-

That Council:

Support the current State Government in their initiative to reintroduce their proposed plans to establish Waste to Energy sites.

The following background has also been provided by the above-mentioned Councillor:

This motion presents a formal proposal for the establishment of a Waste to Energy (WtE) facility within the jurisdiction of Tenterfield Shire. The intent is to provide a sustainable and economically viable alternative for the processing of municipal solid waste, transforming non-recyclable waste streams into renewable energy. This initiative is designed to reduce reliance on landfill, support our environmental objectives, and deliver measurable benefits to our local communities.

The objective would be to:

- *Significantly reduce the proportion of municipal waste directed to landfill,*
- *Generate renewable energy to support local grid demands,*
- *Decrease greenhouse gas emissions in alignment with state environmental targets,*
- *Enhance resource recovery in support of a circular economy,*
- *Facilitate economic development, including job creation and local investment,*
- *Promote community education and engagement concerning sustainable waste management practices.*

Next Steps:

- *Formal review of this proposal by the Council and relevant committees,*
- *Initiation of feasibility and environmental studies,*
- *Commencement of stakeholder consultations and partnership development,*
- *Preparation of detailed funding strategies and business models,*
- *Organisation of community information sessions to inform and gather feedback from residents.*

Commentary: General Manager

Council's Code of Meeting Practice states the following regarding notices of motions:

Giving notice of business to be considered at council meetings

Notice of Motion No. 4 Cont...

3.9 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted by 5pm on the Monday of the week preceding the week of the Council Meeting, being seven (7) business days before the meeting is to be held.

3.10 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

3.11 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.

3.12A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:

- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
- (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

From a State Government policy and legal perspective, the following extract from the NSW Department of Planning's website is pertinent:

State Environmental Planning Policy (Transport and Infrastructure) Amendment (Thermal Energy from Waste) 2022

The NSW Government has made changes to the planning system to ban the development of thermal energy from waste (EfW) facilities across Greater Sydney, with limited exceptions.

These changes align the planning framework for Greater Sydney with changes that were made to the Protection of the Environment Operations (General) Regulation 2022 (PoEO Regulation). The changes to the PoEO Regulation ban potential operators of EfW facilities from obtaining an environmental protection license to operate the facility except in four nominated regional areas, with some exceptions.

The State Environmental Planning Policy (Transport and Infrastructure) Amendment (Thermal Energy from Waste) 2022 bans thermal energy from waste development across Greater Sydney where it would be prohibited by the Protection of the Environment Operations (General) Regulation 2022, Chapter 9, Part 4. This means it must:

Notice of Motion No. 4 Cont...

- *be within an Activation Precinct, a Regional Jobs Precinct, a former mine premises or a former thermal electricity generation premises identified on a map or specified in a notice published in the Gazette by the NSW Environment Protection Authority (EPA);*
- *be already an established and operating activity lawfully able to be, and first carried out before changes were made to the PoEO Regulation; or*
- *replace the use of a less environmentally sound fuel being used to power existing industrial or manufacturing processes on site*

The ban applies to the area identified in the Thermal Energy from Waste Map – Greater Sydney (PDF, 569 KB) which is based on the Greater Capital City Statistical Area for Greater Sydney, developed by the Australian Bureau of Statistics, and includes the Central Coast. The map can be viewed in more detail on the Spatial Viewer on the Planning Portal.

These changes will give certainty to industry, councils and the Greater Sydney community about where future EfW facilities will be located. There are currently several pending applications for EfW facilities in Greater Sydney at various stages of the assessment process. Introducing these changes means those applications will likely be unable to proceed.

The changes help implement the NSW Government's Energy from Waste Infrastructure Plan, which identifies four precincts where facilities should be located, with limited exceptions: the Parkes Activation precinct, the Richmond Valley Regional Jobs Precinct, the Southern Goulburn Mulwaree Precinct and the West Lithgow Precinct.

Future facilities will only be located where environmental and human health can be ensured, while maximising efficiencies for waste innovation, management and energy recovery. Where permitted, EfW facilities will be subject to a rigorous assessment process, which includes community consultation requirements and strict compliance with strict air quality standards.

(<https://www.planning.nsw.gov.au/assess-and-regulate/state-significant-projects/energy-from-waste>)

*As Tenterfield Shire does not fall within the Parkes Activation precinct, the Richmond Valley Regional Jobs Precinct, the Southern Goulburn Mulwaree Precinct and the West Lithgow Precinct, the proposal is outside of the scope of the NSW Government's *State Environmental Planning Policy (Transport and Infrastructure) Amendment (Thermal Energy from Waste) 2022*. Tenterfield Shire Council as a local government authority is bound by State Government policies and rulings. In addition, Tenterfield does not fall within an identified activation precinct or regional jobs activation precinct.*

Further strategic and financial considerations are as follows:

- A proposal or plan for a thermal energy from waste plant in Tenterfield Shire had not been raised during community consultation sessions in the leadup to the development of a new suite of Integrated Planning and Reporting documents.
- No such strategy, objective or action had been included with the Community Strategic Plan, or Council's Delivery Program and Operational Plan.

Notice of Motion No. 4 Cont...

- No budgetary provision had been made for pursuing such an action of an energy to waste initiative.
- Council has pursued the extension of the Boonoo Boonoo landfill and is currently experiencing challenges with the finalisation of the construction of Cel 5 because of the ongoing wet weather; with the EPA expressing their concerns about the current state of affairs.
- Council currently struggles to meet the expectations of the EPA with limited resources and does not have the capacity to engage with a whole new initiative which will be labour intensive and resource hungry to investigate and pursue.
- Council's mission and vision statements are important to keep in mind, which reads as follows:

Our Mission:

'Quality Nature, Quality Heritage and Quality Lifestyle' provides focus and direction in the manner in which Council provides leadership and services.

Our Vision:

To be a financially sustainable Council fostering community connection through transparent decision-making and open communication; nurturing our natural environment, heritage and community lifestyle through balanced, sustainable strategic planning and management practices.

The strategic question needs to be asked how such a thermal energy from waste plant will meet the objectives of the above-mentioned mission and vision statements of Council(?)

- A thermal energy from waste plant relies heavily on garbage been continually fed into this plant to generate energy, which Tenterfield Shire does not create enough of. Therefore, large amounts of additional waste will have to be brought into the area from other locations.
- A further strategic consideration as far as the community is concerned, is to take note of the concerns that have been raised by residents within the Parkes local government area – citing, amongst other things, health, environmental and agricultural impacts and waste hierarchy concerns.

(https://www.google.com/search?q=parkes+resident+concerned+about+energy+from+waste+plant&rlz=1C1GCEU_enAU1108AU1114&oq=parkes+resident+concerned+about+energy+from+waste+plant&gs_lcrp=EgZjaHJvbWUyBggAEEUYOTIJCAEQIRgKGKABMgcIAhAhGI8C0gEKMTc0MjNqMGoxNagCCLACAFefjmHJbaV8z6I&sourceid=chrome&ie=UTF-8)

ATTACHMENTS

- 1** Notice of Motion - Waste to Energy Initiative for Tenterfield Shire Council

2
Pages

Notice of Motion No. 4 Cont...

Notice of Motion

Waste to Energy Initiative for Tenterfield Shire Council

I, Councillor Peter Petty, wish to move this Notion of Motion that we, Tenterfield Shire Council, support the current State Government in their initiative to reintroduce their proposed plans to establish Waste to Energy sites.

Background:

This Motion presents a formal proposal for the establishment of a Waste to Energy (WtE) facility within the jurisdiction of Tenterfield Shire. The intent is to provide a sustainable and economically viable alternative for the processing of municipal solid waste, transforming non-recyclable waste streams into renewable energy. This initiative is designed to reduce reliance on landfill, support our environmental objectives, and deliver measurable benefits to our local communities.

The Objective would be to:

- Significantly reduce the proportion of municipal waste directed to landfill.
- Generate renewable energy to support local grid demands.
- Decrease greenhouse gas emissions in alignment with state environmental targets.
- Enhance resource recovery in support of a circular economy.
- Facilitate economic development, including job creation and local investment
- Promote community education and engagement concerning sustainable waste management practices.

TENTERFIELD SHIRE COUNCIL		
10 AUG 2025		
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EA	✓	

Next Steps:

- Formal review of this proposal by the Council and relevant committees.
- Initiation of feasibility and environmental studies.
- Commencement of stakeholder consultations and partnership development.
- Preparation of detailed funding strategies and business models.
- Organisation of community information sessions to inform and gather feedback from residents

Councillor C Ward

Peter Petty

NOTICE OF MOTION**(ITEM NM5/25) EMPLOYING A GRANT WRITER TO HELP COUNCIL ACHIEVE GRANT FUNDING**

The following motion has been received by Cr Peter Petty, (attached as an Annexure to this report):

I, Councillor Peter Petty, hereby give notice that I intend to move the following motion at the Ordinary Council meeting to be held on Wednesday, 27 August 2025:-

That Council:

Consider employing a full time or part time Grant Writer to help our Council achieve grant funding that current staff are unable to do due to their own current workloads.

The following background has also been provided by the above-mentioned Councillor:

At the current time within the Tenterfield Council, due to the growth and needs of our community, we are in need of a position to manage the full grant lifecycle – from sourcing and preparing applications to managing agreements, acquittals and compliance reporting. The person in the position would need to work closely with internal teams and external stakeholders to boost grant success and support community development.

Commentary: General Manager

Council's Code of Meeting Practice states the following regarding notices of motions:

Giving notice of business to be considered at council meetings

3.9 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted by 5pm on the Monday of the week preceding the week of the Council Meeting, being seven (7) business days before the meeting is to be held.

3.10 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

3.11 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.

3.12A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If

Notice of Motion No. 5 Cont...

the notice of motion does not identify a funding source, the general manager must either:

- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or*
- (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.*

The following thoughts are offered for Council's consideration:

- Council's 2025-26 Budget and Operational Plan makes provision for nine additional full time equivalent (FTE) positions (above the previous 82FTE-positions); however, this funding has been earmarked for priority positions that are needed within the organisation structure to relieve the workloads and stresses of existing staff. Therefore, there is no current funding allocated for a position of grants officer.
- It is an ongoing challenge to get these mentioned key positions filled, and much time and energy is spent on the recruitment and selection processes associated with these positions. It would not in my opinion be wise to take the attention away from current efforts to recruit for these key positions.
- Council finds itself in a position where it still has large sums of disaster relief and grant funding to expend. This situation will surely change within the next couple of years, but there is not an urgent present need for a position of this nature.
- Strategically, the opinion is held that it might be a better option for Council to contract with a grant writer to fill this "gap" in Council's organisation structure when the need arises – even as an ongoing measure into the future.
- This proposal constitutes a staffing matter and as such, should be viewed as being operational in nature.

ATTACHMENTS

- | | |
|----------|---|
| 1 | Notice of Motion - Employing a Grant Writer to help Council achieve grant funding |
|----------|---|

1 Page

Notice of Motion

27th August, 2025

I, Counsellor Peter Petty, wish to move this Notion of Motion that Tenterfield Shire Council consider employing a full time or part time Grant Writer to help our Council achieve grant funding that current staff are unable to do due to their own current workloads.

Background

At the current time within the Tenterfield Council, due to the growth and needs of our community, we are in need of a position to manage the full grant lifecycle – from sourcing and preparing applications to managing agreements, acquittals and compliance reporting. The person in the position would need to work closely with internal teams and external stakeholders to boost grant success and support community development.

Yours sincerely,

Councillor C Ward
Peter Petty

TENTERFIELD SHIRE COUNCIL		
18 AUG 2025		
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Department:	Office of the General Manager
Submitted by:	Executive Assistant & Media
Reference:	ITEM RES7/25
Subject:	COUNCIL RESOLUTION REGISTER - JULY 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, Executive Assistant & Media
Approved/Reviewed by Manager:	Hein Basson, General Manager
Department:	Office of the General Manager
Attachments:	1 Actions Register - July 2025 25 Pages

OUTSTANDING ACTIONS REPORT		Printed: Monday, 18 August 2025 3:32:49 PM
Division:		Date From: 27/08/2023
Committee:		Date To: 18/08/2025
Officer:		

Meeting	Date	Officer	Title	Target
Council 23/06/2025	23/06/2025	Alley, Liz	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	14/07/2025

101/2

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:

OUTSTANDING ACTIONS REPORT				
Division: Committee: Officer:		Printed: Monday, 18 August 2025 3:32:49 PM Date From: 27/08/2023 Date To: 18/08/2025		
Meeting	Date	Officer	Title	Target
			<p>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).</p> <p>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).</p> <p>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).</p> <p>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).</p> <p>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).</p> <p>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).</p> <p>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).</p> <p>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</p>	

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				revenue collected from this base amount represents 49.71% of the total revenue collected from this category of land).
				<p>Business – Drake:</p> <p>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).</p> <p>Business – Other:</p> <p>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).</p> <p>Business – Industrial:</p> <p>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).</p> <p>Mining:</p> <p>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).</p> <p>4. Water - In accordance with the provisions of Section 552 of the <i>Local Government Act 1993</i>, 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:</p> <ul style="list-style-type: none"> (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;

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			<p>(h) Non-Residential - Meter connection: 40mm - \$985.00 per property and/or connection per annum;</p> <p>(i) Non-Residential - Meter connection: 50mm - \$1,532.00 per property and/or connection per annum;</p> <p>(j) Non-Residential - Meter connection: 80mm - \$3,929.00 per property and/or connection per annum;</p> <p>(k) Non-Residential - Meter connection: 100mm - \$6,139.00 per property and/or connection per annum;</p> <p>(l) Non-Residential - Meter connection: 150mm - \$13,804.00 per property and/or connection per annum;</p> <p>(m) Voluntary & Charitable Organisations - \$126.00 per property and/or connection per annum;</p> <p>(n) Services installed solely for the purpose of firefighting – No Charge.</p> <p>In accordance with Section 502 of the <i>Local Government Act 1993</i>, 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 kilolitres per annum, and \$8.40 per kilolitre for water consumed over 450 kilolitres per annum.</p> <p>In accordance with Section 502 of the <i>Local Government Act 1993</i>, 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.</p> <p>In accordance with Section 502 of the <i>Local Government Act 1993</i>, 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.</p> <p>In accordance with Section 502 of the <i>Local Government Act 1993</i>, 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.</p> <p>5. Sewer - In accordance with the provisions of Section 501(1) and 502 of the <i>Local Government Act 1993</i>, 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:</p> <p>(a) connected to the Council's sewer main, or</p> <p>(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</p> <p>(c) land from which sewerage can be discharged into the sewers of Council for the year ending June 2026.</p>	

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			<p>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.</p> <p>Annual Access Charge - In accordance with the provisions of Sections 501(1) and 552 of the <i>Local Government Act 1993</i>, Council makes, fixes and levies Annual Access Charges for Commercial and Non-Residential Sewerage for the year ending June 2026, as follows:</p> <p>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:</p> <p>(a) Non-Residential - Meter connection: 20mm - \$1,314.00 per occupancy per property per annum;</p> <p>(b) Non-Residential - Meter connection: 25mm - \$1,314.00 per occupancy per property per annum;</p> <p>(c) Non-Residential - Meter connection: 32mm - \$1,701.00 per occupancy per property per annum;</p> <p>(d) Non-Residential - Meter connection: 40mm - \$2,646.00 per occupancy per property per annum;</p> <p>(e) Non-Residential - Meter connection: 50mm - \$4,127.00 per occupancy per property per annum;</p> <p>(f) Non-Residential - Meter connection: 80mm - \$10,562.00 per occupancy per property per annum;</p> <p>(g) Non-Residential - Meter connection: 100mm - \$16,502.00 per occupancy per property per annum;</p> <p>(h) Non-Residential - Meter connection: 150mm - \$37,134.00 per occupancy per property per annum;</p> <p>(i) Voluntary & Charitable Organisations - \$253.00 per occupancy per property per annum;</p> <p>(j) Services installed solely for the purpose of firefighting - No Charge.</p> <p>The formula to calculate Non-Residential Sewerage Charges is:</p> $AC + SDF \times (C + UC)$ <p>Where: AC = Access Charge SDF = Sewerage Discharge Factor (determined by type/use) C = Customers Annual Water Consumption in kilolitres UC = Sewerage Usage Charge</p> <ul style="list-style-type: none"> 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 	

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			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 <i>Local Government Act 1993</i> 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 <i>Local Government Act 1993</i> 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 <i>Local Government Act 1993</i> 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 <i>Local Government Act 1993</i> 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;	

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	<p>(c) Non-Residential: <350m square - \$25.00 per annum;</p> <p>(d) Non-Residential: 350m square-1200m square - \$50.00 per annum;</p> <p>(e) Non-Residential: 1200m square-5000m square - \$221.00 per annum;</p> <p>(f) Non-Residential: >5000m square - \$357.00 per annum.</p> <p>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.</p> <p>Borrowings: Nil borrowings – subject to service level reductions and further amendments proposed in the amended Operational Plan for 2025/2026.</p> <p>Interest rates on overdue rates and charges - In accordance with the provisions of Section 566(3) of the <i>Local Government Act 1993</i>, 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.</p> <p>8. Adopt changes to DRAFT Operational Plan 2025/2026 with the two new Operational Plan Activities listed below:</p> <table><tr><th>Strategy</th><th>Operational Plan Activity</th><th>25/26</th><th>26/27</th><th>27/28</th><th>28/29</th><th>Measures Targets</th><th>Responsibility</th></tr><tr><td>1.4.3 Advocate for better community services and facilities within the shire including aged care</td><td>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</td><td>X</td><td>X</td><td>X</td><td>X</td><td>Feedback from user groups and the community</td><td>Director Corporate Services</td></tr><tr><td>4.1.2 Maintain the local and regional road network</td><td>4.1.2.2 Investigate options to address parking availability within Tenterfield CBD, develop an action plan and cost estimations</td><td></td><td>X</td><td>X</td><td>X</td><td>Determine the parking mix needs and to assess non-asset solutions</td><td>Manager Asset & Program Planning</td></tr></table>				Strategy	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility	1.4.3 Advocate for better community 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 community	Director Corporate Services	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	Determine the parking mix needs and to assess non-asset solutions	Manager Asset & Program Planning
Strategy	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility																					
1.4.3 Advocate for better community 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 community	Director Corporate Services																					
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		of implementation.						
<p>9. Adopt the following changes to the original DRAFT Operational Plan 2025/2026 that was presented to Council at the April 2025 Meeting:</p> <p>a. Increased operational expenditure in Mayoral Allowance and Councillor fees in-line with OLG Remuneration Tribunal decision – increase of \$823;</p> <p>b. Increased Capital expenditure for:</p> <p>i. Saleyards – Livestock Scanner Replacement - \$30,000;</p> <p>ii. Legume Park Playground Fencing – \$30,000;</p> <p>iii. Urbenville Park Playground Fencing - \$30,000;</p> <p>iv. Jubilee Park Rotunda Renewal - \$55,000;</p> <p>v. Fuel Tank replacement at Depot - \$150,000 (was budgeted for 2024/25 with work pushed into 2025/26 year);</p> <p>vi. Waste Truck purchase (Resolution 50/25 April) - \$560,045;</p> <p>vii. Betterment of Molesworth Street Sewer Line (grant funded) - \$250,000.</p> <p>c. Reduction in Capital expenditure:</p> <p>i. Shirley Park Amenities Block ceiling and roofing works (not required following further investigation - \$30,000.</p> <p>d. Increase in Capital Income;</p> <p>i. Betterment of Molesworth Street Sewer Line - \$250,000.</p> <p>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.</p> <p style="text-align: right;">(Peter Murphy/Kim Rhodes)</p> <p><u>Motion Carried</u></p>								
<p>Notes 06 Aug 2025 4:40pm Graham, Allison Kindly ensure that all the Council resolutions pertaining to different financial aspects have been actioned and implemented</p>								
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	<u>Resolved</u> <u>That Council:</u>							