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

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

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

(3) Authorises the General Manager to make the necessary arrangements for the establishment of the Association mentioned in paragraph two above, through the engagement of Ms Kerri Swain of the local legal firm Jennings and Kneipp. Further, that the costs of this engagement, as well as other incidental costs like advertising costs for expressions of interests for membership of this newly formed Association, and other similar minor expenses, be borne by Council.

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

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

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

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

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

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

(Peter Petty/Kim Rhodes)

Motion Carried

Notes

Meeting	Date	Officer	Title	Target
Council 28/05/2025	28/05/2025	Basson, Hein	**SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS: DELIVERY OF TOURISM, MUSEUM, CINEMA AND THEATRE EXPERIENCES: SCHOOL OF ARTS TENTERIELD INCORPORATED AND TENTERFIELD CHAMBER OF TOURISM, INDUSTRY AND BUSINESS**	18/06/2025

70/25 **Resolved**

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

That Council:

Adopts the list of Councillor distilled broad issues, attached to the report as Attachment One (1), emanating from discussions between the School of Arts Tenterfield Incorporated (SOATI), the Tenterfield Chamber of Tourism, Industry and Business (TCTIB) and Council during a Councillor Workshop on Wednesday, 14 May 2025 – acknowledging that this list of identified matters, as finalised at this Council Meeting, will form the basis for subsequent discussions and negotiations with SOATI and TCTIB.

(Peter Petty/Kim Rhodes)

Motion Carried

Notes
29 May 2025 10:22am Graham, Allison - Email
General Manager to communicate this list of distilled issues to SOATI and TCTIB, and pursue discussions with SOATI after a User Agreement with TCTIB has been reached regarding Tourism provision out of the foyer of the School of Arts.

Meeting	Date	Officer	Title	Target
Council 28/05/2025	28/05/2025	Basson, Hein	**SCHOOL OF ARTS FOYER - FACILITY USER AGREEMENT WITH TENTERFIELD CHAMBER OF TOURISM, INDUSTRY AND BUSINESS**	18/06/2025

71/25 **Resolved**

That Council:

1. *Approves, in principle, the Tenterfield Chamber of Tourism, Industry and Business (TCTIB) having shared use of the School of Arts Foyer to promote Shire wide Tourism and to provide Visitor Information.*
2. *Authorises the General Manager, in consultation with Tourism Councillors Kim Rhodes and Tim Bonner, to negotiate with the TCTIB a Facility User Agreement which is in the best interests of the Communities of Tenterfield Township and Shire.*
3. *Requests that a draft Facility User Agreement be provided to and be finalised by Council Solicitors and subsequently presented to the Councillor Workshop on Wednesday, 11 June 2025 for discussion.*
4. *Resolves that a finalised draft of the Facility User Agreement be presented for Councillors' approval at the Ordinary Council Meeting on Monday, 23 June 2025.*

(Peter Murphy/Kim Rhodes)

Motion Carried

Notes
General Manager to pursue the negotiation of a User Agreement with Councillors Bonner and Rhodes, as well as TCTIB and once in a draft format refer same to Council solicitors for legal input before it is referred to the Councillor workshop and Council Meeting for adoption.
Pursue the negotiation of a User Agreement with Councillors Bonner and Rhodes, as well as TCTIB and once in a draft format refer same to Council solicitors for legal input before it is referred to the Councillor workshop and Council Meeting for adoption.

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
Council 23/06/2025	23/06/2025	Basson, Hein	SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS: NON-EXCLUSIVE USE OF FOYER: FACILITY PERMITTED USE LICENCE: TENTERFIELD CHAMBER OF TOURISM, INDUSTRY AND BUSINESS	14/07/2025

90/25 **Resolved**

That Council:

1. **Approves the Facility Permitted Use Licence between the Tenterfield Shire Council and the Tenterfield Chamber of Tourism, Industry and Business (TCTIB), annexed to the report as Attachment 1, and notes the non-binding Branding Guidelines attached to the report as Attachment 2 (which will be incorporated into the mentioned Licence document as Annexure B) – with a target commencement date of 1 July 2025 and an expiry date of 30 June 2028, or another starting date shortly thereafter that is practically achievable by both parties, constituting the first three year term agreement period, with the following amendments:**
   - **The wording "every six months" in Clause 7.3 (a) and (b) of the "Facility Permitted Use Licence" to be changed to "every three months";**
   - **The word "ceiling" to be inserted between the wording "walls" and "or floors" in Clause 8.1 (p) of the "Facility Permitted Use Licence";**
   - **Item 11 in the "Reference Schedule" of the "Facility Permitted Use Licence" to be amended to provide for more flexibility depending on the availability of volunteers;**
   - **For an additional clause pertaining to the storage of brochures and other advertising materials in an acceptable area within the School of Arts building be added to the "Facility Permitted Use Licence".**
2. **Approves the option provided in Item 7 of the afore-mentioned Licence for another three-year term to be pursued, commencing on 1 July 2028 and expiring on 30 June 2031.**
3. **Requests the General Manager to continue discussions with the National Trust of Australia (NSW) and the TCTIB regarding external signage in front of the Sir Henry Parkes Memorial School of Arts building – sympathetically advertising to visitors to the Tenterfield area the face-to-face welcoming to visitors' service offered inside this building.**

(Kim Rhodes/Tim Bonner)

Motion Carried

Notes

06 Aug 2025 2:46pm Graham, Allison
The external signage is being pursued with both TCTIB and the National Trust, with an additional sign board to be added to the existing Courtyard Cafe sign at the entrance to the hallway leading to the foyer and cafe. Quotations are currently being sought.

06 Aug 2025 2:42pm Graham, Allison
Confirming that the Council resolution has been actioned, the Facility Permitted User Licence updated in line with both the June and July Council resolutions and signed by TCTIB and Council - currently awaiting the National trust to sign this document.

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
Council 9/10/2024	9/10/2024	Basson, Hein	COUNCILLOR INDUCTION, REFRESHER AND PROFESSIONAL DEVELOPMENT TRAINING	30/10/2024

141/2 **Resolved**

That Council:

1. **Notes and accepts the responsibility enshrined within Section 232 of the *Local Government Act 1993* for all Councillors "to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of councillors".**
2. **Notes that it is a requirement for Council to include within its Annual Report "the names of any mayors or councillors who completed any induction training course, induction refresher course or supplementary induction course under this Part during the year", who participated in any ongoing professional development program, and the number of seminars, circulars and other activities delivered as part of the ongoing professional development program during the year.**
3. **Notes that the following opportunities for induction, refresher, and professional development training are available in the short to medium term:**
   a. **Initial Induction Session (Presented by the Executive Leadership Team): Wednesday, 9 October 2024 at around 10.30am (directly after the First Council Meeting) in the Koreelah Room at the Council Offices. This initial session will go for approximately 3-4 hours (finishing at no later than 3.00pm).**
   b. **Human Behaviour from a Systems Perspective for Local Government Leaders (Briefing session presented by the General Manager): Wednesday, 23 October 2024 at around12.00noon (after the Council Meeting has finished) in the Koreelah Room at the Council Offices. This opportunity will be of an approximate 3-hour duration (finishing at around 3.00pm).**
   c. **Induction and Refresher Training Session for Re-elected and Newly Elected Councillors (Presented by Emma Broomfield – an External, Professional Trainer): Wednesday, 30 October 2024 - starting at 8.00am and finishing at 3.00pm. This important event will also be held in the Koreelah Room at the Council Offices.**
   d. **"Hit the Ground Running" Series of On-Line Webinars for Re-elected and Newly Elected Councillors (Presented by the NSW Office of Local Government):**
      i. **Roles and Responsibilities: Thursday, 17 October 2024 at 4.00pm.**
      ii. **Making the Most of Meetings: Thursday, 24 October 2024 at 4.00pm.**
      iii. **Integrated Planning and Reporting: Thursday, 31 October 2024 at 4.00pm.**
      iv. **The Governing Body and Financial Management: Thursday, 7 November 2024 at 4.30pm.**
      v. **Risk Management and Internal Audit: Thursday, 14 November 2024 at 4.00pm.**
      vi. **Appropriate Conduct and Ethical Decision-Making: Thursday, 21 November 2024 at 4.00pm.**
      vii. **Corruption Risk and Prevention: Thursday, 28 November 2024 at 4.00pm.**
      viii. **Working Together: Thursday, 5 December 2024 at 4.00pm.**
      ix. **Work Health and Safety: Thursday, 12 December 2024 at 4.00pm.**
      x. **Local and Regional Strategic Planning: Thursday, 6 February 2025 at 4.00pm.**

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

xi. Crown Land Native Title, and Aboriginal Land Rights: Thursday, 13 February 2025 at 4.00pm.
xii. Town Water Services – A Councillor's Responsibilities: Thursday, 20 February 2025 at 4.00pm.
xiii. Ongoing Professional Development: Thursday, 27 February 2025 at 4.00pm.

(Tim Bonner/Owen Bancroft)

Motion Carried

Notes

Meeting	Date	Officer	Title	Target
Council 28/05/2025	28/05/2025	Condrick, Jodie	**UNIVERSAL ACCESSIBLE TOILET - TENTERFIELD YOUTH PRECINCT**	18/06/2025

56/25 **Resolved**

That Council:

1. **Receives and notes the report on which works are to be delivered following the approved change to the scope of works under the Stronger Country Communities Fund (SCCF) Round 5.**
2. **Approves the proposed design style in accordance with the coloured image in the middle of the first page (page 95) of Attachment One (1) of the report called "Modus", that will not only be constructed in the Youth Precinct but also form a base design for future toilets in parks around the Tenterfield Shire – provided that the baby change-over station be constructed with robust materials (not plastic) with proper legs supporting the flat changing surface, as long as such a design does not negatively impact on disabled codes and standards.**
3. **Approves staff to engage a contractor for the erection of the public toilet facility in the Youth Precinct without further reference to a Council Meeting.**

(Kim Rhodes/Greg Sauer)

Motion Carried

Notes
06 Aug 2025 4:09pm Condrick, Jodie
There is a tender out for these toilets and close at the end of August 2025.
Jodie Condrick to persue the execution of this Council Resolution paying particular attention to the robust baby change-over station as well as the "Modus" design style. Also to keep in mind discussion around flood lights and CCTV installation either on the ablution block or suitable location to monitor anti-social behaviour in and around this newly created facility.

Meeting	Date	Officer	Title	Target
Council 20/12/2023	20/12/2023	Condrick, Jodie	**TENTERFIELD BAND HALL**	10/01/2024

241/2 **Resolved** that Council:

(1) Accept the return of the Band Hall offer from Leechs Gully Progress Association;

(2) Request the Leechs Gully Progress Association withdraw Development Application 2023.075 for the Removal of the Band Hall from 12 Crown Street, Tenterfield.

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

(3) Raise no objection to Leechs Gully Progress Association amending existing Development Application 2023.076 for the erection of a hall on the site at Leechs Gully Road, Tenterfield at no further cost to Council.

(4) Utilise the funds not expended by Leechs Gully Progress Association to undertake priority repairs to the building.

(5) Seek Expressions of Interest for the use of the hall.

AMENDMENT

(5) Seek Expressions of Interest for the community use of the hall.

(Peter Murphy/Greg Sauer)

Amendment Lost.
The original Motion was put.

(Geoff Nye/Peter Petty)

Motion Carried

Notes

29 May 2025 2:05pm Davidson, Tamai - Reallocation
Action reassigned to Condrick, Jodie by Davidson, Tamai - No longer in Planning area of responsibility

19 May 2025 9:36am Graham, Allison - Email
Tamai, can you please confim if this Action for ENV15/23 is to remain outstanding or can be completed?

18 Mar 2024 12:39pm Davidson, Tamai
scope of works prepared for builders to provide quotes

17 Jan 2024 8:54am Melling, Elizabeth
Leech's Gully Progress Association advised by email of the above and requested to withdraw the DA.
Inspection scgeduled in January to identify priority works to request quotes from local builders.
Expressions of interest to be sought after priority works completed.

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

18/25 **Resolved**

That Council:

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

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

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

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

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

(4) Considers a further report following the 28-day submission period including any submissions received from the public, including for the Tree Management Plan to be updated with the community-preferred tree species identified during the public consultation period.

(Bronwyn Petrie/Tim Bonner)

Motion Carried

Notes

28 Mar 2025 12:37pm Graham, Allison
To Mark Cooper, All Community Consultation Notices need to be approved by Matthew and Hein before they get distributed and/or published.
It would please be important to provide some information to our residents regarding the necessity of removing and replacing the Pin Oak trees in line with the Council resolution.

Meeting	Date	Officer	Title	Target
Council 23/07/2025	23/07/2025	Davidson, Tamai	**MONTHLY OPERATIONAL REPORT FOR JUNE 2025**	13/08/2025

124/2 **Resolved**

That Council:

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

(Peter Petty/Kim Rhodes)

Motion Carried

Notes

08 Aug 2025 12:15pm Graham, Allison
Email sent to Mark Cooper, with the following remark; Can you please ensure that Melissa has a focus on parking in the Main street when she returns from leave as Council is receiving complaints about people parking in the Taxi zone and others not removing their vehicles in the prescribed time.

08 Aug 2025 12:10pm Graham, Allison - Reallocation
Action reassigned to Davidson, Tamai by Graham, Allison - Dear Tamai, the Mayor posed a question on notice at the 23 July Council Meeting asking when the Heritage Advisor's position is going to be readvertised. Consistent with Council's Code of Meeting Practice, can you please prepare a short report for the August 2025 Council Meeting addressing this question.

Meeting	Date	Officer	Title	Target
Council 23/06/2025	23/06/2025	Davidson, Tamai	**DEVELOPMENT APPLICATION 2024.104 CARAVAN PARK - 44 FRANCIS STREET, TENTERFIELD**	14/07/2025

91/25 **Resolved**

That Council:

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

within the caravanning and RV construction industry and buyers'

Shire's visitor economy –
within Tenterfield and contributing to the local government area's micro

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

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

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

(Greg Sauer/Peter Murphy)

Notes
06 Aug 2025 3:14pm Davidson, Tamai
3/7/25 request sent

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

9/7/25 request for additional information from Department of Planning Housing & Infrastructure
17/7/25 further information sent to the Department for assessment
6/8/25 Awaiting response from Department

06 Aug 2025 2:48pm Graham, Allison
Tamai, kindly execute the adopted Council resolution and obtain the necessary exemption for amenities from the Department of Housing, Planning and Infrastructure. Once obtained, please prepare a follow up report for Councils further consideration of this matter.

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

Resolved

That Council:

a) Note the draft Road Asset Management Plan October 2023 review; and

b) Place the Road Asset Management Plan October 2023 review on public display on Council's website for 28 days to allow for any submissions to be considered; and

c) That following the 28 day period, a further report be submitted to Council to consider submissions and to adopt a revised Road Asset Management Plan that complements Council's financial constraints for the ten year projections.

AMENDMENT:

RECOMMENDATION:

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

(John Macnish/Tim Bonner)

Amendment Carried

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

Meeting	Date	Officer	Title	Target
Council 23/07/2025	23/07/2025	Francisco, Matthew	**PURCHASE OF HYDRAULIC EXCAVATOR FOR BOONOO BOONOO LANDFILL**	13/08/2025

110/2 **Resolved**

That Council:

1. **Allocates the funds for the purchase of the hydraulic excavator for the Boonoo Boonoo Landfill from Council's Waste Reserve.**

2. **Approves the purchase of a hydraulic excavator that is suitable for use at the landfill for an amount of up to $249,999 excluding GST.**

(Peter Petty/Kim Rhodes)

Motion Carried

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

Notes
08 Aug 2025 11:42am Graham, Allison
Quotes have been obtained and order has been placed.

Meeting	Date	Officer	Title	Target
Council 28/05/2025	28/05/2025	Francisco, Matthew	**MONTHLY OPERATIONAL REPORT FOR APRIL 2025**	18/06/2025

78/25 **Resolved**

That Council:

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

(Greg Sauer/Roger Turner)

Motion Carried

Notes
29 May 2025 10:49am Graham, Allison - Reallocation
Matthew to follow up on the defunct " Fairy" lights in the tree in front of the First National Building and for these lights to be replaced. It might be a good exercise for the team to do an audit of all the lights not working properly for replacement.

Meeting	Date	Officer	Title	Target
Tenterfield Shire Council - Works & Services Committee 6/12/2023	6/12/2023	Francisco, Matthew	**PEDESTRIAN ACCESS AND MOBILITY PLAN REVIEW**	27/12/2023

2/23 Resolved that the :

(1) Works Committee recommend the adoption of the revised Tenterfield Pedestrian Access and Mobility Plan (2023).

(2) Works Committee recommend the removal of garden beds in Rouse Street from around electricity power poles.

(Peter Petty/Tim Bonner)

Motion Carried

Notes
19 Mar 2024 2:47pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

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

13/25 **Resolved**

That Council:

(1) Notes the Engineering Officer's Report titled "ROAD NAMING".
(2) Adopts the name "Station Place" as the preferred name of the new road off the Northern end of Rouse Street.
(3) Publicly advertises the preferred road name and proceeds with the process of officially naming "Station Place" by way of gazettal and signposting.
(4) Adopts Platypus Lane as its preferred name for the new road off Geyers Road, with Apple Gum Lane as the alternate name if required.

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

(5) Proceeds with the process of officially naming the unnamed road off Geyers Road by way of proposal, advertising, gazettal and signposting.

(6) Requests two suggestions for the naming of the road commonly known as "Killarney Street" in Legume from the Legume Community, and proceeds with the process of officially naming the unnamed road by way of proposal, advertising, gazettal and signposting.

(Kim Rhodes/Greg Sauer)

Motion Carried

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

Meeting	Date	Officer	Title	Target
Tenterfield Shire Council - Works & Services Committee 6/12/2023	6/12/2023	Francisco, Matthew	**TENTERFIELD BIKE PLAN**	27/12/2023

3/23 **Resolved** that the Works & Services Committee recommend the adoption of the revised Tenterfield Bike Plan (2023).

(Tim Bonner/Peter Petty)

Motion Carried

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

Meeting	Date	Officer	Title	Target
Tenterfield Shire Council - Works & Services Committee 6/12/2023	6/12/2023	Francisco, Matthew	**HAWKINS GULLY BRIDGE**	27/12/2023

5/23 **Resolved** that the Works & Services Committee recommend that an application be made under the Bridges Renewal Program to replace Hawkins Gully Bridge with a new two lane concrete bridge; and

That Council allocate $200,000 in the 2024/25 budget capital works to support a co contribution towards a grant application.

(Tim Bonner/Peter Petty)

Motion Carried

Notes
19 Mar 2024 2:47pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

Meeting	Date	Officer	Title	Target
Council 28/05/2025	28/05/2025	Francisco, Matthew	**COUNCILLOR WORKS/SERVICE REQUESTS - APRIL 2025**	18/06/2025

57/25 **Resolved**

That Council:

Notes the status of the Councillor Works/Service Requests as at the end of the month of April 2025.

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

(Greg Sauer/Tim Bonner)

Motion Carried

Notes
29 May 2025 9:56am Graham, Allison - Reallocation
Action reassigned to Francisco, Matthew by Graham, Matthew to follow up on the No Camping signs at the Jennings Park - which are perceived by Councillor Murphy to be inadequate and not acting as a deterrent to campers and caravaners.

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

14/25 **Resolved**

That Council:

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

(Tom Peters/Tim Bonner)

Motion Carried

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

Meeting	Date	Officer	Title	Target
Council 23/07/2025	23/07/2025	Graham, Allison	**MAYORAL MINUTE - LOCAL GOVERNMENT NSW REPORT COST SHIFTING 2025**	13/08/2025

111/2 **Resolved**

That Council:

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

(Greg Sauer/Peter Petty)

Motion Carried

Notes
08 Aug 2025 11:44am Graham, Allison
Access LGNSW website and obtain the draft letters to the Premier, NSW Treasurer and NSW Minister for Local Government, amend letters for our purposes for signature of the Mayor
08 Aug 2025 11:44am Graham, Allison - Reallocation
Action reassigned to Graham, Allison by Graham, Allison - Copy of the cost shifting report needs to be placed on Council's website

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
Council 23/06/2025	23/06/2025	Graham, Shayle	LOCAL TRAFFIC COMMITTEE MEETING RECOMMENDATIONS - JUNE 2025	14/07/2025

88/25 **Resolved**

That Council:

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

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

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

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

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

With the following Speed Zones to be reviewed by TfNSW:

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

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

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

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

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

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

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

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

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

(Owen Bancroft/Tim Bonner)

Motion Carried

Notes

06 Aug 2025 2:36pm Graham, Allison - Email
Shayle please see note for Action

06 Aug 2025 2:30pm Graham, Allison
Shayle to follow up on the actions coming out of the Local Traffic Committee Resolutions with Matthew. Please ensure that the heavy vehicle parking sign is installed at Jennings. The Wallangarra sign in Jennings is causing confusion and frustration and needs to be

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
removed from the location in Jennings. This matter might need to be put on the next agenda of the LTC to ensure that the correct procedures are being followed, acknowledging that the sign is on the New England Highway.				

Meeting	Date	Officer	Title	Target
Council 23/06/2025	23/06/2025	Petrie, Bronwyn	PUBLIC ACCOUNTS COMMITTEE REPORT: INQUIRY INTO THE ASSETS , PREMISES AND FUNDING OF THE NSW RURAL FIRE SERVICES	14/07/2025

95/25 **Resolved**

That Council:

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

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

(Owen Bancroft/Greg Sauer)

Motion Carried

Notes

06 Aug 2025 3:14pm Graham, Allison - Email
Dear Madam Mayor, Kindly keep the 14 recommendations of the Public Accounts Committee in its inquiry into the assets, premises and funding of the RFS in mind when you are attending local government related meetings, seminars and conferences in your advocacy role for all 14 recommendations to be implemented by the state government as soon as possible. Kind regards, Hein

06 Aug 2025 3:10pm Graham, Allison - Reallocation
Action reassigned to Petrie, Bronwyn by Graham, Allison - Advocacy on a political level.

Meeting	Date	Officer	Title	Target
Council 26/03/2025	26/03/2025	Vassallo, Janet	DRAF RISK MANAGEMENT FRAMEWORK	11/04/2025

21/25 **Resolved**

That Council:

(1) Adopts the draft Risk Management Framework which was developed in accordance with the Office of Local Government Risk Management Guidelines 2021, attached as an Annexure to the report.

(2) Approves the risk appetite statement and tolerances enshrined within the adopted Risk Management Framework, which statement conveys

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

how much risk Council as the governing body will tolerate in pursuit of its strategic objectives, and how risk is to be managed and decisions made within this context.

(Peter Petty/Greg Sauer)

Motion Carried

Notes
28 Mar 2025 12:46pm Graham, Allison
Manager HR to discuss with Hein and note that Hein has had a discussion with John around a session with LET and managers early in May.

Meeting	Date	Officer	Title	Target
Council 23/06/2025	23/06/2025	Walton, Jane	**ANNUAL REMUNERATION FOR COUNCILLORS AND THE MAYOR FOR THE 2025-26 FINANCIAL YEAR**	14/07/2025

93/25 **Resolved**

That Council:

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

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

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

(Owen Bancroft/Peter Murphy)

Motion Carried

Notes
06 Aug 2025 2:54pm Graham, Allison - Reallocation
Action reassigned to Walton, Jane by Graham, Allison - Financial matter that needs to be actioned by Payroll

Meeting	Date	Officer	Title	Target
Council 23/07/2025	23/07/2025	Walton, Jane	**NEW FEES AND CHARGES FOR 2025/2026**	13/08/2025

122/2 **Resolved**

That Council:

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

- **Water charges for the bores at Drake, Legume, Liston and Torrington - $3.85 per kilolitre.**

(Peter Petty/Gregory Purcell)

Motion Carried

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

Notes

08 Aug 2025 12:04pm Graham, Allison - Reallocation
Action reassigned to Manager Finance, please follow up on this Council Resolution and ensure that the Water charges for the Bores at Drake, Liston, Legume and Torrington be put on public exhibition for a minimum period of 28 days.