



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.

BUSINESS PAPER

ORDINARY COUNCIL MEETING

24 SEPTEMBER 2025

Notice is hereby given in accordance with the provisions of the *Local Government Act 1993*, and pursuant to Clause 3.3 of Council's Code of Meeting Practice that an **Ordinary Council Meeting** will be held in the "Koreelah Room", Council Administration Building, 247 Rouse St, Tenterfield, NSW, on **Wednesday 24 September 2025** commencing at **9:30 AM**.

Hein Basson
General Manager

COMMUNITY CONSULTATION – PUBLIC ACCESS

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

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

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

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

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

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

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

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

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

CONFLICT OF INTERESTS

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

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

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

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

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

Non-pecuniary Interests - Must be disclosed in meetings.

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

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

Disclosures to be Recorded (s 453 Act)

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

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ORDER OF BUSINESS

Community Consultation (Public Access)

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

AGENDA

WEBCASTING OF THE PUBLIC FORUM AND MEETING

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

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

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

COMMUNITY CONSULTATION (PUBLIC FORUM)

1. OPENING & WELCOME

2. (A) OPENING PRAYER

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

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

(B) ACKNOWLEDGEMENT OF COUNTRY

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

3. APOLOGIES

4. DISCLOSURES & DECLARATIONS OF INTEREST

5. CONFIRMATION OF PREVIOUS MINUTES

(ITEM MIN8/25) CONFIRMATION OF PREVIOUS MINUTES 7

6. TABLING OF DOCUMENTS

7. URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

8. MAYORAL MINUTE

9. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

10. OPEN COUNCIL REPORTS

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OUR ECONOMY

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13. RESOLUTION REGISTER

14. CONFIDENTIAL BUSINESS

15. MEETING CLOSED

(ITEM MIN8/25) CONFIRMATION OF PREVIOUS MINUTES

REPORT BY: Allison Graham

RECOMMENDATION

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

- **Ordinary Council Meeting – 27 August 2025**

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

ATTACHMENTS

- 1** Unadopted Meeting Minutes Ordinary Council Meeting 27 August 2025 21 Pages

MINUTES



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.

MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 27 AUGUST 2025

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the "Koreelah Room", 247 Rouse St, Tenterfield, NSW, 2372 on Wednesday 27 August 2025 commencing at 9:30 AM

ATTENDANCE

Councillor Bronwyn Petrie (Mayor) (from 9.43am)
Councillor Owen Bancroft
Councillor Tim Bonner (until 12.26pm)
Councillor Peter Murphy
Councillor Tom Peters
Councillor Peter Petty (until 12.00noon)
Councillor Greg Purcell
Councillor Kim Rhodes
Councillor Greg Sauer
Councillor Roger Turner

ALSO IN ATTENDANCE

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

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

WEBCASTING OF MEETING

Recording of the meeting commenced at 9.30am.

The Deputy Mayor, Councillor Greg Sauer took the Chair and commenced the meeting, in the absence of the Mayor, Councillor Bronwyn Petrie as per her request until her arrival.

The Deputy Mayor read the following:

I advise all present that this meeting is being recorded for placement on Council's website for the purposes of broadening knowledge and participation in Council issues, and demonstrating Council's commitment to openness and accountability.

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

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

COMMUNITY CONSULTATION (PUBLIC FORUM)

Nil.

OPENING AND WELCOME

The Deputy Mayor welcomed everyone to the August Council Meeting.

CIVIC PRAYER

The Deputy Mayor read the following:

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

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

ACKNOWLEDGEMENT OF COUNTRY

The Deputy Mayor read the following:

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

APOLOGIES

Councillor Bronwyn Petrie, for the first 10 minutes or so of the meeting, as she had to do an interview with a Police officer.

DISCLOSURE & DECLARATIONS OF INTEREST

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

Name	Type	Item
Cr. Tim Bonner	Pecuniary Interest	GOV 61/25
Cr. Bancroft	Less than Significant Non Pecuniary	GOV 19/25

(ITEM MIN7/25) CONFIRMATION OF PREVIOUS MINUTES

107/25

Resolved

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

- **Ordinary Council Meeting – 25 July 2025**

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

(Peter Petty/Kim Rhodes)

Motion Carried

TABLING OF DOCUMENTS

Nil.

URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

(ITEM COM23/25) TENDER EVALUATION FOR THE MANAGEMENT AND OPERATION OF THE TENTERFIELD WAR MEMORIAL BATHS - RFT 01/25/26

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

SUMMARY

The purpose of this report is to present to Council the outcomes of the tender assessment for the Management and Operation of the Tenterfield War Memorial Baths – Request for Tender RFT (RFT01 25/26) – for Council's consideration and adoption of the most advantageous tender.

MAYORAL MINUTE

Nil.

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

108/25

Resolved

That:-

- a) the meeting be closed to the public and members of the press because of the need for confidentiality, privilege or security, as specified below and provided for under Section 10A(2) of the Local Government Act, 1993; and
- b) the Agenda and associated correspondence, unless specified are not to be released to the Public as they relate to a matter of either personal hardship, personal matters, trade secrets or matters which cannot be lawfully disclosed.

(Tom Peters/Tim Bonner)

Motion Carried

OPEN COUNCIL REPORTS

OUR COMMUNITY

**(ITEM COM19/25) ACKNOWLEDGEMENT OF TENTERFIELD TOURISM
GROUP QUARTERLY REPORT FROM APRIL TO JUNE 2025**

SUMMARY

The purpose of this report is to present to Council the Tenterfield Chamber of Tourism, Industry and Business (TCTIB) Report 7 under the funding agreement between TCTIB and Council. The Tenterfield Tourism Group (TTG) is required to report quarterly on activities within 30 days of the end of the quarter. The attached report covers the period from 1 April 2025 to 30 June 2025.

109/25

Resolved

That Council:

1. Acknowledges receipt and notes the contents of Report 7 from the Tenterfield Chamber of Tourism, Industry and Business (TCTIB) for the period from 1 April 2025 to 30 June 2025.
2. Requests more detailed information in due course from the TCTIB with regards to the following excerpt from their report:

The TTG understand that the final instalment from the current agreement between TSC and TCTIB of \$50,000 will be distributed to the TTG from the TSC for the financial year 25/26 and would request a continuation of this funding arrangement for an additional three-year period with consideration by the councillors of increased funding per annum.

- 3. Notes that the current Operational Plan/Delivery Program makes allowance for an additional \$50,000 (indexed) per year for the next three years.**

(Peter Petty/Kim Rhodes)

Motion Carried

Mayor Bronwyn Petrie entered the room at 9.42am and assumed the position of Chair at 9.43am. Deputy Mayor Greg Sauer returned to his seat.

(ITEM COM18/25) LIBRARY SERVICES POLICY - UPDATE

SUMMARY

The purpose of this report is to review and update the Library Services Policy.

110/25

Resolved

That Council:

Adopts the revised and updated Library Services Policy.

(Peter Petty/Kim Rhodes)

Motion Carried

(ITEM COM20/25) COUNCILLOR WORKS/SERVICE REQUESTS - JULY 2025

SUMMARY

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

111/25

Resolved

That Council:

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

(Tim Bonner/Owen Bancroft)

Motion Carried

OUR ECONOMY

Nil.

OUR ENVIRONMENT

(ITEM ENV15/25) ASSESSMENT OF KERB-SIDE WASTE COLLECTION FOR THE RESIDENTS OF TENTERFIELD SHIRE

SUMMARY

This report was requested by Council to provide information and assessment for the collection of hard kerb-side waste for the residents of Tenterfield Shire.

112/25

Resolved

That Council:

Receives and notes the report and acknowledges that Council supplies waste services to the community (including waste vouchers) within constrained budgets with no increase to waste charges for residents for the 2025/26-financial year, with scarce resources and under a restrictive EPA-waste licence regarding a maximum tonnage of waste that can annually be received at the Boonoo Boonoo landfill, which waste services largely accommodate the community's needs for the responsible disposal of waste.

(Peter Petty/Tom Peters)

Motion Carried

(ITEM ENV14/25) RECREATIONAL USE OF THE TENTERFIELD DAM WATER SUPPLY

SUMMARY

The purpose of this report is to provide an overview of the requirements, resources and budgets required to deliver recreational use at the Tenterfield Dam.

113/25

Resolved

That Council:

1. Receives and notes the contents of the report and continues to pursue grant funding to develop a masterplan for the development of recreational facilities at the Tenterfield Dam.
2. Investigates the potential introduction of fishing and unpowered watercraft at prescribed areas of the Dam.

(Bronwyn Petrie/Peter Petty)

Motion Carried

OUR GOVERNANCE

(ITEM GOV74/25) ALLOCATION OF THE COMMONWEALTH GOVERNMENT'S FEDERAL ASSISTANCE GRANTS PROGRAM 2025/26

SUMMARY

The purpose of this report is to advise Council of the NSW Grants Commission's efforts to more equitably distribute the Commonwealth Government's Financial Assistance Grants to the 128 local government bodies in NSW.

114/25

Resolved

That Council:

Notes the information distributed by the Local Government Grants Commission and how they calculate financial assistance grants relating to the 2025-26 estimated entitlements.

(Kim Rhodes/Tom Peters)

Motion Carried

(ITEM GOV66/25) FREE SPEECH IN LOCAL GOVERNMENT IN NSW

SUMMARY

The purpose of this report is for Council to note the contents of the NSW Office of Local Government's "Council Circular 25-11 Free speech in local government in NSW Guideline".

115/25

Resolved

That Council:

Notes the contents of Circular 25-11 *Free speech in local government in NSW Guideline* distributed on 3 June 2025 by the NSW Office of Local Government, together with the content of the document titled *Free speech in local government in NSW – A Guideline, June 2025*, annexed as Attachment 1 to the report.

(Kim Rhodes/Gregory Purcell)

Motion Carried

SUSPENSION OF STANDING ORDERS

116/25 Resolved

That standing orders be suspended for the purpose of a morning tea break, the time being 10.57am.

(Peter Petty/Owen Bancroft)

Motion Carried

Recording of the session was paused at 10.57am.

RESUMPTION OF STANDING ORDERS

117/25 Resolved

That the meeting be resumed at 11.42am.

(Greg Sauer/Owen Bancroft)

Motion Carried

Recording of the session resumed at 11.42am.

Ms. Jane Walton, Manager Finance and Technology, and Ms. Lee Sisson, Governance Officer entered the room at 11.42am.

(ITEM GOV67/25) NOMINATION OF COUNCIL DELEGATE TO THE NSW PUBLIC LIBRARIES ASSOCIATION

SUMMARY

The purpose of this report is for Council to nominate a Councillor to represent Tenterfield Shire Council on the NSW Public Libraries Association (NSWPLA).

118/25 Resolved

That Council nominates Councillor Rhodes to be its delegate to the NSW Public Libraries Association, with Councillor Bancroft as alternate.

(Kim Rhodes/Tom Peters)

Motion Carried

(ITEM GOV61/25) BUSINESS RATING REGIME FOR ALL AIR BNB PROPERTIES IN THE LOCAL GOVERNMENT AREA

SUMMARY

This report is in response to the April Resolution 40/25 for the Director of Corporate Services to investigate the possibility of Council implementing a Business Rating regime for all Air BnB properties in the local government area in those instances where owners are not using their properties for full-time residential purposes and properties are being made available for short-term rental within the marketplace.

OFFICER'S RECOMMENDATION:

That Council:

Defers the item until such time as the "guesthouse" definition has been clarified and that another report be prepared for Council's consideration once clarity has been obtained why a short-term rental property e.g. a property listed as an AirBnB on accommodation websites could not be classified as being a guesthouse – as per the Macquarie Dictionary's definition of "a house for the accommodation of paying guests" – and as such not needing to be categorised as "residential" but as "business" for rating purposes.

(ITEM GOV62/25) DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS POLICY 2025

SUMMARY

The purpose of this report is to review and update the Disclosures by Councillors and Designated Persons Policy.

119/25

Resolved

That Council:

Adopts the revised and updated Disclosures by Councillors and Designated Persons Policy.

(Peter Petty/Kim Rhodes)

Motion Carried

(ITEM GOV65/25) FRAUD AND CORRUPTION PREVENTION POLICY

SUMMARY

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

120/25

Resolved

That Council:

Adopts the draft Fraud and Corruption Prevention Policy.

(Peter Petty/Kim Rhodes)

Motion Carried

(ITEM GOV63/25) FILMING POLICY

SUMMARY

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

121/25

Resolved

That Council:

Adopts the revised and updated Filming Policy.

(Peter Petty/Kim Rhodes)

Motion Carried

Ms. Jane Walton, Manager Finance & Technology, joined the meeting at 11.52am.

Councillor Petty left the room, the time being 12.00pm.

(ITEM GOV64/25) INVESTMENT REPORT FOR PERIOD ENDED 31 JULY 2025

SUMMARY

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

122/25

Resolved

That Council:

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

(Owen Bancroft/Greg Sauer)

Motion Carried

Councillor Petty returned to the room, the time being 12.02pm.

(ITEM GOV69/25) CAPITAL EXPENDITURE REPORT AS AT 30 JUNE 2025

SUMMARY

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

123/25

Resolved

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

(Kim Rhodes/Gregory Purcell)

Motion Carried

M. Jane Walton, Manager Finance and Technology, and Ms. Lee Sisson, Governance Officer, left the room at 12.12pm.

(ITEM GOV70/25) WORKFORCE, SAFETY, RISK, RECORDS AND COMMUNICATIONS REPORT - JULY 2025

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.

124/25

Resolved

**That Council:
Notes the Workforce, Safety, Risk, Records and Communications
Report for July 2025.**

(Owen Bancroft/Roger Turner)

Motion Carried

(ITEM GOV60/25) CORPORATE SERVICES DIRECTORATE MONTHLY REPORT

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.

125/25

Resolved

That Council:

That Council notes the Corporate Services Directorate Report for July 2025.

(Greg Sauer/Roger Turner)

Motion Carried

Councillor Bonner left the meeting, the time being 12.26pm.

(ITEM GOV68/25) INFRASTRUCTURE SERVICES DIRECTORATE MONTHLY REPORT

SUMMARY

An overview of work carried out in the Department of Infrastructure Services for the month of July 2025.

126/25

Resolved

That Council:

Receives and notes the information contained in the report.

(Peter Petty/Kim Rhodes)

Motion Carried

REPORTS OF DELEGATES & COMMITTEES

Nil.

NOTICES OF MOTION

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

127/25

Resolved

That Council:

Considers and workshops amending sections of our Local Environmental Plan (LEP) and Development Control Plan (DCP).

(Peter Petty/Greg Sauer)

Motion Carried

(ITEM NM4/25) WASTE TO ENERGY INITIATIVE FOR TENTERFIELD SHIRE COUNCIL

128/25

Resolved

That Council:

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

(Peter Petty/Greg Sauer)

Motion Carried

(ITEM NM5/25) EMPLOYING A GRANT WRITER TO HELP COUNCIL ACHIEVE GRANT FUNDING

129/25

Resolved

That Council:

Approves the investigation of engaging a professional company to, under contract and as required, prepare grant applications to achieve grant funding that current staff are unable to do due to their own current workloads.

(Peter Petty/Greg Sauer)

Motion Carried

RESOLUTION REGISTER

(ITEM RES7/25) COUNCIL RESOLUTION REGISTER - JULY 2025

SUMMARY

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

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

130/25

Resolved

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

(Owen Bancroft/Kim Rhodes)

Motion Carried

SUSPENSION OF STANDING ORDERS

131/25

Resolved

That standing orders be suspended to move into the closed session part of the meeting, the time being 1.19pm.

(Gregory Purcell/Roger Turner)

Motion Carried

The recording of the session was paused at 1.19pm.

James Paynter, Manager Works , entered the room the time being 1.20pm.

Before the Confidential Items were considered, the Council Officials enjoyed a 40 minute lunch break.

CONFIDENTIAL BUSINESS

**(ITEM COM21/25) REVISED CONTRACT AWARD RECOMMENDATION FOR
FOUR BRIDGES DESIGN & CONSTRUCT RFT 15 24/25**

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

SUMMARY

This report presents an updated recommendation from the tender assessment from Infrastructure Services' recent Four Bridges Design and Construct (4BDC) request for tender (RFT 15 24/25). The tenderer previously recommended for contract award (and approved by Council in the 23 June 2025 meeting) has withdrawn their tender and the next best value for money proposal is proposed as suitable for Council's needs, has pricing very similar to the previously recommended tender and is recommended for engagement under the prepared lump sum contract.

132/25

Resolved

That Council:

- 1. Awards the Four Bridges Design and Construct Contract - RFT 15 24/25 to Fulton Hogan Industries Pty Ltd (FHI) nominally for \$1,326,552.00 (excl. GST) based on the Tenderer's revised pricing, to act as head contractor for bridge (including barriers) and civil design and construction work (for Bridges 1, 2, and 4 only), and**
- 2. Authorises the General Manager to negotiate and execute commercial mechanisms according to the 4BDC Contract.**

(Peter Petty/Owen Bancroft)

Motion Carried

**(ITEM COM22/25) TENDER EVALUATION FOR PROFESSIONAL SERVICES
CONTRACT FOR TENDER PREPARATION AND ASSOCIATED SERVICES -
RFT 16- 24/25**

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

SUMMARY

The purpose of this report is to summarise and present the outcomes of the tender assessment from the Department of Infrastructure Service's recent request for tender RFT 16-24/25 for a Professional Services Contract for Tender Preparation and Associated Services 24/25. One Tenderer was concluded to offer a proposal suitable for Council's needs and is recommended for engagement under the prepared Schedule of Rates contract.

133/25

Resolved

That Council:

- 1. Awards Tetebala Pty Ltd the Contract for the Professional Services Contract for Tender Preparation and Associated Services, RFT 16-24/25, for the amount up to \$700,000 including GST.**
- 2. Authorises the General Manager to negotiate and execute commercial mechanisms according to the Contract up to the value stated in the report.**

(Gregory Purcell/Roger Turner)

Motion Carried

James Paynter, Manager Works , left the room the time being 2.20pm.

**(ITEM ENV16/25) SEWER MAINS RELINING AND CCTV RFQ 01-25/26
TENDER AWARD 2025**

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

SUMMARY

The purpose of this report is to provide an update to Council and gain approval to award the tender to undertake the relining and CCTV contract.

134/25

Resolved

That Council:

Approves the tender of Interflow PTY LTD to undertake the sewer main relining and CCTV works as are detailed in the body of the report.

(Kim Rhodes/Owen Bancroft)

Motion Carried

The late item, Tender Evaluation for the Management and Operation of the Tenterfield War Memorial Baths, was dealt with as the next item on the Agenda.

Ms. Jodie Condrick, Building and Property Coordinator, and Mr. Mark Cooper, Manager Open Space, Regulatory & Utilities entered the room at 2.24pm.

(ITEM COM23/25) TENDER EVALUATION FOR THE MANAGEMENT AND OPERATION OF THE TENTERFIELD WAR MEMORIAL BATHS - RFT 01/25/26

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

SUMMARY

The purpose of this report is to present the outcomes of the tender assessment the Management and Operation of the Tenterfield War Memorial Baths – Request for Tender RFT (RFT01 25/26).

One tenderer was concluded to offer the best value for money, the best proposal that improves the facility, providing an extended service to the community, while providing programs for children, youth, disabled and aged members of the community.

135/25

Resolved

That Council:

- 1) Awards the contract for the Management and Operation of the Tenterfield War Memorial Baths to Bula Vinaka Café Pty Ltd for \$150,000 excluding GST for the first year and increased as per the terms of the contract for each year, for a total initial period of five (5) years.**
- 2) Authorises the General Manager to negotiate and execute the contract between Tenterfield Shire Council and the successful Contractor to manage and operate the Tenterfield War Memorial Baths.**

3) In the circumstance where an agreement on the terms of a new contract is not reached with the Contractor, the proposal be referred back to Council for consideration.

(Gregory Purcell/Tom Peters)

Motion Carried

Jodie Condrick, Building and Property Coordinator, and Mark Cooper, Open Space, Regulatory & Utilities Supervisor left the room, the time being 2.55pm.

The item Heritage Advisor Position was dealt with as the last item on the Agenda.

Tamai Davidson, Manager Planning & Regulation entered the room, the time being 2.57pm.

Councillor Turner left the room, the time being 2.58pm.

(ITEM ENV17/25) HERITAGE ADVISOR POSITION

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

SUMMARY

The purpose of this report is to advise Council of the history and current status of the Heritage Advisor position within Tenterfield Shire Council.

After the item had been discussed, the Deputy Mayor, Councillor Greg Sauer moved a procedural motion: **That the motion be put.**

136/25

Resolved

That Council:

Receives and notes the report.

(Kim Rhodes/Peter Petty)

Motion Carried

RESUMPTION OF STANDING ORDERS

137/25

Resolved

That Council moves into Open Session again, the meeting, the time being 3.24pm.

(Peter Petty/Owen Bancroft)

Motion Carried

The recording device was turned on, the time being 3.24pm.

In accordance with Section 253 of Local Government Regulations (General) 2005, the Mayor read the resolutions as resolved whilst in Closed Council, as follows:

- **(ITEM COM21/25) REVISED CONTRACT AWARD RECOMMENDATION FOR FOUR BRIDGES DESIGN & CONSTRUCT RFT 15 24/25**

That Council:

- 1. Awards the Four Bridges Design and Construct Contract - RFT 15 24/25 to Fulton Hogan Industries Pty Ltd (FHI) nominally for \$1,326,552.00 (excl. GST) based on the Tenderer's revised pricing, to act as head contractor for bridge (including barriers) and civil design and construction work (for Bridges 1, 2, and 4 only), and**
- 2. Authorises the General Manager to negotiate and execute commercial mechanisms according to the 4BDC Contract.**

- **(ITEM COM22/25) TENDER EVALUATION FOR PROFESSIONAL SERVICES CONTRACT FOR TENDER PREPARATION AND ASSOCIATED SERVICES - RFT 16- 24/25**

That Council:

- 1. Awards Tetebala Pty Ltd the Contract for the Professional Services Contract for Tender Preparation and Associated Services, RFT 16-24/25, for the amount up to \$700,000 including GST.**
- 2. Authorises the General Manager to negotiate and execute commercial mechanisms according to the Contract up to the value stated in the report.**

- **(ITEM ENV16/25) SEWER MAINS RELINING AND CCTV RFQ 01-25/26 TENDER AWARD 2025**

That Council:

Approves the tender of Interflow PTY LTD to undertake the sewer main relining and CCTV works as are detailed in the body of the report.

- **(ITEM COM23/25) TENDER EVALUATION FOR THE MANAGEMENT AND OPERATION OF THE TENTERFIELD WAR MEMORIAL BATHS - RFT 01/25/26**

That Council:

- 1) Awards the contract for the Management and Operation of the Tenterfield War Memorial Baths to Bula Vinaka Café Pty Ltd for \$150,000 excluding GST for the first year and increased as per the terms of the contract for each year, for a total initial period of five (5) years.
- 2) Authorises the General Manager to negotiate and execute the contract between Tenterfield Shire Council and the successful Contractor to manage and operate the Tenterfield War Memorial Baths.
- 3) In the circumstance where an agreement on the terms of a new contract is not reached with the Contractor, the proposal be referred back to Council for consideration.

- **(ITEM ENV17/25) HERITAGE ADVISOR POSITION**

That Council:

Receives and notes the report.

MEETING CLOSED

There being no further business the Mayor declared the meeting closed at 3.28pm.

.....
Councillor Bronwyn Petrie
Mayor/Chairperson

.....
Councillor Greg Sauer
Deputy Mayor, Nominated Chairperson

Department:	Office of the General Manager
Submitted by:	Hein Basson, General Manager
Reference:	ITEM COM24/25
Subject:	SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS: SCHOOL OF ARTS TENTERFIELD INCORPORATED (SOATI): PROGRESS REPORT

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Community - Tenterfield Shire is a vibrant, inclusive, and safe community where diverse backgrounds and cultures are respected and celebrated.
CSP Strategy:	Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.

SUMMARY

The purpose of this report is for Council to note the progress and outstanding issues in relation to pursuing a Facility Permitted Use Licence between SOATI and Council being finalised – as discussed in the body of the report – and to provide direction and answers to pertinent and strategic unanswered questions.

OFFICER'S RECOMMENDATION:

That Council:

- 1. Notes the contents of the report.**
- 2. Considers whether it is willing to enter into a three-year Facility Permitted Use Licence agreement with SOATI.**
- 3. Considers what amount of funding it is willing to make available to SOATI on an annual basis for this three-year period (assuming that the answer to the first question is in the affirmative).**
- 4. If the responses to points 2 and 3 above are in the affirmative, authorises the General Manager to pursue the drafting of a Facility Permitted Use Licence with Barton Perry Lawyers, and for the other matters that will still have to be clarified and agreed upon in this document, such as the shared foyer and office space with TCTIB, TCTIB's ability to also take visitors through the museum, and exactly what services SOATI would be able to provide for the annual amount made available to them by Council – to name a few – to be addressed as part of this drafting process.**

BACKGROUND

Council, at its Ordinary Meeting held on 28 August 2024, adopted the following resolution (Resolution Number 1/24) regarding the establishment of an incorporated, not for profit association for purposes of managing the day-to-day operations of the Sir Henry Parkes Memorial School of Arts:

Our Community No. 24 Cont...

Resolved

That Council:

- (1) Notes the information contained in the report of the General Manager.*
- (2) Supports and facilitates the establishment and functioning of an incorporated not for profit association under the Associations and Incorporations Act 2009 (NSW) for purposes of managing the day-to-day operations of the Sir Henry Parkes Memorial School of Arts.*
- (3) Authorises the General Manager to make the necessary arrangements for the establishment of the Association mentioned in paragraph two above, through the 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

Subsequently, Council adopted the following resolution at its meeting held on 30 April 2025:

Resolved

Our Community No. 24 Cont...

That consideration of the item be deferred to the Ordinary Council Meeting of 28 May 2025, after being workshopped by Council with representatives of the School of Arts Tenterfield Incorporated and the Tenterfield Chamber of Tourism, Industry and Business.

(Tim Bonner/Owen Bancroft)

Motion Carried

The following resolution was adopted at the Council Meeting held on 28 May 2025:

Resolved

That Council:

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

(Peter Petty/Kim Rhodes)

Motion Carried

This list of identified matters referred to in the above resolution reads as follows:

Councillor Distillation of Broad Issues
from
Discussions Between SOATI, TCTIB and Council
on
Wednesday, 14 May 2025

- Funding from Council should not be seen as grant funding. Anything purchased with Council funding should remain the property of Council (as it is ratepayers' monies). Profits generated must be reinvested into the premises, operational costs e.g. payment for films, performances and promotions and contractor costs if applicable. The intention is that SOATI would endeavour to be eventually self-funding.
- No equipment or ancillary items can be disposed of without written Council approval.
- Using Council funding for the employment of any SOATI members should be clear and transparent and subject to conflict-of-interest requirements.
- SOATI to provide three-monthly (and not six-monthly) reports on finances and operations to Council.
- Funding to SOATI should be on a four-monthly basis – in advance but after progress reports have been received (after the first initial payment). *(This allows payments and reports to be timely without the six-monthly payment hinging at the final moment on a quarterly report.)*

Our Community No. 24 Cont...

- A walk through will need to be done at the beginning of the agreement period with representatives from Council, National Trust, Friends of the School of Arts and SOATI to do an equipment and condition stocktake.
- Priority building and equipment defects need to be attended to before handing over to SOATI – as far as Council’s budget allows.
- The foyer should be shared by SOATI and TCTIB, and tourism should not be relegated to one small corner. Two electronic monitors (one landscape and one portrait), moveable brochures racks and a floor standing digital kiosk need to be catered for.
- The majority of Councillors want Council to enter into a separate agreement with the TCTIB for non-exclusive use of the foyer for Tourism Promotion and Visitor Information Services and a separate agreement with SOATI for the operation of the Cinema, Theatre and Museum while retaining a residual Council interest and rights.
- Depending on the outcome of these arrangements, the use of the office for a paid contractor would be included for the relevant party (or parties) if sharing the cost.
- A funding amount of \$40,000 for the first year for the operation of the Cinema, Theatre and Museum should be considered as per the Council Resolution of August 2024, with further negotiation including subsequent years’ funding subject to evaluation of SOATI’s budget, business plan and performance considerations.
- The majority of Councillors want the agreement changed from a Funding, Licence and Transfer of Management Agreement to a Facility User Agreement and separate Funding Agreement with key performance indicators between Council and SOATI.
- Whatever agreement is used and the method of funding, SOATI should still be able to remain as a not-for-profit association, with the ability to register as a charitable organisation and apply for Deductible Gift Recipient (DGR) status.
- Continued communication with the CEO of the National Trust should be maintained regarding the progression of the above-mentioned agreements.
- More clarity in any document is required e.g.:
 - Cleaning should be a ‘do and charge’ arrangement i.e. when there is an event it should be cleaned by SOATI to a reasonable standard and not be the responsibility of the Council cleaner to do extra work not agreed to in the cleaning contract.
 - Keys and individual codes arrangements need to be specified in more detail.
 - Electricity – Council should not be responsible for the full electricity cost if SOATI are having events with air conditioning and heating creating a high usage cost. That needs to be factored into the event cost.
 - Tighten any equipment use clause for external use e.g. must be suitably qualified people doing lights etc for a production including “Working at Heights” qualifications if relevant.
 - Tighten that a representative must be present for a set up for a production to ensure that proper processes are being adhered to and the building is opened and locked up afterwards.

Our Community No. 24 Cont...

- Draft budget submitted by SOATI – there are concerns that the draft budget provided earmarked nearly all the money for contracted staff but included nothing for films or productions etc.
- Merchandise sales income would go to the relevant organisation depending on the item. This can be done easily through a “Square” type device including cash sales.

REPORT:

A series of communiques (primarily emails) have been included with this report to “tell the story” of how this matter has unfolded and where the parties are currently up to – for the perusal and consideration of Councillors.

Letter dated 27 May 2025

The following letter dated 27 May 2025 was received by Council from the President of SOATI via email on 29 May 2025:

“Since the Workshop on 14 May 2025, our Committee has been working on identifying the key issues for SOATI in regard to the Council proposal for SOATI to manage the School of the Arts, as currently understood. The Committee met on 21 May 2025 to discuss and resolve as to how to proceed. That meeting was held prior to your email received late on 21 May 2025, as to the proposed resolution being put to Council at its meeting on 28 May 2025 regarding shared use of the foyer with the Tenterfield Chamber of Tourism, Industry and Business (the Chamber). We have now also received from the General Manager on 24 May 2025 copies of Council business papers (items NM2/25 and GOV35/25). However, this letter, approved by the Committee, also broadly addresses the relevant contents of the business papers.

The written comments received from Council regarding drafting issues with Draft 3 of the Agreement prepared by SOATI, and provided by Council prior to the Workshop were being worked through towards the preparation of a Draft 4 in due course. The Committee had formed the view that most of the comments made by Councillors on Draft 3 could be accommodated or a compromise readily reached, other than possibly in respect of certain key issues as outlined below.

However, it is noted that in the report prepared by the General Manager for Item GOV35/25 it is proposed that the Council obtain legal advice regarding the most appropriate instrument/mechanism (licence/lease/user agreement) for Council. Further, the attachment to the report titled “*Councillor Distillation of Broad Issues*” also refers to a desire of a majority of Councillors to change the proposed agreement with SOATI to a “*Facility User Agreement and separate Funding Agreement*”.

The proposal for separate user and funding agreements (without apparently a management component, or any entitlement to sole use) appears to substantially change the nature of the relationship between Council and the Association and would depart from the objects for which SOATI was established. Whether or not there are one, two or even three agreements does not change the fact that the agreements would need to be inter-dependent with each other e.g. SOATI could not take on any obligations to Council without funding being in place which it considers sufficient to become established and manage its operations.

Without being given a substantial level of autonomy over the management of the facility, the Committee is not confident it will qualify for grants, or for registration as a charity / obtain deductible gift recipient status, and so cannot work towards being self-funded.

Our Community No. 24 Cont...

SOATI was not established to be a club to organise and book use of the School of Arts with the Council. Its objects are clearly to manage the whole facility (excluding the library and the café areas). Any significant change in the proposed relationship with Council means that SOATI cannot fulfil its objects and will be obliged to go back to members to so report and decide on its future.

The Committee is also concerned as to the contents of the proposed resolution in item NM2/25 as to the sharing of use of the foyer with the Chamber. The ramifications for the management of the School of Arts as originally proposed at general meetings to establish SOATI, are still being considered. However, any substantial loss of use or control over the foyer by SOATI is not supported by the Committee, as it is a key part of the premises required for proper functioning by SOATI and fulfilment of its objects.

It is also unclear from the proposed resolution, as to whether the proposal put to the Workshop by the Chamber, that all volunteers (both undertaking visitor work and other volunteer duties) would be managed by SOATI. The proposed resolution appears to separate out the two functions completely, so that each would be responsible for their own volunteers and use of the space? This is a substantial change to the arrangement which was being negotiated with the Chamber, and confirmation as to whether or not this is intended is requested.

It is disappointing to the Committee that the same level of urgency as is apparently implicit in these Council papers, has not apparently been given to the establishment of the arrangements with SOATI to enable it to commence full operations.

In view of the papers currently before Council, no further work will be undertaken on the development of Draft 4 of the Agreement.

Should the Council consider that it is amenable to proceeding with consideration of a Draft 4 of the Agreement please advise in writing accordingly. However to resume work on Draft 4, the Committee will need the following information and assurances:

1. There needs to be a commitment from Council for funding for 3 financial years starting from 1/7/2025. On the basis of the Council meeting and Workshop and now the latest business papers, it is not clear that any such commitment is being offered.

SOATI proposes that the minimum level of funding that is required in order that SOATI may be able to be fully established, and hopefully thereafter be in a position to self-fund through grants, membership fees, donations and earnings from events and use of the facility would be:

\$40,000 set up funding payable on signing
\$80,000 for the year 2025/6
\$80,000 + CPI increase for the year 2026/7
\$80,000 + CPI increase for the year 2027/8

On its costings to date, such funding would enable SOATI, to employ/contract 2 persons for up to seven days a week (with minimal overlap of their working hours) to undertake the necessary coordination and supervision of the facility, its events and volunteers and report to the Committee. The cost per annum for 2025/6 of this item of expenditure at \$35 per hour for 21 hours a week each (42 hours in total) alone would be \$77,000. The Committee does not consider it feasible for the coordination role to be undertaken by a volunteer, based upon information researched as to the manner in which the facility was previously successfully operated through use of several paid staff prior to the COVID closure.

Of course there are many other expenses than simply wages, to be paid in the running of the facility, and these would need to be properly costed prior to finalisation of the budget. The other funds needed

Our Community No. 24 Cont...

to run the facility, support the volunteers and develop initiatives to reinvigorate the facility, would need to be raised by SOATI from earnings from use of the facility, grants, membership fees and donations. If Council does not agree to this proposed funding level, please provide details of what Council considers it can commit to for the 3 year period referred to above, for further consideration by the Committee.

2. SOATI considers that the original end date of the Agreement must be extended due to the delays in the negotiation of the Agreement, and the clear likelihood of further delays in negotiating a sublease as envisaged under the Agreement.

SOATI proposes that the end date of the Agreement be 30 June 2028. Should the sublease and replacement funding arrangements be negotiated earlier, the Agreement can be terminated.

3. Please provide confirmation that:

a. The National Trust has consented to the changes to be made to the foyer by the Chamber for the purpose of a visitor information centre, and as to the details of those changes and conditions of the consent. The email of 22 May 2025 from the National Trust, does not currently indicate that any changes to the foyer are consented to; only that it appears to indicate it would consider a permitted use of the foyer being for a tourism/information desk;

b. The Chamber will be permitted to only install moveable structures, other than screens and pictures on the walls in half of the foyer, (as determined in consultation with SOATI) so that SOATI is able to move them when events are held.

c. The foyer will be fully useable as a key area for the operations of SOATI as manager of the School of Arts, including for the holding of functions and events, and the office is for the sole use of SOATI.

4. Council recognises and will respect the independence of both SOATI and the Chamber, and that any agreement as to coordination of the use of the proposed shared space in the foyer must be between those two organisations and not dictated by the Council.

5. Council fully supports the management of the School of Arts by SOATI for at least 3 years, and is not proposing any alternative arrangement for the operations of the School of Arts for that period.

It is noted also that SOATI has not received answers to all of the questions raised by it with Council prior to the Workshop, and would appreciate receiving the answers to those remaining questions.

The response by Council as a whole, in writing on the issues raised above is requested so that there is no ongoing confusion.

As these key issues are likely to be determinative as to whether the Committee continues to support an agreement (or agreements) with Council, a prompt response would be appreciated."

Email dated 29 May 2025

The email below was sent by the General Manager to the President of SOATI on 29 May 2025:

"As you are aware, Council considered two items yesterday at its May 2025 Ordinary Council Meeting. I have provided you with hard copies of these reports and recommendations at our meeting on Friday last week at 11.00am at the Court Yard Cafe.

Our Community No. 24 Cont...

I confirm that the Council has considered these items yesterday, and that the following two official resolutions were adopted:

(Item GOV35/25) SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS: DELIVERY OF TOURISM, MUSEUM, CINEMA AND THEATRE EXPERIENCES: SCHOOL OF ARTS TENTERFIELD INCORPORATED AND TENTERFIELD CHAMBER OF TOURISM, INDUSTRY AND BUSINESS

RESOLUTION 70/25

Resolved

That Council:

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

(Peter Petty/Kim Rhodes)

Motion Carried

and

(Item NM2/25) SCHOOL OF ARTS FOYER - FACILITY USER AGREEMENT WITH TENTERFIELD CHAMBER OF TOURISM, INDUSTRY AND BUSINESS

RESOLUTION 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

Pertaining to the first-mentioned resolution above, the list of Councillor Distilled Broad Issues are attached to this email, which should please be read as being an integral part of this Council Resolution.

I note that there are some discrepancies between the contents of your email and the list of Councillor Distilled Broad Issues, as well as with the content of the second Council

Our Community No. 24 Cont...

Resolution quoted above. On the other hand, some of your questions may have been answered as part of this Distilled Issues - document.

Therefore, it would be very much appreciated if you could convey these two above-quoted resolutions (with the list of Councillor Distilled Broad Issues) to your SOATI office bearers and provide me with your Committee's in-principle response/s as soon as is practically possible.

To be more to the point, with some opposing viewpoints in SOATI's letter of response to Council and the Council Resolutions adopted yesterday, it would be in everybody's best interest to know whether SOATI is principally still willing to keep the negotiations with Council going with the view of reaching a mutually-agreed-upon outcome.

Personally, I think and hope that the parties may not be that far apart.

I made the following comment in my report to the Council, which I would also like the SOATI-Committee to consider:

"The opinion is held that the reaching of an acceptable-to-both-parties-agreement is a project worth of **compromises** and **sacrifices** from all parties involved – for the greater good of the community" (emphasis added).

Further, it is noteworthy to mention that Council has also yesterday considered the outcome of a statistically valid Community Satisfaction Survey recently conducted by an independent, external contractor - where the top two issues in our local government area identified by the community are (1) roads maintenance and improvement, and (2) tourism.

This mentioned outcome is consistent with Council's own community consultation conducted a bit earlier as part of the development of a new suite of Strategic Planning documents. This outcome hopefully further puts the importance of tourism for Council in better perspective for the SOATI-Committee.

I understand and acknowledge that the journey thus far has not been without its challenges, but would like to urge you and your Committee to please consider these identified number of matters positively.

To facilitate a response by the "Council as a whole" on the issues and questions raised in your letter of response - as requested - will take some time, however, this approach is fully supported. This will mean obtaining a Council resolution after the matters raised have been workshopped by the Councillors.

In the shorter term, it is foreseen that Council's available resources will largely be occupied for the development of the Facility User Agreement between Council and TCTIB, pursuant to the second Council Resolution quoted above.

In the above regard, liaison with the CEO of the National Trust (NSW) will be ongoing, as has been the case regarding other matters pertaining to the Sir Henry Parkes Memorial School of Arts.

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If you want to further discuss this matter with me verbally, please do not hesitate to contact me on [REDACTED].”

Email dated 26 June 2025

The following email dated 26 June 2025 has been received from the SOATI-Secretary – with the General Manager’s comments in italics throughout the text:

“Further to my email of 11 June 2025, our Committee has noted the outcome of the Council meeting on 23 June 2025 as to the approval of a non-exclusive Facility Permitted Use Licence (Licence Agreement) with the Tenterfield Chamber of Tourism, Industry and Business (the Chamber).

In reviewing the draft Licence Agreement, at the Committee’s meeting yesterday, it was noted that on page 26 of the Licence Agreement the second paragraph refers to the consent of the National Trust to the Council granting to the Chamber a licence. However it also includes the words “*in particular, the management and operation of the Sir Henry Parkes Memorial School of Arts Museum and Theatre spaces*”. These words in their context, appear to imply that the National Trust is consenting to management by the Chamber of the Museum and Theatre spaces, which does not equate with the rights being granted under the Licence Agreement itself (as to a non-exclusive licence to use the foyer only). Please advise if this is an error which is to be corrected; or alternatively if it is intended, what is the intention behind such a consent by the National Trust?

Kindly note that we (Council and Barton Perry) initially had other wording drafted, however, the National Trust came back with this exact wording which they wanted to be included in order to sign off on the Licence. It is basically the same wording that is in the head lease agreement between the National Trust and Council, so is all-encompassing. If and when Council enters into a Licence agreement with SOATI, I suggest that the same clause will also be included in such a document. So, in short, don’t read anything specific into it.

Further, the Committee queries as to the reference in rule 4 of Annexure A to the Licence Agreement to a “*delegate committee*”, which may in future oversee the management of the School of Arts. There is no definition of this quoted term in the Licence Agreement, and it is unclear what is intended. If it is intended as a reference to the School of Arts Tenterfield Inc, this is not an accurate description of the Association which is an independent incorporated entity, governed by its objects and the legislation under which it is incorporated i.e. it is not a “*delegate committee*”. If this entity is some other proposal by Council for management of the School of Arts, please advise as to the details of this proposal accordingly.

I suggest that it could well be SOATI, or if negotiations between Council and SOATI fail, potentially another body. There is currently no resolution on the books regarding another proposal from Council.

At the Committee’s meeting yesterday, it was also determined that, despite the lack of response to the Committee’s previous letter of 29 May 2025, in the interests of clarity in any future negotiations with Council, it will proceed to prepare a specific response to the one page list of distilled issues attached to the paper for Item GOV35/25 at the 28 May 2025 Council meeting. I will be in touch again when that response is finalised.

It sounds good, thanks Gail.

In the interim, please advise of any further information required from our Committee.

Please also feel free to contact me on 0408 669 931 if you require any further clarity or have any questions.”

Email dated 15 July 2025

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The following responses (in italics) on the list of distilled issues mentioned in the Background" section of this report have been received from the SOATI-Secretary after the SOATI-Committee had considered these matters on 15 July 2025:

1. Funding from Council should not be seen as grant funding. Anything purchased with Council funding should remain the property of Council (as it is ratepayers' monies). Profits generated must be reinvested into the premises, operational costs e.g. payment for films, performances and promotions and contractor costs if applicable. The intention is that SOATI would endeavour to be eventually self-funding.

Any conditions on funding would need to be negotiated and included in the Agreement. SOATI will be raising funds from several sources – not just Council. Too many conditions on use of funding will only reduce the capacity of SOATI to achieve adequate cashflow to maintain its operations. As demonstrated in the draft budget already provided, most of the funding provided by Council would be likely to be spent on operational costs e.g. staff, maintaining equipment, insurance, training of volunteers for operations and workplace safety. It is unlikely that any funding from Council would be spent on assets (at least initially). The Committee will make applications for grants from other entities for specific funding for purchase of equipment or undertake fundraising for such purchases.

On a winding up of SOATI the distribution of any surplus assets would be as specified in the legislation governing it, which requires that "surplus property that is property supplied by a government department or public authority, including any unexpended portion of a grant, if any, must be returned (a) to the department or authority that supplied it, or (b) to a body nominated by the department or authority" (s 65(3) of the Associations Incorporation Act 2009 – AIA).

Section 65(1) AIA also gives effect to provisions in SOATI's constitution, which is currently the model constitution. Under rule 45, and subject to the Act and Regulation, on winding up the surplus property of the association must be transferred to another organisation with similar objects, and which is not carried on for the profit or gain of the organisation's members. Further if SOATI obtains charitable status, there would be further limitations on the transfer of any assets on winding up.

The draft Agreement provided by SOATI already provided in clause 22.2 that any unspent funds are recoverable by the Council on termination of the Agreement (similarly to the legislative provision referred to above). It also provided in clause 22.1 that any Licensed equipment (not disposed of with consent of Council) and any replacement equipment acquired by SOATI must be returned to the Council.

If a tightening up of these provisions is required by Council, please provide the wording changes being suggested for further consideration by SOATI.

In regard to the last sentence of Council's comment, the Agreement provided to Council was drafted on the basis that SOATI would be aiming to be self-funding in due course. However this would be unlikely to be achieved in the first 3 years of operation.

2. No equipment or ancillary items can be disposed of without written Council approval.

It is the understanding of the Committee, that a substantial amount of the equipment in the School of Arts is not owned by Council but by the National Trust (including through purchases by the Friends of the School of Arts), or third parties.

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Accordingly, it will be the owner of the property from whom SOATI would seek approval for any disposal. This is recognised in clause 10 of the draft Agreement. That clause also provides that any negotiations with the National Trust by SOATI regarding use of the Premises and any property of the National Trust would be undertaken only in consultation with the Council.

There can be a provision included to more specifically confirm that any equipment will not be disposed of without the owner's consent, but if that consent is not obtained it will be removed and returned to the owner.

However, SOATI cannot commit to retaining on site redundant equipment indefinitely.

3. Using Council funding for the employment of any SOATI members should be clear and transparent and subject to conflict-of-interest requirements.

SOATI is answerable under the legislation under which it is incorporated, and also to its members. The AIA contains obligations, duties and procedures as to conflict of interest (Division 1A), the breach of which by members of the Committee are criminal offences.

It is not for Council to police the internal operations of SOATI on top of the legal obligations which already exist. SOATI is not a servant or agent of Council and cannot be so if it is to be eligible for grants, or to become a charity, and ultimately be self-funded.

Should Council seek to include some specific provision to this effect in the Agreement, further information would be required to ascertain exactly what standards are being imposed that are not already imposed on the Committee and its members, and the Committee would need to consider further if such constraints were necessary or acceptable.

4. SOATI to provide three-monthly (and not six-monthly) reports on finances and operations to Council.

The Committee considers it needs to be left to manage the facility and use its time and resources to ensure it is in a position to operate successfully for the longer term. Three monthly reporting would require more resources e.g. staff and advisers' time taking limited resources away from activities needed to reinvigorate the School of the Arts.

The draft Agreement proposed by SOATI provided for six monthly reports and also provided in clause 5.4(c) that Council may request additional information from SOATI in respect of use of any funds, and such information must be provided within 10 days. The Committee considered that this provision appropriately gave Council the right to request ad hoc reports where necessary between the 6 monthly reports.

However, the Committee would be agreeable to 3 monthly reports, provided that the information required on such a regular basis was not excessive. The content of such reports would need to be negotiated on this basis for inclusion in any agreement.

5. Funding to SOATI should be on a four-monthly basis -in advance but after progress reports have been received (after the first initial payment). *(This allows payments and reports to be timely without the six-monthly payment hinging at the final moment on a quarterly report.)*

The Committee notes that funding for the Chamber is provided 12 months in advance, with a 3 year commitment by Council. A similar time frame would more appropriately allow SOATI the ability to plan and manage its affairs.

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However, SOATI would agree to 6 monthly in advance, as provided in the draft Agreement Schedule 1. The reasoning provided for four monthly funding as stated above, is unclear, and would in SOATI's view not allow the Association to appropriately plan for and manage the facility.

6. A walk through will need to be done at the beginning of the agreement period with representatives from Council, National Trust, Friends of the School of Arts and SOATI to do an equipment and condition stocktake.

This was already provided for in clause 9 of the Draft Agreement.

7. Priority building and equipment defects need to be attended to before handing over to SOATI as far as Council's budget allows.

Agreed that such defects would need to be fixed by Council. SOATI will need to know of all defects, whether attended to by Council as a "priority" or not.

8. The foyer should be shared by SOATI and TCTIB, and tourism should not be relegated to one small corner. Two electronic monitors (one landscape and one portrait), moveable brochures racks and a floor standing digital kiosk need to be catered for.

This has already been addressed by the Council's determination to grant a licence over the foyer to the Chamber. SOATI remains concerned that the foyer must still be able to be properly used for its primary function i.e. as a foyer to the theatre and museum spaces. It is not yet clear as to the full impact that the shared use of the foyer will have on the future operations of the museum and theatre. It remains unclear to the Committee as to the extent and timing of use of the foyer by the Chamber and which organisation will be responsible for moving display cases/ brochure stands when required.

9. The majority of Councillors want Council to enter into a separate agreement with the TCTIB for non-exclusive use of the foyer for Tourism Promotion and Visitor Information Services and a separate agreement with SOATI for the operation of the Cinema, Theatre and Museum while retaining a residual Council interest and rights.

As above. Our letter of 27/5/25 raised the issues the Committee sees that are unresolved as to how the coordination with the Chamber is to work. No further discussions have to date been held with the Chamber or the General Manager of the Council to clarify this issue. SOATI continues to consider that the primary function of the foyer must remain as a facility to support the theatre and museum.

It is noted that the office area has been licensed to the Chamber. This is not acceptable, as this is the sole area that SOATI would have to be able to conduct the office support required and to accommodate an employed coordinator. Accordingly a change to the proposed sharing of this office space is requested.

10. Depending on the outcome of these arrangements. the use of the office for a paid contractor would be included for the relevant party (or parties) if sharing the cost.

It is noted that the Chamber is not paying anything other than \$1 a year if demanded, for use of the office. SOATI proposes it should be for the sole use of SOATI, and should be at no cost to SOATI, other than a \$1 licence fee for access to the School of Arts facility overall.

11. A funding amount of \$40,000 for the first year for the operation of the Cinema, Theatre and Museum should be considered as per the Council Resolution of August 2024, with further

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including subsequent years' funding subject to evaluation of SOATI's budget, business plan and performance considerations.

Our letter of 27 May 2025, already stated that the Committee is looking for a three year commitment from Council. The term of the Agreement as originally proposed was just over a year, but is now requested to be longer, in view of the delays and difficulty in negotiating this first Agreement with Council.

Without such a commitment, the Committee and SOATI could not take on the responsibilities and liabilities under the Agreement and which arises from the management of the School of Arts. It cannot take on debts that it reasonably is unable to fund. SOATI will have to devote much volunteer time and resources to reinvigorate the facility and anything less than a commitment by Council to funding for 3 years would mean that it is not feasible to even commence the task.

The conditions of the funding can include provision for SOATI to provide to Council SOATI's budget and business plan from time to time, for the information (not approval) of Council.

The Agreement already provides for repayment of Funds to Council, if they are spent other than in accordance with the Agreement (clause 4). There is also a right to terminate on 3 months notice (clause 21). Should Council not consider that SOATI is appropriately managing the facility or the funds being provided at any time during the term of the agreement it has an easy manner in which to address this by not providing future funding, threatening termination or actually terminating. There is also provision for dispute resolution in clause 23.

12. The majority of Councillors want the agreement changed from a Funding, Licence and Transfer of Management Agreement to a Facility User Agreement and separate Funding Agreement with key performance indicators between Council and SOATI.

See letter of 27 May 2025. A user agreement alone is not acceptable.

13. Whatever agreement is used and the method of funding, SOATI should still be able to remain as a not-for-profit association, with the ability to register as a charitable organisation and apply for Deductible Gift Recipient (DGR) status.

Agreed. However, a user agreement as proposed above would not assist with SOATI obtaining charitable and DGR status as it would no longer be responsible for management of the School of Arts, but instead would be a mere "user".

14. Continued communication with the CEO of the National Trust should be maintained regarding the progression of the above-mentioned agreements.

Yes noted and agreed. This is a responsibility of Council and not SOATI. It was always envisaged that any requirements of the National Trust for an agreement between Council and SOATI would have to be ascertained by Council and communicated to SOATI.

15. More clarity in any document is required e.g.:

- a. Cleaning should be a 'do and charge' arrangement i.e. when there is an event it should be cleaned by SOATI to a reasonable standard and not be the responsibility of the Council cleaner to do extra work not agreed to in the cleaning contract.

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Agreed. However now the extra cleaning associated with visitors to the information centre will need to be factored in also. SOATI can be responsible for its fair share.

- b. Keys and individual codes arrangements need to be specified in more detail.

If Council provides the detail required, the Committee will amend / consider further.

- c. Electricity- Council should not be responsible for the full electricity cost if SOATI are having events with air conditioning and heating creating a high usage cost. That needs to be factored into the event cost.

Clause 3.4(b)(iii) of the draft Agreement provided for electricity to be at the expense of Council, as this was what was stated in the document, "Proposed Separation of Responsibilities" as provided to SOATI representatives at the first meeting held with the General Manager on 10 February 2025. It is understood that this was a document that came out of the steering committee process.

It is agreed that longer term, when SOATI is less dependent on Council support, that the fair division of electricity costs between SOATI and other users of the complex would be appropriate. This may require separate metering.

Certainly in running events and hiring out the facility, such costs would ultimately have to be taken into account in setting fees by SOATI.

- d. Tighten any equipment use clause for external use e.g. must be suitably qualified people doing lights etc for a production including "Working at Heights" qualifications if relevant.

This is unnecessary. SOATI will be obliged to comply with many workplace health and safety laws, including any requirement for use of qualified people for some tasks, and it is not necessary for Council to police this.

- e. Tighten that a representative must be present for a set up for a production to ensure that proper processes are being adhered to and the building is opened and locked up afterwards.

As above.

- f. Draft budget submitted by SOATI - there are concerns that the draft budget provided earmarked nearly all the money for contracted staff but included nothing for films or productions etc.

The draft budget provided to Council, did provide for line items of the costs of cinema and theatre operations in the "operating expenditure". However, the quantification of such items had not yet been included, particularly as the scheduling of regular cinema showings would not be likely to occur in the first year of operation. From research to date the cost of running first run movies would not be recoverable from likely takings, and it is noted that the Film Club already provides access to affordable cinema in the School of

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Arts. SOATI would expect to continue to hire the theatre to the Film Club as long as it desired to continue to use it.

In the longer term it is considered that SOATI may schedule specific themed cinema events (possibly with sponsors), which would be more likely to be cost recoverable or achieve a small surplus to assist in the running costs of the School of Arts.

In general, the draft budget remains a work in progress and is subject to several uncertainties at this time including the timing and amount of funding from Council, the extent of responsibilities given to SOATI, the resources that SOATI will need to devote to assisting the information centre staffing and running and the commencement date and terms of any agreement with Council. The budget is likely to continually change even after any agreement is entered into with Council, as SOATI will be in start up mode for some time after commencing operations.

- g. Merchandise sales income would go to the relevant organisation depending on the item. This can be done easily through a "Square" type device including cash sales.

It is not clear why this item has been included by Councillors. Any point of sale equipment and arrangements made by SOATI to support its operations would be a matter for SOATI. Should there be shared use of the foyer any arrangements for sales of either tickets or merchandise would be a matter for the individual entities using the foyer to either provide separately or if they should so determine, jointly. However any such arrangements would solely be between the entities concerned i.e. possibly the Chamber and SOATI, but not the Council.

Email dated 15 July 2025

The following email was forwarded by the General Manager to the Secretary of SOATI on 15 July.

"I hope you are well and keeping warm.

I just thought I'd follow up on the below excerpt from your last email:

At the Committee's meeting yesterday, it was also determined that, despite the lack of response to the Committee's previous letter of 29 May 2025, in the interests of clarity in any future negotiations with Council, it will proceed to prepare a specific response to the one page list of distilled issues attached to the paper for Item GOV35/25 at the 28 May 2025 Council meeting. I will be in touch again when that response is finalised.

We have been able to make progress with the finalisation of the Permitted Use Licence for TCTIB, although it has not been signed off on yet. However, we are aiming for around 21 July or shortly after for the document to hopefully be signed.

It would be helpful if I could get SOATI's responses on the list of distilled issues so that we can start working towards progressing further discussions with SOATI.

I apologise for putting pressure on you, but would also like to work towards bringing this matter to conclusion as soon as is practically possible - in the best interest of all concerned.

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If you have any questions, please do not hesitate to contact me on [REDACTED].”

Email dated 1 August 2025

The copied email below was sent by the General Manager to the SOATI-Secretary on 1 August 2025, as preliminary responses to seven points made SOATI as “remaining queries” in an email dated 31 July 2025. As previously, the General Manager’s responses are in italics:

“I have copied the list of issues you provided me with yesterday below and have made comments in red throughout your text in those instances where it is possible for me to do so at this stage - based on direction already provided by Council in previous resolutions.

I confirm with you my verbal statement that I intend to provide information to Councillors about the current status with SOATI at the Councillor Workshop scheduled for 13 August 2025, after which a report will be prepared for the consideration of Council at its 27 August 2025 Council Meeting.

1. A three (3) year term on the initial agreement. *Noted, although this is an issue that will need a resolution commitment from Council.*
2. Sufficient funding for that 3 year term. *Noted, although this is again an issue that will need a resolution commitment from Council. Your further comment below is also noted, and it will indeed be helpful, if not imperative, if you could state in clear terms what Dollar amount would be expected from SOATI to meet your definition of "sufficient funding".*
The Committee is currently considering the effect of removing responsibility from our coordinator for volunteers for the visitor information facility. It is likely that fewer hours per week will be required. A revised budget will be prepared on this basis in due course.
3. Council must recognise and respect that SOATI is a separate legal entity to Council and is not its servant or agent. *Noted, and will be relayed as such to the Councillor Workshop and Council Meeting.*
4. The agreement with Council should provide for transfer of management, funding and at least a license (or sub-lease) to use the premises. *Noted, and my opinion is that this matter has been clarified. Therefore, it is my expectation that a Facility Permitted Use Agreement, similar to the one that had recently been entered into with TCTIB, will also be prepared for SOATI and Council.*
5. The foyer is to be available to SOATI for its primary function of being the entry for the museum and the theatre functions (as well as a gathering/socialising space for theatre patrons) and also to house its administrative functions, including the office for our coordinator. Any equipment installed by the Chamber which may impede such use must be moved by the Chamber on request by SOATI to an agreed area, to allow full use of the foyer for events and the primary functions of the School of Arts. *The foyer has been identified as a shared area that will have to be shared between TCTIB and SOATI, once a formal agreement is entered into between Council and SOATI. This will mean that these two organisations will have to work together on a basis of being flexible, and with good intentions and goodwill to each other. As an example, a merchandise cabinet for the secure displaying of tourism items offered for sale to the public may be too large to be shifted and might be better left in place to prevent damage to the timber floors and possible WH&S-concerns like back injuries to staff. Further, it needs to be acknowledged and accepted by SOATI that the delivery of a visitor experience service out of the School of Arts by TCTIB has now become part of the primary functions of this facility - with the blessing of the National Trust (NSW). Personally, I am wondering about the rigid manner in which point 5 is worded and am concerned that such an approach is not reminiscent of the flexibility that would be required from both parties to make a shared arrangement in the foyer a viable one. Please let me know if my perception and/or interpretation in this regard is inaccurate, as I sincerely hope to be the case.*

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6. The office in the foyer must be made available solely for the use of SOATI, as it will be the office in which SOATI equipment necessary for administration will be housed and will also be the office of the coordinator and volunteers who support the functions of the School of Arts. *Similar to my comments above regarding point 5 (the foyer area), the office space has been identified as a shared space. Therefore, my other comments made above in relation to point 5 are also applicable in the same vein regarding point 6. Again, please let me know if my interpretation in this regard is off the mark.*
7. There must be a clear written commitment and support from Council going forward to work cooperatively with SOATI to achieve the joint aim of sustainable future management and reinvigoration of the School of Arts. *Noted, and will be relayed as such to the Councillor Workshop and Council Meeting.*

It is trusted that you find the above comments helpful, and I am looking forward to you providing me with an expected Dollar figure regarding point 2, as well as your positive responses regarding my expressed concerns regarding points 5 and 6.”

Email dated 14 August 2025

A follow-up email has been sent by the General Manager to the SOATI-Secretary on 14 August 2025:

“Please find attached my preliminary answers on the remaining "additional questions" posed by SOATI. We have unfortunately lately experienced a period of staff being away from work unwell; impacting on our ability to gather the necessary information and also attending to other important and priority tasks within the organisation.

I confirm that SOATI's responses on the distilled list of Councillor matters, the list of issues with my responses in the email below, as well as the attached "additional questions" with my responses have been discussed at a Councillor Workshop held yesterday (Wednesday, 13 August 2025).

I was hoping to take these matters in a report format to Council for consideration at the Council Meeting dated 27 August 2025, including SOATI's responses on my question and concerns raised regarding points 2, 5 and 6 respectively in the email dated 1 August 2025 below.

Clarification of these points are important for Council in order for them to be further pursued and considered.

Unfortunately the deadline for reports for the August 2025 Council Meeting has now closed, and I will not be able to put a report in this regard to Council this month.

It is also important for me to note that the Facility Permitted Use Licence between Council, the Tenterfield Chamber of Tourism Industry and Business, and the National Trust (NSW), for a visitor information service to be provided out of the foyer of the School of Arts has now been duly signed by all these mentioned parties.

I am looking forward to you providing me with SOATI's written responses on the three items mentioned above (as are detailed in the email below).

If you have any questions and/or need any further information/clarification, please do not hesitate to contact me on [REDACTED].”

The preliminary answers to the “additional questions” referred to in the email above are provided below. Again, the responses provided by the General Manager are in italics:

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No	Question/issue
1.	
2.	
3.	
4.	
5.	
6.	
7.	Please provide a copy of the Agreement between NT and Council re the Henry Parkes Collection. <i>Kindly note that only a draft, unsigned agreement could be found in Council's records. Debbie Mills, CEO of the National Trust (NSW) will have a search of their organisation's records, but Council hasn't had any feedback yet. I suggest that this document (if found to be in existence) will be made available to SOATI at the time of Council and the National Trust entering into a formal licencing arrangement with SOATI.</i>
8.	Who owns the AB Butler collection and have they given permission for its removal to the Pearson building, and when is this currently scheduled to occur? <i>Cr Greg Sauer is the current Chair of the Tenterfield National Monument's Association (TNMA).</i> <i>Mr Peter Reid (who is now deceased) was negotiating with the Butler family for this organisation to have access to the Butler collection for exhibition in the Resources Building – hence the Council resolution for this building to be made available for this purpose.</i> <i>This role has now been taken over by Mr. Zac Curry, and Cr Sauer will contact him to determine where the negotiations are up to.</i> <i>It is acknowledged by the TNMA that the exhibition space in the Resources building is limited, and they were thinking about rotating different exhibition pieces within this space.</i> <i>I believe Ms Jane l'ons is involved with the TNMA (as secretary) and is also involved with SOATI.</i> <i>TNMA doesn't have access to adequate financial resources and as such, they experience some operational challenges.</i> <i>Cr Sauer will provide Council with further feedback once he gets more information from Mr Curry.</i>

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No	Question/issue
9.	Is there no possibility of the Pearson building being licensed to SOATI also as part of this Agreement, on the understanding that there be ultimately accommodation for the TNMAI to house the AB Butler collection there, along with storage /other uses by SOATI for the purposes of the SofA? If there is to be a sublease from Council to the TNMAI, when is it to start? <i>No, there is a standing Council resolution for this space to be made available to the TNMA, and Council is currently awaiting the approval of the Governor to proceed with this arrangement. This arrangement will be put in place as soon as the Governor's approval/sign-off is received.</i>
10	
11	
12	What collections are in the Pearson building and are they expected to be housed in the SofA building? If so where? <i>There are no current "collections" in the Pearson building, although there are numerous items stored in this building.</i>
13	Where are all of the unused / not working property no longer required by SOATI to be stored? Will Council provide a space and transport arrangements for storage / disposal? <i>There is still significant storage area available at the back of the stage and depending on what items will need to be stored, such space (with some re-arrangement of the existing items stored) will be able to be used. Once an inventory has been taken and items documented, including non-working and superfluous items identified, this situation will be able to be addressed. It is suggested to probably be a bit premature at this stage.</i>
14	
15	Is the Council committing to providing a contribution towards operating costs of SOATI for 3 years from 2024/25 and for how much each year? Are there to be any conditions on such funding? <i>This is a matter for the Councillors as the decision-making body to address.</i> <i>Council has entered into a three-year Licence agreement with TCTIB, which may have set some standard or precedent, however, each situation will have to be considered on its own merits.</i> <i>Conditions will be included with the Facility Permitted Used Licence, e.g. regular reporting requirements on a set of negotiated key performance indicators.</i>

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No	Question/issue
16	Please confirm that the insurer providing the public liability insurance has agreed to include SOATI as an additional insured party, and provide a copy of the policy. <i>Council's advice is that it's insurer will not take responsibility for another organisation's Public Liability insurance. SOATI will have to obtain its own Public Liability insurance with regards to the licenced areas it will take responsibility for. This same situation is also applicable to TCTIB.</i>
17	Is Arts North West membership to be kept up by Council for the next 2-3 years, and if so will this membership permit access to these resources by SOATI? Contact with Arts North West by SOATI has not been successful to date. <i>(This is despite repeated attempts to contact Arts North West. It is noted that there was a resolution passed at the Council meeting on 28 August 2024 providing for continued membership. However SOATI itself has not been able to access the resources of Arts North West, and requests that Council advise as to how to arrange this).</i> <i>It is Council's intention to maintain its membership with Arts North-West into the future, as this organisation provides a benefit to the Tenterfield Shire's broader community. It is foreseen that, once SOATI has entered into a formal Licence agreement with Council, it will have access to Arts North West in its capacity as the provider of the Arts and Cultural Services out of the School of Arts on Council's behalf.</i>
18	The projector and possibly other equipment is in need of service. Please confirm that the projector maintenance schedule is being adhered to. (There is a light on the projector indicating that maintenance is due). Also please advise as to the maintenance schedule and arrangements in place for any other key equipment in the building. All such key equipment should be handed over to SOATI in a maintained condition. <i>(It is understood that the Council has recently determined to renew the Edge contract for the cinema, so that this issue may be resolved in part).</i> <i>The Edge contract has in fact recently been renewed by Liz.</i> <i>Council will do its best, conditional upon its budgetary constraints, to provide the equipment in a maintained condition, and in those instances where it is unaware of maintenance requirements, to follow up on those.</i>

Email dated 27 August 2025

After the above email with attachment had been considered by the SOATI-Committee, the Secretary provided the following response to the General Manager on 27 August 2025:

"We refer to your email of 14 August 2025 below. Our response is essentially as provided to you in our email of 6 August 2025 (copy attached) i.e. that the Committee considers it has already provided sufficient information as to its desires in regard to the terms of the arrangement with the Council, and it is now for Council to provide in detail what it considers it can offer. In particular, the Committee is waiting on Council to provide a draft agreement or agreements which provide for the issues of a licence, transfer of management and funding. Until that is provided and considered acceptable, the Committee is unable to finalise any budget, apply for further grants, seek donations or plan events to assist with alternative income generation.

Our Community No. 24 Cont...

As the promoter of the proposal of the Association taking on the management of the School of Arts, it is in the interests of Council to adequately fund the Association in its initial 3 years to ensure that it has the capacity to undertake the task, until it is in the position to obtain funding more broadly.

As previously stated, the Committee is waiting for an indication from Council as to the funding it is in a position to provide. As you would appreciate, the extent of reinvigoration of the School of Arts is largely dependent on the funding that the Association can obtain from Council in the initial 3 years. A more limited funding commitment, will result in the Association having limited capacity to commit to the engagement of acts and events at the facility, foster the growth of use of the facility, and apply for funding to support the School of Arts; with its role instead being limited to the essentials such as the taking bookings and the training and management of the volunteers for the museum.

Pending receipt of the draft agreement/s and proposed funding from Council, the Committee is planning a budget workshop shortly to try to refine the previous draft budget provided to Council. The Committee will need to take account of the change in the proposed role of the Association in managing volunteers for the tourist information hub, the lack of full access to the office and foyer and storage areas and possible need to provide for alternative space and facilities, the responses received with your email of 14 August 2025, and our updated research on likely costs and potential income. This may result in changes to the draft budget figures and funding proposals previously provided. It is important to note that SOATI has not been invited to be part of any discussions regarding shared use of the foyer/office/storage space even though it will impact our operation of the facility. Despite the fact that we do not yet have a formal agreement with Council, we were established as a result of an August 2024 resolution by council for the purpose of, among other things, "managing the day-to-day operations of the Sir Henry Parkes Memorial School of Arts".

On a separate issue that has come to the attention of the Committee, the Committee was surprised as to the contents of a late amendment to the agreement with the Chamber as referred to in Council minutes from the last meeting. That amendment appears to envisage that that the Chamber will have volunteers undertaking the task of guiding people through the museum. There should be only one entity responsible for such a task and one source of training and engagement of volunteers for the museum, and that should be SOATI as the entity established for this purpose. Once an agreement is in place with the Council for access and management by SOATI, SOATI will require that all volunteers for the museum are solely organised and supported through SOATI. This is essential for workplace health and safety requirements, the security of the collections in the museum and insurance which will be needed to cover the work to be done by volunteers and also visitors to this part of the facility.

The Committee awaits receipt of a draft agreement or agreements for licence, management transfer and funding in order that the proposal for management of the School of Arts by the Association can be moved forward.

As per your previous request I have not included the Councillors in this response, although I note they are copied into the email you sent to me. However the Committee is happy for you to forward this response on to Councillors and other staff who need to be informed."

Email dated 8 September 2025

The following response was sent by the General Manager to the SOATI-Secretary on 8 September 2025:

"Thank you for your email - the contents of which has been noted.

I intend to take this information to our Councillor Workshop scheduled for Wednesday, 10 September 2025 and then potentially by way of a report to the September Council Meeting a fortnight later.

Our Community No. 24 Cont...

As mentioned in an earlier communication, a draft licence will only be able to be pursued after the parties have reached agreement on the major outstanding issues and a Council resolution to this effect has been adopted.

If you have any questions please do not hesitate to contact me on [REDACTED].”

Email dated 17 September 2025

The following email was received from the Secretary of SOATI on 17 September 2025 at 11.25am, just before the business papers were processed.

“The Committee has reviewed its previous budget, and on its current understanding of the scope of the role of the Association, likely expenditure and revenue sources, considers that funding from Council of \$50,000 for the first year, increased in the second and third years by CPI, would be the minimum funding required. If further detail is required on its assumptions in the budget, this could be explained by the Committee to the Councillors at a future meeting.

Otherwise the Committee looks forward to receiving from Council the further detail as to the terms of the proposed agreement and funding it considers appropriate. The Committee remains keen to have the arrangements finalised with Council as soon as possible, so that the work of the Association can properly commence.”

Conclusion

In conclusion, the opinion is held that it would be fair to state that the two major strategic questions that need answering are as follows:

- (1) Is Council willing to enter into a three-year Facility Permitted Use Licence agreement with SOATI?
- (2) What amount of funding is Council willing to make available to SOATI on an annual basis for this three-year period (assuming that the answer to the first question is in the affirmative)?

Of course there are a number of other matters that will also still have to be clarified and agreed upon in such a Facility Permitted Use Licence document, such as the shared foyer and office space with TCTIB, TCTIB’s ability to also take visitors through the museum, and exactly what services SOATI would be able to provide for the annual amount made available to them by Council – to name a few.

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

Ample community consultation was done as part of the establishment of the SOATI group – including three public meetings.

2. Policy and Regulation

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

Our Community No. 24 Cont...

- *Associations and Incorporations Act 2009*

3. Financial (Annual Budget & LTFP)

Council has made provision in its 2025/26 Operational Plan and Budget for an expense amount of around \$80,000 for "School of Arts Operations" – excluding "fixed operational costs" like insurances, fire monitoring and inspections, cleaning, museum advisory service, etc. – but including a provision for potential seed funding to SOATI and an additional amount for potential day-to-day operational expenses.

It is suggested that it would be astute of Council to also factor into the equation the fact that TCTIB has already indicated to Council their need for increased funding.

4. Asset Management (AMS)

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

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

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

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

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

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

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

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

Our Community No. 24 Cont...

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

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

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

A "Building Condition Assessment Report" of the Tenterfield School of Arts had been done by Council's Building Surveyor in November 2023, listing 42 items of either an operational or capital nature that need attention. All these items have not been costed, but it will in all probability add up to somewhere between \$100,000 and \$200,000 – maybe more – given that it is an old and heritage listed building with some water leak damage.

Since SOATI, as an incorporated association is a legal entity in its own right, it will be in a position to apply for and administrate grant funding for purposes including the maintenance and renewal of the building structure and its components – of course with the necessary consultation with Council and obtaining the necessary approvals from the National Trust NSW.

5. Workforce (WMS)

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

6. Legal and Risk Management

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

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

"3.1.2 Notwithstanding Clause 3.1.1 hereto the Tenant may at any time upon giving not less than six (6) months prior written notice to the Landlord surrender this lease which surrender will determine the term hereby

Our Community No. 24 Cont...

granted but such surrender will be without prejudice to the rights of either party in respect of any antecedent breach matter or thing."

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

It will be imperative for a clear and legally binding Agreement between Council and SOATI to be prepared and executed - delineating the services and functions that will be provided and the parameters within which it will happen, including the term that the arrangement will be valid for, a quarterly reporting mechanism, and the recurrent annual financial contribution and assistance Council will be providing.

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

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

7. Performance Measures

As was mentioned above, a quarterly reporting mechanism will have to be built into the legally binding Agreement between Council and SOATI.

8. Project Management

This project has unfortunately taken a significantly longer time to process than what was initially anticipated, however, a Facility Permitted Use Licence has successfully been entered into with TCTIB for the provision of a visitor welcoming service out of the foyer of the School of Arts – which took the focus and resources away from finalising the SOATI-matter.

Hein Basson
General Manager

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

Department:	Office of the General Manager
Submitted by:	Hein Basson, General Manager; Allison Graham, Executive Assistant & Media
Reference:	ITEM COM25/25
Subject:	TEN FM LEASE - 142 MANNERS STREET, TENTERFIELD

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	COMMUNITY - Younger and older people are valued and supported
CSP Strategy:	Support community events for younger and older people
Delivery Plan	Provide and support access to arts and culture activities and opportunities that are inclusive and for all age groups
Action:	

SUMMARY

Ten FM wishes to remain at 142 Manners Street on a long-term basis, seeking a 5x5x5 lease to provide security for future planning, with consideration by Council to reduce the current weekly rental rate.

OFFICER'S RECOMMENDATION:

That Council:

- 1. Notes the contents of the report.**
- 2. Considers the request from the President of TenFM for the annual rental amount of \$250 per week at 142 Manners Street, Tenterfield to be reduced, as well as for a 5 x 5 x 5 lease agreement to be entered into.**

BACKGROUND

At the 22 May 2024, Ordinary Council Meeting, Council resolved to renew the lease with Ten FM for 142 Manners Street, Tenterfield for a period of 13 months, with the lease to terminate on 30 June 2025.

The resolution also urged TenFM to consider options to purchase the property, pay commercial rent of the premises or move to another location, and for TenFM to communicate their future intention in clear writing to Council by no later than 31 January 2025.

For ease of reference, an extract of this resolution is provided below for Councillors' reference.

Our Community No. 25 Cont...

(ITEM ECO6/24) UPDATE ON NEGOTIATIONS WITH TEN FM MANAGEMENT - 142 MANNERS ST, TENTERFIELD.

SUMMARY

The purpose of this report is to advise Council of negotiations with Ten FM management on renewing its Lease for the Council owned building at 142 Manners St, Tenterfield. Ten FM management have advised that they are unable to pay the full increase as per Ordinary Council Meeting- 27 March 2024 - Mayoral Minute – ITEM 1: SEEK EXPRESSIONS OF INTEREST TO LEASE 157 ROUSE STREET, TENTERFIELD AND TEN FM BE OFFERED A COMMERCIAL LEASE. Ten FM management have suggested they may be able to pay a more realistic rent.

75/24

Resolved that Council:

- (1) Notes the update on negotiations on the Lease of 142 Manners Street, Tenterfield.
- (2) Accepts Ten FM Committee's offer to renew its Lease on 142 Manners St, Tenterfield for a rental fee of \$250.00 per week, plus the water, sewerage, electricity and garbage removal charges applicable to the

premises for a period of thirteen (13) months – starting on 1 June 2024 and terminating on 30 June 2025.

- (3) Delegates the authority to the General Manager to execute the necessary lease documents and enter into a Lease Agreement with Ten FM.
- (4) Urges the Ten FM management to investigate their options during the course of the lease term; whether they would like to purchase the house located at 142 Manners Street, pay a commercial rent for this premises, or move to another location.
- (5) Further, that the Ten FM management communicates in writing their clear future intention to Council by no later than 31 January 2025.

(Kim Rhodes/Geoff Nye)

Motion Carried

Mr. Ben White, President of Tenterfield & District Community FM Radio Association Incorporated, met with the General Manager and Mayor of Tenterfield Shire Council on 11 July 2025 to discuss the Association's current financial and operating status including their progression of plans.

REPORT:

The following letter dated 22 July 2025 has been received from Mr. White:

"Following our discussion with you and Mayor Bronwyn Petrie at Tenterfield Shire Council on 11 May, we write to confirm—as noted in our email to Bronwyn dated 25 November 2024—that Ten FM wishes to remain at 142 Manners Street on a long-term basis. We would welcome the opportunity to sign a 5x5x5 lease to provide security for future planning. As discussed, we would request that the lease include a break clause with

Our Community No. 25 Cont...

appropriate notice, to allow flexibility in response to evolving technology that may reduce the need for a fixed office in the future.

We are currently progressing with our plans to upgrade the studio and establish training capabilities at this location, in line with the grant we received. Laura Holt Consulting has been engaged as the project manager, and initial electrical work has commenced via Andrew Petrie. We are now awaiting delivery of equipment, although we are experiencing some delays due to international supply issues.

In addition, we have consulted with Matt Sing at Fire to Flourish regarding the \$15,000 grant we received from that program. He is supportive of how the funds are being allocated.

As part of our upgrade, we plan to paint the exterior of the building and at least the interior of the studio to make the space more inviting. We are also implementing improvements to flooring and sound insulation.

For training delivery, we plan to partner with the Community Media Training Organisation (CMTO), which offers a variety of online media training modules. Practical components will be conducted in the upgraded studio.
<https://cmto.trainingvc.com.au/>

We acknowledge that Ten FM's presence in Tenterfield has been disrupted in recent years, while the Stanthorpe operation has grown. This has impacted our local reputation. While we recognise that Stanthorpe benefits from a larger volunteer base, we are committed to reinvigorating our presence in Tenterfield and attracting new volunteers to ensure the community has a stronger local voice.

We would greatly value the Council's support in this effort and are open to constructive ideas. If you are aware of any upcoming events that would benefit from a live outside broadcast—along with on-air promotion—we'd love to be involved. We also welcome suggestions of local individuals for interviews or input on how we can better engage with the community.

We would particularly welcome the opportunity to conduct regular interviews with Mayor Bronwyn Petrie to highlight the work of Tenterfield Shire Council. This would mirror the successful segments we have been running with Melissa Hamilton in Stanthorpe. Graeme Haycraft is available to conduct these interviews via telephone.

To support our operations, we also recognise the need to refresh our sponsorship model and actively seek sponsors across the entire broadcast region. In the meantime, we would appreciate Council's consideration of a review of our current rental rate of \$250 per week. While we understand Council is under financial pressure, this rate is currently placing considerable strain on our limited resources. A reduced rental during this rebuilding phase would help us work towards sustainability. As revenue improves, we would be open to revisiting the rental arrangement in alignment with Council's needs.

We are also actively pursuing grant opportunities and have launched community fundraising efforts—including raffles, sausage sizzles, street stalls, and entertainment events—which have been well received.

As you are aware, the management committee in Tenterfield has faced disruptions since our 2024 AGM. However, we now have a stable and cooperative committee that is working positively toward a stronger future. We have also appointed Graeme Haycraft

Our Community No. 25 Cont...

as our volunteer Station Manager, providing a single point of contact for Ten FM staff and the public. His extensive experience in community radio is already proving valuable.

In summary, we are making strong progress in restoring Ten FM as a cross-border community asset. We understand this has not been an easy journey for Council, and we are truly grateful for your patience and support."

A further email has been received from Mr. White on 3 September 2025, which reads as follows:

"I've attached a budget spreadsheet and also a sensitivity analysis based on the continuing downward trend in our sponsorship revenue. We have offset this to some extent over the last few months through various fundraising activities but I don't believe this is sustainable long term, as the pressure on our volunteers is high, and I am also concerned that we may be taking money away from other deserving NFPs in the region as there is not a bottomless pot of money and as a community organisation we need to be cognisant of the needs of others.

We don't have a lot of discretionary expenditure, and we have trimmed what we have as much as I think we can.

The key challenge is clearly to generate more revenue from sponsorship, grants and other donations, but this is not an easy challenge as the grants market is tough and sponsors are hard to come by. We are working on a new sponsorship model, but it won't produce immediate results, which is why we are hoping TSC can show some leniency on our rent until we can get a better model in place.

The attached budget is for Ten FM in total. Although Stanthorpe & Tenterfield operate separate accounts as independent associations, I think in the interests of transparency, we need to show the total picture, and with the support of the Stanthorpe committee, we can transfer funds between the two associations.

What we are seeking is some relief on the rent to give us some space to rebuild the revenue, which I'm sure you can understand is hard work when we are dependent on volunteers.

We do understand that TSC also has challenges and responsibilities to ratepayers, and we therefore have to respect that you have to make the best decision in the interest of all stakeholders. However, we have put in a lot of work this year, and both our Stanthorpe & Tenterfield committees are focused on building Ten FM into a strong and resilient resource as a cross-border community station for the good of our region.

Thank you for allowing us to continue this discussion, and we look forward to a positive outcome."

Financial Statements were provided with this email and are attached as Annexures to this report.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Our Community No. 25 Cont...

The main reason why Council is pursuing this matter with TenFM is because of its Fiscal Repair Strategy, which includes for Council to question the ongoing viability of the properties it owns. As part of the last Special Rate Variation (SRV) application to IPART, community consultation had been done – highlighting Council’s financial situation and its plans to become financial sustainable into the future.

2. Policy and Regulation

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

3. Financial (Annual Budget & LTFP)

The current rental amount is \$250.00 per week. TenFM has regularly been paying a monthly amount of \$1,184.61 to Council. Erring on the side of caution, the annual rental income represents a minimum amount of \$13,000.

The depreciation cost associated with this building (and shed) is \$9,393 per annum.

4. Asset Management (AMS)

The house structure needs maintenance, the exact amount of which is uncertain. As a rule of thumb, to keep an asset in a well-maintained condition, at least the annual depreciation cost should be expended on the property. Because of Council’s financial position, this has not happened on an ongoing basis.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

There is risk involved with Council not properly maintaining its assets, as they will get run-down and dilapidated – costing large sums of money to restore – and affecting the value of the asset when Council would potentially want to sell the asset.

7. Performance Measures

TenFM has not met the performance measure implemented by Council in May 2022; no letter of response has been received by end January 2025. TenFM is now indicating that they want to remain at 142 Manners Street, but is requesting Council to consider decreasing the weekly rental amount – based on their own inadequate financial position.

8. Project Management

Nil.

Hein Basson
General Manager

Our Community No. 25 Cont...

Prepared by staff member:	Hein Basson, General Manager; Allison Graham, Executive Assistant & Media	
Approved/Reviewed by Manager:	Hein Basson, General Manager	
Department:	Office of the General Manager	
Attachments:	1 TenFM Cashflow Forecast July 2025 - June 2026	1 Page
	2 TenFM 2024_25 Revenue Sensitivity Analysis	1 Page

	ASSUMPTIONS	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
(A) Revenue	Prev Yr combined income minus grants, fundraising, donations and insurance funds received (Ex GST)	5173	5255	5255	5255	5255	5255	5255	5255	5255	5255	5255	5255	62978
(B) Direct costs														
Materials/Purchases		0	0	0	0	0	0	0	0	0	0	0	0	0
Subcontractor payments	Production \$100pw, Bookkeeping/Admin \$200 pw (Ex GST)	1400	1300	1200	1300	1200	1200	1400	1200	1300	1200	1400	1200	15300
Other		0	0	0	0	0	0	0	0	0	0	0	0	0
COST OF GOODS SOLD		1400	1300	1200	1300	1200	1200	1400	1200	1300	1200	1400	1200	15300
(C) Gross cash flow (A-B)		3773	3955	4055	3955	4055	4055	3855	4055	3955	4055	3855	4055	47678
PAYMENTS/OUTFLOWS														
Administrative														
Bank Fees		0	0	0	0	0	0	0	0	0	0	0	0	0
Legal fees	NSW Fair Trading/Qld Fair Trading	0	0	0	0	0	62	62	0	0	0	0	0	124
Interest		0	0	0	0	0	0	0	0	0	0	0	0	0
Tax		0	0	0	0	0	0	0	0		0	0	0	0
Insurance	Annual	2022	0	0	0	0	0	0	0	0	0	0	0	2022
Subscriptions	CBAA annual membership fee; Quickbooks; AdMaster	2134	0	0	0	0	497	0	0	500	0	0	0	3131
Computers and software	VentralP Hosting; Web central	0	0	0	0	0	0	0	0	20	0	0	198	218
Operations														
Cleaning	Office consumables	6	10	15	10	10	10	10	10	10	10	10	10	121
Equipment hire/lease	ME Marley licence	0	0	0	0	0	0	0	0	0	47	0	0	47
Marketing and advertising		0	0	0	0	0	0	0	0	0	0	0	0	0
Power	Expect Increased power costs and increased usage over summer	1277	0	0	0	1500	0	0	0	1600	0	0	0	4377
Rent and rates	Tenterfield Studio monthly plus Stanthorpe annual	1077	1077	1077	1077	1077	1077	1077	1077	1077	1077	1035	1077	12882
Repairs and maintenance		0	0	0	0	0	0	0	0	0	0	0	0	0
Stationery	Aust Post Box - annual; printer paper/ink	12	12	74	12	74	12	12	12	246	74	12	12	564
Sundries	Superloop; Splashtop; Jocks Journal	99	99	99	99	99	250	519	99	99	99	99	99	1759
Telephone	Telstra monthly; Aidi Mobil monthly; OS Sim Recharge	672	432	456	456	456	456	456	456	456	456	456	456	5664
Water		48	0	0	0	0	0	100	0	0	0	0	0	148
Other														
Other	APRA annual fee	0	0	0	0	0	2900	0	0	0	0	0	0	2900
Other	Streaming Service	85	85	85	85	85	85	85	85	85	85	85	85	1020
Other	TSC other charges	0	0	0	0	0	0	0	0	1065	0	0	0	1065
Other	Air News Media	382	382	382	382	382	382	382	382	382	382	382	382	4584
Committed - Fire to Flourish Grant (Tenterfield)	Fire to Flourish	9430		4207										13637
Committed - Office Refurbishment Tenterfield	Office Refurbishment		2171		12551	12551								27273
Committed - Outside Broadcast Equipment Stant	OB		3583	3235										6818
Committed - Insurance - new transmitter			18264											18264
(D) Total payments/outflows		17244	26115	9630	14672	16234	5731	2703	2121	5540	2230	2079	2319	106618
NET CASH FLOW (C-D)			-22160	-5575	-10717	-12179	-1676	1152	1934	-1585	1825	1776	1736	
Opening bank balance			71590	49430	43855	33138	20959	19283	20435	22369	20784	22609	24385	
CLOSING BANK BALANCE		71590	49430	43855	33138	20959	19283	20435	22369	20784	22609	24385	26121	
Projected Reduction in funds over the budget year														45469

Assumptions

Revenue

Fundraising income, donations, and grants have been excluded from the monthly revenue estimates.
Note: We have no projected grant income at the moment

Direct Costs

Cost of fundraising activities have been excluded. Monthly expense items are estimates based on previous year

		JULY	Aug	Sep	Oct	Nov	Dec	JaN	Feb	Mar	Apr	May	Jun	TOTAL
2024/25 Revenue		\$5,173	\$5,255	\$5,255	\$5,255	\$5,255	\$5,255	\$5,255	\$5,255	\$5,255	\$5,255	\$5,255	\$5,255	\$62,978
COS		\$1,400	\$1,300	\$1,200	\$1,300	\$1,200	\$1,200	\$1,400	\$1,200	\$1,300	\$1,200	\$1,400	\$1,200	\$15,300
Gross Profit		\$3,773	\$3,955	\$4,055	\$3,955	\$4,055	\$4,055	\$3,855	\$4,055	\$3,955	\$4,055	\$3,855	\$4,055	\$47,678
Expenses		\$7,814	\$2,097	\$2,188	\$2,121	\$3,683	\$5,731	\$2,703	\$2,121	\$5,540	\$2,230	\$2,079	\$2,319	\$40,626
Net Profit		-\$4,041	\$1,858	\$1,867	\$1,834	\$372	-\$1,676	\$1,152	\$1,934	-\$1,585	\$1,825	\$1,776	\$1,736	\$7,052

Sensitivity Analysis

Revenue Reductior	5%	\$4,914	\$4,992	\$4,992	\$4,992	\$4,992	\$4,992	\$4,992	\$4,992	\$4,992	\$4,992	\$4,992	\$4,992	\$59,829
Net Profit		-\$4,300	\$1,595	\$1,604	\$1,571	\$109	-\$1,939	\$889	\$1,671	-\$1,848	\$1,562	\$1,513	\$1,473	\$3,903

Revenue Reductior	7.50%	\$4,785	\$4,861	\$4,861	\$4,861	\$4,861	\$4,861	\$4,861	\$4,861	\$4,861	\$4,861	\$4,861	\$4,861	\$58,255
Net Profit		-\$4,429	\$1,464	\$1,473	\$1,440	-\$22	-\$2,070	\$758	\$1,540	-\$1,979	\$1,431	\$1,382	\$1,342	\$2,329

Revenue Reductior	10%	\$4,656	\$4,730	\$4,730	\$4,730	\$4,730	\$4,730	\$4,730	\$4,730	\$4,730	\$4,730	\$4,730	\$4,730	\$56,680
Net Profit		-\$4,558	\$1,333	\$1,342	\$1,309	-\$154	-\$2,202	\$627	\$1,409	-\$2,111	\$1,300	\$1,251	\$1,211	\$754

Note 2023/24 revenue was down by 5.3% vs 2022/2: 2024/25 revenue was down 12.3% vs 2023/24
The above scenarios are therefore not unrealistic

Department:	Office of the Director Infrastructure Services
Submitted by:	Kim Landers, Administration Officer
Reference:	ITEM COM26/25
Subject:	ALCOHOL FREE ZONES - TENTERFIELD, DRAKE & URBENVILLE - 31 OCTOBER 2025 to 30 OCTOBER 2029

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Community - COMM 1 - Tenterfield Shire is a vibrant, welcoming and safe community.
CSP Strategy:	Encourage families and young people to live, enjoy and stay in Tenterfield Shire.
CSP Delivery Program	Encourage activities for young people and families in Tenterfield Shire.

SUMMARY

The purpose of this report is to request Council to re-establish the current Alcohol Free Zones (AFZ) in Tenterfield, Drake and Urbenville.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Receives and notes the report "Alcohol Free Zones - Tenterfield, Drake and Urbenville".**
- (2) Engages in consultation re the re-establishment of the following alcohol free zones, effective from 31 October 2025 to 30 October 2029:**

Tenterfield

All public places that are public roads, footpaths or public car parks within the area bounded by the following:

- **Naas Street between Pelham Street and East Street**
- **East Street between Naas Street and Douglas Street**
- **Douglas Street between East Street and Pelham Street**
- **Pelham Street between Douglas Street and Naas Street**

Drake

Proposed Zones are as follows:

- **Bruxner Highway / Fairfield Street between Stuart Street and Picarbin Street**
- **Alison Street (South) from Bruxner Highway / Fairfield Street to Drake Community Hall**
- **Alison Street (North) from Bruxner Highway / Fairfield Street to Koreelah Street**

Urbenville

Our Community No. 26 Cont...

Proposed Zones are as follows:

- **Stephen Street between Boomi Street and Tooloom Street.**
- **Beaury Street between Boomi Street and Tooloom Street.**
- **Boomi Street between Beaury Street and Stephen Street.**
- **Welch Street between Beaury Street and Stephen Street.**
- **Urban Street between Deane Street and Lindsay Street.**
- **Tooloom Street between Beaury Street and Lindsay Street.; and further**

(3) Subject to no objections, the Alcohol Free Zones as detailed in the report be re-established by Council.

BACKGROUND

The current AFZs in Tenterfield, Drake and Urbenville expire on 30 October 2025.

In accordance with Section 644B of the *Local Government Act 1993* (the Act), AFZ can only be for a maximum period of four (4) years. Under Section 644B (4) "*An alcohol-free zone may be **re-established** from time to time, in accordance with this Part, for further periods each not exceeding 4 years*".

AFZs only apply to the following:

- a. *a public road or part of a public road, or*
- b. *a public place that is a car park or part of a car park."*

The current zones are as follows:

Tenterfield

All public places that are public roads, footpaths or public car parks within the area bounded by the following:

- Naas Street between Pelham Street and East Street
- East Street between Naas Street and Douglas Street
- Douglas Street between East Street and Pelham Street
- Pelham Street between Douglas Street and Naas Street

Drake

All public places that are public roads, footpaths or public car parks within the area bounded by the following:

- Bruxner Highway / Fairfield Street between Stuart Street and Picarbin Street
- Alison Street (South) from Bruxner Highway / Fairfield Street to Drake Community Hall

Our Community No. 26 Cont...

- Alison Street (North) from Bruxner Highway / Fairfield Street to Koreelah Street

Urbenville

All public places that are public roads, footpaths or public car parks within the area bounded by the following:

- Stephen Street between Boomi Street and Tooloom Street.
- Beaury Street between Boomi Street and Tooloom Street.
- Boomi Street between Beaury Street and Stephen Street.
- Welch Street between Beaury Street and Stephen Street.
- Urben Street between Deane Street and Lindsay Street.
- Tooloom Street between Beaury Street and Lindsay Street.

REPORT:

Tenterfield

Council has liaised with the local Sergeant who has no objections to having the same alcohol free zones in the Tenterfield area. They are still needed and Police want them in place for another term.

Drake and Urbenville

Casino Police has requested that the Alcohol Free Zones remain in place in its current form and also that the existence of Alcohol Free Zones provides an invaluable tool for Police in ensuring the quiet and good order of small communities.

Similarly they have recommended that the Urbenville Alcohol Free Zones remain in the current form. The Alcohol Free Zones are working well and again they assist in maintaining the quiet and good order of the local community.

In order to re-establish the AFZs by 30 October 2025, it is necessary for Council to adopt a resolution to that effect.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Council is required under the *Local Government Act 1993*, Section 644A to prepare a proposal and publish in a newspaper circulating in the area as a whole or in a part of the area that includes the zone concerned. Council is to also invite representations and objections from persons and groups within the area, indicating that any representations or objections by them be made within fourteen (14) days after the date on which the notice is published.

Council must give a copy of its proposal to each of the following persons indicating that any representations or objections by them must be made within 30 days after the date on which the copy is given:

- The officer in charge of the police station within or nearest to the proposed "alcohol – free zone; and

Our Community No. 26 Cont...

- Each holder of a license in force under the Liquor Act 2007 for premises that border on, or adjoin or are adjacent to, the proposed alcohol-free zone.

2. Policy and Regulation

- The Zones will be in force for four (4) years from 31 October 2025.

3. Financial (Annual Budget & LTFFP)

Any costs associated with new or replacement signage will be funded from existing budget allocations.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Without re-establishing these signs Police and Council's Enforcement Officers will not be able to enforce the law in relation to drinking in a public place.

7. Performance Measures

The current AFZs have been working well and will assist the Police in dealing with alcohol consumption in key public roads, footpaths and car parks.

Council's Enforcement Officer along with the Police are in support of re-establishing the AFZ's in our Shire as the Police can dispose of any alcohol that they find in the area the signs also discourage the community from drinking in the prescribed areas. The AFZ's are a great deterrent to stop people from consuming alcohol on the street after the pubs have closed; reducing anti-social behaviour and malicious damage in the CBD.

8. Project Management

Nil.

Matthew Francisco
Director of Infrastructure Services

Prepared by staff member:	Kym Landers, Administration Officer
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.

Our Community No. 26 Cont...

Department:	Office of the General Manager
Submitted by:	Allison Graham, Executive Assistant & Media
Reference:	ITEM COM27/25
Subject:	COUNCILLOR WORKS/SERVICE REQUESTS - AUGUST 2025

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	INFRASTRUCTURE - Our roads are safe and sustainably maintained
CSP Strategy:	Maintain the local and regional road network
Delivery Plan	As per funding provisions made in Operational and Capital annual budgets
Action:	

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council:

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

BACKGROUND

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

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

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

1. Works/Service requests from Councillors are to be submitted to the following email address: council@tenterfield.nsw.gov.au
2. These requests are to be clearly marked "Works/Service Request", with a brief outline of the identified problem area, the exact location, and a succinct description of the background – if and where applicable.

Our Community No. 27 Cont...

3. Works/Service Requests that are not submitted to the above-mentioned Council email address, or not clearly marked "Works/Service Request" may not be appropriately dealt with in accordance with this procedure due to potential misinterpretation and/or scarce resources. Works/Services Requests are requests submitted by Councillors for staff's further attention, over and above the operational and works program that Council has already approved as part of the annual Operational Plan and Budget.
5. Therefore, Works/Service Requests are to not to be viewed as requests that should take priority over other scheduled works and operations that have already been planned for execution as part of effective and efficient management practices.
6. Rather, all Works/Service requests will be objectively assessed by the relevant Manager and/or Director and be appropriately scheduled for attention in a cost-effective manner – considering budgetary provisions and constraints. It may be the situation that insufficient funds are available to satisfactory address a particular problem, in which case the problem will have to be referred to the following financial year for budgetary considerations.
7. Unsafe or emergency situations will receive priority attention. Administrative staff will properly capture all Works/Service Requests in Council's official records management system and allocate items to the appropriate staff member for the necessary attention.
8. A monthly report with all Works/Service Requests will in future be presented to Council as part of the Council Meeting Business Papers for progress monitoring.

REPORT:

Although the information presented in this report may not be complete and current, it is envisaged that this report will be further honed and refined into the future.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

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

2. Policy and Regulation

Local Government Act 1993
Councillor and Staff Interaction Policy

3. Financial (Annual Budget & LTFP)

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

The above considerations make it difficult for staff to at times satisfy community expectations, as financial, human and time resources are scarce commodities

Our Community No. 27 Cont...

4. Asset Management (AMS)

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

5. Workforce (WMS)

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

6. Legal and Risk Management

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

7. Performance Measures

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

8. Project Management

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

Hein Basson
General Manager

Prepared by staff member:	Allison Graham, Executive Assistant & Media	
Approved/Reviewed by Manager:	Hein Basson, General Manager	
Department:	Office of the General Manager	
Attachments:	1 2025 As at August_Councillor Works_Services Requests	14 Pages

Councillor Work/Service Request Report

As at August 2025

Councillor Work/Service Request	Councillor	Date	Department	Status
Resident - Request for work to have a Camphor Laurel tree trimmed on the southside of Woodward Park, Drake - The tree has grown out over the resident's fence at 14 Allison Street, Drake and is shading out the sun in winter and contributing to dampness in the house	Cr Turner	20/03/2025	Open Space, Regulatory & Utilities Supervisor Parks and Gardens Coordinator Open Space, Regulatory & Utilities Supervisor	08/04/2025: came in via on-line form on Council website, added to Councillor Works/Services Requests 12/05/2025: Open Space, Regulatory & Utilities Supervisor - this is request is ongoing due to resourcing. The works for trimming of tree to occur when scheduling allows. 30/06/2025: Due to extended leave of absence of the Open Space, Regulatory & Utilities Supervisor, the Parks and Gardens Coordinator has been to this record for his information to investigate tree trimming scope of work required. 12/08/2025: Status for scheduling requested to Open Space, Regulatory & Utilities Supervisor 02/09/2025: Open Space, Regulatory & Utilities Supervisor - As the tree is very large and adjacent to the toilet block, Council will have to engage a tree lopper to undertake the job. At present there are no loppers within Tenterfield, and not enough Council staff to assist in the pruning and removal of the debris. No date at this stage to when it may be done.
Legume toilets are unusable when it rains (boggy)- Also a track to the cemetery where Anzac Day is celebrated needs work	Cr Bonner	31/03/2025	Works Department	08/04/2025: Works Manager – scheduled for gravel to be place on track section in front of toilet and track on section to cemetery.

Councillor Work/Service Request Report				As at August 2025
			Open Space, Regulatory & Utilities Supervisor	11/04/2025: Building and Property Co-Ordinator – posed the question to Open Space, Regulatory & Utilities Supervisor could the muddy area be blocked off and allow the muddy area to be levelled off for the grass to grow back or close that section of the road near the toilets all together, and they need to park either near the hall or on the pull off area near on the road. 13/05/2025: Open Space, Regulatory & Utilities Supervisor - advised there is additional gravel to be placed in the problem section that gets muddy 13/05/2025: Works Manager - offered assistance to the Open Space, Regulatory & Utilities Supervisor for supply of Gravel. 12/06/2025: Works Manager - Council will take appropriate action while working in the area doing Mount Lindesay stabilisation at Legume and doing the resheet at Cullendore St. 10/07/2025: Maintenance Works Coordinator; to be completed by end of August 2025, the Works Department will now remove the top layer that includes soil on some sections, fill with gravel and then roll, making the area more stable. 02/09/2025: Open Space, Regulatory & Utilities Supervisor - Gravel has been placed at both sites and spread. The access road close to the toilets will be blocked off to
			Maintenance Works Coordinator	

Councillor Work/Service Request Report				As at August 2025
				prevent cars from driving closer to the toilet block. Completed.
Jennings Community Park, Visitors parking immediately adjacent to covered picnic area and in children's playground	Cr Murphy	03/04/2025	Open Space, Regulatory & Utilities Supervisor Building & Property Coordinator	10/04/2025: Director of Infrastructure and Services – Signs have been ordered, relevant websites such as Google Maps will be asked to remove the unapproved information from the websites. Signage arrived Quotes have been requested for Bollards 05/06/2025: Director of Infrastructure Services advised further signage on order. 10/07/2025: Building & Property Coordinator – signage to be installed, bollard quotations received at cost in excess of \$20,000, will wait to see outcome of installed signage. 06/08/2025: Building & Property Coordinator – signs have been installed the park will be monitored for campers. There has been no campers that Council is aware of since installation of both signs. 27/08/2025: Noted by Councillor Murphy at the Ordinary Council meeting – the signs seem largely successful, noting the has been some traversing to the toilet block, bollards may still necessary? (to be given a little more time) 02/09/2025: Open Space, Regulatory & Utilities Supervisor - Random inspections are being done on the camping at Jennings. On these occasions no campers were at the

Councillor Work/Service Request Report

As at August 2025

				park. If this is becoming a priority, we will need more staff and budget to enforce. Report completed.
A truck from the Mitre 10 Hardware Store is constantly being parked on the access road for Dr. Pilgrim's surgery	Cr Petrie	15/04/2025	Community Compliance Officer (Ranger) Acting Director Infrastructure Services	05/05/2025: Acting Director Infrastructure Services – records indicate private internal road on lots. A request for information has also been sent to Crown Lands. 12/06/2025: Still awaiting an update on information from Crown Lands. 10/07/2025: No further update yet received from Crown Lands. 12/08/2025: Gillian Marchant confirmed no further update received from Crown Lands. 15/9/25: Director Infrastructure Services – Historical information on the land would appear to be right of way, a search was conducted in 1998 by the Land Titles Office (LTO). At the time of the search in 1998, the land appeared to be Old System Title and there appeared to be no evidence of a road being created at that time. If Council wishes to investigate further, we could engage a Searcher at cost, however, it is likely that this will be a right of way based on the information in 1998.
Works carried out by council contractors on the Liston Fire Shed requires a small alteration to avoid future complication - material costs roughly under \$200, possibly no labour costs	Cr Bonner	14/01/2025 *reason for late reporting, EA has been added to this	Building and Property Coordinator	05/02/2025: Building and Property Coordinator - Had spoken to the contractor, and he explained that: - The existing wet system, has been left exposed so if there is a blockage it will come out there instead of going back up inside - Straps were installed around the pipes instead of brackets to

Councillor Work/Service Request Report			As at August 2025	
		record recently		avoid excess holes eliminating more areas to leak - The 90mm pipe is a charged line and doesn't need a normal fall 15/05/2025: Building and Property Coordinator – will arrange a date to meet on site with the Liston RFS, once the Director Infrastructure Services returns from leave along with the builder who completed the works to discuss further. 10/07/2025: Building & Property Coordinator in process of scheduling a date. 1/9/2025: Building and Property Coordinator Will need to arrange a day to go up with the builder.
Ongoing drainage issues corner of Welch and Stephen Street Urbenville - Salma Sarmini	Cr Bonner	23/04/2025	Works Manager Maintenance Works Coordinator	Works crew attended to in week of 16/12/2024, works were completed at that time. Noted in IN24/6E1CA55C linked to this record as per Works Managers request, no further notes. 10/07/2025: Maintenance Works Coordinator - this to be investigated and if further works are required it shall be scheduled for operator with other upcoming drainage works in Urbenville. 17/07/2025: Works Manager - Information to be requested from Manager Water & Waste regarding when the upcoming flood study at Urbenville will be scheduled. 15/09/2025: Director of Infrastructure Services - A professional service provider has been engaged for Flood Study within the Urbenville area.

Councillor Work/Service Request Report

As at August 2025

Liston Hall Committee - Request to attend to matters outlined below before the November 100 years celebration for painting the exterior hall & Financial assistance for the event	Cr Bonner	05/05/2025	Building and Property Coordinator	30/06/2025: Executive Assistant - Financial assistance for the event was discussed with the Committee members by phone, after correspondence sent in March 2025 noting outstanding 2024 -2025 Community Contributions amount of \$500 awarded to the Liston Hall had not yet been claimed for and it may help them with their planning. 14/07/2025: Building and Property Coordinator – the building is scheduled for painting both interior and exterior in the 2026/2027 financial period with as budget of \$42,000 provided. 27/08/2025: Ordinary Council Meeting - Cr Bonner has requested for funds that are assigned for the shade sail at Urbenville Park to be re-assigned to the Liston Hall (due to on-going vandalism on current shade sail at Urbenville Park), DIS has advised the allocated funds will have to be looked into as they are part of (SRV funding) DIS also noted the weather/temperatures are still be considered if a decision is to be made on removal. 15/09/25 Manager Finance and Technology - Urbenville remaining budget \$5164 has been carried forward into the FY26 year – pending approval of the carry forward report which

Councillor Work/Service Request Report

As at August 2025

				will be tabled at Council meeting 24 September.
When the culvert/bridge near Patersons Road on the Mount Lindesay Road might need some attention - it is an ongoing concern	Cr Bonner	11/06/2025	Works Manager	13/06/2025: Works Manager - this rectification has been at the top of the last two Works Department programs but conflicting priorities have overridden this work. It will be completed in the coming months. 06/09/2025: Works Manager – Pipework completed.
Flagstone Creek Road - Request gravelling this road as a priority due to the slippery nature of the material.	Cr Bonner IN25/1897B B69	30/06/2025	Works Manager	10/07/2025: Maintenance Works Coordinator; Flagstone Road has been fully graded with gravel added at time of grading, with replacement of a collapsed pipe. 16/07/2025: Works Manager - 24/25 FY did not include a gravel resheeting budget. The RAMP states our service levels for each type of road and Flagstone Rd is a D Class road which will not generally attract gravel resheet funding. This road had DRFA funding and some resheeting was claimed and therefore re-instated. The comments that the road needs gravel are correct but Council needs to allocate funding for this to occur. We combined DRFA with Mtce \$ to grade this road. 01/09/2025: Works Manager - Road graded February 2025 - yes Council will consider gravel at this point but due to the vehicle movements from the timber mill, it may be ineffective. Have asked a local contractor to supply a price to gravel and tidy the area up.

Councillor Work/Service Request Report

As at August 2025

444 Rouse Street including Rouse Street North Culvert due to heavy vehicles parking & working on the recent resurfacing of Cowper Street.	Cr Rhodes	30/06/2025	Director Infrastructure Services	30/06/2025: Executive Assistant – unable to locate a customer service record relating to previous complaint. 12/08/2025: Maintenance Works Coordinator - Grass section affected by heavy vehicle parking in Road Reserve beside 444 Rouse Street has been tidied and divots fixed. Potholes have been filled on Rouse Street north. Further investigation by the Works Manager underway on the Causeway on requirements for a section to be refaced. 06/09/2025: Works Manager – email has been sent to the Project Manager for TfNSW, requesting them to please contact proprietors at 444 Rouse Street to discuss the damage occurred to their allotment and the side of Rouse Street North due to the heavy vehicles parking & working on the recent resurfacing of Cowper Street. The proprietor also contacted TfNSW upon Works Manager recommendation.
Low branches, Billirimba Road, seeking understanding who is responsible to cut low lying limbs?	Cr Rhodes	30/06/2025	Director Infrastructure Services	06/09/2025: Works Manager - Council's focus is on the road and drainage and Council maintenance money struggles to fulfill this obligation. A Council officer will inspect the road. Road to be inspected for low hanging limbs.
Broken Pipe, Cyril Smith Drive	Cr Rhodes	30/06/2025	Director Infrastructure Services	30/06/2025: Councillor Rhodes has been requested to supply more information as there was no address, particular point of the road noted or full residents details in the request to determine where broken pipe is.

Councillor Work/Service Request Report

As at August 2025

				17/07/2025: Councillor Rhodes – has sent further text messages to this lady to no avail. Will have to wait until she decides to have a further complaint to me & I will then explain to her that I need more details to ensure TSC staff can deal with such matters. 12/08/2025: Maintenance Works Coordinator – Works Officer has inspected the road and located a pipe that has the top out of, potentially the same one that this request is for (as no particular point was noted) a pipe allocation number to be assigned for scheduling of work on pipe. 04/09/2025: Works Manager – Inspection completed, photos taken for records and future reference, the road is still quite serviceable and Council will program to replace the pipe in the coming years.  15/09/2025: Director of Infrastructure Services – if this is not the correct pipe location, please advise.
Need for chevron corner reflectors – citing accident at Wylie Creek	Cr Bonner	21/07/2025	Works Manager	01/08/2025: Works Manager - Defect created DN01363. Will add chevrons to existing posts that guide north bound traffic.

Councillor Work/Service Request Report

As at August 2025

				01/09/2025: Works Manager - Chevrons added to existing chevrons. Record completed.
The owner of the house opposite the newly opened Parrots Nest Restaurant has hammered steel pickets on the road reserve presumably to prevent people parking	Cr Petrie	21/07/2025	Works Manager	12/08/2025: It has been advised the posts were placed there during a wet weather event by resident due to area being quite boggy. 19/08/2025: Maintenance Works Coordinator – to check if they have been removed 09/09/2025: Maintenance Works Coordinator - inspected and found posts to be still in place, the area was still very wet/boggy, he has spoken with the resident advising they will have to be removed and came to an agreement that when the ground and gutter has dried, they are to be removed by resident. Maintenance Works Coordinator to inspect again today and follow up with the resident. 15/09/2025: Director Infrastructure Services, this has been referred to Manager Planning & Regulation regarding DA compliance.
Event Road closure request - for Liston Hall Committee - Closure needed from level with the Fire Shed to just above the fence for the new bore - Will not impact on resident access to their homes	Cr Bonner	21/07/2025	Infrastructure Administration	21/07/2025: Infrastructure Administration - I have responded and requested further information as well as to fill out the event application form. 01/09/2025: Infrastructure Assistant - Event yet to be held. EA advised it will be held in November. I have emailed Councilor Bonner again requesting information.

Councillor Work/Service Request Report				As at August 2025
Several road issues and offer of a Gravel Borrow Pit	Cr Petrie	22/07/2025	Works Manager	01/09/2025: Matter handed to the Works Manager.
Road Defects, Quarry Rd, Billirimba Rd, Timbarra Rd, Bungulla Reserve Road, Sandy Flat Rd, Rouse St. Nth, Upper Rocky River Rd, Scrub Rd	Cr Petrie	22/07/2025	Works Manager	01/09/2025: Works Manager – Quarry Rd - Patching crew will return Billirimba Rd - • Patching crew has attended to • When drains are cleaned, material is returned to the road – gravel will be put on top. • Capper Grids – referred to DIS Timbarra Rd - Patching crew will attend to, will be graded by a contractor – availability of resources is hindering Council getting a crew there. Bungulla Reserve Road - Repairs conducted at a corner so that 2 decks could access. Council inspected the rest of the road, it is in fair condition, last graded July 2024 with some intervention during February 2025. This road is a D Class Road, it is due for grading again according to the Council adopted RAMP, in in February 2027. Sandy Flat Rd - Road was graded during May 2025 Rouse St. Nth - sealed pavement repairs to be conducted. Will commence investigation for scope and estimate for the causeway. Added to R2R funding nominations. Upper Rocky River Rd – • Grader crew is on their way to this road, currently on Billirimba Rd. • Scrub Rd – Staff are in discussions with TfNSW, approvals are given, Council is seeking further clarification for funding.

Councillor Work/Service Request Report

As at August 2025

Items from Urbenville Progress Association; - Shade sail keeps getting damaged from a kids climbing on it and they have asked for its removal - Shelter at cemetery needs attention - Bus shelter needs repair - Tooloom road up over the mountain and past windy hill – (road breaking up) - Footpath along Beaury St needs attention. - Hospital car park out front is boggy and unusable when wet - Stop sign near hall and servo needs attention - Main Street potholes and removal of some handicap signs - Tip fees seem higher than some other places (meaning all TSC Transfer Stations)	Cr Bonner	23/07/2025	Works Manager Open Space, Regulatory & Utilities Supervisor Manager Water & Waste	06/08/2025: Executive Assistant – sought further clarification from Councillor Bonner on Tooloom Road as to be it breaking up and the Hospital Car Park as this may be an asset of NSW Health, Works Department will seek confirmation. Clarification also sought for waste fees to be relating to Tenterfield Shire Council transfer stations and not a comparison to other shires, Cr Bonner was advised Waste fees are set as per Council's annual fees and charges and therefore are the same across all transfer stations, pricing boards are updated when fees change annually, operators have a copy of the fees and charges for operation. 12/08/2025: Maintenance Works Coordinator – Tooloom Road, patching works done, when grant funding is received heavier patching works can be scheduled. Main Street patching works done. 02/09/2025: Open Space, Regulatory & Utilities Supervisor - Shade sail will be removed when we have staff available to do the job and the ground dries enough to drive on the park. The Bus shelter was removed as being unsafe. There is no budget allocation for a replacement.
Requesting that the Ranger look into livestock roaming on Plains Station Road, between Chauvel Road and Frasers Cutting	Cr Turner	25/07/2025		18/08/2025: Ranger - Has patrolled the area on a regular basis and in the last few weeks there have been no cows out on Plain Station Road, the horse has also left the area. Will monitor the situation. In regard to the horse there are talks with the locals that

Councillor Work/Service Request Report

As at August 2025

				if they are able to secure to horse in the yard council will attend and deal with it. None of the cows have any ear tags or branding to identify an owner. Completed.
Request a grader smooth the deteriorating deep corrugations on Long Gully Road near Drake - About 9 kms from the Highway	Cr Turner	25/07/2025	Works Manager	01/09/2025: Works Manager – Road graded early August 2025. Completed.
Smoothing work on the short section of "School Road" off Black Swamp Road - The gravel road is extremely rough and an elderly resident is finding it hard to traverse the short distance to Black Swamp Road	Cr Turner	25/07/2025	Works Manager	01/09/2025: Works Manager - Road was graded early August 2025
Pothole issues; Miles Street (in front of Catholic Chrich), Rouse Street north, Scrub Road bridge area – each side of Hawkins Gully Bridge, Logan street – southern end potholes and lifted lengths of bitumen	Cr Petrie	05/08/2025	Works Manager	01/09/2025: Works Manager - Added to the patching crew regime.
Rouse Street North condition, Causeway, signage for causeway condition, only patchwork done on the road seal, pedestrians unable to pass the causeway	Cr Petrie	06/08/2025	Works Manager	12/08/2025: Works Manager – sealed pavement repairs to be conducted. Will commence investigation for scope and estimate for the causeway. Added to R2R funding nominations.
Cemetery sign at Drake to be replaced	Cr Petrie	14/08/2025	Open Space, Regulatory & Utilities Supervisor	02/09/2025: Open Space, Regulatory & Utilities Supervisor - Cemetery sign has been replaced.
No Camping sign similar to Jennings at the Tenterfield Dam.	Cr Petrie	14/08/2025	Building and Property Coordinator	14/08/2025: Building and Property Coordinator – order for No Camping sign for Ottobeuren Park has been ordered

Councillor Work/Service Request Report

As at August 2025

Capacity of the Tenterfield cemetery	Cr Petrie	14/08/2025	Open Space, Regulatory & Utilities Supervisor	02/09/2025: Open Space, Regulatory & Utilities Supervisor - Capacity of the Tenterfield cemetery is adequate.
Clarence camping advertising a change in their booking information to 7 sites at 10 people per site	Cr Petrie	18/08/2025	Manager Planning & Regulation	28/08/2025: Manager Planning & Regulation – has checked the allegation and the Hipcamp advertisement has been adjusted to reflect the consent conditions.

Department:	Office of the Director Corporate Services
Submitted by:	Jane Walton, Manager Finance and Technology
Reference:	ITEM ECO7/25
Subject:	INVESTMENT REPORT FOR PERIOD ENDED 31 AUGUST 2025

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	LEADERSHIP - We understand and agree with how public money is spent
CSP Strategy:	Continue to provide financial reports to Council
CSP Delivery Program	Manage Investments - Plan, develop and manage Council's investment portfolio

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 August 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:

Summary of Investments

Council investments held in term deposits as at 31 August 2025 was \$15,000,000.

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

Council's General Consolidated Account earned an interest rate of 3.85% from 1-11 August 2025 and 3.60% from 12-31 August 2025 on a variable basis resulting in a reasonably high interest return. This is reviewed on a regular basis as part of cash flow monitoring.

COUNCIL IMPLICATIONS:

Our Economy No. 7 Cont...

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 Investments Report for period
ended 31 August 2025

1

Page

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 AUGUST 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/Nov/25	4.10%	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-	1 Month	15/Sep/25	3.27%	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 August 2025, no term deposits were made or discontinued. \$3 million of term deposits matured and were reinvested as shown below:

Financial Institution	Date Matured	Amount \$	Actions Taken	Source of Invested Funds
Westpac	12/Aug/25	2,000,000.00	total amount reinvested for 1 month at 3.27%	Regional Emergency Road Repair Grant
NAB	25/Aug/25	1,000,000.00	total amount reinvested for 91 days at 4.10%	Waste Fund

Department:	Office of the Director Corporate Services
Submitted by:	Tamai Davidson, Manager Planning Property & Development
Reference:	ITEM ENV18/25
Subject:	DA 2024.104 CARAVAN PARK 44 FRANCIS STREET, TENTERFIELD

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	ECONOMY - We are nurturing our environment, both built and natural attractions for residents and visitors
CSP Strategy:	Implement Plans that balance the built environment with the natural environment

SUMMARY

The purpose of this report is to present to Council Development Application 2024.104 for the establishment of a Caravan Park at 44 Francis Street, Tenterfield. The application has been assessed externally as the land is owned by Council.

The application was previously presented to Council on 23 June 2025, where Council resolved to support the application and seek the concurrence of the Department of Housing, Planning and Infrastructure (the Department) for exemptions to the requirements of the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021*.

The concurrence of the Department has been obtained, and conditions of consent have been drafted in line with Council's prior resolution of support for the Development Application.

OFFICER'S RECOMMENDATION:

That Council:

- 1. Approves Development Application 2024.104 as per the conditions contained in Attachment 1 and Plans in Attachment 2.**
- 2. Supports a variation to the existing lease with the Tenterfield Transport Museum, with all costs associated with the lease variation at no cost to Council.**

BACKGROUND

20 December 2023 – A report was presented to Council after the Campervan & Motorhome Club of Australia (CMCA) approached Council with a proposal to establish a caravan park at 44 Francis Street, Tenterfield, being Lot 2 Section 37 DP 758959. The site is owned by Council and is currently occupied and leased to the Tenterfield Transport Museum. The CMCA proposed to sub-lease the site under a formal agreement with the Transport Museum.

The CMCA sought Council's consent to the signing of the proposed Development Application. The officer's recommendation was:

Our Environment No. 18 Cont...

OFFICER'S RECOMMENDATION:

That Council:

Resolve to not consent to the signing of the proposed Development Application.

Council resolved as follows:

[240/23]	<u>Resolved</u> that Council: Resolve to consent to the signing of the proposed Development Application. [(Peter Murphy/Kim Rhodes)] <u>Motion Carried</u>
-----------------	--

24 July 2024 – A report was presented to Council to consider a request by the Tenterfield Transport Museum for a variation to their existing lease agreement to allow for a sub-lease to the CMCA.

Council resolved as follows:

[115/24]	<u>Resolved</u> that Council:] (1) Advise the Tenterfield Transport Museum that it is not in a position to vary the existing lease; and (2) Advise the Tenterfield Transport Museum that, if required, Council will support a variation to the lease once a Development Application is determined by Council; and (3) If the Development Application is approved, all associated costs for the variation of the lease are at no cost to Council. (Peter Petty/Kim Rhodes) <u>Motion Unanimously Carried</u>
-----------------	---

Development Application 2024.104 was lodged with Council on 23 October 2024.

26 March 2025 – A report was presented to Council recommending refusal of the application as the proposal did not provide the necessary level of amenity required by the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021* and was not consistent with the 'caravan park' definition under the *Tenterfield Local Environmental Plan 2013* where a caravan park must be provided with "access to communal amenities."

Council resolved as follows:

Our Environment No. 18 Cont...

That consideration of the item be deferred, and information on the following matters be obtained for Council's further consideration when available:

- The Campervan and Motorhome Club of Australia's (CMCA) reply to the issues raised in the submissions received from objectors;
- The CMCA's proposed amendments regarding the shelter, forecourt and lighting;
- Further information on the materials previously placed by Council on the site of the proposed development that required the Environmental Protection Agency's intervention;
- The condition of Francis Street;
- An independent Child Safety Assessment Report (to be paid for by the applicant);
- Further information and explanation regarding an exemption for amenities by the Department of Planning, Industry and Environment;
- Further information regarding a car wash bay;
- The CMCA's policy and procedures regarding non-compliant vehicles and/or behaviour of facility users, specifically addressing eviction procedures;
- Whether the CMCA's definition of RVs and Motorhomes include self-contained caravans;
- Further information regarding a potential future lease versus a sub-lease agreement and/or a potential subdivision of the area.

(Kim Rhodes/Peter Murphy)

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

For the Motion were Crs B Petrie, G Sauer, O Bancroft, TB Bonner, PM Murphy, PP Petty, TP Peters, GP Purcell, K Rhodes and RT Turner Total (10).

Against the Motion was Nil Total (0)

Motion Carried

23 June 2025 – A report was presented to Council recommending refusal of the application, Council resolved the following:

Our Environment No. 18 Cont...

Resolved

That Council:

1. Notes the contents of the report and the various responses received from the Campervan and Motorhome Club of Australia addressing the concerns raised by Council at its March 2025 Ordinary Meeting, as well as the concerns raised by members of the community.
2. Supports Development Application 2024.104 for the following reasons:
 - a. The proposed development is not a development for a caravan park in the traditional sense of the word as is envisaged and provided for within the current planning regulations and planning instruments, which have arguably not kept pace with the most recent large-scale developments within the caravanning and RV construction industry and buyers' preferences to purchase fully self-contained recreational vehicles.
 - b. All RVs allowed on the site (i.e. 44 Francis Street, Tenterfield) will be self-contained with their own water and toilet facilities, as well as catering for their own gray-water catchment.
 - c. It is possible for the Department of Housing, Planning and Infrastructure to provide the necessary exemption for amenities for this type of development, as has happened within other local government areas such as Gunnedah.
 - d. The proposed development will positively contribute to the Tenterfield Shire's visitor economy – augmenting the accommodation options available within Tenterfield and contributing to the local government area's micro-economy through the multiplying effect of every external dollar being spent in the area to be turned over a few times before it leaves the area again.
3. Applies to the Department of Housing, Planning and Infrastructure for the necessary exemption for amenities, and that, based on the response received from this Department, a supplementary report be brought back to Council for its further consideration.

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

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

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

(Greg Sauer/Peter Murphy)

Motion Carried

Our Environment No. 18 Cont...

REPORT:

As per Council's resolution of support, conditions of consent have been provided in Attachment 1.

As presented to Council on 24 July 2024 the existing lease Council has with the Transport Museum covers the land on which the development is proposed and does not allow the Transport Museum to sub-lease without the prior consent of Council. As per the resolution of 24 July 2024 the lease can be varied after such time as a decision is made on this DA at no cost to Council.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

In accordance with the notification provisions of Chapter 2 in Tenterfield Development Control Plan 2014, the application was originally advertised and notified, after which time 22 submissions, by way of objection, were received and previously presented to Council.

After receipt of the additional information from the applicant, including the Child Safety Risk Assessment, the application was further publicly notified, after which time three (3) submissions were received and previously presented to Council.

No further notification is considered necessary.

2. Policy and Regulation

- *Environmental Planning & Assessment Act, 1979*
- *Tenterfield Local Environmental Plan 2013*
- *Tenterfield Development Control Plan 2014*
- *Local Government Act, 1993*
- *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021*
- Limit of Delegated Authority in Dealing with Development Applications and Complying Development Certificates – Council Policy No. 3.122

The following concurrence has been received from the Department of Planning, Housing and Infrastructure:

"Under Instrument of Delegation issued by the Acting Chief Executive of the Office of Local Government on 25 January 2016, pursuant to Section 745 of the Local Government Act 1993, I, Manager Local Planning and Council Support, Hunter and Northern Region, Department of Planning, Housing and Infrastructure, hereby grant concurrence under Section 82(3) of the Local Government Act 1993 to Tenterfield Shire Council in relation to the application made under Section 68 of the Local Government Act 1993, as detailed in Schedule 1.

This concurrence is granted with the direction that the provisions of the Local Government (Manufacturing Homes Estate, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulations 2021, specified in Schedule 2, do not apply to the activity described in the application detailed in Schedule 1."

Our Environment No. 18 Cont...

The full document is annexed to the report as Attachment 3.

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Under the *Environmental Planning and Assessment Act 1979*, objectors to a development application (DA) classified as local development do not have a right of appeal against a decision to grant consent. Only the applicant has merit appeal rights under section 8.7 of the Act. While objectors may seek a judicial review of the consent in the Land and Environment Court, this is limited to questions of law, such as whether the decision was made lawfully, and does not allow for a reassessment of the planning merits of the application.

7. Performance Measures

Nil.

8. Project Management

Nil.

Liz Alley
Director Corporate Services

Prepared by staff member:	Tamai Davidson, Manager Planning Property & Development	
Approved/Reviewed by Manager:	Liz Alley, Director Corporate Services	
Department:	Office of the Director Corporate Services	
Attachments:	1 Conditions of consent	8 Pages
	2 Plans for approval	4 Pages
	3 Department Concurrence Document	2 Pages

DRAFT CONDITIONS OF DEVELOPMENT CONSENT

ADMINISTRATION CONDITIONS

1. Approved Development – “Self-contained moveable dwellings”

Development consent has been issued for the “Use of site only for “Self-Contained Moveable Dwellings – 25 sites”.

No approval if given for the use of the site by caravans or for camping.

Note: A self-contained moveable dwelling means a moveable dwelling that contains shower and toilet facilities. All self-contained moveable dwellings must be fitted with mechanisms for on board storage of all waste from internal facilities – toilets, showers, sinks and laundries. No grey water is to be disposed of directly on to the ground.

Reason: To clarify the use of the site.

2. Development in Accordance with Plans and Documents

The development shall be implemented by the approved plans and supporting documents set out in the following table except where modified by any conditions of development consent.

Plan Title Supporting Document	Reference / Version	Prepared by	Dated
Site Plan	2.4.25	Casson PDS	16.9.25
Proposed Shelter	-	-	undated
Floor Plan	-	-	undated
Proposed Storage Shed	-	-	undated

Reason: To ensure the development is carried out in accordance with the approved plans and documentation.

3. Inconsistency between Documents

In the event of any inconsistency between the conditions of this consent and the drawings/documents referred to above, the conditions of this consent shall prevail to the extent of the inconsistency.

Reason: To ensure that the development is undertaken in accordance with the submitted plans and documents (as amended).

4. Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021

The development must be designed, constructed, maintained and operated in accordance with the relevant requirements of Subdivisions 1-8 of Division 3 *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021*, except as in accordance with the exemptions provide by the Instrument of Compliance issued under Section 82(3) of the Local Government Act 1993 by the Department of Planning, Housing and Infrastructure dated 2 September 2025.

Reason: To ensure that the development is undertaken in accordance with the relevant

provisions of the Regulation.

5. Compliance with Building Code of Australia

Development that involves building work that the work must be carried out in accordance with the requirements of the *Building Code of Australia*.

A reference to the Building Code of Australia is a reference to the *Building Code of Australia* as in force on the day on which the application for the Construction Certificate was made.

Reason: *The condition is prescribed under clause 69 of the Environmental Planning and Assessment Regulation 2021.*

6. Erection of Signs

A sign must be erected in a prominent position on a site on which building work, subdivision work, or demolition work is being carried out—

- (a) showing the name, address and telephone number of the principal certifier for the work, and
- (b) showing the name of the principal contractor, if any, for the building work and a telephone number on which the principal contractor may be contacted outside working hours, and stating that unauthorised entry to the work site is prohibited.

The sign must be—

- (a) maintained while the building work, subdivision work or demolition work is being carried out, and
- (b) removed when the work has been completed.

Reason: *The condition is prescribed under clause 70 of the Environmental Planning and Assessment Regulation 2021.*

CONDITIONS TO BE SATISFIED PRIOR TO THE COMMENCEMENT OF WORK

7. Construction Certificate

No work shall commence until a:

- (a) Construction Certificate is obtained from either the Tenterfield Shire Council or an Accredited Certifier, and
- (b) Construction Certificate lodged with Council obtained from an Accredited Certifier (together with associated plans and documents) - a fee applies for this service.

Reason: *Statutory Requirement.*

8. Section 138 Roads Act 1993 Approval

The developer must obtain approval from Council (as the Roads Authority and/or as required under Section 138 of the *Roads Act 1993*) before any works are undertaken. Works within the road reserve may include activities such as erect a structure, dig up or disturb the surface of a public road, remove or interfere with a structure, or any other activities as defined within the *Roads Act 1993*.

Works required;

- a) Driveway to be a dual lane access, minimum of 8 metres wide of concrete construction; and
- b) Reconstruct the shoulders on both sides of Francis Street for the full frontage of the development site, to achieve a minimum width of 11m.
- c) Kerb and gutter is to be provided on Francis Street from Douglas Street to the entrance of the site to control vehicle movements.
- d) Any street trees required to be removed to undertake the works are to be replaced in consultation with Council.

The following details must be submitted to Council in order to obtain the Section 138 approval:

- Engineered design plans for the proposed works.
- Traffic Management Plan (TMP) to provide protection for those within and adjacent to the work site, including the travelling and pedestrian public. The TMP must comply with "Traffic Control at Worksites Technical Manual". The plan must be prepared and certified by a person holding the appropriate accreditation (PWZ), a copy of which is to be submitted with the plan.
- Insurance details - Public Liability Insurance to an amount of \$20 million, to be held by applicant/contractor undertaking the works.

Reason: Statutory requirement.

9. Section 68 Approval – Local Government Act 1993

The developer must obtain the following approvals under Section 68 of the *Local Government Act 1993*:

- B1 Carry out water supply work
- B4 Carry out sewerage work
- F2 Operate a caravan park or camping ground

Reason: Statutory requirement.

10. Landscape Plan

Prior to commencement of works, a landscape plan shall be submitted to Council for approval. The plan must provide for advanced tree plantings along the eastern boundary of the site to achieve an effective visual screen. The plan is to:

- Nominate suitable long-lived tree species capable of reaching a mature height of at least 6 metres;
- Specify a minimum planting height of 2.5 metres at installation;
- Detail planting density and spacing sufficient to ensure a continuous vegetated screen within 3 years of establishment; and
- Include ongoing maintenance measures requiring replacement of any dead, diseased

or damaged plants for the life of the development.

Reason: *To ensure effective screening and mitigate visual impacts on the surrounding area through appropriate and well-maintained landscaping.*

11. Appointment of Principal Certifier (PC)

No work shall commence in connection with this Development Consent until:

- (a) A Construction Certificate for the building work has been issued by:
 - (i) the consent authority; or
 - (ii) a Principal Certifier (PC); and
- (b) the person having the benefit of the development consent has:
 - (i) appointed a Principal Certifier (PC) for the building work, and
 - (ii) notified the Principal Certifier (PC) that the person will carry out the building work as an owner-builder, if that is the case, and
- (b1) the Principal Certifier (PC) has, no later than 2 days before the building work commences:
 - (i) notified the Council of his or her appointment, and
 - (ii) notified the person having the benefit of the development consent of any critical stage inspections and other inspections that are to be carried out in respect of the building work, and
- (b2) the person having the benefit of the development consent, if not carrying out the work as an owner builder, has:
 - (i) appointed a principal contractor for the building work who must be the holder of a contractor license if any residential building work is involved, and
 - (ii) notified the Principal Certifier (PC) of such appointment, and
 - (iii) unless that person is the principal contractor, notified the principal contractor of any critical stage inspections and other inspections that are to be carried out in respect of the building work, and
- (c) the person having the benefit of the development consent has given at least 2 days' notice to the Council of the person's intention to commence the erection of the building.

Reason: *To ensure that there is certainty as to the consent applying to the land.*

12. Notice of Commencement

No work shall commence until a notice of commencement form has been submitted (form will be attached with issue of a Construction Certificate or Subdivision Works Certificate or available from Council's website), giving the Principal Certifier (PC):

- (a) Not less than two (2) days' notice of the date on which it is proposed to commence work associated with this Development Consent.

- (b) Details of the appointment of a Principal Certifier (PC) (either Snowy Valleys Council or another Principal Certifier).
- (c) Details of the Principal Contractor or Owner Builder:
- Name
 - Builders License Number or Owner Builder Permit Number
 - Principal Contractor Company Name
 - Principal Contractor ABN
 - Address of Principal Contractor or Owner Builder
 - Email Address
- (d) Copy of the HBCF Insurance Certificate (if residential building works exceed \$20,000) or Owner Builder Permit.
- (e) Details demonstrating compliance with development consent conditions relevant prior to commencement of the development been satisfied.

Reason: Statutory requirement.

13. Development Contribution

In accordance with Council's adopted Section 7.12 Development Contributions Plan (General Development), a contribution of \$688.00 is payable prior to the issue of the Construction Certificate for the site.

Reason: To provide appropriate development contributions in accordance with Council's adopted plan.

CONDITIONS TO BE SATISFIED DURING THE CONSTRUCTION PHASE

14. Approved hours of Construction

Construction activities shall be limited to the following hours:

Day	Hours
Monday to Saturday	7:00am to 5:00pm
Sunday	Nil
Public Holidays	Nil

Reason: To ensure that the amenity of the surrounding area is not compromised because of the construction of the proposal.

Note: Any variation to these hours shall require Council consent via the lodgement of an application under Section 4.55 of the Environmental Planning and Assessment Act 1979.

15. Maintenance of the Site

All materials and equipment shall be stored wholly within the work site.

Waste materials (including excavation, demolition and construction waste materials) shall be managed on the site and then disposed of at a waste management facility.

Any run-off and erosion control measures required shall be maintained within their operating

capacity until the completion of the works to prevent debris escaping from the site into drainage systems, waterways, adjoining properties and roads.

During construction:

- (a) all vehicles entering or leaving the site shall have their loads covered, and
- (b) all vehicles, before leaving the site, shall be cleaned of dirt, sand and other materials, to avoid tracking these materials onto public roads.

At the completion of the works, the work site shall be left clear of waste and debris.

Reason: *Environmental amenity*

16. Temporary Onsite Toilet

Toilet facilities shall be available or provided at the work site prior to the commencement of work and must be maintained until the works are completed at a ratio of one toilet plus one additional toilet for every 20 persons employed at the site.

Each toilet shall:

- (a) be a standard flushing toilet connected to a public sewer, or
- (b) have an on-site effluent disposal system approved under the *Local Government Act 1993*, or
- (c) be a temporary chemical closet approved under the *Local Government Act 1993*.

Reason: *To ensure that there are appropriate facilities on-site for construction workers.*

17. Damage to Adjoining Properties

All precautions shall be taken to prevent any damage likely to be sustained to adjoining properties. Where damage occurs to adjoining property, all necessary repairs or a suitable agreement for necessary repairs shall be undertaken by the applicant in consultation with, and with the consent of, the affected property owner.

Reason: *Structural safety.*

18. Existing Utilities – Above and below ground

The developer is to locate and protect all existing infrastructure assets and design appropriate protection treatments during and post construction.

Reason: *To ensure existing infrastructure is not impacted by the development.*

19. Prevention of Nuisance

All possible and practical steps shall be taken to prevent nuisance to the inhabitants of the surrounding neighbourhood from windblown dust, debris and noise during the demolition, excavation and building works.

Reason: *Health and amenity*

CONDITIONS TO BE SATISFIED PRIOR TO THE ISSUE OF AN OCCUPATION CERTIFICATE

20. Occupation Certificate

In accordance with Section 6.9 of the *Environmental Planning and Assessment Act 1979*, an application for an Occupation Certificate shall be made on completion of the works and the relevant application fee paid. All works specified in the development consent and approved Construction Certificate plans shall be completed and all development consent conditions complied with prior to the issue of the Occupation Certificate.

The Principal Certifying Authority is required to be satisfied, amongst other things, that:

- All required inspections (including each applicable mandatory critical stage inspection) have been carried out; and
- Any preconditions to the issue of the certificate required by a development consent have been met.

Reason: *To comply with the provisions of the Environmental Planning and Assessment Act 1979*

Note: *A person must not commence occupation or use (or change of use where an existing building) of the whole or any part of a new building (within the meaning of Section 6.10 of the Environmental Planning and Assessment Act 1979 unless an Occupation Certificate has been issued in relation to the building or part.*

21. Sewer Connection

Council's sewer infrastructure is to be connected to service the development, including any mains extensions required. All costs shall be the responsibility of the applicant, and works are to be completed prior to the issue of the Occupation Certificate. A separate application is required to Council's Engineering Department (32 Riley Street, Tenterfield, 02 6736 6001) or via the online form on Council's website under *Application for Connection of Sewer*.

Reason: *To ensure the development is adequately serviced by sewer infrastructure.*

22. Water Connection

The development shall be connected to Council's reticulated water supply and provided with a water meter. All costs shall be the responsibility of the applicant, and works are to be completed prior to the issue of the Occupation Certificate. A separate application is required to Council's Engineering Department (32 Riley Street, Tenterfield, 02 6736 6001) or via the online form on Council's website under *Application for Connection of Water*.

Reason: *To ensure the development is adequately serviced by water infrastructure.*

PRIOR TO OPERATION CONDITIONS

23. Waste Management

The provision of a sufficient number of garbage bins for both general waste and recycling to ensure that all waste is contained on the site.

Recycling and waste bin location is to be indicated on the submitted plans.

Reason: *To ensure lawful and sustainable disposal of waste generated from the temporary event is contained on the site.*

24. Amenity

The development is to be conducted in such a manner so as not to interfere with the amenity of the neighbouring landowners in respect of noise, vibration, smell, dust, wastewater, waste products, or otherwise.

Reason: *To ensure that development does not negatively impact the quality of life for nearby residents and the overall environment.*

25. General Terms of Approval - NSW RFS

Construction Standards

The intent of measures is that buildings are designed and constructed to withstand the potential impacts of bush fire attack. To achieve this, the following conditions shall apply:

1. All new Class 10 structures as defined per the "Building Code of Australia" shall comply with Sections 3 and 5 (BAL 12.5) Australian Standard "AS3959-2018 Construction of buildings in bush fire-prone areas" or NASH Standard (1.7.14 updated) National Standard Steel Framed Construction in Bushfire Areas – 2014 as appropriate and section 7.5 of 'Planning for Bush Fire Protection 2019'.

Landscaping Assessment

The intent of measures is for landscaping. To achieve this, the following conditions shall apply:

2. Landscaping shall comply with Appendix 4 of Planning for Bush Fire Protection 2019.

Emergency and Evacuation Planning Assessment

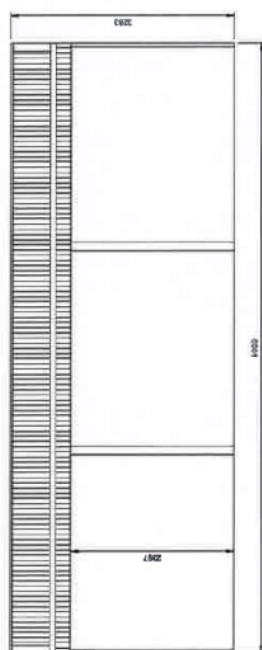
The intent of measures is to provide suitable emergency and evacuation (and relocation) arrangements for occupants of special fire protection purpose developments. To achieve this, the following conditions shall apply:

3. A Bush Fire Emergency Management and Evacuation Plan shall be prepared consistent with 'Development Planning- A Guide to Developing a Bush Fire Emergency Management and Evacuation Plan December 2014'.

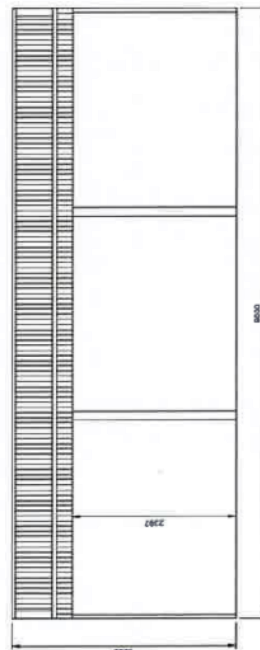
END OF CONDITIONS



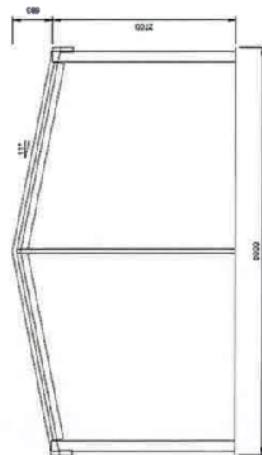
PROPOSED SHELTER



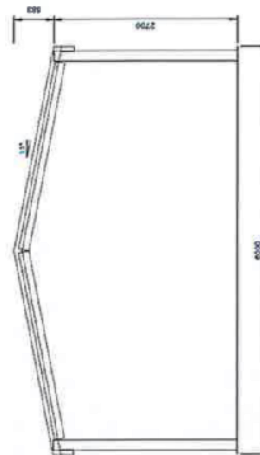
2 LEFT ELEVATION
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1 RIGHT ELEVATION
SCALE: 1:50



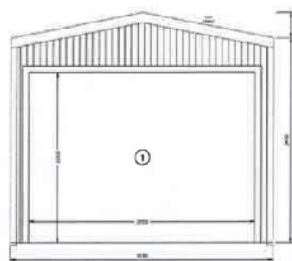
3 REAR ELEVATION
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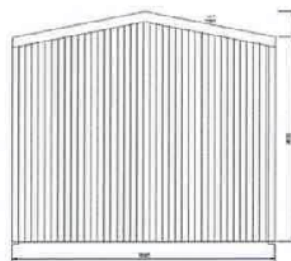
4 FRONT ELEVATION
SCALE: 1:50



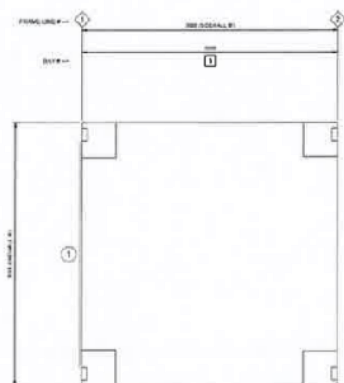
Proposed Storage Shed
 Lots 2/3 Sec 37 DP 758959
 Tenterfield



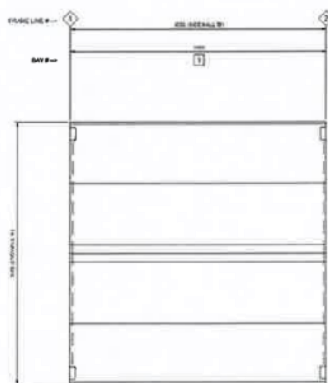
2 FRONT ELEVATION
 3 SCALE: 1:25 FRAME #1



1 REAR ELEVATION
 3 SCALE: 1:25 FRAME #2



1 FLOOR PLAN
 6 SCALE: 1:25



2 ROOF FRAMING PLAN
 6 SCALE: 1:25

Department of Planning, Housing and Infrastructure



Local Government Act 1993

Concurrence under Section 82(3) of the Act

Under Instrument of Delegation issued by the Acting Chief Executive of the Office of Local Government on 25 January 2016, pursuant to Section 745 of the *Local Government Act 1993*, I, Manager Local Planning and Council Support, Hunter and Northern Region, Department of Planning, Housing and Infrastructure, hereby grant concurrence under Section 82(3) of the *Local Government Act 1993* to Tenterfield Shire Council in relation to the application made under Section 68 of the *Local Government Act 1993*, as detailed in Schedule 1.

This concurrence is granted with the direction that the provisions of the *Local Government (Manufacturing Homes Estate, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulations 2021*, specified in Schedule 2, do not apply to the activity described in the application detailed in Schedule 1.

Dated 2nd day of September 2025

A handwritten signature in black ink, appearing to read "Paul Garnett".

Paul Garnett
Manager Local Planning and Council Support
Hunter and Northern Region

Department of Planning, Housing and Infrastructure



Schedule 1

Section 68 Application as referred to in correspondence from Tenterfield Shire Council dated 3 July 2025 (Ref: S68-2025-11556) for the operation of a new caravan park on Lot 2 Section 37 DP 758959, 44 Francis Street, Tenterfield.

Schedule 2

Clause 113 Washing machines
Clause 114 Laundry tubs
Clause 115 Clothes dryers
Clause 116 Drying areas
Clause 117 Water supply
Clause 118 Ironing facilities
Clause 119 Construction of laundry blocks
Clause 129 Car washing bay

Department:	Office of the Director Corporate Services
Submitted by:	Planning & Building Administrative Assistant
Reference:	ITEM ENV19/25
Subject:	2025/26 LOCAL HERITAGE PLACES FUND APPLICATIONS

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	ECONOMY - We are nurturing our environment, both built and natural attractions for residents and visitors
CSP Strategy:	Improve interpretive signage at key sites
CSP Delivery Program	In collaboration with TCTG and Heritage groups in identifying sites where signage can be improved and investigate funding opportunities

SUMMARY

The purpose of this report is to present to Council the applications received for the Local Places Heritage Fund for the 2025/26 financial year. This year a total of seven (7) applications were received for maintenance and conservation works across the Shire which have been reviewed by staff and Council's Heritage Advisor.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Endorses the offers of funding, as detailed in the attachment to this report, and forwards a Letter of Offer to the eligible applicants.**
- (2) Redistribute any funding not accepted, or not claimed by the claim date, amongst completed eligible projects.**

BACKGROUND

Each year, the Office of Environment & Heritage contributes money towards the maintenance and conservation of heritage within the Tenterfield Shire. Council supplements this amount and a total of \$12,923.00 is available for works for the 2025/26 financial year.

REPORT:

Applications are presented for consideration by the Heritage Advisor. The attachment identifies the applications made, works proposed and recommendations for funding.

Offers of funding will be forwarded to applicants upon Council's resolution. Should any applicants decide not to accept the funding, or any projects not be completed by the April 2026 deadline, it is recommended that any surplus funding be evenly distributed amongst completed projects at that time as eligible. This is consistent with Council's practice with prior funds.

A total of seven (7) applications for the 2025-26 financial year have been received for works in the local government area. There is a broad range of works and projects proposed and it is recommended that eligible projects be supported and offered funding.

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

Funding availability and call for applications was advertised during July - August (closing Wednesday 3rd September 2025) and on Council's website and in 'Your Local News.'

2. Policy and Regulation

Tenterfield Heritage Strategy 2022-2025 points of relevance:

- Continue to operate a Local Heritage Fund to provide assistance to owners of heritage assets.
- Allocate Council funds to run the programme and optimise grant funding opportunities.
- Consider how the grant programme might be supplemented through corporate sponsorship to meet potential increased future demand from additional heritage listings.
- Endorsement of the recommended funding allocation is in line with Council's Heritage Strategy and supports the aims and actions contained within the Strategy.

3. Financial (Annual Budget & LTFP)

Council was successful in obtaining a total of \$25,000 for both the Local Fund and the Heritage Advisor position for the 2025-27 round of applications from the NSW Office of Environment & Heritage. This amount equates to \$12,500 to be spread between the Local Fund and Advisor for the next two (2) financial years. The funding is significantly lower than that which has been offered previously by the Department.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Our Environment No. 19 Cont...

Liz Alley
Director Corporate Services

Prepared by staff member:	Jessica Wisniewski	
Approved/Reviewed by Manager:	Liz Alley, Director Corporate Services	
Department:	Office of the Director Corporate Services	
Attachments:	1 2025-26 Heritage Grant Applications Report	16 Pages

Tenterfield Local Heritage Places Fund 2025-26

Project Applications

Note- Prior approval is required for works to alter a heritage item or any building in a Heritage Conservation Area, including works to alter the fabric, finish and appearance. Approvals for these projects can generally usually be issued under the Heritage Exemptions of Clause 5.10 (3) and will be issued with the grants where appropriate. The proposed allocation of funding is based on an assessment of the heritage places, the proposed works and cost of works and conservation outcomes.

Project Address	Cost of Works	Recommended Grant
1. 212 Rouse Street, Tenterfield The Corner/ Former Exchange Hotel Commercial	\$56,148	\$2,000
2. 170 High Street, Tenterfield-Residence	\$11,505	\$2,000
3. 144 Bulwer Street, Tenterfield -Residence	\$21,368	\$2,000
4. 132 Logan Street, Tenterfield- Residence	\$11,467	\$2,000
5. 91 Rouse Street, Tenterfield- Sulky Shed	\$71,560	\$4,000
6. 88 High Street, Tenterfield -Residence	\$1,310	\$450
7. 270 Rouse Street, Tenterfield- Shop	\$2,513	\$473
	\$175,871 TOTAL VALUE OF WORKS	\$12,923.00. TOTAL FUNDING AVAILABLE

Project Address and Applicant	Heritage Status	Project	Cost	Comments	Rec'd
1. 212 Rouse Street, Tenterfield. The Corner/ Former Exchange Hotel La Rocca Corp Pty Ltd	HA & HCA	Replacement of timber on the balcony and repairs to joists Repairs and paint repairs to exterior, Repair, clean guttering and replace downpipes if required.	\$56,148	The Exchange Hotel (former) is a significant historic item on Rouse St and complements the School of Arts and Post Office on the opposing corners. One of the oldest buildings on Rouse St, it reflects the importance of Tenterfield and the wealth held in the town and district in the late 19th and early 20th centuries. The hotel hosted Sir Henry Parkes on the occasion of his Federation speech at the Tenterfield School of Arts. This late Victorian building retains its overall form, roof profile, fenestration/French Doors, and corbelled eaves and some original chimneys but lost its original post supported verandah and cast iron balustrade detail possibly during the 1960s when it was replaced with the suspended bracketed verandah. The reconstruction of the original post supported verandah is a long term heritage recommendation for this site and has been approved in a previous DA in 2005. It is acknowledged that this is a high cost, long term project. A site meeting was held in August 2025 and a follow up heritage advisory report was provided. Whilst the current project relates to non original fabric, the repair of the existing balcony is supported for ongoing use and safety for building users to assist in the ongoing use of the building.	Support \$2,000



Applicant and Project Address	Heritage Status	Project	Cost	Comments	Rec'd
2. 170 High Street, Tenterfield-Residence Patrick & Emma Gallagher	HA & HCA	Refurbishment of Cast Iron Balustrade 1. Removal of balustrade (25) panels and inter single vertical pieces to the street facing veranda (South) and along eastern return. 2. Deep clean with environmental cleaning agent and light pressure wash, and light scarifying surface. 3. Priming and painting in a gloss enamel (colour TBC) approx. 20 sqm and re-installing of same.	\$11,505	The house is historically, aesthetically and socially significant, and retains a high degree of original fabric. It has historical significance in demonstrating the late-19th century era in Tenterfield's historic growth for a person of means. Aesthetically it is a significant item for its prominent position on the town entry, its form, fabric and beautiful garden setting which is an important component of the house and its out buildings. A site meeting was held in November 2024 and a follow up heritage advice was provided. The proposed cleaning and repainting of the Victorian cast iron balustrade panels to the south and east aspects of the property and veranda will provide for long term conservation of the original fabric of the building. The dwelling is located on a prominent town entry location and the verandah has public visibility from the main road. Concurrent repairs to double posts/handrails and the deck area are also to be undertaken (to be funded by the owners), and the balustrades will need to be removed for this work to take place. The owners recently re-roofed the house in traditional Galvanised Steel and are committed to retaining the heritage significance of the property and its fabric.	Support \$2,000 Final colours are to be approved prior to commencement of work.



Applicant and Project Address	Heritage Status	Project	Cost	Comments	Rec'd
3. 144 Bulwer Street, Tenterfield - Residence Brian Dermody	HI	Repainting in heritage colour scheme. Repairs to gutters to original profile Repairs to Joinery on front elevation, remove and replace damaged boards, 4 new posts, service windows and door. Replace side fence (timber paling)	\$21,368 \$11,385- paint \$9,983- repairs	This item is historically and aesthetically significant demonstrating early development in Tenterfield possibly c. 1870s. Although modified by later alterations, it retains numerous elements of original fabric including vertical timber board and batten slab construction on the front elevation, stone footings under the historic core of the house, 2 brick fireplaces, one chimney and working fireplace, one capped chimney and fireplace (now covered) , original roof form, two timber sash windows, and wide plank timber floors in the main room. It is an important historic element in the streetscape. The house enjoys a generous landscaped setting and tree lined streetscape. A site meeting was held with the owners in July 2025 and a follow up heritage advice was provided. A scope of maintenance and repairs is required and proposed. The owners are keen to restore the property and committed to retaining its heritage values. Heritage colour schemes were also discussed and future works for DA approval.	Support \$2,000 A heritage Colour Scheme is to be approved prior to commencement of work.



Applicant and Project Address	Heritage Status	Project	Cost	Comments	Rec'd
4. 132 Logan Street, Tenterfield - Residence Jennine Glavich	HI & HCA	Stabilising footings to prevent cracking. Stabilising ground conditions and footings to arrest progressive wall cracking from subsidence. By specialised injection of high-expansion resin the expansion and contraction of the clay beneath is arrested. Optimum application follows recent rains when resin can better infiltrate and clay expansion is at its highest. This has been happening for 20 years and each expansion and contraction causes progressively worse cracking.	\$11,467.50	The 2 terraced houses at 130 and 132 Logan St Tenterfield have historical significance demonstrating the late 19th century era in Tenterfield's historic growth. The item demonstrates strong aesthetic significance as a notable Victorian residential terraced building situated directly opposite the former Methodist Church and Manse. The architectural form, fabric and setting are of high aesthetic significance. with red brick, decorative detail and joinery and contributes strongly to the streetscape. The item demonstrates a good example of Victorian attached terrace houses and is a rarity in Tenterfield. Clay foundations are prone to contraction and expansion and good drainage is essential. The proposed resin injection aims to minimise future cracking by stabilising the foundation. Previous unsympathetic repairs and repointing in cement mortars also need to be rectified by removal and repointing in traditional lime mortar which is breathable and allows for moisture to evaporate. The work is proposed by owners with a demonstrated knowledge of the heritage fabric of the building.	Support \$2,000



Movement of clay foundation occurs with up-and-down variation due to saturation after rainfall and during drought.

This is a chronic problem with repairs being improperly executed over the years using cement, instead of lime, mortar.

Restoration inside has included repair of cracks in walls and plaster ceilings, all of which will reappear in time.

Rapid expansion resin technologies now allow the ground to be stabilised to prevent further movement. This work is best carried out in saturated clay after continuous rain when the resin can better penetrate and the footings are suspended up higher.

Left unattended, each cycle of movement accelerates the extent of cracking.

Stabilising the cracking will create the confidence to permit future rectification of improper repairs, including re-pointing with lime mortar.



Applicant and Project Address	Heritage Status	Project	Cost	Comments	Rec'd
5. 'Sulky Shed' 'Stretford House' 91 Rouse Street, Tenterfield - Residence Brad Lipke & Rose Tunstall	HI	Repair historic Sulky Shed 'like for like' to original details. The quotation outlines the repair and reconstruction with matching materials are proposed to replace deteriorated elements, including Galvanised Steel roofing, rolled ridge capping Ogee profile, non-perforated guttering,, Red Oxide repainting, and retaining as much of the original fabric as possible. The 5 doors and 6 windows are proposed to be refurbished by Manshed Tenterfield and reinstalled.	\$71,560.00	This elegantly proportioned, substantial late Victorian brick residence demonstrates historical significance as a quality residence built during the late 19th century in Tenterfield, and is associated with Thomas Walker, a co-owner of Roper and Walker National Stores. Aesthetically it is a landmark historic building on the entrance to the town of Tenterfield and sits in a spacious garden framed by mature plantings. A site meeting was held with the owners in November 2024 and a follow up heritage advice was provided. The owners are keen to restore the property and committed to retaining its heritage values. The historic shed, known as the Sulky Shed, whilst in poor condition, is a significant part of the early development of the site and provides evidence of the separation of domestic functions from the residence. It contains significant original fabric, such as multi paned windows with fine glazing bars, wide plank floorboards, and a brick floored area, feather board cladding and an original galvanised roof. The proposal outlines a careful repair and reconstruction of this significant early outbuilding and is strongly supported. It will arrest the potential loss of a very dilapidated historical Victorian era outbuilding.	Support \$4,000 This project is considered to have the highest priority for funding allocation in terms of the potential conservation gain from the proposed works.

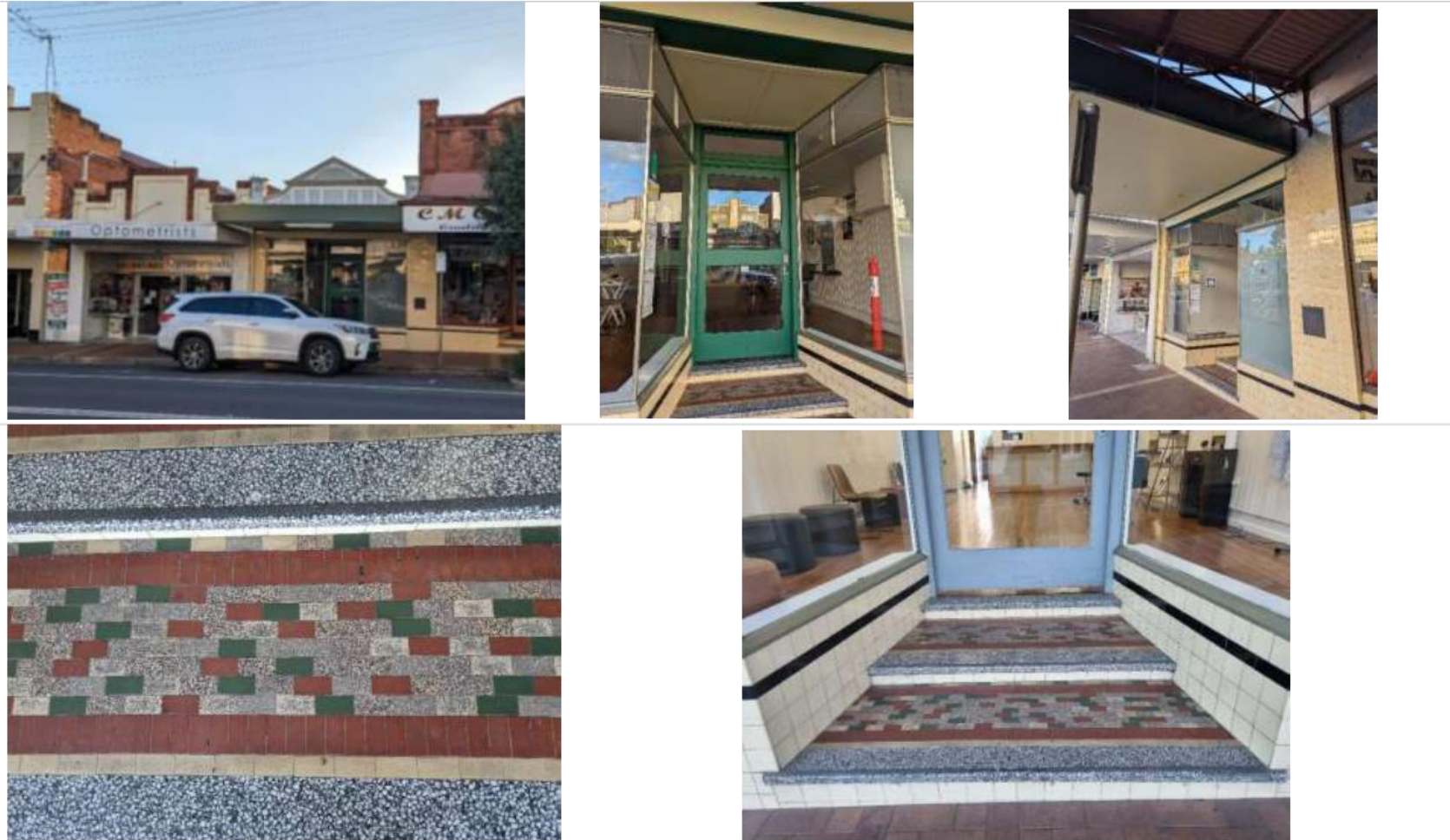




Applicant and Project Address	Heritage Status	Project	Cost	Comments	Rec'd
6. 88 High Street, Tenterfield - Residence Peter Denton	HCA	Repair and repaint timber joinery and railings on front of house. Add timber architraves to aluminium windows . Repair and repaint timber on northern side of house.	\$1310	This is a contributory historic dwelling within the Heritage Conservation Area and has high visibility being located opposite the High School. Whilst modified, the building still retains considerable original fabric including the short sheeted iron roof, timber joinery windows and prominent gable elements, the eastern one being a later yet historic addition. A site meeting was held with the owner in July 2025 and maintenance conservation matters discussed. The proposed work will contribute to the ongoing maintenance of the building and retention of the heritage values in the Town Centre HCA.	Support \$450
 					



Applicant and Project Address	Heritage Status	Project	Cost	Comments	Rec'd
7. 270 Rouse Street, Tenterfield - Shop James Paynter (Council Employee declared on application).	HCA	Repainting the top façade of the building.	\$2,513	This is a contributory historical commercial interwar building within the Town Centre Heritage Conservation Area with high public visibility and access. It was built circa 1934-1936, by G. Kyburz for Amy Whitton who also owned shops either side. It was built in the vacant space left after the fire of 1924. The building retains a highly intact original interwar shopfront, with slender moulded window framing, and original tiling. The parapet is nicely detailed with a central gable, pilaster columns and battened trims. The shopfront bears the stamp of Fred Ashe who was a tradesman turned merchant who was able to prosper in conjunction with the growth of Newcastle. The business supplied the building trade of Newcastle and expanded to serve the surrounding districts and developed some specialist markets such as shop fitting. The owner has previously carried out awning repairs and repainting. The proposed repainting of the parapet façade will contribute to the ongoing maintenance of the building, the use of appropriate heritage colour schemes within the precinct, and the retention of the heritage values in the Town Centre HCA. Its ongoing commercial use contributes to the vitality of the main street and it is being well maintained.	Support \$473 Final colours to be approved prior to commencement.



CLARENCE HERITAGE Deborah Wray B.A Hons, M.P.I.A. M. ICOMOS

12 September 2025

Department:	Office of the Director Corporate Services
Submitted by:	Lee Sisson, Governance Officer
Reference:	ITEM GOV75/25
Subject:	AMENDED DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS POLICY 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:	Deliver continuous improvements in Council's business, processes and systems.

SUMMARY

The purpose of this report is to review and update the Amended Disclosures by Councilors and Designated Persons Policy.

OFFICER'S RECOMMENDATION:

That Council:

Adopts the amended, revised and updated Disclosures by Councilors and Designated Persons Policy.

BACKGROUND

Council policies are instruments which form part of Council's organisational framework that supports the communication of organisational direction and legislative compliance while pursuing Council's activities.

The Disclosures by Councilors and Designated Persons Policy was last reviewed on 26 October 2022, and the reviewed and updated policy was adopted at the 27 August 2025 Council meeting.

REPORT:

Since Council adopted the Councilors and Designated Persons Policy at the 27 August 2025 Council Meeting, it has come to the attention of the staff that the Audit, Risk and Improvement Committee Independent members should also be regarded as Designated Persons for the purpose of this policy.

The Risk Management and Internal Audit for local government in NSW guidelines state:

"Councils should identify the chairperson and independent members of their audit risk and improvement committee as 'designated persons' for the purposes of the council's code of conduct and require them to complete and submit returns of interests."

Therefore, this addition to the Councilors and Designated Persons Policy has taken place and is highlighted on page 1 of the attached policy.

Our Governance No. 75 Cont...

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil required.

2. Policy and Regulation

- *Local Government Act 1993*
- Tenterfield Shire Council Code of Conduct 2020
- Related Party Disclosure Policy

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Under the *Local Government Act 1993* a Councilor or designated person must make and lodge with the General Manager, a Disclosures by Councillors and Designated Persons Return at times stipulated by the Act.

The risk of not requiring designated persons to prepare a disclosure document is that potential conflict of interest issues may go undetected, opening Council up to potential fraud and/or other inappropriate behaviour.

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 AMENDED DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS POLICY	4 Pages

Our Governance No. 75 Cont...

POLICY NAME	DISCLOSURES BY COUNCILLORS & DESIGNATED PERSONS POLICY	
Date Adopted	27 August 2025	
Resolution Number	119/25	
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) Independent Committee Members of the Audit, Risk and Improvement Committee (ARIC)
- f) 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	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, or b) 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, or c) 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: 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: 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: 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	27/08/25	119/25	Governance	Review/updated new format
V9.0	TBA	TBA	Governance	Added ARIC Independent members as Designated Persons

Department:	Office of the Director Corporate Services
Submitted by:	Manager Finance and Technology
Reference:	ITEM GOV76/25
Subject:	2024/2025 FINANCIAL STATEMENTS TO BE REFERRED FOR AUDIT

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	LEADERSHIP - We understand and agree with how public money is spent
CSP Strategy:	Continue to provide financial reports to Council
CSP Delivery Program	Financial data reported monthly, quarterly and annually to Council

SUMMARY

The purpose of this report is to comply with statutory requirements in relation to the General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2025. The Financial Statements are to be referred to Council's Auditor, with authorisation from the Mayor, a Councillor, the General Manager and the Responsible Accounting Officer.

OFFICER'S RECOMMENDATION:

That Council:

- (1) In relation to the Financial Statements and in accordance with Section 413(2)(c) of the *Local Government Act 1993* (as amended):**
 - a) Resolves that in its opinion the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ended 30 June 2025 and Special Schedules are properly drawn up in accordance with the provisions of the Local Government Act 1993, (as amended) and the Regulations there under.**
 - b) Approves the Financial Statements for signature by the Mayor, the Deputy Mayor, the General Manager and the Responsible Accounting Officer.**
- (2) Refers the Financial Statements to Council's Auditor for audit.**
- (3) Forwards the audited Financial Statements to the Office of Local Government by 31 October 2025.**
- (4) Delegates to the General Manager the authority to place the Audited Financial Statements on public exhibition from Monday, 3 November 2025 if possible (or the soonest practicable alternative date if not) and that notice be given that Council will present its Audited Financial Statements at the Ordinary Council Meeting to be held on 26 November 2025 if possible (or the soonest practicable alternative date if not).**

Our Governance No. 76 Cont...

- (5) Requests the audited Financial Statements to be presented at the Ordinary Meeting of Council to be held on 26 November 2025, if possible, in accordance with Section 419(1) of the *Local Government Act 1993*, or alternatively at the soonest practicable date as determined by the General Manager.**

BACKGROUND

As per Section 416(1) of the *Local Government Act 1993* (as amended), a Council's Financial Statements for a year must be prepared and audited within four (4) months of the end of the reporting period concerned.

The statutory process that must be followed is that:

1. A statement as required under section 413(2) (c) must be made by resolution and signed by the Mayor, one (1) Councillor, the General Manager and the Responsible Accounting Officer.
2. The Financial Statements must then be referred to the Council's Auditor, and once audited the statements must be included in Council's Annual Report.
3. Copies of the Audited Financial Statements must then be lodged with the Office of Local Government by 31 October 2025.
4. As soon as practicable after Council receives a copy of the Auditor's report, the Statements must be placed on public exhibition for a period of seven (7) days and notice given of a meeting at which Council proposes to present its Audited Financial Statements, together with the Auditor's report. This act of giving notice of the meeting is required to be delegated to the General Manager as technically the notice of meeting cannot be set until the final audited Statements and Audit Report are received, however, subject to any matters raised during the audit, the Audited Statements and Audit Reports will be presented at the Council Meeting to be held on 26 November 2025.

It should be noted that Council's Audit, Risk and Improvement Committee was provided with the draft set of Financial Statements prior to the Audit, Risk and Improvement Committee meeting held on Wednesday 10 September 2025 and comments received will be incorporated into revisions of these draft financial statements.

REPORT:

A draft of the General Purpose Financial Statements, Special Purpose Financial Statements and Special Schedules for Council for the year ended 30 June 2025 are attached to this report to be referred for audit.

The draft 2024/2025 Financial Statements were presented at the 10 September 2025 Audit, Risk and Improvement Committee meeting where it was resolved:

- (1) *That the Audit, Risk and Improvement Committee note the report.*
- (2) *That any comments/suggestions from the Audit, Risk and Improvement Committee be incorporated into the final version of the Draft Financial*

Our Governance No. 76 Cont...

Statements to be presented to Council at the 24 September 2025 Council Meeting.

- (3) *That the Audit, Risk and Improvement Committee recommends to Council that at the 24 September 2025, the draft set of Financial Statements (including any changes identified by the Audit, Risk and Improvement Committee and the remaining sections once completed) be referred to Council's Auditors for Audit.*

Once the 2024/2025 Financial Statements have been audited, the Auditor's Reports and analysis will be presented to Council and the public at Council's Ordinary Meeting to be held on 26 November 2024, in accordance with Section 419 (1) of the Local Government Act 1993 (as amended).

Overall Result:

A draft of the Annual Financial Statements for the year ended 30 June 2025 is attached.

The draft Income Statement identifies a Net Operating Result for the 2024/25 year of \$19.685M (\$18.920M in 2023/2024) including capital income.

Council's draft operating result for 2024/25 excluding capital income and capital contributions is showing a deficit of (\$1.302M) compared with a \$6.404M surplus in 2023/2024.

It should be noted that this is a **preliminary result** and is still to be audited. The Audited Financial Statements will be presented to Council in November 2025.

The Annual Financial Statements are prepared on an accrual basis.

Key Factors to which have contributed to the net result during the Financial Year 2024-25 are:

- **Rates Income** – The rates peg for 2024/25 was 5.7%, has been added to the rates income levels from the special rates variation 2023/24 (43%). This resulted in a Council rate revenue increase by \$420,000 compared to the prior year.
- **Operating Grants** - Council recognised \$12.075 Million of operating grants in current financial year which is less than in the previous year by \$7 Million. Council received \$4.620 Million of Financial Assistance Grant in the current financial year compared with \$6.098 Million in 2023/24. This is mostly due to less advance payment received in current financial year for the following year allocation (50% compared to 85% in last year). Furthermore, there were less disaster recovery grants recognised in the current financial year because most of them have been received in 2023/24.
- **Capital Grants** - Council recognised \$21 Million of capital grants in the current financial year which is mostly an effect of recognition of income for completion of a series of capital projects, including but not limited to:
 - o \$7 Million - DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel
 - o \$3 Million - FLR400104 - Paddys Flat Road South
 - o \$3 Million - New Grid Urbenville Water Supply Project
- **Interest Income** – Council received approximately \$3.080 Million in Interest Revenue compared to \$1.85M for FY 2023/2024. This was due to the financial

Our Governance No. 76 Cont...

favourable interest rates by the Reserve Bank and Council in receipt of grant monies and additional funds placed in investment instruments.

- **Employee benefits and on-costs** – Council increased its employee expense by approximately \$466,000. This was primarily due to lifting the moratorium on recruitment and initiating some recruitment to ease limited resourcing.
- **Material and services** – increased by approximately \$4 Million which is mostly due to work on disaster recovery projects.
- **Depreciation Expense** – increase in depreciation from \$8.177 Million in FY2024 to \$9.197 Million in the 2025-financial year was mostly due to changes of useful lives for road components as a result of revaluation of roads in 2024 financial year.
- **Water and Sewer Fund Results**

As per the draft Special Purpose Financial Statements, the Water Fund has made a draft deficit of (\$331K) (\$248K deficit in 2023/2024) before capital income, and the Sewer Fund has made a draft surplus of \$1.084M (\$1.309M in 2023/2024) before capital income.

Certification

Under section 413(2)(c) of the Local Government Act 1993 (as amended), before audit certificates can be issued, it is necessary for Council to adopt a resolution to be attached to the Financial Statements stating that:

Council's Annual Financial Statements and Special Purpose Finance Statements are being prepared in accordance with:

- The *Local Government Act 1993*, (as amended) and the Regulations made thereunder;
- The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board;
- The Local Government Code of Accounting Practice and Financial Reporting.

These statements must be signed by the Mayor, one (1) other Councillor, the General Manager and the Responsible Accounting Officer. A copy of the required statement to be signed is included in the attached draft Financial Statements. It has been assumed, similar to past practice, that the Mayor and Deputy Mayor will sign this statement in conjunction with the General Manager and Manager Finance & Technology as the Responsible Accounting Officer.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

The Audited Financial Statements form part of Council's Annual Report and therefore represents an integral part of the Integrated Planning and Reporting Framework. The Audited Financial Statements provide an important avenue for the review of Council's progress by any interested stakeholders including the Community and Council is required to exhibit the audited Financial Statements.

It is a requirement that as soon as practicable after receiving a copy of the Auditor's report, that the Statements be placed on public exhibition and notice given of a meeting at which Council proposes to present its Audited Financial

Our Governance No. 76 Cont...

Statements, together with the Auditor's report. As advised above, this should occur at the November Ordinary Council Meeting.

2. Policy and Regulation

There are no Policy issues arising out of this report.

3. Financial (Annual Budget & LTFP)

The Financial Statements are Council's primary form of review on Council's sustainability and the financial performance of Council throughout the reporting period. For this reason, they remain a crucial part of the performance measurement framework and the financial performance as disclosed should be a serious consideration in any future decision making.

4. Asset Management (AMS)

There are no specific asset management issues arising out of this report.

5. Workforce (WMS)

There are no workforce issues arising out of this report.

6. Legal and Risk Management

The preparation, audit and review of Council's Financial Statements ensure compliance with:

- The *Local Government Act 1993*, (as amended) and the Regulations made there under;
- The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board;
- The Local Government Code of Accounting Practice and Financial Reporting.

7. Performance Measures

There are no performance measure issues arising out of this report.

8. Project Management

There are no project management issues arising out of this report.

Liz Alley
Director Corporate Services

Prepared by staff member:	Jane Walton
Approved/Reviewed by Manager:	Liz Alley, Director Corporate Services
Department:	Office of the Director Corporate Services
Attachments:	1 Draft Annual Financial Statements 93 for period 30 June 2025 Pages

Our Governance No. 76 Cont...

Tenterfield Shire Council

ANNUAL FINANCIAL STATEMENTS
for the year ended 30 June 2025

"Quality Nature, Quality Heritage and Quality Lifestyle"



Tenterfield Shire Council

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2025

"Quality Nature, Quality Heritage and Quality Lifestyle"



Tenterfield Shire Council

General Purpose Financial Statements
for the year ended 30 June 2025

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Overview

Tenterfield Shire Council is constituted under the Local Government Act 1993 (NSW) and has its principal place of business at:
247 Rouse Street
Tenterfield NSW 2372

A description of the nature of Council's operations and its principal activities are provided in Note B1-2.

Through the use of the internet, we have ensured that our reporting is timely, complete and available at minimum cost. All press releases, financial statements and other information are publicly available on our website: www.tenterfield.nsw.gov.au.

Tenterfield Shire Council

General Purpose Financial Statements
for the year ended 30 June 2025

Statement by Councillors and Management made pursuant to Section 413 (2c) of the Local Government Act 1993

The attached general purpose financial statements have been prepared in accordance with:

- the *Local Government Act 1993* and the regulations made thereunder,
- the Australian Accounting Standards issued by the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 24 September 2025.

Bronwyn Petrie
Mayor
24 September 2025

Greg Sauer
Deputy Mayor
24 September 2025

Hein Basson
General Manager
24 September 2025

Jane Walton
Responsible Accounting Officer
24 September 2025

Tenterfield Shire Council | Income Statement | for the year ended 30 June 2025

Tenterfield Shire Council

Income Statement

for the year ended 30 June 2025

Original unaudited budget 2025 \$ '000		Notes	Actual 2025 \$ '000	Actual 2024 \$ '000
	Income from continuing operations			
14,981	Rates and annual charges	B2-1	15,270	14,181
2,790	User charges and fees	B2-2	3,421	3,116
390	Other revenues	B2-3	359	826
8,973	Grants and contributions provided for operating purposes	B2-4	12,075	18,670
80	Grants and contributions provided for capital purposes	B2-4	20,987	12,516
1,085	Interest and investment income	B2-5	3,080	1,850
–	Other income	B2-6	206	155
28,299	Total income from continuing operations		55,398	51,314
	Expenses from continuing operations			
8,637	Employee benefits and on-costs	B3-1	7,862	7,396
7,586	Materials and services	B3-2	13,882	9,794
900	Borrowing costs	B3-3	990	998
2,570	Other expenses	B3-5	599	689
304	Net loss from the disposal of assets	B4-1	3,183	5,340
19,997	Total expenses from continuing operations excluding depreciation, amortisation and impairment of non-financial assets		26,516	24,217
8,302	Operating result from continuing operations excluding depreciation, amortisation and impairment of non-financial assets		28,882	27,097
10,186	Depreciation, amortisation and impairment of non-financial assets	B3-4	9,197	8,177
(1,884)	Operating result from continuing operations		19,685	18,920
(1,884)	Net operating result for the year attributable to Council		19,685	18,920
(1,964)	Net operating result for the year before grants and contributions provided for capital purposes		(1,302)	6,404

The above Income Statement should be read in conjunction with the accompanying notes.

Tenterfield Shire Council | Statement of Comprehensive Income | for the year ended 30 June 2025

Tenterfield Shire Council

Statement of Comprehensive Income
for the year ended 30 June 2025

	Notes	2025 \$ '000	2024 \$ '000
Net operating result for the year – from Income Statement		19,685	18,920
Other comprehensive income:			
Amounts which will not be reclassified subsequent to operating result			
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-7	15,958	16,704
Impairment (loss) reversal / (revaluation decrement) relating to infrastructure, property, plant and equipment	C1-7	–	396
Total items which will not be reclassified subsequent to operating result		15,958	17,100
Total other comprehensive income for the year		15,958	17,100
Total comprehensive income for the year attributable to Council		35,643	36,020

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

Tenterfield Shire Council | Statement of Financial Position | as at 30 June 2025

Tenterfield Shire Council

Statement of Financial Position
as at 30 June 2025

	Notes	2025 \$ '000	2024 \$ '000
ASSETS			
Current assets			
Cash and cash equivalents	C1-1	62,106	67,484
Investments	C1-2	–	1,000
Receivables	C1-4	3,866	3,054
Inventories	C1-5	220	119
Contract assets and contract cost assets	C1-6	4,212	2,490
Total current assets		70,404	74,147
Non-current assets			
Infrastructure, property, plant and equipment (IPPE)	C1-7	633,699	603,077
Right-of-use assets	C2-1	146	206
Total non-current assets		633,845	603,283
Total assets		704,249	677,430
LIABILITIES			
Current liabilities			
Payables	C3-1	3,281	7,505
Contract liabilities	C3-2	6,547	10,778
Lease liabilities	C2-1	41	56
Borrowings	C3-3	982	987
Employee benefit provisions	C3-4	1,584	1,236
Provisions	C3-5	2,016	1,940
Total current liabilities		14,451	22,502
Non-current liabilities			
Lease liabilities	C2-1	96	137
Borrowings	C3-3	18,412	19,141
Provisions	C3-5	825	828
Total non-current liabilities		19,333	20,106
Total liabilities		33,784	42,608
Net assets		670,465	634,822
EQUITY			
Accumulated surplus		263,066	243,381
IPPE revaluation surplus	C4-1	407,399	391,441
Council equity interest		670,465	634,822
Total equity		670,465	634,822

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

Tenterfield Shire Council | Statement of Changes in Equity | for the year ended 30 June 2025

Tenterfield Shire Council

Statement of Changes in Equity

for the year ended 30 June 2025

	Notes	2025			2024		
		Accumulated surplus \$ '000	IPPE revaluation surplus \$ '000	Total equity \$ '000	Accumulated surplus \$ '000	IPPE revaluation surplus \$ '000	Total equity \$ '000
Opening balance at 1 July		243,381	391,441	634,822	224,461	374,341	598,802
Opening balance		243,381	391,441	634,822	224,461	374,341	598,802
Net operating result for the year		19,685	–	19,685	18,920	–	18,920
Restated net operating result for the period		19,685	–	19,685	18,920	–	18,920
Other comprehensive income							
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-7	–	15,958	15,958	–	16,704	16,704
– Impairment (loss) reversal relating to IPP&E	C1-7	–	–	–	–	396	396
Other comprehensive income		–	15,958	15,958	–	17,100	17,100
Total comprehensive income		19,685	15,958	35,643	18,920	17,100	36,020
Closing balance at 30 June		263,066	407,399	670,465	243,381	391,441	634,822

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Tenterfield Shire Council | Statement of Cash Flows | for the year ended 30 June 2025

Tenterfield Shire Council

Statement of Cash Flows

for the year ended 30 June 2025

Original unaudited budget 2025 \$ '000		Notes	Actual 2025 \$ '000	Actual 2024 \$ '000
Cash flows from operating activities				
Receipts:				
14,933	Rates and annual charges		15,196	13,852
2,751	User charges and fees		3,449	2,995
1,076	Interest received		2,990	1,799
9,003	Grants and contributions		26,973	48,705
41	Bonds, deposits and retentions received		–	46
450	Other		2,496	5,029
Payments:				
(8,649)	Payments to employees		(7,502)	(7,421)
(7,013)	Payments for materials and services		(20,667)	(10,023)
(910)	Borrowing costs		(890)	(924)
(41)	Bonds, deposits and retentions refunded		(15)	–
(2,558)	Other		(634)	(1,263)
9,083	Net cash flows from operating activities	G1-1	21,396	52,795
Cash flows from investing activities				
Receipts:				
–	Redemption of term deposits		1,000	–
Payments:				
–	Acquisition of term deposits		–	(1,000)
(5,724)	Payments for IPPE		(26,984)	(18,197)
(5,724)	Net cash flows from investing activities		(25,984)	(19,197)
Cash flows from financing activities				
Payments:				
(1,054)	Repayment of borrowings		(734)	(950)
–	Principal component of lease payments		(56)	(55)
(1,054)	Net cash flows from financing activities		(790)	(1,005)
2,305	Net change in cash and cash equivalents		(5,378)	32,593
31,037	Cash and cash equivalents at beginning of year		67,484	34,891
33,342	Cash and cash equivalents at end of year	C1-1	62,106	67,484
–	plus: Investments on hand at end of year	C1-2	–	1,000
33,342	Total cash, cash equivalents and investments		62,106	68,484

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

Tenterfield Shire Council

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Tenterfield Shire Council

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A About Council and these financial statements

A1-1 Basis of preparation

These financial statements were authorised for issue by Council on 24 September 2025. Council has the power to amend and reissue these financial statements in cases where critical information is received from public submissions or where the OLG directs Council to amend the financial statements.

The material accounting policy information related to these financial statements are set out below. Accounting policies have been consistently applied to all the years presented, unless otherwise stated.

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the *Local Government Act 1993 (Act)* and *Local Government (General) Regulation 2021 (Regulation)*, and the Local Government Code of Accounting Practice and Financial Reporting. Council is a not for-profit entity. The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

Historical cost convention

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of infrastructure, property, plant and equipment and investment property.

Significant accounting estimates and judgements

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the Council and that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions

Council makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

- i. fair values of infrastructure, property, plant and equipment – refer Note C1-7
- ii. tip remediation provisions – refer Note C3-5
- iii. employee benefit provisions – refer Note C3-4.

Significant judgements in applying the Council's accounting policies

- i. Impairment of receivables – refer Note C1-4.
- ii. Determination of whether performance obligations are sufficiently specific and whether the contract is within the scope of AASB 15 *Revenue from Contracts with Customers* and / or AASB 1058 *Income of Not-for-Profit Entities* – refer to Notes B2-2 – B2-4.
- iii. Determination of the lease term, discount rate (when not implicit in the lease) and whether an arrangement contains a lease – refer to Note C2-1.

Monies and other assets received by Council

The Consolidated Fund

In accordance with the provisions of Section 409(1) of the *Local Government Act 1993 (NSW)*, all money and property received by Council is held in the Council's Consolidated Fund unless it is required to be held in the Council's Trust Fund.

The Consolidated Fund has been included in the financial statements of the Council.

Cash and other assets of the following activities have been included as part of the Consolidated Fund:

- General purpose operations
- Tenterfield Water service
- Tenterfield Sewerage service
- Stormwater Management Fund
- Waste Management Fund

Due to their immaterial value and nature, the following committees, entities and operations have been excluded from consolidation:

continued on next page ...

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A1-1 Basis of preparation (continued)

- Sir Henry Parkes Memorial Management Committee (Joint Committee);
- Tenterfield Saleyards Advisory Committee;
- Aboriginal Advisory Committee;
- Heritage Advisory Committee;
- ANZAC Centenary Steering Committee; and
- Disability, Inclusion and Access Advisory Committee.

The Trust Fund

In accordance with the provisions of Section 411 of the *Local Government Act 1993 (NSW)* (as amended), a separate and distinct Trust Fund is maintained to account for all money and property received by the council in trust which must be applied only for the purposes of, or in accordance with, the trusts relating to those monies. Trust monies and property subject to Council's control have been included in these reports.

A separate statement of monies held in the Trust Fund is available for inspection at the council office by any person free of charge

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the taxation authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the Statement of Financial Position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities that are recoverable from, or payable to, the taxation authority, are presented as operating cash flows.

Volunteer services

Council does not recognise services provided by volunteers in its income statement due to the immateriality and unjustifiable cost of trying to reliably capture and assign a value to the many services volunteers in our community provide.

New accounting standards and interpretations issued but not yet effective

New accounting standards and interpretations issued but not yet effective

Certain new accounting standards and interpretations have been published that are not mandatory for the 30 June 2025 reporting period. Council has not applied any pronouncements before its operative date in the annual reporting period beginning 1 July 2024.

As at the date of authorisation of these financial statements Council does not consider that any of these new (and still to be applied) standards and interpretations are likely to have a material impact on the Council's future financial statements, financial position, financial performance or cash flows.

New accounting standards adopted during the year

During the year Council adopted all accounting standards and interpretations (as issued by the Australian Accounting Standards Board) which were mandatorily effective from the first time at 30 June 2025.

The following new standard is effective for the first time at 30 June 2025:

- AASB 2022-10 *Amendments to Australian Accounting Standards – Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities*.

Based on analysis of existing fair value methodology, the new standard will not have significant impact on the council's reported financial position.

- AASB 2020-1 *Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-current*
- AASB 2020-6 *Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-current – Deferral of Effective Date*
- AASB 2022-6 *Amendments to Australian Accounting Standards – Non-current Liabilities with Covenants*

Based on analysis of existing loans and other financial liabilities, the new standards will not have significant impact on the council's reported financial position.

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

B Financial Performance

B1 Functions or activities

B1-1 Functions or activities – income, expenses and assets

Income, expenses and assets have been directly attributed to the following functions or activities. Details of those functions or activities are provided in Note B1-2.

	Income		Expenses		Operating result		Grants and contributions		Carrying amount of assets	
	2025 \$ '000	2024 \$ '000	2025 \$ '000	2024 \$ '000	2025 \$ '000	2024 \$ '000	2025 \$ '000	2024 \$ '000	2025 \$ '000	2024 \$ '000
Functions or activities										
Civic Office	9	8	363	275	(354)	(267)	9	8	523	475
Organisation and Leadership	–	–	1,191	768	(1,191)	(768)	–	–	–	–
Community Development	(15)	52	27	26	(42)	26	(15)	52	916	832
Economic Growth and Tourism	198	346	182	553	16	(207)	180	343	4,388	4,217
Theatre and Museum Complex	31	34	127	173	(96)	(139)	7	6	408	489
Finance and Technology	12,828	12,408	649	552	12,179	11,856	3,132	4,155	40,625	48,655
Corporate and Governance	10	5	661	708	(651)	(703)	–	–	370	443
Workforce Development	94	252	1,373	1,087	(1,279)	(835)	49	39	–	–
Library Services	96	93	422	494	(326)	(401)	91	91	170	41
Emergency Services	226	432	697	977	(471)	(545)	221	283	1,297	1,245
Asset Management and Resourcing	–	–	779	321	(779)	(321)	–	–	4,262	4,214
Commercial Works	439	201	165	105	274	96	–	–	–	–
Environmental Management	106	117	372	269	(266)	(152)	105	109	46	48
Planning and Regulation	820	740	469	404	351	336	455	443	1,316	1,358
Plant, Fleet and Equipment	73	39	67	236	6	(197)	–	–	5,711	6,381
Buildings and Amenities	250	768	1,111	1,166	(861)	(398)	89	520	18,944	19,069
Livestock Saleyards	172	148	194	173	(22)	(25)	–	–	2,277	2,402
Parks, Gardens and Open Space	149	332	1,175	1,101	(1,026)	(769)	–	192	14,008	13,802
Swimming Complex	25	–	275	242	(250)	(242)	–	–	1,323	1,527
Stormwater and Drainage	100	99	136	123	(36)	(24)	3	2	5,187	5,125
Transport Network	25,240	22,856	16,593	14,618	8,647	8,238	24,925	22,690	490,539	463,717
Sewerage Services	3,612	3,253	2,478	1,914	1,134	1,339	248	30	34,067	32,135
Waste Management	4,072	4,290	2,329	2,591	1,743	1,699	85	540	19,050	17,711
Water Supply	6,863	4,841	3,878	3,518	2,985	1,323	3,478	1,683	58,822	53,544
Total functions and activities	55,398	51,314	35,713	32,394	19,685	18,920	33,062	31,186	704,249	677,430

B1-2 Components of functions or activities

Details relating to the Council's functions or activities as reported in B1-1 are as follows:

Civic Office

Corporate affairs and relations; the governance framework; overall corporate performance and reporting; community advocacy; mayoral, councillor and committee support; and media and external communications.

Organisation and Leadership

Collaboration with other organisations and governments; continual improvement; overall strategic direction of the administrative arm; community engagement; administrative support; service integration and corporate advertising.

Community Development

Community engagement, development of partnerships, indigenous affairs, inclusiveness, accessible services, supporting diversity and cultural events.

Economic Growth and Tourism

Community prosperity, tourism, connectivity, partnering, promotion and livability. The Office of the Chief Executive directly oversees these outcomes.

Theatre and Museum Complex

Sir Henry Parkes School of Art; cultural diversity, events and art activities; youth engagement; volunteering; and festivals.

Finance and Technology

Information technology; financial sustainability and advise; investments; financial capacity; procurement compliance; regulatory and statutory compliance; business systems; property strategy, overall management and register, land mapping service (GIS).

Corporate and Governance

Statutory reporting, business processes and integration; procurement compliance; audit; community involvement; customer service; governance; information technology and information management; insurance, risk and business continuity; registers and records management, legal services and election support.

Workforce Development

Workplace health and wellbeing, planning and culture; workers compensation; workforce performance; training; recruitment, selection and retention; and internal communications.

Library Services

Home services; vision impaired; review and updating collections; exchanges; internet and Wi Fi access; accessible technology; exhibitions; online training and resources; research and reference services; and the management of corporate art and memorabilia.

Emergency Services

Integrating land use policies to support emergency management; disaster management; review of emergency management plans; inter-agency communication and collaboration; and rural addressing.

Asset Management and Resourcing

Review, investigation, survey, design, development and project management; asset investigation, planning, policy formulation and management (both as a bureau service to whole organisation and for transport infrastructure).

Commercial Works

Private works management, benchmarking, offsetting costs through creating synergies.

Environmental Management

continued on next page ...

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B1-2 Components of functions or activities (continued)

Education; noxious plants; feral pests (advocacy); illegal dumping and pollution; and roads & footpath regulatory enforcement.

Planning and Regulation

Development planning, controls, assessment and certification; regulation of premises; built environment; urban design; land use data, mapping and reporting; building and assessment advice; heritage; domestic animals; public health and pollution.

Plant, Fleet and Equipment

Effective provision and management of plant, fleet, equipment, store and depots; and tendering and procurement.

Buildings and Amenities

Energy management and conservation, asset planning and maintenance scheduling; building and amenities utilisation, income generation and administration.

Livestock Saleyards

Planning, development, maintenance, operations and administration of the Saleyards.

Parks, Gardens and Open Space

Consultation, planning, development; increasing patronage; amenity; maintenance and operations; public art; cycleways; public trees; sportsgrounds (active and passive); cleanliness and administration.

Swimming Complex

Service provision; regulatory compliance; planning; supervision of patrons; and management.

Stormwater and Drainage

Ongoing management and improvement of all stormwater infrastructure, gross pollutant traps, natural urban waterways and erosion control apparatus.

Transport Network

Sustainable management and improvement of all infrastructure used to facilitate transportation: vehicular, aviation, pedestrian and cyclists; car parking; quarries; delineation, line marking, signage and lighting; regulatory compliance; emergency response and on-call; traffic committee administration; and risk mitigation.

Sewerage Services

Ongoing catchment, transportation, and treatment; monitoring, reporting, environmental compliance and emergency management; trade waste and commercial; fees and charges; public education and administration.

Waste Management

Ongoing and sustainably managing waste: reduction; recycling; landfill remediation and development; and public education.

Water Supply

Ongoing water catchment, storage, treatment, distribution, monitoring, regulating, reporting, compliance, charging and administration.

B2 Sources of income

B2-1 Rates and annual charges

	2025 \$ '000	2024 \$ '000
Ordinary rates		
Residential	3,228	3,019
Farmland	3,589	3,401
Mining	15	14
Business	502	482
Less: pensioner rebates (mandatory)	(137)	(132)
Rates levied to ratepayers	7,197	6,784
Pensioner rate subsidies received	76	74
Total ordinary rates	7,273	6,858
Annual charges (pursuant to s496, 496A, 496B, 501 & 611)		
Domestic waste management services	1,403	1,297
Stormwater management services	73	72
Water supply services	1,697	1,407
Sewerage services	2,993	2,838
Waste management services (non-domestic)	244	228
Waste management facility charge	1,679	1,573
Less: pensioner rebates (mandatory)	(203)	(203)
Annual charges levied	7,886	7,212
Pensioner annual charges subsidies received:		
– Water	29	29
– Sewerage	26	26
– Domestic waste management	56	56
Total annual charges	7,997	7,323
Total rates and annual charges	15,270	14,181
Timing of revenue recognition for rates and annual charges		
Rates and annual charges recognised at a point in time (2)	15,270	14,181
Total rates and annual charges	15,270	14,181

Council has used 2023 year valuations provided by the NSW Valuer General in calculating its rates.

Material accounting policy information

Rates and annual charges are recognised as revenue at the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

Pensioner rebates relate to reductions in rates and certain annual charges for eligible pensioners' place of residence in the local government council area.

Pensioner rate subsidies are received from the NSW Government to provide a contribution towards the pensioner rebates and are recognised within the underlying revenue item based on their substance.

B2-2 User charges and fees

	2025 \$ '000	2024 \$ '000
Specific user charges (per s502 - specific 'actual use' charges)		
Water supply services	1,600	1,653
Sewerage services	190	202
Waste management services (non-domestic)	340	315
Trade waste	31	28
Total specific user charges	2,161	2,198
Other user charges and fees		
(i) Fees and charges – statutory and regulatory functions (per s608)		
Inspection services	26	17
Planning and building regulation	321	262
Private works – section 67	439	201
Section 603 certificates	32	29
Companion animals	1	7
Local government and health act fees	1	9
Total fees and charges – statutory/regulatory	820	525
(ii) Fees and charges – other (incl. general user charges (per s608))		
Cemeteries	145	136
Saleyards	172	148
Swimming centres	25	–
Tourism	–	2
Cinema	–	6
Library	5	1
Museum and theatre	3	5
Service installation	44	53
Other	46	42
Total fees and charges – other	440	393
Total other user charges and fees	1,260	918
Total user charges and fees	3,421	3,116
Timing of revenue recognition for user charges and fees		
User charges and fees recognised over time (1)	2,161	2,198
User charges and fees recognised at a point in time (2)	1,260	918
Total user charges and fees	3,421	3,116

Material accounting policy information

Revenue arising from user charges and fees is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service, the customer is required to pay on arrival or a deposit in advance. There is no material obligation for Council in relation to refunds or returns.

Where an upfront fee is charged the fee is recognised on a straight-line basis over the expected life of the membership.

Licences granted by Council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than over the term of the licence.

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

B2-3 Other revenues

	Notes	2025 \$ '000	2024 \$ '000
Diesel rebate		73	39
Recycling income (non-domestic)		83	81
Insurance rebates		45	50
Rural fire service program reimbursements		–	149
Sale of surplus material		1	–
Training reimbursement		–	163
Effect from de-recognition of remediation provision	C3-5	2	127
Other		155	217
Total other revenue		359	826

Material accounting policy information for other revenue

Where the revenue is earned the provision of specified goods / services under an enforceable contract, revenue is recognised when or as the the obligations are satisfied.

Statutory fees and fines are recognised as revenue when the service has been provided, the payment is received or when the penalty has been applied, whichever occurs first.

Other revenue is recorded when the payment is due, the value of the payment is notified, or the payment is received, whichever occurs first.

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

B2-4 Grants and contributions

	Operating 2025 \$ '000	Operating 2024 \$ '000	Capital 2025 \$ '000	Capital 2024 \$ '000
General purpose grants and non-developer contributions (untied)				
General purpose (untied)				
Current year allocation				
Financial assistance – general component	728	283	–	–
Financial assistance – local roads component	338	91	–	–
Payment in advance - future year allocation				
Financial assistance – general component	2,404	3,872	–	–
Financial assistance – local roads component	1,150	1,852	–	–
Amount recognised as income during current year	4,620	6,098	–	–
Special purpose grants and non-developer contributions (tied)				
Cash contributions				
Water supplies	49	–	3,322	1,535
Sewerage services	196	–	38	–
Bushfire and emergency services	221	283	–	–
Community centres	–	–	–	66
Economic development	139	–	–	–
Environmental programs	1,238	5	–	–
Heritage and cultural	20	31	–	–
Library	87	88	–	3
LIRS subsidy	2	7	–	–
Noxious weeds	105	109	–	–
Recreation and culture	9	4	130	966
Community development	(12)	52	–	–
Street lighting	35	35	–	–
Waste management	–	–	38	487
Disaster recovery	1,657	4,616	6,530	4,528
Transport (roads to recovery)	1,838	1,044	–	–
Transport (other roads and bridges funding)	45	4,497	10,403	4,361
Other councils – joint works/services	89	103	–	–
Transport for NSW contributions (regional roads, block grant)	1,688	1,656	–	–
FBT contributions	49	39	–	–
Waste management services	–	3	–	–
Total special purpose grants and non-developer contributions – cash	7,455	12,572	20,461	11,946
Total special purpose grants and non-developer contributions (tied)	7,455	12,572	20,461	11,946
Total grants and non-developer contributions	12,075	18,670	20,461	11,946
Comprising:				
– Commonwealth funding	8,628	6,386	2,736	822
– State funding	3,311	12,284	17,725	11,124
– Other funding	136	–	–	–
	12,075	18,670	20,461	11,946

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Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

B2-4 Grants and contributions (continued)

Developer contributions

		Operating	Operating	Capital	Capital
		2025	2024	2025	2024
	Notes	\$ '000	\$ '000	\$ '000	\$ '000
Developer contributions:					
(s7.4 & s7.11 - EP&A Act, s64 of the LGA):	G4				
Cash contributions					
S 7.11 – contributions towards amenities/services		–	–	493	503
S 64 – water supply contributions		–	–	19	36
S 64 – sewerage service contributions		–	–	14	31
Total developer contributions – cash		–	–	526	570
Total developer contributions		–	–	526	570
Total contributions		–	–	526	570
Total grants and contributions		12,075	18,670	20,987	12,516
Timing of revenue recognition					
Grants and contributions recognised over time (1)		308	–	13,725	6,209
Grants and contributions recognised at a point in time (2)		11,767	18,670	7,262	6,307
Total grants and contributions		12,075	18,670	20,987	12,516

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B2-4 Grants and contributions (continued)

Unspent grants and contributions

Certain grants and contributions are obtained by Council on the condition they be spent in a specified manner or in a future period but which are not yet spent in accordance with those conditions are as follows:

	Operating 2025 \$ '000	Operating 2024 \$ '000	Capital 2025 \$ '000	Capital 2024 \$ '000
Notes				
Grants				
Unspent grants at 1 July	15,004	4,585	14,768	4,811
Add: Funds recognised as revenue in the reporting year but not yet spent in accordance with the conditions	3,979	14,986	37	934
Add: grants received for the provision of goods and services in a future period	—	—	209	14,471
Less: Funds recognised as revenue in previous years that have been spent during the reporting year	(9,480)	(4,567)	(104)	(969)
Less: Funds received in prior year but revenue recognised and funds spent in current year	—	—	(8,346)	(4,479)
Unspent grants at 30 June	9,503	15,004	6,564	14,768
Contributions				
G4				
Unspent contributions at 1 July	—	—	1,466	870
Add: contributions recognised as revenue in the reporting year but not yet spent in accordance with the conditions	—	—	622	596
Less: contributions recognised as revenue in previous years that have been spent during the reporting year	—	—	—	—
Unspent contributions at 30 June	—	—	2,088	1,466

Material accounting policy information

Grants and contributions – enforceable agreement with sufficiently specific performance obligations

Grant and contribution revenue from an agreement which is enforceable and contains sufficiently specific performance obligations is recognised as or when control of each performance obligations is transferred.

The performance obligations may vary according to the agreement. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Performance obligations may be satisfied either at a point in time or over time and this is reflected in the revenue recognition pattern. Point in time recognition occurs when the beneficiary obtains control of the goods / services at a single time (e.g. completion of the project when a report / outcome is provided), whereas over time recognition is where the control of the services is ongoing throughout the project (e.g. provision of community health services through the year).

Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

Capital grants

Capital grants received by Council under an enforceable contract for the acquisition or construction of infrastructure, property, plant and equipment to identified specifications which will be under Council's control on completion are recognised as revenue as and when the obligation to construct or purchase is completed.

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B2-4 Grants and contributions (continued)

For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project.

For acquisitions of assets, the revenue is recognised when the asset is acquired and controlled by the Council.

Developer contributions

Council has obligations to provide facilities from contribution revenues levied on developers under the provisions of sections 7.4, 7.11 and 7.12 of the *Environmental Planning and Assessment Act 1979* (EP&A Act).

While Council generally incorporates these amounts as part of a Development Consents Order, such developer contributions are only recognised as income upon receipt by Council, due to the possibility that individual development consents may not be acted upon by the applicant and, accordingly, would not be payable to Council.

Developer contributions may only be expended for the purposes for which the contributions were required, but Council may apply contributions according to the priorities established in work schedules for the contribution plan.

Other grants and contributions

Assets, including cash, received from other grants and contributions are recognised at fair value when the asset is received. Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

B2-5 Interest and investment income

	2025 \$ '000	2024 \$ '000
Interest on financial assets measured at amortised cost		
– Overdue rates and annual charges (incl. special purpose rates)	142	94
– Cash and investments	2,938	1,756
Total interest and investment income (losses)	3,080	1,850

B2-6 Other income

	2025 \$ '000	2024 \$ '000
Notes		
Rental income		
Investment properties		
Lease income (excluding variable lease payments not dependent on an index or rate)	18	–
Total investment properties	18	–
Other lease income		
Council owned property	188	155
Total other lease income	188	155
Total rental income	206	155
C2-2		
Total other income	206	155

B3 Costs of providing services

B3-1 Employee benefits and on-costs

	2025 \$ '000	2024 \$ '000
Salaries and wages	6,016	5,997
Employee leave entitlements (ELE)	1,601	1,170
Superannuation	747	749
Workers' compensation insurance	254	246
Fringe benefit tax (FBT)	53	30
Other	32	14
Total employee costs	8,703	8,206
Less: capitalised costs	(841)	(810)
Total employee costs expensed	7,862	7,396

B3-2 Materials and services

	Notes	2025 \$ '000	2024 \$ '000
Raw materials and consumables		5,014	4,936
Contractor and consultancy costs		6,662	2,861
Audit Fees	F2-1	87	84
Councillor and Mayoral fees and associated expenses	F1-2	222	178
Advertising		11	21
Cleaning		49	46
Election expenses		59	–
Electricity and heating		306	333
Insurance		713	656
Postage		34	24
Printing and stationery		17	19
Street lighting		106	115
Subscriptions and publications		106	81
Telephone and communications		163	177
Travel expenses		4	5
Training costs (other than salaries and wages)		65	37
Other expenses		199	170
– Legal expenses: other		43	25
Other		21	26
Total materials and services		13,882	9,794
Total materials and services		13,882	9,794

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

B3-3 Borrowing costs

		2025	2024
	Notes	\$ '000	\$ '000
(i) Interest bearing liability costs			
Interest on leases		3	8
Interest on loans		866	870
Total interest bearing liability costs		869	878
Total interest bearing liability costs expensed		869	878
(ii) Other borrowing costs			
– Remediation liabilities	C3-5	121	120
Total other borrowing costs		121	120
Total borrowing costs expensed		990	998

B3-4 Depreciation, amortisation and impairment of non-financial assets

	Notes	2025 \$ '000	2024 \$ '000
Depreciation and amortisation			
Plant and equipment		684	697
Office equipment		56	61
Furniture and fittings		22	3
Land improvements (depreciable)		45	41
Infrastructure:	C1-7		
– Buildings		667	587
– Other structures		196	191
– Roads		4,095	3,488
– Bridges		1,180	1,093
– Footpaths		59	56
– Stormwater drainage		121	115
– Water supply network		1,133	870
– Sewerage network		630	593
– Swimming pools		29	28
– Other open space/recreational assets		230	208
Right of use assets	C2-1	60	59
Other assets:			
– Library books		11	28
Reinstatement, rehabilitation and restoration assets:			
– Tip assets	C1-7	201	227
– Quarry assets	C1-7	5	8
Total gross depreciation and amortisation costs		9,424	8,353
Less: capitalised costs		(227)	(176)
Total depreciation and amortisation costs		9,197	8,177
Impairment / revaluation decrement of IPPE			
Infrastructure:	C1-7		
– Roads		–	(396)
Total gross IPPE impairment / revaluation decrement costs		–	(396)
Amounts taken through revaluation reserve	C1-7	–	396
Total depreciation, amortisation and impairment for non-financial assets		9,197	8,177

Material accounting policy information

Depreciation and amortisation

Depreciation and amortisation are calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives. Useful lives are included in Note C1-7 for IPPE assets and Note C1-7 for intangible assets.

Depreciation is capitalised where in-house assets have contributed to new assets.

Impairment of non-financial assets

Council assets held at fair value that are not held primarily for their ability to generate net cash flow, and that are deemed to be specialised, are not tested for impairment since these assets are assessed on an annual basis to ensure that the carrying amount is not materially different from fair value and therefore an impairment loss would be captured during this assessment.

Intangible assets not yet available for use, are tested annually for impairment, or more frequently if events or changes in circumstances indicate that they might be impaired.

Other non-financial assets that do not meet the criteria above are tested for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

B3-4 Depreciation, amortisation and impairment of non-financial assets (continued)

For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash inflows that are largely independent of the cash inflows from other assets or groups of assets (cash-generating units).

Impairment losses for revalued assets are firstly offset against the amount in the revaluation surplus for the class of asset, with only the excess to be recognised in the Income Statement.

B3-5 Other expenses

	2025 \$ '000	2024 \$ '000
Other		
Grants funded donations, contributions and assistance to other organisations (incl. Section 356)	20	40
Council funded donations, contributions and assistance to other organisations (incl. Section 356)	74	132
Emergency services levy (includes FRNSW, SES, and RFS levies)	505	517
Total other	599	689
Total other expenses	599	689

B4 Gains or losses

B4-1 Gain or loss from the disposal, replacement and de-recognition of assets

	Notes	2025 \$ '000	2024 \$ '000
Gain (or loss) on disposal of property (excl. investment property)			
Less: carrying amount of property assets sold/written off		(95)	(83)
Gain (or loss) on disposal		(95)	(83)
Gain (or loss) on disposal of plant and equipment	C1-7		
Non-cash income from trade-in – plant and equipment		2,215	1,669
Less: carrying amount of plant and equipment assets sold/written off		(2,503)	(1,925)
Gain (or loss) on disposal		(288)	(256)
Gain (or loss) on disposal of infrastructure	C1-7		
Less: carrying amount of infrastructure assets sold/written off		(2,800)	(5,001)
Gain (or loss) on disposal		(2,800)	(5,001)
Net gain (or loss) from disposal of assets		(3,183)	(5,340)

B5 Performance against budget

B5-1 Material budget variations

Council's original budget was adopted by the Council on 26 June 2024 and is not required to be audited. The original projections on which the budget was based have been affected by a number of factors. These include state and federal government decisions, including new grant programs, changing economic activity, environmental factors, and by decisions made by Council.

While these General Purpose Financial Statements include the original budget adopted by Council, the Act requires Council to review its financial budget on a quarterly basis, so it is able to manage the variation between actuals and budget that invariably occur during the year.

Material variations of more than 10% between original budget and actual results or where the variance is considered material by nature are explained below.

Variation Key: **F** = Favourable budget variation, **U** = Unfavourable budget variation.

\$ '000	2025 Budget	2025 Actual	2025 ----- Variance -----	
Revenues				
Rates and annual charges	14,981	15,270	289	2% F
User charges and fees	2,790	3,421	631	23% F
Mainly due to increased activity - Private works Section 67 (+175% \$279k), Salesyards (+110%, \$90k) water supply (+6%, \$89k), Planning & Regulation (+30%, \$74k), Swimming pool no budget fees received \$24k.				
Other revenues	390	359	(31)	(8)% U
Operating grants and contributions	8,973	12,075	3,102	35% F
Budgeted for what was known at the time - sewerage, disaster recovery, community services, economic development, recreation and culture, environmental protection and emergency services not budgeted for original – totalling \$3.1m.				
Capital grants and contributions	80	20,987	20,907	26,134% F
Budgeted for what was known at the time. Capital projects no budgeted include waste, transport, stormwater, RTR, sewerage and recreation - totalling \$20.4m.				
Interest and investment revenue	1,085	3,080	1,995	184% F
Favourable interest rates and also more invested toward end of the year.				
Other income	–	206	206	∞ F
Council does not budget for other income.				

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

B5-1 Material budget variations (continued)

\$ '000	2025 Budget	2025 Actual	2025 ----- Variance -----	
Expenses				
Employee benefits and on-costs	8,637	7,862	775	9% F
Materials and services More disaster recovery operation and repair works.	7,586	13,882	(6,296)	(83)% U
Borrowing costs	900	990	(90)	(10)% U
Depreciation, amortisation and impairment of non-financial assets	10,186	9,197	989	10% F
Other expenses	2,570	599	1,971	77% F
Net losses from disposal of assets This is non-cash loss which represents write-off of undepreciated components of renewed assets. Hard to budget.	304	3,183	(2,879)	(947)% U
Statement of cash flows				
Cash flows from operating activities In line with above - more operational grants and fees and charges.	9,083	21,396	12,313	136% F
Cash flows from investing activities Completion of capital projects.	(5,724)	(25,984)	(20,260)	354% U
Cash flows from financing activities	(1,054)	(790)	264	(25)% F

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

C Financial position

C1 Assets we manage

C1-1 Cash and cash equivalents

	2025 \$ '000	2024 \$ '000
Cash assets		
Cash on hand and at bank	47,037	55,415
Cash equivalent assets		
– Deposits at call	15,000	12,000
Trust account	69	69
Total cash and cash equivalents	62,106	67,484

Reconciliation of cash and cash equivalents

Total cash and cash equivalents per Statement of Financial Position	62,106	67,484
Balance as per the Statement of Cash Flows	62,106	67,484

C1-2 Financial investments

	2025 Current \$ '000	2025 Non-current \$ '000	2024 Current \$ '000	2024 Non-current \$ '000
Debt securities at amortised cost				
Short term deposits	–	–	1,000	–
Total	–	–	1,000	–
Total financial investments	–	–	1,000	–
Total cash assets, cash equivalents and investments	62,106	–	68,484	–

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

C1-3 Restricted and allocated cash, cash equivalents and investments

	2025 \$ '000	2024 \$ '000
(a) Externally restricted cash, cash equivalents and investments		
Total cash, cash equivalents and investments	62,106	68,484
Less: Externally restricted cash, cash equivalents and investments	(41,390)	(52,188)
Cash, cash equivalents and investments not subject to external restrictions	20,716	16,296
External restrictions		
External restrictions – included in liabilities		
External restrictions included in cash, cash equivalents and investments above comprise:		
Specific purpose unexpended grants – general fund	6,547	10,572
Specific purpose unexpended grants – water fund	–	207
External restrictions – included in liabilities	6,547	10,779
External restrictions – other		
External restrictions included in cash, cash equivalents and investments above comprise:		
Specific purpose unexpended grants (recognised as revenue) – general fund (including waste and stormwater)	9,353	18,868
Specific purpose unexpended grants (recognised as revenue) – water fund	–	18
Specific purpose unexpended grants (recognised as revenue) – sewer fund	59	–
Developer contributions – general (including waste and stormwater)	1,840	1,251
Developer contributions – water fund	149	130
Developer contributions – sewer fund	99	85
RFS reserves	110	107
Water fund	2,805	2,348
Sewer fund	9,533	7,724
Domestic waste management	9,693	9,771
Stormwater management	1,133	1,038
Trust fund	69	69
External restrictions – other	34,843	41,409
Total external restrictions	41,390	52,188

Cash, cash equivalents and investments subject to external restrictions are those which are only available for specific use by Council due to a restriction placed by legislation or third-party contractual agreement.

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Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

C1-3 Restricted and allocated cash, cash equivalents and investments (continued)

	2025	2024
	\$ '000	\$ '000

(b) Internal allocations

Cash, cash equivalents and investments not subject to external restrictions

20,716 **16,296**

Less: Internally restricted cash, cash equivalents and investments

(9,539) **(7,595)**

Unrestricted and unallocated cash, cash equivalents and investments

11,177 **8,701**

Internal allocations

At 30 June, Council has internally allocated funds to the following:

Plant and vehicle replacement	2,350	850
Employees leave entitlement	805	805
FAG Road Component (Advanced)	496	1,852
Special projects infrastructure	2,500	2,500
SRV money unspent 2014	843	1,048
SRV money unspent 2023	384	439
Saleyard specific purpose	64	101
Interest earned from RERRF funds in term deposits	201	—
Interest earned from DRFA funds in term deposits	99	—
IT System upgrade	770	—
Financial Support Payment for Preliminary Land Classifications 2024 (NSW		
Emergency Services Levy Funding Reform)	27	—
Future grant co-contributions	1,000	—
Total internal allocations	9,539	7,595

Cash, cash equivalents and investments not subject to external restrictions may be internally allocated by resolution or policy of the elected Council.

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

C1-4 Receivables

	2025 Current \$ '000	2025 Non-current \$ '000	2024 Current \$ '000	2024 Non-current \$ '000
Rates and annual charges	794	–	720	–
Interest and extra charges	133	–	111	–
User charges and fees	947	–	919	–
Private works	233	–	75	–
Accrued revenues				
– Interest on investments	122	–	54	–
Government agency receivables	710	–	574	–
Net GST receivable	982	–	656	–
Total	3,921	–	3,109	–
Less: provision for impairment				
Other debtors	(55)	–	(55)	–
Total provision for impairment – receivables	(55)	–	(55)	–
Total net receivables	3,866	–	3,054	–

	2025 \$ '000	2024 \$ '000
Movement in provision for impairment of receivables		
Balance at the beginning of the year	55	55
Balance at the end of the year	55	55

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C1-4 Receivables (continued)

Material accounting policy information

Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. Receivables are generally due for settlement within 30 days.

Impairment

Impairment of financial assets measured at amortised cost is recognised on an expected credit loss (ECL) basis.

When determining whether the credit risk of a financial asset has increased significantly since initial recognition, and when estimating ECL, the Council considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on Council's historical experience and informed credit assessment, and including forward-looking information.

When considering the ECL for rates debtors, Council takes into account that unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold. For non-rates debtors, Council uses the presumption that an asset which is more than 60 days past due has seen a significant increase in credit risk.

The Council uses the presentation that a financial asset is in default when:

- the other party is unlikely to pay its credit obligations to the Council in full, without recourse by the Council to actions such as realising security (if any is held) or
- the financial assets (for non-rates debtors) are more than 90 days past due.

Credit losses are measured as the present value of the difference between the cash flows due to the entity in accordance with the contract, and the cash flows expected to be received. This is applied using a probability weighted approach.

Council uses the simplified approach for trade receivables where the expected lifetime credit losses are recognised on day 1.

There has been no change in the estimation techniques or significant assumptions made during the current reporting period.

The Council writes off a trade receivable when there is information indicating that the debtor is in severe financial difficulty and there is no realistic prospect of recovery, e.g. when the debtor has been placed under liquidation or has entered into bankruptcy proceedings.

Rates and annual charges outstanding are secured against the property.

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

C1-5 Inventories

	2025 Current \$ '000	2025 Non-current \$ '000	2024 Current \$ '000	2024 Non-current \$ '000
(i) Inventories at cost				
Stores and materials	220	–	119	–
Total inventories at cost	220	–	119	–
Total inventories	220	–	119	–

C1-6 Contract assets

	2025 Current \$ '000	2025 Non-current \$ '000	2024 Current \$ '000	2024 Non-current \$ '000
Contract assets	4,212	–	2,490	–
Total contract assets	4,212	–	2,490	–

Contract assets

Contract Asset (AASB 15)	89	–	103	–
Grant Contract Asset (AASB 1058 - asset exemption)	2,855	–	2,181	–
Accrued Income (AASB 1058)	1,268	–	206	–
Total contract assets	4,212	–	2,490	–

Significant changes in contract assets

Contract Assets relating to work for external parties (AASB 15)

No significant changes - consistent with prior year.

Grant Contract Assets - work related to infrastructure grants (AASB 1058 - Asset Exemption)

No significant changes - consistent with prior year.

Accrued Income - not specific or not enforceable grants (AASB 1058)

Increase mostly due to work on DRFA jobs which will be reimbursed later.

C1-7 Infrastructure, property, plant and equipment

By aggregated asset class	At 1 July 2024			Asset movements during the reporting period							At 30 June 2025		
	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals ¹	Additions new assets	Carrying value of disposals	Depreciation expense	WIP transfers	Adjustments and transfers	Revaluation increments to equity (ARR)	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Capital work in progress	6,022	–	6,022	4,738	6,278	–	–	(4,275)	(207)	–	12,556	–	12,556
Plant and equipment	16,116	(8,344)	7,772	2,566	84	(2,503)	(684)	–	(13)	–	16,265	(9,041)	7,224
Office equipment	773	(559)	214	–	3	–	(56)	–	(9)	–	777	(625)	152
Furniture and fittings	351	(147)	204	–	–	–	(22)	–	–	–	353	(169)	184
Land:													
– Crown land - managed by council	1,765	–	1,765	–	–	–	–	–	–	–	1,765	–	1,765
– Crown land - devolved to council	2,970	–	2,970	–	–	–	–	–	–	–	2,970	–	2,970
– Operational land	7,458	–	7,458	–	–	–	–	–	–	753	8,212	–	8,212
– Community land	1,793	–	1,793	–	–	–	–	–	–	–	1,793	–	1,793
– Land under roads (post 30/6/08)	13	–	13	–	–	–	–	–	–	–	13	–	13
Land improvements – depreciable	4,396	(856)	3,540	–	144	–	(45)	807	–	59	5,429	(916)	4,513
Infrastructure:													
– Buildings	43,620	(11,717)	31,903	122	50	(95)	(667)	154	(2)	1,387	45,761	(12,908)	32,853
– Other structures	6,164	(2,712)	3,452	10	147	(9)	(196)	197	(16)	55	6,614	(2,980)	3,634
– Roads	329,248	(65,216)	264,032	4,990	1,916	(2,283)	(4,095)	1,732	7	6,811	343,615	(70,506)	273,109
– Bridges	111,756	(44,619)	67,137	–	7,293	–	(1,180)	94	(8)	1,728	122,090	(47,026)	75,064
– Footpaths	4,757	(1,309)	3,448	–	–	–	(59)	–	–	89	4,883	(1,405)	3,478
– Bulk earthworks (non-depreciable)	124,986	(1,527)	123,459	–	434	–	–	650	1	3,235	129,346	(1,567)	127,779
– Stormwater drainage	9,722	(5,653)	4,069	–	–	–	(121)	–	(13)	98	9,941	(5,908)	4,033
– Water supply network	81,023	(35,585)	45,438	640	113	(468)	(1,133)	205	(24)	1,107	71,730	(25,853)	45,877
– Sewerage network	36,556	(14,018)	22,538	–	–	–	(630)	232	(2)	548	37,699	(15,014)	22,685
– Swimming pools	1,673	(1,327)	346	15	–	(2)	(29)	–	–	5	1,703	(1,367)	336
– Other open space/recreational assets	6,440	(1,299)	5,141	47	120	(35)	(230)	204	(6)	83	6,873	(1,550)	5,323
Other assets:													
– Library books	167	(154)	13	–	–	–	(11)	–	–	–	168	(166)	2
Reinstatement, rehabilitation and restoration assets (refer Note C3-5):													
– Quarry assets	99	(64)	35	–	–	–	(5)	–	2	–	75	(43)	32
– Tip assets	2,627	(2,312)	315	–	–	–	(201)	–	(3)	–	2,625	(2,513)	112
Total infrastructure, property, plant and equipment	800,495	(197,418)	603,077	13,128	16,582	(5,395)	(9,364)	–	(293)	15,958	833,256	(199,557)	633,699

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

C1-7 Infrastructure, property, plant and equipment (continued)

By aggregated asset class	At 1 July 2023			Asset movements during the reporting period									At 30 June 2024		
	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals ⁽¹⁾	Additions new assets	Carrying value of disposals	Depreciation expense	Impairment reversal (recognised in equity)	WIP transfers	Adjustments and transfers	Revaluation decrements to equity (ARR)	Revaluation increments to equity (ARR)	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Capital work in progress	46,079	–	46,079	1,253	3,317	(79)	–	–	(44,549)	–	–	–	6,022	–	6,022
Plant and equipment	16,299	(8,102)	8,197	1,839	359	(1,925)	(697)	–	–	–	–	–	16,116	(8,344)	7,772
Office equipment	770	(499)	271	–	–	–	(61)	–	4	–	–	–	773	(559)	214
Furniture and fittings	155	(145)	10	–	3	–	(3)	–	194	–	–	–	351	(147)	204
Land:															
– Operational land	7,220	–	7,220	–	–	–	–	–	–	–	–	238	7,458	–	7,458
– Community land	1,793	–	1,793	–	–	–	–	–	–	–	–	–	1,793	–	1,793
– Crown land - managed by council	1,765	–	1,765	–	–	–	–	–	–	–	–	–	1,765	–	1,765
– Crown land - devolved to council	2,970	–	2,970	–	–	–	–	–	–	–	–	–	2,970	–	2,970
– Land under roads (post 30/6/08)	13	–	13	–	–	–	–	–	–	–	–	–	13	–	13
Land improvements – depreciable	2,054	(788)	1,266	–	154	–	(41)	–	2,121	–	–	40	4,396	(856)	3,540
Infrastructure:															
– Buildings	38,779	(10,414)	28,365	133	369	(83)	(587)	–	1,775	–	–	1,930	43,620	(11,717)	31,903
– Other structures	5,734	(2,458)	3,276	89	85	(65)	(191)	–	158	–	–	100	6,164	(2,712)	3,452
– Roads	319,906	(82,874)	237,032	3,782	913	(2,477)	(3,488)	396	22,576	–	–	5,299	329,248	(65,216)	264,032
– Bridges	104,064	(44,599)	59,465	4,818	–	(1,738)	(1,093)	–	3,803	–	–	1,884	111,756	(44,619)	67,137
– Footpaths	4,449	(1,169)	3,280	17	93	(16)	(56)	–	139	–	(9)	–	4,757	(1,309)	3,448
– Bulk earthworks (non-depreciable)	113,018	(1,393)	111,625	3	115	–	–	–	7,605	–	–	4,111	124,986	(1,527)	123,459
– Stormwater drainage	9,685	(5,543)	4,142	2	8	(1)	(115)	–	6	–	–	27	9,722	(5,653)	4,069
– Water supply network	71,245	(33,183)	38,062	996	385	(520)	(870)	–	5,501	–	–	1,884	81,023	(35,585)	45,438
– Sewerage network	34,403	(12,896)	21,507	518	–	(78)	(593)	–	124	–	–	1,060	36,556	(14,018)	22,538
– Swimming pools	1,614	(1,257)	357	–	7	–	(28)	–	–	–	–	11	1,673	(1,327)	346
– Other open space/recreational assets	5,324	(1,149)	4,175	173	353	(26)	(208)	–	543	–	–	129	6,440	(1,299)	5,141
Other assets:															
– Library books	167	(126)	41	–	–	–	(28)	–	–	–	–	–	167	(154)	13
Reinstatement, rehabilitation and restoration assets (refer Note C3-5):															
– Tip assets	2,661	(2,085)	576	–	–	–	(227)	–	–	(33)	–	–	2,627	(2,312)	315
– Quarry assets	114	(55)	59	–	–	–	(8)	–	–	(15)	–	–	99	(64)	35
Total infrastructure, property, plant and equipment	790,281	(208,735)	581,546	13,623	6,161	(7,008)	(8,294)	396	–	(48)	(9)	16,713	800,495	(197,418)	603,077

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

C1-7 Infrastructure, property, plant and equipment (continued)

Material accounting policy information

Infrastructure, property, plant and equipment are held at fair value. Independent comprehensive valuations are performed at least every five years, however the carrying amount of assets is assessed by Council at each reporting date to confirm that it is not materially different from current fair value.

Water and sewerage network assets are indexed at each reporting period in accordance with the Rates Reference Manual issued by Department of Industry (Dol) – Water.

When infrastructure, property, plant and equipment are acquired by Council for nil or consideration significantly less than fair value, the assets are initially recognised at their fair value at acquisition date.

Land is not depreciated unless it was acquired to be controlled by the council for a specified period of time. Depreciation on other assets is calculated using the straight-line method to allocate their carrying amount, net of their residual values, over their estimated remaining useful lives as follows:

Plant and equipment	Years	Water and sewer assets	Years
Office equipment	10	Water - Mains	80 to 90
Office furniture	10 to 20	Water - Pumping Stations	30 to 80
Computer equipment	4	Water Dam	100
Plants - Light vehicles	1	Water - Reservoirs	40 to 80
Plants - Heavy plant/road making equipment	10	Water - Treatment Works	30 to 80
Other plant and equipment	10	Sewerage - Ancilliary	30 to 50
		Sewerage - Pumping Stations	30
		Sewerage - Treatment Works	30 to 70
		Sewerage - Mains	70 to 210
Transportation assets		Stormwater assets	
Sealed roads: surface	30	Drains	80
Sealed roads: pavement base	50		
Sealed roads: pavement sub-base	Infinite		
Unsealed roads surface:			
- depreciable component	25		
- non-depreciable component	Infinite	Buildings	
Bulk earthworks	Infinite	Buildings	15 to 75
Bridge: concrete	100		
Bridge: timber	80	Other infrastructure assets	
Kerb, gutter and footpaths	80	Swimming pools	50
		Other open space/ recreational assets	10 to 100

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each reporting date. As at 30 June 2023 only vehicle assets had residual values.

Depreciation starts in the year following the year of acquisition of an asset.

Land under roads

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

Council has elected not to recognise land under roads acquired before 1 July 2008. Land under roads acquired after 1 July 2008 is recognised in accordance with the IPPE accounting policy.

Crown reserves

Crown reserves under Council's care and control are recognised as assets of the Council. While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated.

Improvements on Crown reserves are also recorded as assets, while maintenance costs incurred by Council and revenues relating to the reserves are recognised within Council's Income Statement.

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

C2 Leasing activities

C2-1 Council as a lessee

Information relating to the leases in place and associated balances and transactions is provided below.

Buildings

Council leases land for operational purposes. The land leases contains an annual pricing mechanism based on CPI movements at each anniversary of the lease inception.

Office and IT equipment

Leases for office and IT equipment are generally for low value assets, except for significant items such as photocopiers. The leases are for periods between 2 and 6 years with no renewal option, the payments are fixed, however some of the leases include variable payments based on usage.

(a) Right-of-use assets

	Office and IT equipment \$ '000	Land \$ '000	Total \$ '000
2025			
Opening balance at 1 July	103	103	206
Depreciation charge	(52)	(8)	(60)
Balance at 30 June	51	95	146
2024			
Opening balance at 1 July	154	110	264
Depreciation charge	(51)	(7)	(58)
Balance at 30 June	103	103	206

(b) Lease liabilities

	2025 Current \$ '000	2025 Non-current \$ '000	2024 Current \$ '000	2024 Non-current \$ '000
Lease liabilities	41	96	56	137
Total lease liabilities	41	96	56	137

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C2-1 Council as a lessee (continued)

(c) (i) The maturity analysis

The maturity analysis of lease liabilities based on contractual undiscounted cash flows is shown in the table below:

	< 1 year \$ '000	1 – 5 years \$ '000	> 5 years \$ '000	Total \$ '000	Total per Statement of Financial Position \$ '000
2025					
Cash flows	62	72	78	212	137
2024					
Cash flows	62	81	78	221	193

(d) Income Statement

The amounts recognised in the Income Statement relating to leases where Council is a lessee are shown below:

	2025 \$ '000	2024 \$ '000
Interest on lease liabilities	3	8
Depreciation of right of use assets	60	59
	63	67

(e) Statement of Cash Flows

Total cash outflow for leases	62	62
	62	62

(f) Leases at significantly below market value – concessionary / peppercorn leases

Council has a lease at significantly below market for land and building which is used for School of Arts.

The lease is for 80 years and requires payments of a maximum amount of \$1 per year. The use of the right-to-use asset is restricted by the lessor to specified community services which Council must provide, these services are detailed in the lease. Council does not believe that this lease is material from a statement of financial position or performance perspective.

Material accounting policy information

Council has elected not to separate non-lease components from lease components for any class of asset and has accounted for payments as a single component.

Exceptions to lease accounting

Council has applied the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets (below \$10,000). Council recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

Leases at significantly below market value / concessionary leases

Council has elected to measure the right of use asset arising from the concessionary leases at cost which is based on the associated lease liability at initial recognition.

C2-2 Council as a lessor

Operating leases

Council leases out a number of properties to community groups; these leases have been classified as operating leases for financial reporting purposes and the assets are included in the Statement of Financial Position as:

– property, plant and equipment – where the rental is incidental, or the asset is held to meet Councils service delivery objective (refer note C1-7).

	2025 \$ '000	2024 \$ '000
Lease income (excluding variable lease payments not dependent on an index or rate)	18	–
Total income relating to operating leases for investment property assets	18	–

(i) Assets held as property, plant and equipment

Lease income (excluding variable lease payments not dependent on an index or rate)	188	155
Total income relating to operating leases for Council assets	188	155

(iii) Maturity analysis of undiscounted lease payments to be received after reporting date for all operating leases:

Maturity analysis of future lease income receivable showing the undiscounted lease payments to be received after reporting date for operating leases:

< 1 year	188	155
1–2 years	188	155
2–3 years	188	155
3–4 years	188	155
4–5 years	188	155
> 5 years	188	155
Total undiscounted lease payments to be received	1,128	930

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

C3 Liabilities of Council

C3-1 Payables

	2025 Current \$ '000	2025 Non-current \$ '000	2024 Current \$ '000	2024 Non-current \$ '000
Goods and services	2,431	–	6,669	–
Accrued expenses:				
– Borrowings	207	–	228	–
– Salaries and wages	203	–	166	–
Advances	7	–	7	–
Security bonds, deposits and retentions	327	–	342	–
Other	37	–	24	–
Trust account	69	–	69	–
Total payables	3,281	–	7,505	–

Material accounting policy information

Council measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method.

Payables

Payables represent liabilities for goods and services provided to Council prior to the end of financial year that are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

C3-2 Contract Liabilities

		2025	2025	2024	2024
	Notes	Current	Non-current	Current	Non-current
		\$ '000	\$ '000	\$ '000	\$ '000
Grants and contributions received in advance:					
Unexpended capital grants (to construct Council controlled assets)	(i)	6,547	–	10,778	–
Total grants received in advance		6,547	–	10,778	–
Total contract liabilities		6,547	–	10,778	–

Notes

(i) Drop due to mostly completion of works on a number of grant funded capital projects.

Revenue recognised that was included in the contract liability balance at the beginning of the period

	2025	2024
	\$ '000	\$ '000
Grants and contributions received in advance:		
Capital grants (to construct Council controlled assets)	8,345	4,716
Total revenue recognised that was included in the contract liability balance at the beginning of the period	8,345	4,716

Significant changes in contract liabilities

Drop due to completion of works on a number of grant funded capital projects.

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

C3-3 Borrowings

	2025 Current \$ '000	2025 Non-current \$ '000	2024 Current \$ '000	2024 Non-current \$ '000
Loans – secured ¹	982	18,412	987	19,141
Total borrowings	982	18,412	987	19,141

⁽¹⁾ Loans are secured over the general rating income of Council.

Disclosures on liability interest rate risk exposures, fair value disclosures and security can be found in Note E1-1.

(a) Changes in liabilities arising from financing activities

	2024		Non-cash movements				2025
	Opening Balance \$ '000	Cash flows \$ '000	Acquisition \$ '000	Fair value changes \$ '000	Acquisition due to change in accounting policy \$ '000	Other non-cash movement \$ '000	Closing balance \$ '000
Loans – secured	20,128	(734)	–	–	–	–	19,394
Lease liability (Note C2-1)	193	(56)	–	–	–	–	137
Total liabilities from financing activities	20,321	(790)	–	–	–	–	19,531

	2023		Non-cash movements				2024
	Opening Balance \$ '000	Cash flows \$ '000	Acquisition \$ '000	Fair value changes \$ '000	Acquisition due to change in accounting policy \$ '000	Other non-cash movement \$ '000	Closing balance \$ '000
Loans – secured	21,078	(950)	–	–	–	–	20,128
Lease liability (Note C2-1)	247	(54)	–	–	–	–	193
Total liabilities from financing activities	21,325	(1,004)	–	–	–	–	20,321

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C3-3 Borrowings (continued)

(b) Financing arrangements

	2025	2024
	\$ '000	\$ '000

Total facilities

Total financing facilities available to Council at the reporting date are:

Credit cards/purchase cards	50	50
Standby credit facilities	5,000	5,000
Total financing arrangements	5,050	5,050

Drawn facilities

Financing facilities drawn down at the reporting date are:

– Credit cards/purchase cards	12	5
Total drawn financing arrangements	12	5

Undrawn facilities

Undrawn financing facilities available to Council at the reporting date are:

– Credit cards/purchase cards	38	45
– Standby credit facilities	5,000	5,000
Total undrawn financing arrangements	5,038	5,045

Additional financing arrangements information

Breaches and defaults

During the current and prior year, there were no defaults or breaches on any of the loans.

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

C3-4 Employee benefit provisions

	2025 Current \$ '000	2025 Non-current \$ '000	2024 Current \$ '000	2024 Non-current \$ '000
Annual leave	634	–	621	–
Long service leave	950	–	615	–
Total employee benefit provisions	1,584	–	1,236	–

Current employee benefit provisions not anticipated to be settled within the next twelve months

	2025 \$ '000	2024 \$ '000
The following provisions, even though classified as current, are not expected to be settled in the next 12 months.		
Provisions – employees benefits	1,197	832
	1,197	832

Material accounting policy information

Long-term employee benefit obligations

The liability for long-service leave and annual leave that is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

C3-5 Provisions

	2025 Current \$ '000	2025 Non-Current \$ '000	2024 Current \$ '000	2024 Non-Current \$ '000
Other provisions				
Workers compensation	60	–	43	–
Sub-total – other provisions	60	–	43	–
Asset remediation/restoration:				
Asset remediation/restoration (future works)	1,956	825	1,897	828
Sub-total – asset remediation/restoration	1,956	825	1,897	828
Total provisions	2,016	825	1,940	828

Description of and movements in provisions

	Other provisions		
	Workers compen- sation \$ '000	Asset remediation \$ '000	Total \$ '000
2025			
At beginning of year	43	2,725	2,768
Unwinding of discount	–	121	121
Effect of de-recognition of provision through profit and loss (Note B2-3)	–	(2)	(2)
Re-measurement effect through asset (Note C1-6)	–	(1)	(1)
Amounts used (payments)	–	(62)	(62)
Other	17	–	17
Total other provisions at end of year	60	2,781	2,841
2024			
At beginning of year	34	2,781	2,815
Unwinding of discount	–	120	120
Effect of de-recognition of provision through profit and loss (Note B2-3)	–	(128)	(128)
Re-measurement effect through asset (Note C1-6)	–	(48)	(48)
Other	9	–	9
Total other provisions at end of year	43	2,725	2,768

Nature and purpose of provisions

Asset remediation

Council has a legal/public obligation to make, restore, rehabilitate and reinstate the council tip and quarry.

Material accounting policy information

Provisions are recognised when Council has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources will be required to settle the obligation, and the amount has been reliably estimated.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date. The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability. The increase in the provision due to the passage of time is recognised as a borrowing cost.

Asset remediation – tips and quarries

Close-down and restoration costs include the dismantling and demolition of infrastructure, and the removal of residual materials and remediation of disturbed areas. Estimated close-down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs, whether this occurs during the development or during the operation phase, based on the net present value of estimated future costs. Provisions for close-down and restoration costs do not include any additional obligations which are expected to arise from future disturbance. The cost estimates are calculated annually

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C3-5 Provisions (continued)

during the life of the operation to reflect known developments, e.g. updated cost estimates and revisions to the estimated lives of operations, and are subject to formal review at regular intervals.

The ultimate cost of environmental remediation is uncertain and cost estimates can vary in response to many factors, including changes to the relevant legal requirements, the emergence of new restoration techniques, or experience at other locations. The expected timing of expenditure can also change, for example in response to changes in quarry reserves or production rates. As a result, there could be significant adjustments to the provision for close down and restoration and environmental clean-up, which would affect future financial results.

Other movements in the provisions for close-down and restoration costs, including those resulting from new disturbance, updated cost estimates, changes to the estimated lives of operations, and revisions to discount rates, are capitalised within infrastructure, property, plant and equipment. These costs are then depreciated over the lives of the assets to which they relate.

C4 Reserves

C4-1 Nature and purpose of reserves

IPPE Revaluation Surplus

The infrastructure, property, plant and equipment (IPPE) revaluation surplus is used to record increments and decrements in the revaluation of infrastructure, property, plant and equipment.

D Council structure

D1 Results by fund

General fund refers to all Council activities other than water and sewer. All amounts disclosed in this note are gross i.e. inclusive of internal charges and recoveries made between the funds. Assets and liabilities shown in the water and sewer columns are restricted for use for these activities.

D1-1 Income Statement by fund

	General 2025 \$ '000	Water 2025 \$ '000	Sewer 2025 \$ '000
Income from continuing operations			
Rates and annual charges	10,680	1,644	2,946
User charges and fees	1,528	1,653	240
Interest and investment income	2,889	49	142
Other revenues	343	6	10
Grants and contributions provided for operating purposes	11,685	168	222
Grants and contributions provided for capital purposes	17,594	3,341	52
Other income	206	–	–
Total income from continuing operations	44,925	6,861	3,612
Expenses from continuing operations			
Employee benefits and on-costs	7,082	471	309
Materials and services	11,005	1,484	1,393
Borrowing costs	648	232	110
Other expenses	599	–	–
Net losses from the disposal of assets	2,715	468	–
Total expenses from continuing operations excluding depreciation, amortisation and impairment of non-financial assets	22,049	2,655	1,812
Operating result from continuing operations excluding depreciation, amortisation and impairment of non-financial assets	22,876	4,206	1,800
Depreciation, amortisation and impairment of non-financial assets	7,337	1,196	664
Operating result from continuing operations	15,539	3,010	1,136
Net operating result for the year	15,539	3,010	1,136
Net operating result attributable to each council fund	15,539	3,010	1,136
Net operating result for the year before grants and contributions provided for capital purposes	(2,055)	(331)	1,084

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

D1-2 Statement of Financial Position by fund

	General 2025 \$ '000	Water 2025 \$ '000	Sewer 2025 \$ '000
ASSETS			
Current assets			
Cash and cash equivalents	49,461	2,954	9,691
Receivables	2,337	1,221	308
Inventories	220	–	–
Contract assets and contract cost assets	3,813	361	38
Total current assets	55,831	4,536	10,037
Non-current assets			
Infrastructure, property, plant and equipment	551,666	57,746	24,287
Right of use assets	146	–	–
Total non-current assets	551,812	57,746	24,287
Total assets	607,643	62,282	34,324
LIABILITIES			
Current liabilities			
Payables	2,842	279	160
Income received in advance	(5)	5	–
Contract liabilities	6,547	–	–
Lease liabilities	41	–	–
Borrowings	530	286	166
Employee benefit provision	1,584	–	–
Provisions	2,016	–	–
Total current liabilities	13,555	570	326
Non-current liabilities			
Lease liabilities	96	–	–
Borrowings	11,907	5,081	1,424
Provisions	825	–	–
Total non-current liabilities	12,828	5,081	1,424
Total liabilities	26,383	5,651	1,750
Net assets	581,260	56,631	32,574
EQUITY			
Accumulated surplus	217,535	28,446	17,085
IPPE revaluation surplus	363,725	28,185	15,489
Council equity interest	581,260	56,631	32,574
Total equity	581,260	56,631	32,574

D2 Interests in other entities

D2-1 Subsidiaries, joint arrangements and associates not recognised

North West Weight of Loads Committee (NWWLC)

Council joined the North West Weight of Loads Committee (NWWLC) in March 2021. The NWWLC is a joint venture between the Council of the Shire of Moree Plains, the Council of the Shire of Narrabri, the Western Plains Regional Council, the Council of the Shire of Glen Innes Severn, the Council of the Shire of Gunnedah, the Council of the Shire of Tenterfield, the Council of the Shire of Inverell and the Council of the Shire of Warrumbungle.

Council's interest in the group capital is 12.5% which has no control or significant influence over the group's activity. The principal activity of the NWWLC is the checking and enforcement of load weights carried by heavy vehicles on roads within the above named Council boundaries.

Tenterfield Shire Council's member contribution to the NWWLC in 2025 financial year was \$24,634.20 (2024: zero).

For the period ended 30 June 2025 NWWLC's net operating income attributable to Tenterfield Shire Council was zero (2024: \$28,723.75).

E Risks and accounting uncertainties

E1-1 Risks relating to financial instruments held

Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of Council.

Council's objective is to maximise its return on cash and investments while maintaining an adequate level of liquidity and preserving capital. The finance team manage the cash and investments portfolio with the assistance of independent advisers. Council has an investment policy which complies with s 625 of the Act and the Ministerial Investment Order. The policy is regularly reviewed by Council and a monthly investment report is provided to Council setting out the make-up and performance of the portfolio as required by local government regulations.

NSW Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance team under policies approved by the Councillors.

The fair value of receivables, loans, investments and financial liabilities approximates the carrying amount.

The risks associated with the financial instruments held are:

- interest rate risk – the risk that movements in interest rates could affect returns
- liquidity risk – the risk that Council will not be able to pay its debts as and when they fall due
- credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to Council.

Council manages these risks by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees. Council also seeks advice from its independent advisers before placing any cash and investments.

(a) Market risk – interest rate and price risk

	2025	2024
	\$ '000	\$ '000

The impact on the result for the year and equity of a reasonably possible movement in the price of investments held and interest rates is shown below. The reasonably possible movements were determined based on historical movements and economic conditions in place at the reporting date.

Impact of a 1% movement in interest rates

– Equity / Income Statement	427	483
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(b) Credit risk

Council's receivables for the purposes of credit risk exposure comprise two categories:

1) Category 1: rates and annual charges (including interests on outstanding rates); statutory entitlements (GST receivable); government grants and subsidies; accrued grants income; and interest on investments.

2) Category 2: user charges and fees; private works; other debtors.

Council manages the credit risk associated with these receivables by monitoring outstanding debt and employing stringent debt recovery procedures. Council also encourages ratepayers to pay their rates by the due date through incentives.

The credit risk for liquid funds and other short-term financial assets is considered negligible, since the counterparties are reputable banks with high quality external credit ratings.

There are no significant concentrations of credit risk, whether through exposure to individual customers, specific industry sectors and/or regions.

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

E1-1 Risks relating to financial instruments held (continued)

There are no material receivables that have been subjected to a re-negotiation of repayment terms.

Credit risk profile

Receivables – Category 1

Rates and annual charges (including interest on overdue rates debtors)

Credit risk on rates and annual charges is minimised by the ability of Council to recover these debts as a secured charge over the land; that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

Government grants, subsidies, GST receivable

Credit risk on this type of debtors is negligible due to allocation of the funds to the council for the whole period of fund agreements, absence of evidence of default of the Australian Government in the past, currently and in the future and timely payments made by the government.

Interest on investments

The credit risk for liquid funds and other short-term financial assets is considered negligible, since the counterparties are reputable banks with high quality external credit ratings.

Contract Assets

This class of assets comprises of accrued income under various government grants. Credit risk on this type of accruals is negligible due to allocation of the funds to the council for the whole period of fund agreements, absence of evidence of default of the Australian Government in the past, currently and in the future and timely payments made by the government.

	Not yet overdue \$ '000	overdue rates and annual charges < 5 years \$ '000	≥ 5 years \$ '000	Total \$ '000
2025				
Gross carrying amount - Receivables (AASB 9)	794	–	–	794
Contract Assets (AASB 15 and AASB 1058)	4,212	–	–	4,212
2024				
Gross carrying amount - Receivables (AASB 9)	720	–	–	720
Contract Assets (AASB 15 and AASB 1058)	2,490	–	–	2,490

Receivables - Category 2

Fees and charges, Private works and other debtors

Council applies the simplified approach for Category 2 debtors to provide for expected credit losses prescribed by AASB 9, which permits the use of the lifetime expected loss provision. To measure the expected credit losses, Category 2 debtors have been grouped based on shared credit risk characteristics and the days past due.

The loss allowance provision as at 30 June 2024 is determined as follows. The expected credit losses incorporate forward-looking information.

	Not yet overdue \$ '000	0 - 30 days \$ '000	Overdue debts 31 - 60 days \$ '000	61 - 90 days \$ '000	> 91 days \$ '000	Total \$ '000
2025						
Gross carrying amount	2,588	71	260	208	–	3,127
Expected loss rate (%)	0.22%	10.00%	0.17%	20.02%	0.00%	1.75%
ECL provision	6	7	–	42	–	55
2024						
Gross carrying amount	4,513	8	5	250	–	4,776
Expected loss rate (%)	0.04%	5.00%	15.00%	20.90%	0.00%	1.16%

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E1-1 Risks relating to financial instruments held (continued)

	Not yet overdue	Overdue debts				Total
	\$ '000	0 - 30 days \$ '000	31 - 60 days \$ '000	61 - 90 days \$ '000	> 91 days \$ '000	\$ '000
ECL provision	2	–	1	52	–	55

(c) Liquidity risk

Payables, lease liability and borrowings are both subject to liquidity risk – the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer.

Payment terms can (in extenuating circumstances) also be extended and overdraft facilities utilised as required.

Borrowings are also subject to interest rate risk – the risk that movements in interest rates could adversely affect funding costs and debt servicing requirements. Council manages this risk through diversification of borrowing types, maturities and interest rate structures. The finance team regularly reviews interest rate movements to determine if it would be advantageous to refinance or renegotiate part or all of the loan portfolio.

The timing of cash flows presented in the table below to settle financial liabilities reflects the earliest contractual settlement dates. The timing of expected outflows is not expected to be materially different from contracted cashflows.

The amounts disclosed in the table are the undiscounted contracted cash flows for non-lease liabilities (for lease liability maturity analysis refer to Note C2-1) and therefore the balances in the table may not equal the balances in the statement of financial position due to the effect of discounting.

	Weighted average interest rate %	Subject to no maturity \$ '000	payable in: ≤ 1 Year \$ '000	1 - 5 Years \$ '000	> 5 Years \$ '000	Total cash outflows \$ '000	Actual carrying values \$ '000
2025							
Payables	0.00%	327	2,954	–	–	3,281	3,281
Loans	4.17%	–	1,784	6,980	18,158	26,922	19,394
Total financial liabilities		327	4,738	6,980	18,158	30,203	22,675
2024							
Payables	0.00%	342	7,163	–	–	7,505	7,505
Loans	4.63%	–	1,867	6,888	19,957	28,712	20,128
Total financial liabilities		342	9,030	6,888	19,957	36,217	27,633

E2-1 Fair value measurement

The Council measures the following asset and liability classes at fair value on a recurring basis:

– Infrastructure, property, plant and equipment

The fair value of assets must be estimated in accordance with various accounting standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a 'level' in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2: Inputs other than quoted prices included within level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

Fair value measurement hierarchy								
Notes	Date of latest valuation		Level 2 Significant observable inputs		Level 3 Significant unobservable inputs		Total	
	2025	2024	2025	2024	2025	2024	2025	2024
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Infrastructure, property, plant and equipment								
C1-7								
Plant and equipment	30/06/18		–	–	7,224	7,803	7,224	7,803
Office equipment	30/06/16		–	–	152	214	152	214
Furniture and fittings	30/06/16		–	–	184	204	184	204
Crown land	30/06/21	30/06/21	–	–	4,735	4,735	4,735	4,735
Land – operational	30/06/23	30/06/23	8,212	7,458	–	–	8,212	7,458
Land – community	30/06/21	30/06/21	–	–	1,793	1,793	1,793	1,793
Land under roads	30/06/14	30/06/14	–	–	13	13	13	13
Land improvements – depreciated	30/06/21	30/06/21	–	–	4,513	3,540	4,513	3,540
Buildings	30/06/23	30/06/23	–	–	32,853	31,903	32,853	31,903
Other structures	29/06/21	30/06/21	–	–	3,634	3,452	3,634	3,452
Roads	30/06/24	30/06/24	–	–	273,109	264,032	273,109	264,032
Bulk earthworks	30/06/21	30/06/21	–	–	127,779	123,459	127,779	123,459
Footpaths	30/06/24	30/06/24	–	–	3,478	3,448	3,478	3,448
Bridges	30/06/24	30/06/24	–	–	75,064	67,137	75,064	67,137
Stormwater assets	30/06/24	30/06/24	–	–	4,033	4,069	4,033	4,069
Water supply assets	30/06/22	30/06/22	–	–	45,877	45,438	45,877	45,438
Sewerage network	30/06/22	30/06/22	–	–	22,685	22,538	22,685	22,538
Swimming pools	30/06/21	30/06/21	–	–	336	346	336	346
Open space and recreation	30/06/21	30/06/21	–	–	5,323	5,141	5,323	5,141
Library books	30/06/21	30/06/21	–	–	2	13	2	13
Tip assets	30/06/22	30/06/22	–	–	112	315	112	315
Quarry assets	30/06/22	30/06/22	–	–	32	35	32	35
Total infrastructure, property, plant and equipment			8,212	7,458	612,931	589,628	621,143	597,086

Valuation techniques

Where Council is unable to derive fair valuations using quoted market prices of identical assets (ie. level 1 inputs) Council instead utilises a spread of both observable inputs (level 2 inputs) and unobservable inputs (level 3 inputs).

The fair valuation techniques Council has employed while utilising level 2 and level 3 inputs are as follows:

E2-1 Fair value measurement (continued)

Infrastructure, property, plant and equipment (IPPE)

Crown Land

All valuations of Crown Land are based upon the land valuations issued by the Valuer - General. Crown Land was valued as at 30 June 2021 using the 1 July 2019 VG valuation data. There has been no change to the valuation process during the reporting period.

Community Land

All valuations of Community Land are based upon the land valuations issued by the Valuer - General. Community Land was valued as at 30 June 2021. There has been no change to the valuation process during the reporting period.

Operational Land

The valuation of Operational Land has been based upon relevant sales in the area. In certain locations there was a lack of appropriate comparable sales evidence and in these instances the closest comparable sales and factors relating the land parcels geographic, land use and zoning were also taken into consideration. The last valuation was undertaken at 30 June 2023 by APV Valuers & Asset Management. There has been no change to the valuation process during the reporting period.

Other Structures, Swimming Pools and Open Space & Recreation Assets

The valuation process involved current replacement cost approach. Unobservable inputs such as replacement cost, asset condition and useful life required extensive professional judgement. The unobservable inputs place this class of asset at Level 3. The last valuation was undertaken on 30 June 2021 by APV Valuers and Asset Management Pty Ltd. There has been no change to the valuation process during the reporting period.

Plant & Equipment, Office Equipment, Furniture & Fittings and Library Books

Plant & Equipment, Furniture & Fittings, Library Books and Office Equipment are valued at cost but disclosed at fair value in the Notes of the financial statements. It is assumed that the carrying amount of these asset classes is approximate fair value. Assets include graders, motor vehicles, mowers, chainsaws, computers, tables, chairs, lighting, library books and resources. The key unobservable input is the condition of the assets. There has been no change to the valuation process during the reporting period.

Buildings

Buildings assets are valued externally. Council engaged APV Valuers & Asset Management to perform a comprehensive valuation of buildings assets as at 30 June 2023.

Most of the Council's buildings are specialised by nature and were valued utilising the cost approach. The approach estimated the replacement cost of each building and componentising of significant parts of specific buildings with different useful lives and taking into account a range of factors. Where the unit rates could be supported by market evidence, Level 2 inputs were utilised. Other inputs (such as estimates useful life, asset condition and componentisation) required extensive professional judgement and impacted significantly on the final determination of fair value. As such, these assets have been valued utilising Level 3 inputs.

There were no changes in valuation technique from prior year.

Water supply and Sewerage network assets

Due to specialised nature of the assets all water and sewer network assets were valued using cost approach with the Level 3 input dominating the valuation. As a result, this class of assets is always valued externally with sufficient regularity to ensure carrying amount of the assets is not materially different to fair value. Council engaged independent professional valuer, Australis Asset Advisory Group, to perform a comprehensive revaluation of its water and sewerage supply network assets as at 30 June 2022.

Valuer applied significant judgement in determining following inputs into the valuation process: unit rates, condition assessment and obsolescence, useful life. The valuation technique has not changed from previous year.

Transportation assets

Transportation assets is a valuation class of asset for the purposes of AASB 13 *Fair Value Measurement* which combines following classes of assets from Note C1-7: roads, bridges, footpaths, bulk earthworks, stormwater drainage.

E2-1 Fair value measurement (continued)

This valuation relies on key unobservable inputs such as unit rates, condition ratings, useful life. The key unobservable inputs and no active market place these assets categories at Level 3. The last valuation was undertaken on 30 June 2024 by AVR Consulting.

Remediation Assets for Tips and Quarries

Restoration, cell capping, leachate collection and site closures have been recognised as significant costs for the remediation assets. In particular, the closing of a landfill site will include preparation, final cell capping, site re-vegetation and leachate management. The key unobservable inputs are discount rate, estimated costs, legislative requirements, and timing of remediation and indexation of labour costs. Council engaged an external independent valuation firm (Australis) to update critical estimates related to rehabilitation of a tip and used internal expertise to update critical estimates for remediation of quarries on 30 June 2022.

Fair value measurements using significant unobservable inputs (level 3)

There were no movements between levels of hierarchy during the year. The operational land level of hierarchy was adjusted to Level 2 retrospectively. For schedule of changes in values please refer to Note C1-6.

Highest and best use

All of Council's non-financial assets are considered as being utilised for their highest and best use.

E3-1 Contingencies

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but their knowledge and disclosure is considered relevant to the users of Council's financial report.

LIABILITIES NOT RECOGNISED

1. Guarantees

(i) Defined benefit superannuation contribution plans

Council is party to an Industry Defined Benefit Plan under Active Super – Pool B (the Scheme) which is a defined benefit plan that has been deemed to be a 'multi-employer fund' for purposes of AASB119 Employee Benefits for the following reasons:

- Assets are not segregated within the sub-group according to the employees of each sponsoring employer.
- The contribution rates have been the same for all sponsoring employers. That is, contribution rates have not varied for each sponsoring employer according to the experience relating to the employees of that sponsoring employer.
- Benefits for employees of all sponsoring employers are determined according to the same formulae and without regard to the sponsoring employer.
- The same actuarial assumptions are currently used in respect of the employees of each sponsoring employer.

Given the factors above, each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers, and hence shares in the associated gains and losses (to the extent that they are not borne by members).

Description of the funding arrangements.

Pooled Employers are required to pay standard employer contributions and additional lump sum contributions to the Fund.

The future service employer contributions were determined using the new entrant rate method under which a contribution rate sufficient to fund the total benefits over the working life-time of a typical new entrant is calculated. The current future service employer contribution rates are::

Division B	1.9 times member contributions for non-180 Point Members; Nil for 180 Point Members*
Division C	2.5% salaries
Division D	1.64 times member contributions

* For 180 Point Members, Employers are required to contribute 9.5% from 1 July 2025 of salaries to these members' accumulation accounts in line with current level of SG contributions, which are paid in addition to members' defined benefits..

The past service contribution for each Pooled Employer is a share of the total past service contributions of \$20.0 million per annum for 1 January 2022 to 31 December 2024, apportioned according to each employer's share of the accrued liabilities as at 30 June.

Given the funding position of the Fund as at 30 June 2024, it was recommended to cease these past service contributions effective 1 January 2025.

The adequacy of contributions is assessed at each triennial actuarial investigation and monitored annually between triennials.

Description of the extent to which Council can be liable to the plan for other Council's obligations under the terms and conditions of the multi-employer plan

As stated above, each sponsoring employer (Council) is exposed to the actuarial risks associated with current and former employees of other sponsoring employers and hence shares in the associated gains and losses.

However, there is no relief under the Fund's trust deed for employers to walk away from their defined benefit obligations. Under limited circumstances, an employer may withdraw from the plan when there are no active members, on full payment of outstanding additional contributions. There is no provision for allocation of any surplus which may be present at the date of withdrawal of the Council.

There are no specific provisions under the Fund's trust deed dealing with deficits or surplus on wind-up.

There is no provision for allocation of any surplus which may be present at the date of withdrawal of an employer.

continued on next page ...

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E3-1 Contingencies (continued)

The amount of Council employer contributions to the Scheme and recognised as an expense for the year ending 30 June 2025 was \$31,653.70. The last valuation of the Scheme was performed by fund actuary, Richard Boyfield, FIAA as at 30 June 2024.

Council's expected contribution to the plan for the next annual reporting period is \$8,891.09.

The estimated employer reserves financial position for the Pooled Employers at 30 June 2024 is:

Employer reserves only *	\$millions	Asset Coverage
Assets	2,197.6	
Past Service Liabilities	2,092.9	105.0%
Vested Benefits	2,130.4	103.2%

* excluding member accounts and reserves in both assets and liabilities.

The share of any funding surplus or deficit that can be attributed to Council is 0.17%

Council's share of that deficiency cannot be accurately calculated as the Scheme is a mutual arrangement where assets and liabilities are pooled together for all member councils. For this reason, no liability for the deficiency has been recognised in Council's accounts. Council has a possible obligation that may arise should the Scheme require immediate payment to correct the deficiency.

The key economic long term assumptions used to calculate the present value of accrued benefits are:

Investment return	6.0% per annum
Salary inflation *	3.5% per annum
Increase in CPI	2.5% per annum

* Plus promotional increases

The contribution requirements may vary from the current rates if the overall sub-group experience is not in line with the actuarial assumptions in determining the funding program; however, any adjustment to the funding program would be the same for all sponsoring employers in the Pooled Employers group. Please note that the estimated employer reserves financial position above is a preliminary calculation, and once all the relevant information has been received by me as the Fund's Actuary, the final end of year review will be completed by December 2025..

(ii) Statewide Limited

Council is a member of Statewide Mutual, a mutual pool scheme providing liability insurance to local government.

Membership includes the potential to share in either the net assets or liabilities of the fund depending on its past performance. Council's share of the net assets or liabilities reflects Council's contributions to the pool and the result of insurance claims within each of the fund years.

The future realisation and finalisation of claims incurred but not reported to 30 June this year may result in future liabilities or benefits as a result of past events that Council will be required to fund or share in respectively.

(iii) StateCover Limited

Council is a member of StateCover Mutual Limited and holds a partly paid share in the entity.

StateCover is a company providing workers compensation insurance cover to the NSW local government industry and specifically Council.

Council has a contingent liability to contribute further equity in the event of the erosion of the company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements from APRA.

These future equity contributions would be required to maintain the company's minimum level of net assets in accordance with its licence requirements.

(iv) Other guarantees

Council has provided no other guarantees other than those listed above.

E3-1 Contingencies (continued)

2. Other liabilities

(i) Third party claims

The Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council believes that it is appropriately covered for all claims through its insurance coverage and does not expect any material liabilities to eventuate.

(ii) Potential land acquisitions due to planning restrictions imposed by Council

Council has classified a number of privately owned land parcels as local open space or bushland.

As a result, where notified in writing by the various owners, Council will be required to purchase these land parcels.

At reporting date, reliable estimates as to the value of any potential liability (and subsequent land asset) from such potential acquisitions has not been possible.

ASSETS NOT RECOGNISED

(i) Land under roads

As permitted under AASB 1051, Council has elected not to bring to account land under roads that it owned or controlled up to and including 30/6/08.

(ii) Infringement notices/fines

Fines and penalty income, the result of Council issuing infringement notices is followed up and collected by the Infringement Processing Bureau.

Council's revenue recognition policy for such income is to account for it as revenue on receipt.

Accordingly, at year end, there is a potential asset due to Council representing issued but unpaid infringement notices.

Due to the limited information available on the status, value and duration of outstanding notices, Council is unable to determine the value of outstanding income.

F People and relationships
F1 Related party disclosures
F1-1 Key management personnel (KMP)

Key management personnel (KMP) of the council are those persons having the authority and responsibility for planning, directing and controlling the activities of the council, directly or indirectly.

The aggregate amount of KMP compensation included in the Income Statement is:

	2025 \$ '000	2024 \$ '000
Compensation:		
Short-term benefits	715	615
Post-employment benefits	78	57
Interim general manager contract	–	145
Total	793	817

F1-2 Councillor and Mayoral fees and associated expenses

	2025 \$ '000	2024 \$ '000
The aggregate amount of Councillor and Mayoral fees and associated expenses included in materials and services expenses in the Income Statement are:		
Mayoral fee	29	28
Councillors' fees	130	117
Other Councillors' expenses (including Mayor)	63	33
Total	222	178

F2 Other relationships

F2-1 Audit fees

	2025	2024
	\$ '000	\$ '000

During the year, the following fees were incurred for services provided by the auditor of Council, related practices and non-related audit firms

Auditors of the Council - NSW Auditor-General:

(i) Audit and other assurance services

Audit and review of financial statements

Remuneration for audit and other assurance services

Total Auditor-General remuneration

Total audit fees

87	84
87	84
87	84
87	84

G Other matters

G1-1 Statement of Cash Flows information

Reconciliation of Operating Result

	2025 \$ '000	2024 \$ '000
Net operating result from Income Statement	19,685	18,920
Add / (less) non-cash items:		
Depreciation and amortisation	9,197	8,177
(Gain) / loss on disposal of assets	3,183	5,340
Net effect from de-recognition of remediation provision	—	—
Unwinding of discount rates on reinstatement provisions	121	120
Movements in operating assets and liabilities and other cash items:		
(Increase) / decrease of receivables	(812)	550
(Increase) / decrease of inventories	(101)	102
(Increase) / decrease of contract asset	(1,722)	11,759
Increase / (decrease) in payables	(4,238)	2,364
Increase / (decrease) in accrued interest payable	(21)	(46)
Increase / (decrease) in other accrued expenses payable	37	(21)
Increase / (decrease) in other liabilities	(2)	(361)
Increase / (decrease) in contract liabilities	(4,231)	6,062
Increase / (decrease) in employee benefit provision	348	(4)
Increase / (decrease) in other provisions	(48)	(167)
Net cash flows from operating activities	21,396	52,795

G2-1 Commitments

Capital commitments (exclusive of GST)

	2025	2024
	\$ '000	\$ '000

Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:

Property, plant and equipment

Water Supply	275	1,996
Plant and equipment	560	–
Sewer Network	16	–
Waste Management	2,176	3,504
Roads	13,009	9,965
Parks	8	5
Buildings	–	75
Other	201	37

Total commitments

16,245 **15,582**

These expenditures are payable as follows:

Within the next year	16,245	15,582
----------------------	--------	--------

Total payable

16,245 **15,582**

Sources for funding of capital commitments:

Unrestricted general funds	331	578
Future grants and contributions	9,197	2,765
Externally restricted reserves	6,717	3,854
Internally restricted reserves	–	8,385

Total sources of funding

16,245 **15,582**

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

G3-1 Events occurring after the reporting date

Council is unaware of any material or significant 'non-adjusting events' that should be disclosed. No other matters have arisen subsequent to balance date that would require these financial statements to be amended

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

G4 Statement of developer contributions

G4-1 Summary of developer contributions

	Opening balance at 1 July 2024 \$ '000	Contributions received during the year			Interest and investment income earned \$ '000	Expenditure during year and transfers to unrestricted \$ '000	Internal borrowings \$ '000	Held as restricted asset at 30 June 2025 \$ '000	Cumulative balance of internal borrowings (to)/from \$ '000
		Cash \$ '000	Non-cash Land \$ '000	Non-cash Other \$ '000					
Drainage	9	2	–	–	2	–	–	13	–
Roads	856	386	–	–	33	–	–	1,275	–
New multi-residential development	115	–	–	–	54	–	–	169	–
Open space	12	5	–	–	–	–	–	17	–
Community facilities	33	12	–	–	–	–	–	45	–
Emergency services	64	26	–	–	2	–	–	92	–
Waste management	118	47	–	–	4	–	–	169	–
Other	35	15	–	–	1	–	–	51	–
S7.11 contributions – under a plan	1,242	493	–	–	96	–	–	1,831	–
Total S7.11 and S7.12 revenue under plans	1,242	493	–	–	96	–	–	1,831	–
S64 contributions	224	33	–	–	–	–	–	257	–
Total contributions	1,466	526	–	–	96	–	–	2,088	–

Under the *Environmental Planning and Assessment Act 1979*, local infrastructure contributions, also known as developer contributions, are charged by councils when new development occurs. They help fund infrastructure like parks, community facilities, local roads, footpaths, stormwater drainage and traffic management.

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

G4-2 Developer contributions by plan

	Opening balance at 1 July 2024 \$ '000	Contributions received during the year			Interest and investment income earned \$ '000	Expenditure during year and transfers to unrestricted \$ '000	Internal borrowings \$ '000	Held as restricted asset at 30 June 2025 \$ '000	Cumulative balance of internal borrowings (to)/from \$ '000
		Cash \$ '000	Non-cash Land \$ '000	Non-cash Other \$ '000					
CONTRIBUTION PLAN NUMBER 2013									
Drainage	9	2	-	-	2	-	-	13	-
Roads	856	386	-	-	33	-	-	1,275	-
New multi-residential development	115	-	-	-	54	-	-	169	-
Open space	12	5	-	-	-	-	-	17	-
Community facilities	33	12	-	-	-	-	-	45	-
Emergency services	64	26	-	-	2	-	-	92	-
Waste management	118	47	-	-	4	-	-	169	-
Other	35	15	-	-	1	-	-	51	-
Total	1,242	493	-	-	96	-	-	1,831	-

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

End of the audited financial statements

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

H1 Statement of performance measures

H1-1 Statement of performance measures – consolidated results

	Amounts 2025 \$ '000	Indicator 2025	Indicators 2024 2023		Benchmark
1. Operating performance ratio					
Total continuing operating revenue excluding capital grants and contributions less operating expenses ^{1,2}	1,881	5.47%	30.27%	16.55%	> 0.00%
Total continuing operating revenue excluding capital grants and contributions ¹	34,411				
2. Own source operating revenue ratio					
Total continuing operating revenue excluding all grants and contributions ¹	22,336	40.32%	39.23%	24.08%	> 60.00%
Total continuing operating revenue ¹	55,398				
3. Unrestricted current ratio					
Current assets less all external restrictions	27,086	4.66x	1.95x	2.73x	> 1.50x
Current liabilities less specific purpose liabilities	5,811				
4. Debt service cover ratio					
Operating result before capital excluding interest and depreciation/impairment/amortisation ¹	12,068	6.78x	10.44x	8.34x	> 2.00x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	1,780				
5. Rates and annual charges outstanding percentage					
Rates and annual charges outstanding	927	5.71%	5.63%	3.86%	< 10.00%
Rates and annual charges collectable	16,243				
6. Cash expense cover ratio					
Current year's cash and cash equivalents plus all term deposits	62,106	24.44	39.82	15.76	> 3.00
Monthly payments from cash flow of operating and financing activities	2,541	months	months	months	months

(1) Excludes fair value increments on investment properties, reversal of revaluation decrements, reversal of impairment losses on receivables, net gain on sale of assets and net share of interests in joint ventures and associates using the equity method and includes pensioner rate subsidies

(2) Excludes impairment/revaluation decrements of IPPE, fair value decrements on investment properties, net loss on disposal of assets and net loss on share of interests in joint ventures and associates using the equity method

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

H1-2 Statement of performance measures by fund

\$ '000	General Indicators ³		Water Indicators		Sewer Indicators		Benchmark
	2025	2024	2025	2024	2025	2024	
1. Operating performance ratio							
Total continuing operating revenue excluding capital grants and contributions less operating expenses ^{1,2}	4.13%	33.07%	(9.40)%	(7.58)%	30.45%	40.63%	> 0.00%
Total continuing operating revenue excluding capital grants and contributions ¹							
2. Own source operating revenue ratio							
Total continuing operating revenue excluding capital grants and contributions ¹	34.83%	31.94%	48.86%	64.64%	92.41%	98.25%	> 60.00%
Total continuing operating revenue ¹							
3. Unrestricted current ratio							
Current assets less all external restrictions	4.66x	1.95x	7.96x	5.53x	30.79x	46.66x	> 1.50x
Current liabilities less specific purpose liabilities							
4. Debt service cover ratio							
Operating result before capital excluding interest and depreciation/impairment/amortisation ¹	6.34x	12.93x	4.73x	3.23x	16.89x	9.36x	> 2.00x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)							
5. Rates and annual charges outstanding percentage							
Rates and annual charges outstanding ⁴	5.39%	5.28%	6.83%	6.90%	6.23%	6.26%	< 10.00%
Rates and annual charges collectable							
6. Cash expense cover ratio							
Current year's cash and cash equivalents plus all term deposits	22.39	112.86	16.28	14.21	64.00	7.69	> 3.00
Monthly payments from cash flow of operating and financing activities	months	months	months	months	months	months	months

(4) Water and sewer rates and annual charges outstanding ratios were adjusted for 2023 financial year

(1) - (2) Refer to Notes at Note G5-1 above.

(3) General fund refers to all of Council's activities except for its water and sewer activities which are listed separately.

H1-3 Council information and contact details

Principal place of business:

247 Rouse Street
Tenterfield NSW 2372

Contact details

Mailing Address:

PO Box 214
Tenterfield NSW 2372

Telephone: 02 6736 6000

Facsimile: 02 6736 6005

Opening hours:

9:00am - 4:30pm
Monday to Friday

Internet: www.tenterfield.nsw.gov.au

Email: council@tenterfield.nsw.gov.au

Officers

General Manager

Hein Basson

Responsible Accounting Officer

Jane Walton

Public Officer

Elizabeth Alley

Auditors

Audit Office of New South Wales
GPO Box 12
SYDNEY NSW 2001

Elected members

Mayor

Bronwyn Petrie

Councillors

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

Other information

ABN: 85 010 810 083

Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

Tenterfield Shire Council

General Purpose Financial Statements
for the year ended 30 June 2025

Independent Auditor's Reports:

On the Financial Statements (Sect 417 [2])

Independent Auditor's Report

Please uplift Council's Audit Report PDF (opinion) for inclusion in the GPFS report (via the Home screen).

continued on next page ...

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Tenterfield Shire Council | Notes to the Financial Statements 30 June 2025

Tenterfield Shire Council

General Purpose Financial Statements
for the year ended 30 June 2025

Independent Auditor's Reports: (continued)

On the Financial Statements (Sect 417 [3])

Independent Auditor's Report

Please uplift Council's Audit Report PDF (commentary) for inclusion in the GPFS report (via the Home screen).

Tenterfield Shire Council

SPECIAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2025

"Quality Nature, Quality Heritage and Quality Lifestyle"



Tenterfield Shire Council

Special Purpose Financial Statements
for the year ended 30 June 2025

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Auditor's Report on Special Purpose Financial Statements	11

Background

- i. These Special Purpose Financial Statements have been prepared for the use by both Council and the Office of Local Government in fulfilling their requirements under National Competition Policy.
- ii. The principle of competitive neutrality is based on the concept of a 'level playing field' between persons/entities competing in a market place, particularly between private and public sector competitors.

Essentially, the principle is that government businesses, whether Commonwealth, state or local, should operate without net competitive advantages over other businesses as a result of their public ownership.

- iii. For Council, the principle of competitive neutrality and public reporting applies only to declared business activities.

These include **(a)** those activities classified by the Australian Bureau of Statistics as business activities being water supply, sewerage services, abattoirs, gas production and reticulation, and **(b)** those activities with a turnover of more than \$2 million that Council has formally declared as a business activity (defined as Category 1 activities).

- iv. In preparing these financial statements for Council's self-classified Category 1 businesses and ABS-defined activities, councils must **(a)** adopt a corporatisation model and **(b)** apply full cost attribution including tax-equivalent regime payments and debt guarantee fees (where the business benefits from Council's borrowing position by comparison with commercial rates).

Tenterfield Shire Council

Special Purpose Financial Statements
for the year ended 30 June 2025

Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached special purpose financial statements have been prepared in accordance with:

- NSW Government Policy Statement, *Application of National Competition Policy to Local Government*
- Division of Local Government Guidelines, *Pricing and Costing for Council Businesses: A Guide to Competitive Neutrality*
- The Local Government Code of Accounting Practice and Financial Reporting
- Sections 3 and 4 of the NSW Department of Climate Change, Energy, the Environment and Water's (DCCEEW) *Regulatory and assurance framework for local water utilities, July 2022*

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year,
- accord with Council's accounting and other records; and
- present overhead reallocation charges to the water and sewerage businesses as fair and reasonable.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 24 September 2025.

Bronwyn Petrie
Mayor
24 September 2025

Greg Sauer
Deputy Mayor
24 September 2025

Hein Basson
General Manager
24 September 2025

Jane Walton
Responsible Accounting Officer
24 September 2025

Tenterfield Shire Council | Income Statement of water supply business activity | for the year ended 30 June 2025

Tenterfield Shire Council

Income Statement of water supply business activity
for the year ended 30 June 2025

	2025 \$ '000	2024 \$ '000
Income from continuing operations		
Access charges	1,644	1,354
User charges	1,600	1,653
Fees	53	64
Interest and investment income	49	50
Grants and contributions provided for operating purposes	168	141
Other income	6	8
Total income from continuing operations	3,520	3,270
Expenses from continuing operations		
Employee benefits and on-costs	471	516
Borrowing costs	232	215
Materials and services	1,484	1,364
Depreciation, amortisation and impairment	1,196	898
Loss on de-recognition of assets	468	525
Total expenses from continuing operations	3,851	3,518
Surplus (deficit) from continuing operations before capital amounts	(331)	(248)
Grants and contributions provided for capital purposes	3,341	1,571
Surplus (deficit) from continuing operations after capital amounts	3,010	1,323
Surplus (deficit) from all operations before tax	3,010	1,323
Surplus (deficit) after tax	3,010	1,323
Plus accumulated surplus	25,436	24,113
Plus adjustments for amounts unpaid:		
Closing accumulated surplus	28,446	25,436
Return on capital %	(0.2)%	(0.1)%
Subsidy from Council	2,501	2,354
Calculation of dividend payable:		
Surplus (deficit) after tax	3,010	1,323
Less: capital grants and contributions (excluding developer contributions)	(3,341)	(1,571)
Surplus for dividend calculation purposes	-	-
Potential dividend calculated from surplus	-	-

Tenterfield Shire Council | Income Statement of sewerage business activity | for the year ended 30 June 2025

Tenterfield Shire Council

Income Statement of sewerage business activity
for the year ended 30 June 2025

	2025 \$ '000	2024 \$ '000
Income from continuing operations		
Access charges	2,946	2,791
User charges	190	202
Liquid trade waste charges	31	28
Fees	19	21
Interest and investment income	142	145
Grants and contributions provided for operating purposes	222	26
Other income	10	9
Total income from continuing operations	3,560	3,222
Expenses from continuing operations		
Employee benefits and on-costs	309	311
Borrowing costs	110	120
Materials and services	1,393	776
Depreciation, amortisation and impairment	664	628
Net loss from the disposal of assets	–	78
Total expenses from continuing operations	2,476	1,913
Surplus (deficit) from continuing operations before capital amounts	1,084	1,309
Grants and contributions provided for capital purposes	52	31
Surplus (deficit) from continuing operations after capital amounts	1,136	1,340
Surplus (deficit) from all operations before tax	1,136	1,340
Less: corporate taxation equivalent (25%) [based on result before capital]	(271)	(327)
Surplus (deficit) after tax	865	1,013
Plus accumulated surplus	15,949	14,609
Plus adjustments for amounts unpaid:		
– Corporate taxation equivalent	271	327
Closing accumulated surplus	17,085	15,949
Return on capital %	4.9%	5.9%
Subsidy from Council	–	–
Calculation of dividend payable:		
Surplus (deficit) after tax	865	1,013
Less: capital grants and contributions (excluding developer contributions)	(52)	(31)
Surplus for dividend calculation purposes	813	982
Potential dividend calculated from surplus	407	491

Tenterfield Shire Council | Statement of Financial Position of water supply business activity | as at 30 June 2025

Tenterfield Shire Council

Statement of Financial Position of water supply business activity
as at 30 June 2025

	2025 \$ '000	2024 \$ '000
ASSETS		
Current assets		
Contract assets and contract cost assets	361	563
Cash and cash equivalents	2,954	2,703
Receivables	1,221	1,156
Total current assets	4,536	4,422
Non-current assets		
Infrastructure, property, plant and equipment	57,746	53,978
Total non-current assets	57,746	53,978
Total assets	62,282	58,400
LIABILITIES		
Current liabilities		
Contract liabilities	–	207
Payables	279	364
Income received in advance	5	5
Borrowings	286	224
Total current liabilities	570	800
Non-current liabilities		
Borrowings	5,081	5,361
Total non-current liabilities	5,081	5,361
Total liabilities	5,651	6,161
Net assets	56,631	52,239
EQUITY		
Accumulated surplus	28,446	25,436
IPPE revaluation surplus	28,185	26,803
Total equity	56,631	52,239

Tenterfield Shire Council | Statement of Financial Position of sewerage business activity | as at 30 June 2025

Tenterfield Shire Council

Statement of Financial Position of sewerage business activity
as at 30 June 2025

	2025 \$ '000	2024 \$ '000
ASSETS		
Current assets		
Contract assets and contract cost assets	38	—
Cash and cash equivalents	9,691	7,809
Receivables	308	263
Total current assets	10,037	8,072
Non-current assets		
Infrastructure, property, plant and equipment	24,287	24,259
Total non-current assets	24,287	24,259
Total assets	34,324	32,331
LIABILITIES		
Current liabilities		
Payables	160	56
Borrowings	166	117
Total current liabilities	326	173
Non-current liabilities		
Borrowings	1,424	1,344
Total non-current liabilities	1,424	1,344
Total liabilities	1,750	1,517
Net assets	32,574	30,814
EQUITY		
Accumulated surplus	17,085	15,949
IPPE revaluation surplus	15,489	14,865
Total equity	32,574	30,814

Note – Material accounting policy information

A statement summarising the supplemental accounting policies adopted in the preparation of the special purpose financial statements (SPFS) for National Competition Policy (NCP) reporting purposes follows.

These financial statements are SPFS prepared for use by Council and the Office of Local Government. For the purposes of these statements, the Council is a non-reporting not-for-profit entity.

The figures presented in these special purpose financial statements have been prepared in accordance with the recognition and measurement criteria of relevant Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB) and Australian Accounting Interpretations.

The disclosures in these special purpose financial statements have been prepared in accordance with the *Local Government Act 1993 (Act)*, the *Local Government (General) Regulation 2021 (Regulation)* and the Local Government Code of Accounting Practice and Financial Reporting.

The statements are prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, fair value of non-current assets. Certain taxes and other costs, appropriately described, have been imputed for the purposes of the National Competition Policy.

The Statement of Financial Position includes notional assets/liabilities receivable from/payable to Council's general fund. These balances reflect a notional intra-entity funding arrangement with the declared business activities.

National Competition Policy

Council has adopted the principle of 'competitive neutrality' in its business activities as part of the National Competition Policy which is being applied throughout Australia at all levels of government. The framework for its application is set out in the June 1996 NSW Government Policy statement titled 'Application of National Competition Policy to Local Government'. *The Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality* issued by the Office of Local Government in July 1997 has also been adopted.

The pricing and costing guidelines outline the process for identifying and allocating costs to activities and provide a standard for disclosure requirements. These disclosures are reflected in Council's pricing and/or financial reporting systems and include taxation equivalents, Council subsidies, and returns on investments (rate of return and dividends paid).

Declared business activities

In accordance with Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality, Council has declared that the following are to be considered as business activities:

Category 1

(where gross operating turnover is over \$2 million)

a. Tenterfield Shire Water Supplies

Water supply system servicing the towns of Tenterfield, Urbenville and Jennings.

b. Tenterfield Shire Sewerage Services

Sewerage reticulation and treatment system servicing the towns of Tenterfield and Jennings.

Category 2

(where gross operating turnover is less than \$2 million)

Nil

Taxation equivalent charges

Council is liable to pay various taxes and financial duties. Where this is the case, they are disclosed as a cost of operations just like all other costs. However, where Council does not pay some taxes, which are generally paid by private sector businesses, such as income tax, these equivalent tax payments have been applied to all Council-nominated business activities and are reflected in special purpose financial statements. For the purposes of disclosing comparative information relevant to the private sector equivalent, the following taxation equivalents have been applied to all Council-nominated business activities (this does not include Council's non-business activities):

Notional rate applied (%)

Corporate income tax rate – 25% (LY 25%)

continued on next page ...

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Note – Material accounting policy information (continued)

Land tax – the first \$1,075,000 of combined land values attracts **0%**. For the combined land values in excess of \$1,075,000 up to \$6,571,000 the rate is **\$100 + 1.6%**. For the remaining combined land value that exceeds \$6,571,000 a premium marginal rate of **2.0%** applies.

Payroll tax – **5.45%** on the value of taxable salaries and wages in excess of \$1,200,000.

In accordance with DCCEEW's regulatory and assurance framework, a payment for the amount calculated as the annual tax equivalent charges (excluding income tax) must be paid from water supply and sewerage business activities.

The payment of taxation equivalent charges, referred to in the regulatory and assurance framework as a 'dividend for taxation equivalent', may be applied for any purpose allowed under the Act.

Achievement of substantial compliance to DCCEEW's regulatory and assurance framework is not a prerequisite for the payment of the tax equivalent charges; however the payment must not exceed \$3 per assessment.

Income tax

An income tax equivalent has been applied on the profits of the business activities. Whilst income tax is not a specific cost for the purpose of pricing a good or service, it needs to be taken into account in terms of assessing the rate of return required on capital invested. Accordingly, the return on capital invested is set at a pre-tax level – gain/(loss) from ordinary activities before capital amounts, as would be applied by a private sector competitor. That is, it should include a provision equivalent to the relevant corporate income tax rate, currently 25% (LY 25%).

Income tax is only applied where a gain from ordinary activities before capital amounts has been achieved. Since the taxation equivalent is notional – that is, it is payable to the 'Council' as the owner of business operations – it represents an internal payment and has no effect on the operations of the Council.

Accordingly, there is no need for disclosure of internal charges in the SPFS. The rate applied of 25% is the equivalent company tax rate prevalent at reporting date.

Local government rates and charges

A calculation of the equivalent rates and charges for all Category 1 businesses has been applied to all assets owned, or exclusively used by the business activity.

Loan and debt guarantee fees

The debt guarantee fee is designed to ensure that Council business activities face 'true' commercial borrowing costs in line with private sector competitors. In order to calculate a debt guarantee fee, Council has determined what the differential borrowing rate would have been between the commercial rate and Council's borrowing rate for its business activities.

(i) Subsidies

Government policy requires that subsidies provided to customers, and the funding of those subsidies, must be explicitly disclosed. Subsidies occur where Council provides services on a less than cost recovery basis. This option is exercised on a range of services in order for Council to meet its community service obligations. The overall effect of subsidies is contained within the Income Statements of business activities.

(ii) Return on investments (rate of return)

The NCP policy statement requires that councils with Category 1 businesses 'would be expected to generate a return on capital funds employed that is comparable to rates of return for private businesses operating in a similar field'.

Funds are subsequently available for meeting commitments or financing future investment strategies. The rate of return is disclosed for each of Council's business activities on the Income Statement.

(iii) Dividends

Council is not required to pay dividends to either itself as owner of a range of businesses, or to any external entities.

A local government water supply and sewerage business is permitted to pay annual dividends from their water supply or sewerage business surpluses. Each dividend must be calculated and approved in accordance with DCCEEW's regulatory and assurance framework and must not exceed 50% of the relevant surplus in any one year, or the number of water supply or sewerage assessments at 30 June 2025 multiplied by \$30 (less the payment for tax equivalent charges, not exceeding \$3 per assessment).

continued on next page ...

Page 9 of 11

Note – Material accounting policy information (continued)

In accordance with DCCEEW's regulatory and assurance framework, statement of compliance and statement of dividend payment, dividend payment form and unqualified independent financial audit report are submitted to DCCEEW.

Tenterfield Shire Council | Special Purpose Financial Statements 2025

Tenterfield Shire Council

Special Purpose Financial Statements
for the year ended 30 June 2025

Independent Auditor's Report

Please upload Council's Audit Report PDF (opinion) for inclusion in the SPFS report (via the Home screen).

Tenterfield Shire Council

SPECIAL SCHEDULES
for the year ended 30 June 2025

"Quality Nature, Quality Heritage and Quality Lifestyle"



Tenterfield Shire Council

Special Schedules
for the year ended 30 June 2025

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Report on infrastructure assets as at 30 June 2025	5

Tenterfield Shire Council | Permissible income for general rates | for the year ended 30 June 2025

Tenterfield Shire Council

Permissible income for general rates

	Notes	Calculation 2024/25 \$ '000	Calculation 2025/26 \$ '000
Notional general income calculation ¹			
Last year notional general income yield	a	6,933	7,341
Plus or minus adjustments ²	b	(13)	(3)
Notional general income	c = a + b	6,920	7,338
Permissible income calculation			
Percentage increase	d	5.70%	5.24%
Plus percentage increase amount ³	f = d x (c + e)	394	385
Sub-total	g = (c + e + f)	7,314	7,723
Plus (or minus) last year's carry forward total	h	(7)	(33)
Sub-total	j = (h + i)	(7)	(33)
Total permissible income	k = g + j	7,307	7,690
Less notional general income yield	l	7,341	7,692
Catch-up or (excess) result	m = k - l	(33)	(2)
Carry forward to next year ⁶	p = m + n + o	(33)	(2)

Notes

- (1) The notional general income will not reconcile with rate income in the financial statements in the corresponding year. The statements are reported on an accrual accounting basis which include amounts that relate to prior years' rates income.
- (2) Adjustments account for changes in the number of assessments and any increase or decrease in land value occurring during the year. The adjustments are called 'supplementary valuations' as defined in the *Valuation of Land Act 1916 (NSW)*.
- (3) The 'percentage increase' is inclusive of the rate-peg percentage, and/or special variation and/or Crown land adjustment (where applicable).
- (6) Carry-forward amounts which are in excess (an amount that exceeds the permissible income) require Ministerial approval by order published in the *NSW Government Gazette* in accordance with section 512 of the Act. The OLG will extract these amounts from Council's Permissible income for general rates Statement in the financial data return (FDR) to administer this process.

Permissible income for general rates

Permissible income for general rates: PLUS PDF inserted here

Council needs to uplift custom PDF here - please uplift via "PLUS PDF" choice in the Home/TOC screen

Tenterfield Shire Council | Report on infrastructure assets as at 30 June 2025

Tenterfield Shire Council

Report on infrastructure assets as at 30 June 2025

Asset Class	Asset Category	Estimated cost to bring assets to satisfactory standard	Estimated cost to bring to the agreed level of service set by Council	2024/25 Required maintenance ^(a)	2024/25 Actual maintenance	Net carrying amount	Gross replacement cost (GRC)	Assets in condition as a percentage of gross replacement cost				
		\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	1	2	3	4	5
Buildings	Other	1	154	210	210	32,853	45,761	13.0%	42.0%	40.0%	4.0%	1.0%
	Sub-total	1	154	210	210	32,853	45,761	13.0%	42.0%	40.0%	4.0%	1.0%
Other structures	Other structures	501	659	155	155	3,634	6,614	16.0%	15.0%	46.0%	14.0%	9.0%
	Sub-total	501	659	155	155	3,634	6,614	16.0%	15.0%	46.0%	14.0%	9.0%
Roads	Roads	5,671	8,880	5,889	5,889	273,110	343,615	60.0%	13.0%	18.0%	7.0%	2.0%
	Bridges	2,586	12,199	25	25	75,064	122,090	20.0%	27.0%	32.0%	12.0%	9.0%
	Footpaths	22	—	—	—	3,477	4,883	34.0%	38.0%	26.0%	2.0%	0.0%
	Bulk earthworks	594	1,366	—	—	127,779	129,346	100.0%	0.0%	0.0%	0.0%	0.0%
	Sub-total	8,873	22,445	5,914	5,914	479,430	599,934	60.3%	13.2%	17.0%	6.5%	3.0%
Water supply network	Other	2,362	4,826	647	647	45,877	71,730	22.0%	60.0%	6.0%	4.0%	8.0%
	Sub-total	2,362	4,826	647	647	45,877	71,730	22.0%	60.0%	6.0%	4.0%	8.0%
Sewerage network	Other	941	1,090	967	967	22,685	37,699	16.0%	36.0%	37.0%	8.0%	3.0%
	Sub-total	941	1,090	967	967	22,685	37,699	16.0%	36.0%	37.0%	8.0%	3.0%
Stormwater drainage	Other	1,543	2,851	15	15	4,033	9,941	1.0%	27.0%	33.0%	10.0%	29.0%
	Sub-total	1,543	2,851	15	15	4,033	9,941	1.0%	27.0%	33.0%	10.0%	29.0%
Open space / recreational assets	Swimming pools	531	1,348	12	12	337	1,703	1.0%	2.0%	3.0%	15.0%	79.0%
	Open Space & Recreation	220	275	345	345	5,322	6,873	60.0%	24.0%	6.0%	6.0%	4.0%
	Sub-total	751	1,623	357	357	5,659	8,576	48.3%	19.6%	5.4%	7.8%	18.9%
Total – all assets		14,972	33,648	8,265	8,265	594,171	780,255	50.6%	20.6%	18.7%	6.3%	3.8%

(a) Required maintenance is the amount identified in Council's asset management plans.

Infrastructure asset condition assessment 'key'

1 Excellent/very good	No work required (normal maintenance)	4 Poor	Renewal required
2 Good	Only minor maintenance work required	5 Very poor	Urgent renewal/upgrading required
3 Satisfactory	Maintenance work required		

Tenterfield Shire Council | Report on infrastructure assets as at 30 June 2025

Tenterfield Shire Council

Report on infrastructure assets as at 30 June 2025

Infrastructure asset performance indicators (consolidated) *

	Amounts 2025 \$ '000	Indicator 2025	Indicators 2024 2023		Benchmark
Buildings and infrastructure renewals ratio ¹					
Asset renewals ¹	13,128	157.41%	172.46%	207.22%	> 100.00%
Depreciation, amortisation and impairment	8,340				
Infrastructure backlog ratio					
Estimated cost to bring assets to a satisfactory standard	14,972	2.47%	3.27%	4.27%	< 2.00%
Net carrying amount of infrastructure assets	606,727				
Asset maintenance ratio					
Actual asset maintenance	8,265	100.00%	100.00%	100.00%	> 100.00%
Required asset maintenance	8,265				
Cost to bring assets to agreed service level					
Estimated cost to bring assets to an agreed service level set by Council	33,648	4.31%	5.67%	4.90%	
Gross replacement cost	780,255				

(*) All asset performance indicators are calculated using classes identified in the previous table.

(1) Includes renewal works in Work In Progress (WIP).

(1) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

Tenterfield Shire Council | Report on infrastructure assets as at 30 June 2025

Tenterfield Shire Council

Report on infrastructure assets as at 30 June 2025

Infrastructure asset performance indicators (by fund)

\$ '000	General fund		Water fund		Sewer fund		Benchmark
	2025	2024	2025	2024	2025	2024	
Buildings and infrastructure renewals ratio ¹							
Asset renewals ¹							
Depreciation, amortisation and impairment	189.87%	191.25%	56.49%	114.48%	0.00%	87.35%	> 100.00%
Infrastructure backlog ratio							
Estimated cost to bring assets to a satisfactory standard							
Net carrying amount of infrastructure assets	2.17%	2.02%	5.15%	17.25%	4.15%	3.36%	< 2.00%
Asset maintenance ratio							
Actual asset maintenance							
Required asset maintenance	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	> 100.00%
Cost to bring assets to agreed service level							
Estimated cost to bring assets to an agreed service level set by Council							
Gross replacement cost	4.13%	4.20%	6.73%	18.63%	2.89%	2.78%	

(1) Includes renewal works in Work In Progress (WIP).

(1) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

Department:	Office of the Director Corporate Services
Submitted by:	Jane Walton, Manager Finance and Technology
Reference:	ITEM GOV77/25
Subject:	BUDGET CARRY FOWARDS OPERATIONAL AND CAPITAL WORKS

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	LEADERSHIP - We understand and agree with how public money is spent
CSP Strategy:	Continue to provide financial reports to Council
CSP Delivery Program	Financial data reported monthly, quarterly and annually to Council

SUMMARY

The purpose of this Report is to provide an overview of the budgeted operational and capital works from projects in 2024/25 financial year and identifies unspent budgets that could be carried over into the 2025/26 financial year.

OFFICER'S RECOMMENDATION:

That Council receives and adopts the proposed unfinished carryover works from the 2024/25 Financial Year into the 2025/26 Financial Year and for these works to be included with the 2025/26 Budget and Operational Plan.

- **Operational Carryovers of \$4,070,052**
- **Capital Carryovers of \$7,574,795**

BACKGROUND

The Report identifies unspent works from 2024/25 requiring funds to be carried forward into 2025/26 financial year.

In accordance with section 211 of the *Local Government (General) Regulation 2021 (NSW)*, Council must first approve the expenditure and the budget before any funds are spent. Council approval is therefore sought for the proposed carryover works.

REPORT:

The report provides details of:

- Ongoing capital and operational projects
- The funding source (general fund or externally restricted)
- A breakdown of budget allocated to each project
- The unspent budget from the previous year
- The proposed amount to be carried forward into the 2025/26 financial year.

The carryover information contained in this report was obtained through submissions from staff across the Council, assessed by management on the impact on financial, and resourcing capacity of Council to carry forward works.

Our Governance No. 77 Cont...

The proposed carryovers from 2024/25 total **\$11,644,847** with an Operational component of \$4,070,052 and a Capital component of \$7,574,795.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Circulars

3. Financial (Annual Budget & LTFP)

All approved carryover requests will be presented in the first Quarterly Budget Review for September 2025 and added to Council's Long-Term Financial Plan.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Reporting on carryovers is crucial for transparency and accountability in financial management.

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

Our Governance No. 77 Cont...

Attachments:	1	BUDGET CARRY FORWARDS TO 2025-26 - OPERATIONAL PROJECTS	2 Pages
	2	BUDGET CARRY FORWARDS TO 2025-26 - CAPITAL PROJECTS	2 Pages

TENTERFIELD SHIRE COUNCIL BUDGET CARRY FORWARDS TO 2025-26

COA Details	24/25 Full Year Review3	24/25 YTD Actuals	24/25 Percentage Spent (Review 3)	Source of Funds	Carry-forward to 25/26
Grand Total	8,502,070	4,430,572	52.1%		4,070,052
Buildings & Amenities	0	0	0.0%		0
Economic Growth and Tourism	0	0	0.0%		0
Environmental Management	50,958	6,727	13.2%		44,231
2. Operating Expenditure	50,958	6,727	13.2%		44,231
3800116. Millbrook Park Flying-Fox Camp Management Plan	10,958	0	0.0%	grant	10,958
3805108. New Weed Incursion Grant - Water Hyacinth 2023-2024	20,000	6,727	33.6%	grant	13,273
3805111. Weed Control Grant - Tenterfield Creek 2024-2025	20,000	0	0.0%	grant	20,000
Library Services	0	0	0.0%		0
Parks, Gardens and Open Space	0	0	0.0%		0
Planning & Regulation	21,476	15,892	74.0%		4,137
2. Operating Expenditure	21,476	15,892	74.0%		4,137
3010100. Heritage Fund	21,476	15,892	74.0%	council - Rates and other untied funding (FAGS, Block Grant, Roads to Recovery, Library Subsidy)	4,137
Sewerage Service	844,942	254,497	30.1%		590,445
2. Operating Expenditure	844,942	254,497	30.1%		590,445
7456226. Integrated Water Cycle Management Strategy Grant - Stage 2	844,942	254,497	30.1%	grant	590,445
Transport Network	7,293,946	4,118,519	56.5%		3,175,429
2. Operating Expenditure	7,293,946	4,118,519	56.5%		3,175,429
6215596. DRFA AGRN1075 EPAR - TESC 002 Scrub Road	33,520	0	0.0%	grant - DRFA	33,520
6215598. DRFA AGRN1075 EPAR - TESC 003 Bruxner Way	245,531	0	0.0%	grant - DRFA	245,531
6215582. DRFA AGRN1012 EPAR - EN00010 Unsealed Roads TENT054	682,782	623,597	91.3%	grant - DRFA	59,185
6215583. DRFA AGRN1012 EPAR - Plains Station Road TENT007	2,512,948	678,848	27.0%	grant - DRFA	1,834,100
6215593. DRFA AGRN1012 EPAR - Pavement Repair Package TENT002	930,961	705,361	75.8%	grant - DRFA	225,600
6215594. DRFA AGRN1012 EPAR - Upper Rocky River Road Culvert TENT030	10,539	2,172	20.6%	grant - DRFA	8,367
6215595. DRFA AGRN1012 EPAR - Long Gully Slips Package TENT001	180,925	109,884	60.7%	grant - DRFA	71,041
6220201. DRFA AGRN1012 EPAR - Mount McKenzie Road Culvert TENT028	67,115	42,463	63.3%	grant - DRFA	24,652
6220202. DRFA AGRN1012 EPAR - Mount Lindesay Road Slip TENT005	50,000	7,787	15.6%	grant - DRFA	42,214
6220203. DRFA AGRN1012 EPAR - White Swamp Road Slip TENT004	50,000	6,791	13.6%	grant - DRFA	43,210
6220204. DRFA AGRN1012 EPAR - Upper Rocky River Road Causeway TENT029	10,000	7,340	73.4%	grant - DRFA	2,660
6220207. DRFA AGRN1012 EPAR - Gunyah Road Causeway TENT044	0	15,517	0.0%	grant - DRFA	(15,517)
6220211. DRFA AGRN1012 EPAR - Unnamed Creek Culvert (Branch Swamp Gully) TENT014	1,734	0	0.0%	grant - DRFA	1,734
6220212. DRFA AGRN1012 EPAR - Tarban Road Causeway TENT015	2,642	0	0.0%	grant - DRFA	2,642

TENTERFIELD SHIRE COUNCIL BUDGET CARRY FORWARDS TO 2025-26

COA Details	24/25 Full Year Review3	24/25 YTD Actuals	24/25 Percentage Spent (Review 3)	Source of Funds	Carry-forward to 25/26
6220213. DRFA AGRN1012 EPAR - Snakes Valley Road Causeway TENT016	1,041	0	0.0%	grant - DRFA	1,041
6220214. DRFA AGRN1012 EPAR - Cattarrh Creek Causeway TENT017	5,781	0	0.0%	grant - DRFA	5,781
6220215. DRFA AGRN1012 EPAR - Geyers Road Bridge Approaches TENT018	15,210	0	0.0%	grant - DRFA	15,210
6220220. DRFA AGRN1012 EPAR - Rivertree Road Bridge Approaches TENT023	86,487	11,885	13.7%	grant - DRFA	74,602
6220228. DRFA AGRN1012 EPAR - Eagle Creek Rd Causeway TENT046	6,000	6,203	103.4%	grant - DRFA	(203)
6220229. DRFA AGRN1012 EPAR - Rivertree Rd Slip TENT024	75,000	30,053	40.1%	grant - DRFA	44,947
6220230. DRFA AGRN1012 EPAR - Pyes Creek Rd TENT053	20,000	42,659	213.3%	grant - DRFA	(22,659)
6220231. DRFA AGRN1012 EPAR - Killarney Rd Culvert TENT041	5,000	1,575	31.5%	grant - DRFA	3,425
6220286. DRFA AGRN1012 EPAR - Pyes Creek Road Causeway TENT047	10,000	6,985	69.8%	grant - DRFA	3,015
6220289. DRFA AGRN1012 EPAR - Gibraltar Road Culvert TENT042	3,000	1,890	63.0%	grant - DRFA	1,110
6220110. Rural Roads Maintenance	1,119,912	848,688	75.8%	council - Rates and other untied funding (FAGS, Block Grant, Roads to Recovery, Library Subsidy)	271,224
6220120. Bridges M & R - Rural	129,000	24,438	18.9%	council - Rates and other untied funding (FAGS, Block Grant, Roads to Recovery, Library Subsidy)	104,562
6240100. Formalise Road Reserves	40,000	5,544	13.9%	council - Rates and other untied funding (FAGS, Block Grant, Roads to Recovery, Library Subsidy)	34,456
6240142. Community Assets Program - CAP-025 - Tenterfield Creek Stabilisation	998,818	938,840	94.0%	grant	59,979
Waste Management	0	0	0.0%		0
Water Supply	290,748	34,938	12.0%		255,810
2. Operating Expenditure	290,748	34,938	12.0%		255,810
7456224. Tenterfield Flood Study Grant	90,748	34,938	38.5%	grant	55,810
7456225. Urbenville & Woodenbong Floodplain Risk Management Study Grant	200,000	0	0.0%	grant	200,000

Department:	Office of the Director Corporate Services
Submitted by:	Jane Walton, Manager Finance and Technology
Reference:	ITEM GOV78/25
Subject:	COUNCILLOR EXPENSES AND FACILITIES FOR SIX (6) MONTHS JANUARY TO JUNE 2025

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	LEADERSHIP - We understand and agree with how public money is spent
CSP Strategy:	Continue to provide financial reports to Council

SUMMARY

The purpose of this report is to provide details of Councillor Expenses and Facilities required in accordance with relevant legislation, regulations and Council policies.

OFFICER'S RECOMMENDATION:**That Council:**

That Council notes the Report on Councillor Expenses and Facilities for 6 months January to June 2025.

BACKGROUND

Council's policy "Councillor Expenses and Facilities Policy" requires;

14.2 Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting **every six months** and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

REPORT:

The report of Councillor Expenses and Facilities for 6 months January to June 2025 is attached.

It should be noted that;

- Expenses paid to Councillors for the 6-month period show payments on an individual and as a total.

Facilities have been shown as a category but not broken down to an individual basis. A breakdown of facilities provided to Councillors will be included in future reports.

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

Nil.

2. Policy and Regulation

Our Governance No. 78 Cont...

- *Local Government Act 1993*
- *Local Government (General) Regulation 2023*
- Councillor Expenses and Facilities Policy
- TSC Code of Conduct

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Under the *Local Government Act 1993* Councillors may receive adequate and reasonable expenses and facilities to enable them to carry out their civic duties to a standard and appropriate to their role.

By clearly stating and reporting on the expenses and facilities provided to Councillors, it enhances accountability and transparency.

The risk of not reporting is that potential misuse funds may go undetected, opening the Council to Fraud.

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** Councillor Expenses and Facilities **1**
for 6 months January to June 2025 Page

Councillor Facilities and Expenses for the six (6) months January 2025 to June 2025

Expenses Paid To Councillors January 2025 to June 2025											
	Mayor Petrie	Deputy Mayor Sauer	Councillor Rhodes	Councillor Peters	Councillor Petty	Councillor Bonner	Councillor Murphy	Councillor Purcell	Councillor Bancroft	Councillor Turner	Grand Total Total
Mayoral Allow	14,750	-	-	-	-	-	-	-	-	-	14,750
Members	6,760	6,760	6,760	6,760	6,760	6,760	6,760	6,760	6,760	6,760	67,600
Internet Exp	250	-	300	250	-	300	210	300	250	250	2,110
Travelling	1,257	-	-	956	-	1,550	170	1,747	-	1,776	7,457
Total	23,017	6,760	7,060	7,967	6,760	8,610	7,140	8,807	7,010	8,786	91,918
	-	-	-	-	-	-	-	-	-	-	-

Facilities paid by Council - January 2025 to June 2025

1010102. Councillors - Optional Superannuation Contribution	1,166
1010125. Delegates Expenses	8,381
1010135. Sundry Civic Expenses	6,537
1010145. Election Expenses	58,674
1010166. Food and Sustenance (Lobbying Costs) - Civic	15
	74,773
	166,691
Total	

Department:	Office of the General Manager
Submitted by:	Allison Graham, Executive Assistant & Media
Reference:	ITEM GOV79/25
Subject:	WORKFORCE, SAFETY, RISK, RECORDS AND COMMUNICATIONS REPORT - AUGUST 2025

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	LEADERSHIP - We understand and agree with how public money is spent
CSP Strategy:	Continue to provide financial reports to Council

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 August 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 19.

Our Governance No. 79 Cont...



Recruitment

Positions recruited for in August.

- Manager Infrastructure & Delivery
- Senior Projects Engineer (Water & Waste)
- WHS Officer
- Plant Operator (Water Cart) Tenterfield
- Lands Management Officer
- Library Information & Program Officer

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 (C6) operate slewing mobile crane with a Maximum Rated Capacity (MRC) of up to 60 tonnes
- High Risk Work Licence (DG) Dogman
- Diploma in Facilities Management – ongoing
- Code of Conduct and Dignity & Respect Training for all staff – final training session scheduled for early November
- Conduct Civil Construction Excavator Operations

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.

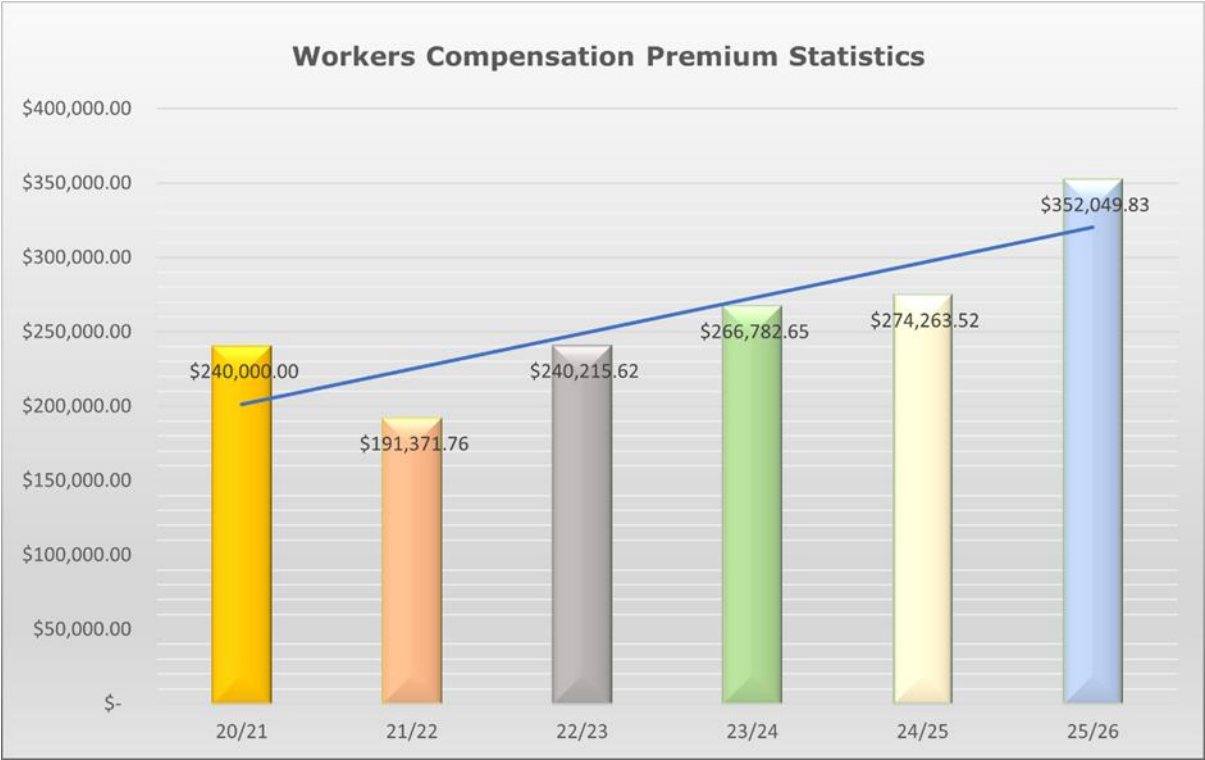
Government incentives and initiatives are being investigated for future learning and development programs and is ongoing.

Annual Workers Compensation Premium Statistics

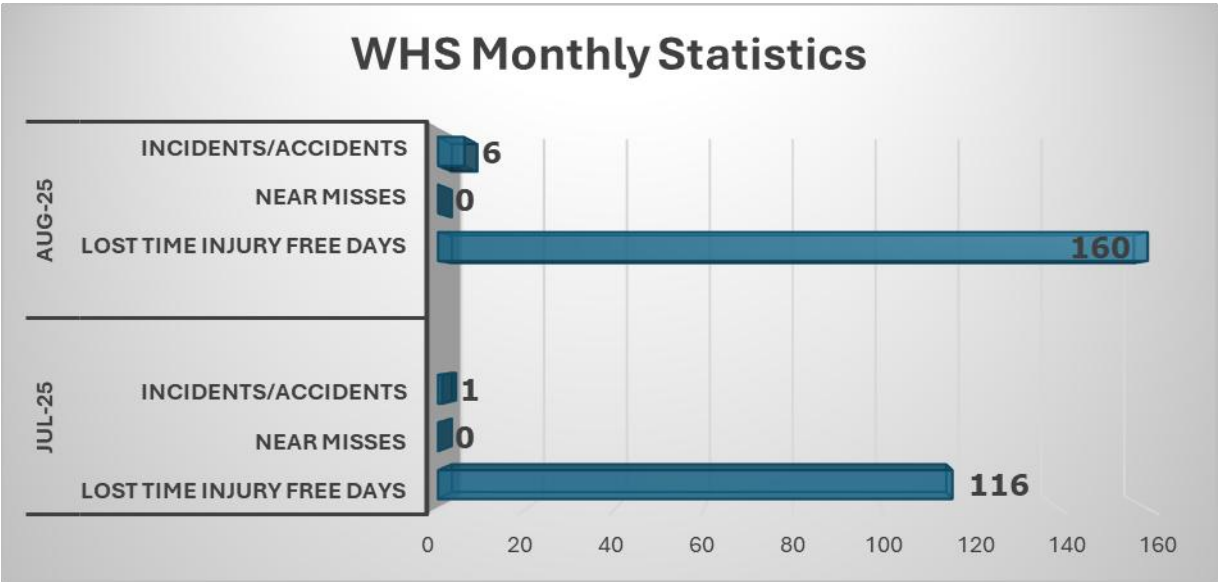
Workers’ compensation premium statistics are provided below. Although Council has seen minimal workers with lost time injuries during the period of 2024/2025, there has

Our Governance No. 79 Cont...

been impact on our premiums due to the nature of these claims which is demonstrated in the premium for 2025/2026.



**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. 79 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

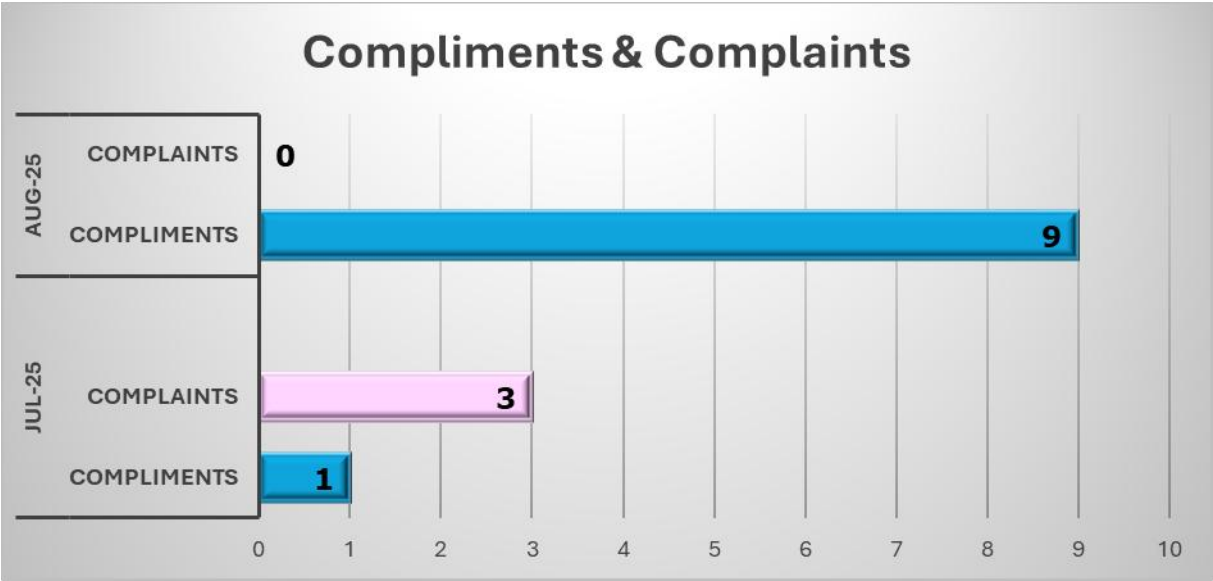
The approved Risk Management Framework continues to be integrated within the organisation with Council's extant risk management IT system, Altus being calibrated to adhere and align to the updated risk matrix, appetites and tolerances.

Further consultation is required on the Operational and Project Risk Registers, and a comprehensive training program is being developed in order to roll out to all key internal stakeholders, following review with the Leadership Executive Team.

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

Our Governance No. 79 Cont...

Compliments & Complaints



Communications

Social Media

17 Posts to Facebook with combined tallies of 22,085 Views and 66 Reactions:

- 04/08/2025 – Scheduled Normal Tree Maintenance
Views: 1,133, Reactions 7
- 06/08/25 – Media Release, Bush Fire Danger Period Commences 1 August 2025 Across Northern Tablelands
Views 1675, Reactions 10
- 08/08/25 – Local Heritage Places Fund 2025-26 – Applications Open
Views 1031, Reactions 6
- 08/08/25 – Positions Vacant
Views: 7028, Reactions 10
- 12/08/25 – Your Local News
Views: 723, Reactions 1
- 14/08/2025 – Invitation for Tenders, Management and Operation of Tenterfield War Memorial Baths, RFT 01 25/26
Views: 1,002, Reactions 2
- 15/08/25 – Notice – Major Water Main Break at Urbenville
Views: 2,764, Reactions 5
- 15/08/25 – WATER MAIN BREAK - URBENVILLE - UPDATE
The water main break works at Urbenville have now been completed and water services restored as normal
Views 453, Reactions 1
- 18/08/2025 – Telstra upgrading mobile small cell in Legume
Views: 857, Reactions 1
- 18/08/2025 – Northern New England Regional Drought Plan Events – Schedule of Events

Our Governance No. 79 Cont...

Views: 701, Reactions 4

- 18/08/2025 – Bonfire Night, 30 August 2025 - Mingoola
Views: 1119, Reactions 3
- 19/08/2025 – Get Ready Weekend, Prepare for Bush Fire, 23 August 2025, Liston
Views: 531, Reactions 2
- 20/08/2025 – Notice of Changed Traffic Conditions – Black Swamp Road, Cataract River Bridge – Load Limit 10 tonnes
Views: 954, Reactions 4
- 21/08/2025 – Shared Post of Tenterfield Shire Libraries; Book Week
Views: 601, Reactions 6
- 21/08/2025 – Tenterfield Public Library – Register your child for free books
Views: 432, Reactions 1
- 18/08/2025 – Northern New England Regional Drought Plan Events – Farmer Update – 16 September 2025
Views: 680, Reactions 3
- 31/08/2025 – Reminder – Rates 1st Instalment Due for payment, 31 August 2025
Views: 401, Reactions 0

Website

Three notices posted

Newsletter

14 items over 6 pages for Issue 200, August/September 2025

Other Communiques

- Information Screen in Council's Reception Foyer -21 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.

Our Governance No. 79 Cont...

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Hein Basson
General Manager

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

Department:	Office of the Director Corporate Services
Submitted by:	Liz Alley, Director Corporate Services
Reference:	ITEM GOV80/25
Subject:	CORPORATE SERVICES DIRECTORATE MONTHLY REPORT

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	LEADERSHIP - We understand and agree with how public money is spent
CSP Strategy:	Continue to provide financial reports to Council

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 August 2025.

BACKGROUND

This report 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 August 2025.

Cash Book Balances on this date were as follows: -

General (Consolidated)	\$48,770,066	Credit
General Trust	\$69,586	Credit

Council's General consolidated account interest rate changed from 3.85% to 3.60%, in the month of August, 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

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

Total Cash and Investments at 31 August 2025 was \$68,839,652.

Our Governance No. 80 Cont...

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	16	20
30 September 2025		31
31 October 2025		35
30 November 2025		30
31 December 2025		21
31 January 2026		12

Our Governance No. 80 Cont...

28 February 2026		24
31 March 2026		28
30 April 2026		13
31 May 2026		35
30 June 2026		22
Cumulative Total	49	300

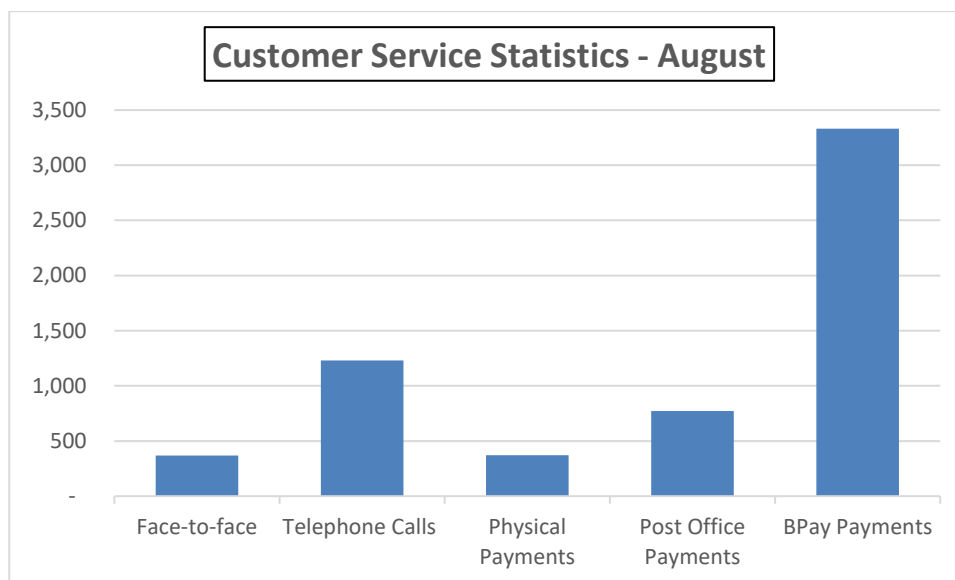
SRV Update

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 August 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 August 2025

Face-to-face	Number of visitors/users	367
Telephone	Number of Calls taken	1,231
Physical Payments	Number of physical payments received	372
Post Office Payments	Number of payments received via Post Office	771
BPay Payments	Number of Payments via Bpay	3,331

**Library Services**

The library hosted activities for the 80th anniversary of the Children's Book Council of Australia's Book Week. Mayor Petrie visited on Monday 25 August and read stories to the Student Representative Council students from The Sir Henry Parkes Memorial

Our Governance No. 80 Cont...

Public School. The Tenterfield Social Development Committee playgroup visited for story time and craft activities with 18 children and 12 parents attending. Future visits are planned.

Registrations for The Dolly Parton Imagination Library, for children aged 0-4 years of age, have ceased as the NSW Government funding comes to an end. The program delivers one book a month to 103 children's homes in Tenterfield Shire. The program will run for registered children until June 2026.

A new Chatty Booth has been installed in the library and is available for bookings. The Chatty Booth allows privacy for community members to participate in personal and work online conferences.

Recruiting for a new staffing position titled Library Information and Programs Officer is live with applications closing 3 October 2025.

	Service	# of Attendees
Patronage	Number of visitors/users/door count	1255
	Number of members	2648
	Number of new members this month	29
Circulation	Number of books loaned	1425
	Number of eLoans	229
	Home library services Loans	51
	Home Library Members	10
Events	Online Kids Art Class	17
	Storytime	83
	Senior's tech	2
	Study Nook Times/users	47.75 hours/28 users
	Chatty Booth	1 user/0.5 hours
	Computer hours/users	146.55 hours/134 users
	Book Club attendance	11
Special events	School holidays attendees, storytime	9

Governance

August Governance – Filming Policy 2025, Councillor and Designated Persons Policy, Fraud and Corruption Prevention Policy were all adopted by Council.

Assisted Manager of Workforce, Safety, Risk and Records with developing a new Records Management Policy, and also assisted her with the Public Interest Disclosure report, and online reporting tool, due to the Ombudsman's Office.

First draft of an updated Community Engagement Strategy including Community Participation Plan (planning matters) nearing completion for overview by LET. This will give a structured approach to when, where, and how community engagement will take place, which is also compliant with legislation.

Templates created sent to staff for compliance activities and 2024-2025 Financial year reporting on the delivery program for the coordination, design and execution of the 2025 Annual Report.

Our Governance No. 80 Cont...

Templates created for the Quarterly Report on the 2025-2026 Operational Plan Action Items to be sent out end of September, for the first coordinated report due October 2025 Council meeting.

EOI's for vacant Independent Audit, Risk and Improvement Committee member coordinated, interviews were conducted early September.

Governance sat on the panels for:
RFT – Professional Services – Infrastructure,
RFT Section 64 & EPA – 7.11 & 7.12 - Planning, and
RFT TSC Pool Contract – Buildings & Amenities.

Compliments for August 2025/26 – 3 Planning
Complaints for August 2025/26 -

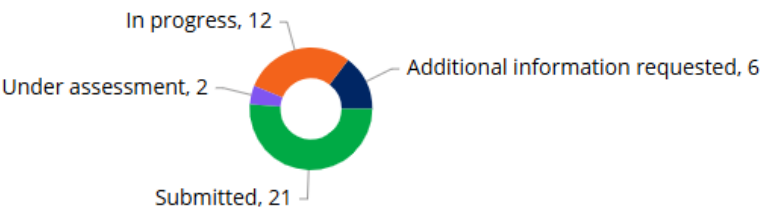
Planning Statistics

Planning and Regulation Summary		Number
Development Applications	Number lodged	11
	Number determined	12
	Number outstanding	
Construction Certificates	Number lodged	1
	Number determined	3
	Number outstanding	

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

Construction Certificate

Open Cases by Application

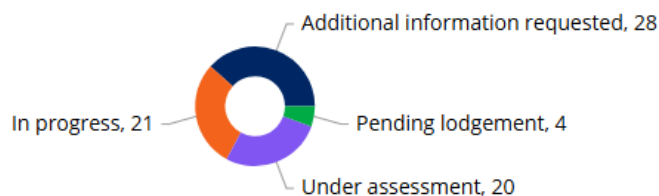


Additional information requested In progress Under assessment Submitted

Our Governance No. 80 Cont...

Development Application (New DA, Mod, Review) ▾

Open Cases by Application



Additional information requested In progress Under assessment Pending lodgement

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 & LTFP)

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.

Our Governance No. 80 Cont...

Liz Alley
Director Corporate Services

Prepared by staff member:	Liz Alley, Director Corporate Services	
Approved/Reviewed by Manager:	Liz Alley, Director Corporate Services	
Department:	Office of the Director Corporate Services	
Attachments:	1 Development Statistics for August 2025	1 Page
	2 Applications Lodged August 2025	1 Page
	3 Applications Determined August 2025	1 Page
	4 Applications Outstanding August 2025	1 Page

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.	7	0	3	0	1	0	11	13
	Value	\$2,752,339.00	\$0.00	\$214,600.00	\$0.00	\$0.00	\$0.00	\$2,966,939.00	\$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)		12	0	6	0	5	0	23	144
FY 25/26 Total Value (Year to Date)		\$3,487,798.00	\$0.00	\$628,134.00	\$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

Applications Lodged August 2025			
DA Number	Applicant	Address	Description of Work
DA 2025.089	R Rogers	476 Long Gully Road Drake	Dwelling
DA 2025.090	Hoek Modular Homes	28-30 Clifton Street Tenterfield	Dual Occupancy - Manufactured Dwellings
DA 2025.091	Saltairmodular Pty Ltd	1183 Paddys Flat Road Tabulam	Manufactured Dwelling
DA 2025.092	Westbuilt Homes	564 Bryans Gap Road Tenterfield	Manufactured Dwelling
DA 2025.093	M McMahon	145a East Street Tenterfield	Shed
DA 2025.094	M Boniface	947 Black Swamp Road Tenterfield	Dwelling
DA 2025.095	S Smith	1225 Black Swamp Road Tenterfield	Shed
DA 2025.096	P Spillane	212 Bulwer Street Tenterfield	Shed
DA 2025.097	B Gorry	335 Washpool Creek Road Tenterfield	Dwelling
DA 2025.098	Tenterfield Surveys	30 Railway Avenue Tenterfield	Subdivision - Boundary Adjustment (6 lots to 6 lots)
DA 2025.099	R Van Dorp	236 Killarney Road Acacia Creek(177 Killarney)	Dwelling & Pool

Applications Determined August 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 August 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 Tentefield	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

Department:	Office of the Director Infrastructure Services
Submitted by:	Matthew Francisco, Director of Infrastructure Services
Reference:	ITEM GOV81/25
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

An overview of work carried out in the Department of Infrastructure Services for the month of August 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 has now been received and is overbudget, awaiting quotes for Market Square before committing to a quote.
- NRMA have commenced design of two (2) further charge stations behind 157 Rouse Street, Tenterfield – Council is waiting for final design - ongoing.
- Repairs for Depot Administration Building ceiling has been completed.
- Waste Vouchers have been provided to leased Council properties and Community Halls to be used.
- Discussions with Chubb about inspection emergency lighting, getting evacuation plans developed and Fire Safety Certificates for all Council owned/managed buildings – waiting for a quote from Chubb - ongoing.
- Repairs to the Jubilee Park male toilets privacy wall has been completed in July and insurance claim has now been finalised.

Our Governance No. 81 Cont...

- Review/inspection of lighting upgrade at the Tenterfield Shire Depot.
- Security Upgrades to the School of Arts has been completed in August.
- Remedial work notification from Chubb has been received and actioned for Exit light upgrades and to check fittings are operational at the School of Arts.
- Repairs to the NSW Transport shed was completed in August
- No Camping signs have been ordered for the Ottobeuren Park and will be installed once received.

Licences & Agreements on Council owned/managed Land

- Novation of lease and was signed and returned in August for the contract from Network Investments Pty Ltd to BAI regarding the Facility Sharing Licence Agreement for Mt McKenzie Tower.
- Tenterfield Total Care draft lease for 136-138 Manners Street, Tenterfield – with solicitors - ongoing.
- Urbenville Medical Centre - another Doctor will be taking over the practice. Currently the Lease has being drafted and being reviewed by UMC doctor in September.

Aboriginal Land Claims

Five (5) Aboriginal Land Claims have been received in July

Swimming Pool Complex

Evaluation completed for Pool Contract and Letter of acceptance has been sent out with contract (Pool Management Plan, Scope of Work and Pool Agreement) to be signed in September 2025.

Acid tank quotes have been received and awarded installation to be completed in September

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

August Report Water

- Toolbox meeting held at the depot
- Flow and pressure test for Angry Bulls Trails Centre
- Main flushing 7/Day
- Broken water service x 8
- Recycled pump M&R
- Drain and clan PAC Tank
- Staff training

Our Governance No. 81 Cont...

August Report Wastewater

- Sewer choke x 6
- Sewer boundary shaft repair x 1
- Sewer manhole raising x 1
- Dosing pump M&R
- Sludge Lagoon M&R

August Report Waste

- Total waste disposed to landfill 169.15 tonnes
- Total recycling 33.28 tonnes

Total Visitors to transfer stations 1,243

Breakdown below:

- Drake 459 (01/08/2025 to 24/08/2025)
- Torrington 87 (01/08/2025 to 18/08/2025)
- Urbenville 138 (01/08/2025 to 26/08/2025)
- Liston 202 (01/08/2025 to 31/08/2025)
- Legume 52 (01/08/2025 to 30/08/2025)
- Tenterfield 305 (26/07/2025 to 29/08/2025)

Weeds Management

Weeds Treated

Fireweed Black swamp Rd 6km (complaint).

Mt Lindesay Highway Koreelah Lantana, Annual Ragweed and Tree Tobacco 4km.

Tooloom Rd Lantana and Mother of Millions 1km

Black Knapweed on Core infestation and Bellevue and Aldershot Rds. Tenterfield.

High Risk Site Inspections

Drake, Liston, Legume and Urbenville transfer stations.

Property Inspections

7xBlack Knapweed inspections in Tenterfield.

High risk pathways

New England Highway 70km

Bruxner Way 75km

Bellevue Rd and Aldershot Rds. 2x8km

High risk waterways

Timbarra River where accessible 5km

Road Network

Gravel Roads Graded

Bald Rock Rd (WIP)

Billirimba Rd (WIP)

Koch's Rd (tidy up to open).

New Koreelah Rd

Our Governance No. 81 Cont...

Tarban Rd

Minor repairs to various unsealed roads to maintain a serviceable surface, including Wallaroo Range Rd.

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;

Hootons Rd

Mt Lindesay Rd

Tenterfield Streets

Amosfield Rd

Bellevue Rd

Mt MacKenzie Rd

Dalmoak Rd

Heavy Patching (Not Capitalised)

Nil.

Vegetation Management

Nil.

Drainage Cleanout

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

Heavy Patching (Capitalised)

Nil.

Gravel Roads Re-sheeted

Council has a resheeting budget for 25/26 FY, this will be combined with DRFA, maintenance budgets and RERRF to achieve economies of scale while on site at that particular road. DRFA funding is limited to those areas approved by TfNSW.

Bridge Projects

Springfield Bridge – Mole River – Open to Traffic 4 August 2025 – minor concrete patching to be completed. FCB funded.

White Swamp Road Bridge – Bridge complete, roadworks to be carried out in September, planned open to traffic date in late September. FCB funded.

Tooloom Street Bridge – Bridge underway, planned open to traffic date in late September/early October. FCB funded.

Our Governance No. 81 Cont...

Pattersons Bridge – Bridge complete – Open to Traffic 5 August 2025, minor roadworks to be carried out in late September. FCB funded.

Billirimba Bridge – Bridge under construction. Open to Traffic planned for October 2025. DRFA Funded.

Molesworth Street Bridge – Currently being designed. Expecting 100% Design in October. TfNSW preparing estimates. RRTRP Funded.

Livestock Saleyard

Prime Sale -343 Head - Value \$434,422.91

New Scanners have arrived and will be installed in November

Obtaining quotes to replace the 3 current cattle crushes. At present all crushers are working.

Parks, Gardens & Open Space

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

Mowing of parks and road verges

Procurement underway for the replacement of the 2 Toro Mowers.

Brush cutting

Spraying of town streets and footpaths

Pruning trees in Rouse Street

Graffiti removal from picnic tables

Public toilet repairs when required

Replanted 8 new Pin oaks along Casino Road

Cemetery maintenance and mowing

Removal of Privet from along the Tenterfield Creek

Garden maintenance, repairs, and fertilizing 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

Jennings Park, regular inspections for compliance with no camping

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

Environmental Management

Number of dogs impounded

5 dogs were impounded for the month of August.

3 seized while roaming, 2 surrendered by owners

Number of cats impounded – No cats impounded.

Number of dogs/cats rehomed – 1 dog returned to owner, 2 dogs released to animal rescue organization, 2 dogs euthanized due to owner's request (not suitable for rehoming)

Our Governance No. 81 Cont...

- Dangerous dog declarations – nil
- Nuisance dog orders – 1
- Number of fines issued – 5
 - 2 x Stop on path/strip
 - 1 x Disobey no stopping sign
 - 1 x Fail to prevent dog escaping
 - 1 x Stop on/across driveway

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.

Department:	Office of the General Manager
Submitted by:	Hein Basson, General Manager
Reference:	ITEM GOV82/25
Subject:	TENTERFIELD SHIRE COUNCIL AUDIT RISK AND IMPROVEMENT COMMITTEE (ARIC): FILLING OF VACANCY: APPOINTMENT OF AN INDEPENDENT MEMBER

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	LEADERSHIP - We understand and agree with how public money is spent
CSP Strategy:	Continue to provide financial reports to Council
Delivery Plan	Facilitate and support internal and external audits
Action:	

SUMMARY

The purpose of this report is for Council to appoint a new independent member to its Audit, Risk and Improvement Committee

OFFICER'S RECOMMENDATION:

That Council:

Appoints Ms. Liz Jeremy as an independent and voting member of the Tenterfield Shire Council's Audit, Risk and Improvement Committee.

BACKGROUND

The *Local Government Act 1993* and *Local Government (General) Regulation 2021* require each Council in NSW to have an Audit, Risk and Improvement Committee (ARIC) that continuously reviews and provides independent advice to the Council on how it is functioning and managing risk.

Council, at its Ordinary Meeting held on 23 June 2025, adopted the following resolution:

Resolved

That Council:

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

(Kim Rhodes/Greg Sauer)

Motion Carried

Our Governance No. 82 Cont...

REPORT:

An expression of interest (EOI) for this vacancy was established in early May and distributed throughout the suitably qualified Internal Audit Network of approximately 190 members and closed on May 31, 2025. Council has received eight (8) high caliber responses to this EOI.

Interviews with five (5) applicants were held on Wednesday, 3 September 2025. The interview panel consisted of Cr Murphy as Council's nominee onto ARIC, the General Manager and the Governance Officer – filling in for the Director Corporate Services who was unwell.

Two of the candidates were assessed by the panel as being of an exceptional standard, i.e. Ms. Liz Jeremy and Mr. Ron Gillard. The opinion is held that Council would be privileged to have any of these two candidates on its ARIC because of their breath of experience, wealth of knowledge and pragmatic approaches to challenges.

It was decided by the panel to recommend to Council for Ms. Liz Jeremy to be appointed to the vacancy of independent member with voting rights. Cr Murphy at the conclusion of the interviews mentioned his intention to bring a Notice of Motion to this Council Meeting for Mr. Gillard to also be appointed as an independent member of ARIC; which Notice of Motion forms a part of the order of business for this meeting.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Not necessary in this instance.

2. Policy and Regulation

- *Local Government Act 1993* (the Act)
- *Local Government (General) Regulation 2021*
- Guidelines for Risk Management and Internal Audit (updated November 2023)
- Tenterfield Shire Council Audit, Risk and Improvement Committee Charter
- Tenterfield Shire Council Audit, Risk and Improvement Committee Terms of Reference

3. Financial (Annual Budget & LTFP)

Adequate provision has been made in Council's 2025/26 Operational Plan and Budget for the expenses related to the filling of this vacancy.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Our Governance No. 82 Cont...

ARICs are required under the *Local Government Act 1993*, and there are compliance risks for Council if not adhered to. The Office of Local Government’s (OLG) Guidelines regarding ARICs are also applicable.

Further, it is important for Council to have a fully functioning ARIC, not only because it needs to meet the compliance requirements of the OLG, but also because of the value that a well-functioning committee of this nature could bring into the local government equation.

7. Performance Measures

Nil.

8. Project Management

Nil.

Hein Basson
General Manager

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

(ITEM RC3/25) LOCAL TRAFFIC COMMITTEE MEETING 6TH AUGUST 2025

REPORT BY: Shayle Graham

RECOMMENDATION

That Council:

Adopts the recommendations from the Tenterfield Shire Local Traffic Committee Meeting held on 6 August 2025, as follows:

1. (ITEM GB1/25) CONFIRMATION OF MINUTES

That the minutes of the Local Traffic Committee held on Wednesday, 4 June 2025 be confirmed.

2. (ITEM GB2/25) MOUNTAIN CREEK ROAD & BRUXNER WAY - REQUEST FOR EXTENSION AND IMPROVEMENT OF LOCAL BUS STOP

That the Local Traffic Committee notes the report and recommendation to carry out an inspection for review of the bus stop location, also noting that TfNSW will provide Grant Information available for the Country Passenger Transport Infrastructure Grants Scheme (CPTIGS)

3. (ITEM GB4/25) UPDATE FROM TRANSPORT FOR NSW ON PREVIOUS MATTERS

That the committee notes the report and the following updates on the report:

- New England Highway No Parking between 9pm and 7am signage has been installed in Jennings before the State border crossing this week.**
- Liston Roads- Undercliffe Road and Rivertree Road speed reduction to 80km/h signs will be installed by October.**
- Other speed zone reviews are in progress.**
- TfNSW to follow up on progress of Mt Lindesay Road speed zone reduction in Angry Bull Trails zone around Lindrook Road, noting a deadline of March 2026.**
- TfNSW to provide formal speed zone reports.**

4. BUSINESS WITHOUT NOTICE

a. (ITEM BWN1/25) REQUEST FOR UHF RADIO CALL SIGNS - MOUNT LINDESAY ROAD

That the committee considers the request for signage on Mount Lindesay Road, between Koreelah and Legume areas stating a UHF call sign of Channel 29, to improve communication and for Council to then confirm it they can install UHF call sign signage without Transport for NSW approval.

Report of Committee No. 3 Cont...

- b. (ITEM BWN2/25) HEAVY VEHICLE PARKING ALTERNATIVE, NEW ENGLAND HIGHWAY JENNINGS**
For Information.
- c. (ITEM BWN3/25) QUESTION ABOUT SPEED ZONES PAINTED ON TOWN ENTRY**
For Information, if an opportunity arises again of another TfNSW "Town Entry Statements" programme where speed zones are painted red, the Tenterfield Shire Villages would benefit from town entry treatment.
- d. (ITEM BWN4/25) TOURIST PARKING SIGNAGE**
For information and has been referred as a Councillor Action Request to the Infrastructure Department, for the installation of Blue Parking signs to direct Tourists for CBD Parking.

ATTACHMENTS

- 1** Local Traffic Committee Meeting Minutes 6th August 2025 4 Pages



MINUTES OF
TENTERFIELD SHIRE LOCAL TRAFFIC
COMMITTEE MEETING
WEDNESDAY 6 AUGUST 2025

MINUTES OF THE **Tenterfield Shire Local Traffic Committee Meeting** OF
TENTERFIELD SHIRE held at the Koreelah Room on Wednesday 6 August 2025
commencing at 11:00 AM

ATTENDANCE

Councillor Tom Peters
Councillor Tim Bonner
Director of Infrastructure Services – Matthew
Francisco
Transport for NSW – Laine Muller
Engineering Administration Assistant – Shayle
Graham

DISCLOSURE OF INTERESTS

Nil disclosures

Name	Type	Item

This is page 1 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held
on Wednesday, 6 August 2025

MINUTES OF TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING 6 AUGUST 2025

APOLOGIES

James Paynter – Manager of Works
Chris Belson – NSW Police
Bel Hanson – Janelle Saffin MP office
Glen Lamb – Liston and Legume Progress Association

REPORTS FROM OFFICERS

(ITEM GB1/25) CONFIRMATION OF MINTUES

SUMMARY

Confirmation of minutes of Tenterfield Shire Local Traffic Committee Meeting Wednesday 4th June 2025.

OFFICER'S RECOMMENDATION:

That Council:

That the minutes of the Local Traffic Committee held on Wednesday 4th June 2025 be confirmed.

(ITEM GB2/25) MOUNTAIN CREEK ROAD & BRUXNER WAY - REQUEST FOR EXTENSION AND IMPROVEMENT OF LOCAL BUS STOP

SUMMARY

Request for extension and improvement of local bus stop from local resident on behalf of Mountain Creek Road residents.

OFFICER'S RECOMMENDATION:

That the Local Traffic Committee: Notes the report and recommendation to carry out an inspection for review of the bus stop location.

TfNSW will provide Grant Information available for Country Passenger Transport Infrastructure Grants Scheme (CPTIGS) Committee Members: Unanimous

(ITEM GB3/25) 2025 AUTHORISATION AND DELEGATION INSTRUMENT FOR COUNCILS

SUMMARY

The purpose of this report is to advise the committee of changes to the Authorisation and Delegation Instrument– Prescribed Traffic Control Devices and Regulation of Traffic. Information from Transport for NSW received by Councils.

OFFICER'S RECOMMENDATION:

This is page 2 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Wednesday, 6 August 2025

MINUTES OF TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING 6 AUGUST 2025

That the committee: Notes the report and consider the information as it becomes available. A report will be made to Council when the situation is clear. The committee will continue to operate in the same frequency and arrangement as planned until further information is available.

Committee Members: Unanimous

(ITEM GB4/25) UPDATE FROM TRANSPORT FOR NSW ON PREVIOUS MATTERS.

SUMMARY

The purpose of this report is to provide the committee an update of ongoing matters that are being managed by Transport for NSW.

OFFICER'S RECOMMENDATION:

That the committee notes the report and the following updates on the report:

- **New England Highway Parking signage has been installed this week. The signage is in Jennings before the state border crossing. The signage is for No Parking between 9pm – 7am.**
- **Liston Roads- Undercliffe Road and Rivertree Road speed reduction signs – 80km/hr will be installed by October.**
- **Other speed zone reviews are in progress.**
- **TfNSW to follow up on progress of Mt Lindesay Road speed zone reduction in Angry Bull Trails zone around Lindrook Road. A deadline of March 2026.**
- **TfNSW to provide formal speed zone reports.**

Committee members: Unanimous

BUSINESS WITHOUT NOTICE

(ITEM BWN1/25) REQUEST FOR UHF RADIO CALL SIGNS - MOUNT LINDESAY ROAD

Councillor Bonner requested UHF Radio Call Signs for Channel 29 be installed on Mount Lindesay between Koreelah and Legume to improve communication between heavy vehicles where there are one lane bridges and narrow sections.

OFFICER'S RECOMMENDATION: That the committee consider the request and confirm if Council can install UHF call sign signage without Transport for NSW approval.

Committee members: Unanimous

MINUTES OF TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING 6
AUGUST 2025

(ITEM BWN2/ 25) HEAVY VEHICLE PARKING ALTERNATIVE, NEW
ENGLAND HIGHWAY JENNINGS

Councillor Bonner wanted to add following the installation of No Parking signs for Heavy Vehicles closer to the border, that there be established clear parking available for Heavy Vehicles. Ideally this would be across the road from the service station on the New England Highway where the area could be expanded and widened to accommodate parking, or in the service station area.

For Information

(ITEM BWN3/ 25) QUESTION ABOUT SPEED ZONES PAINTED ON TOWN
ENTRY

Councillor Peters asked Laine Muller (TfNSW) about the town entry to Deepwater where the speed zone is painted on the road in bright red. He asked about the same for Tenterfield Shire town and village entries. Laine advised that there had been a programme for these "Town Entry Statements" and she put forward Tenterfield villages to receive the town entry treatment. Unfortunately however there was no funding available.

For Information, if opportunity arises again Tenterfield shire villages would benefit from this town entry treatment.

(ITEM BWN4/ 25) TOURIST PARKING SIGNAGE

Councillor Peters asked about Tourism signage, Blue Parking signs directing visitors to parking in the town CBD. Council are able to install these signs and the request will be raised as a Councillor Action Request.

For information and referral as a Councillor Action Request.

There being no further business the chairperson declared the meeting closed at 12.10pm.

.....
Matthew Francisco
Director of Infrastructure Services

NOTICE OF MOTION**(ITEM NM6/25) ARIC COMMITTEE, INCREASE MEMBERSHIP**

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

I, Councillor Peter Murphy, hereby give notice that I intend to move the following motion at the Ordinary Council meeting to be held on Wednesday, 24 September 2025:-

That Council:

- 1. Approves an increase in the Independent Membership of Council's Audit Review and Improvement Committee (ARIC) from the current three (3) to four (4) at a maximum additional cost of \$7,000 for the 2025/26 Financial Year and that such cost be funded from savings in Council's employee cost budgetary provisions due to vacancies.***
- 2. Does not automatically fill any vacancy that might occur in the future but keep the Independent Membership of ARIC at a maximum number of three (3) members for whom Council makes annual budgetary provision.***
- 3. Authorises the appointment of Mr Ron Gillard to this additional position.***

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

Notice of Motion No. 6 Cont...

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 comments are made:

Legal implications:	Council's ARIC must consist of a minimum of three independent members. No maximum is stipulated.
Strategic implications:	Appointing a worthy additional independent member at this stage may have strategic benefits.
Financial implications:	The requested additional amount of \$7,000 can be absorbed by Council's budgeted employee costs for the current financial year – through savings in vacancies. It is also noteworthy that Council has only made provision for the payment of two independent AROIC members in the past, as a reciprocal arrangement with Southern Downs Council had been in place.
Policy implications:	This Notice of Motion will change Council's practice of only having the minimum number of three independent members on its ARIC to four members; however, should a vacancy occur, it will revert back to the minimum required number of three.

ATTACHMENTS

- 1** Notice of Motion - ARIC Committee, Increase in Membership 1 Page

Council Ordinary Meeting, Wednesday, 24 September 2025
Councillor Motion, ARIC Committee, Increase in Membership

“That Council :

1. Approves an increase in the Independent Membership of Council's Audit Review and Improvement Committee (ARIC) from the current three (3) to four (4) at a maximum additional cost of \$7,000 for the 2025/26 Financial Year and that such cost be funded from savings in Council's employee cost budgetary provisions due to vacancies.
2. Does not automatically fill any vacancy that might occur in the future but keep the Independent Membership of ARIC at a maximum number of three (3) members for whom Council makes annual budgetary provision.
3. Authorises the appointment of Mr Ron Gillard to this additional position.”

TENTERFIELD SHIRE COUNCIL		15 SEP 2025		Action		Info	
CE							
CCO							
DI							

Moved by

Seconded by

Peter D Murphy

Councillor Peter Murphy

15/9/25

Kim M Rhodes

Councillor Kim Rhodes

15/09/2025.

NOTICE OF MOTION**(ITEM NM7/25) SUBDIVISIONAL DEVELOPMENT APPLICATIONS, PUBLIC NOTIFICATION**

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

I, Councillor Peter Murphy, hereby give notice that I intend to move the following motion at the Ordinary Council meeting to be held on Wednesday, 24 September 2025:-

That Council:

- 1. Requests the General Manager to prepare a report on public notification options that could potentially be included in the Development Control Plan (DCP) regarding Subdivisional Development Applications within the approximately ten (10) kilometre area around Tenterfield and the approximately three (3) kilometre areas around the Shire's Villages, as are depicted in detailed maps in the Tenterfield Local Environment Plan (LEP), including the implications for Council associated with each option.***
- 2. Requests the General Manager to present this report with recommendations to the October 2025, Ordinary Council Meeting.***

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

Notice of Motion No. 7 Cont...

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.*

Since the motion requests for a report to be prepared, the legal, strategic, financial and policy implications will be addressed as part of this report.

The public notification associated with subdivisions has been discussed at two Councillor Workshops, with this Notice of Motion being a reasonable next step to pursue the concerns raised.

ATTACHMENTS

1	Notice of Motion - Subdivisional Development Applications, Public Notification	1 Page
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Council Ordinary Meeting, Wednesday, 24 September 2025
Councillor Motion, Subdivisional Development Applications, Public Notification

“That Council :

1. Requests the General Manager to prepare a report on public notification options that could potentially be included in the Development Control Plan (DCP) regarding Subdivisional Development Applications within the approximately ten (10) kilometre area around Tenterfield and the approximately three (3) kilometre areas around the Shire’s Villages, as are depicted in detailed maps in the Tenterfield Local Environment Plan (LEP), including the implications for Council associated with each option.
2. Requests the General Manager to present this report with recommendations to the October 2025 Ordinary Council Meeting.”

TENTERFIELD SHIRE COUNCIL		15 SEP 2025	
		Action	Info
CE			
CCO			
DI			

Approved by

Peter D Murphy

Councillor Peter Murphy

15/9/25

Seconded by

Kim Rhodes

Councillor Kim Rhodes

15/09/2025

Department:	Office of the General Manager
Submitted by:	Executive Assistant & Media
Reference:	ITEM RES8/25
Subject:	COUNCIL RESOLUTION REGISTER - AUGUST 2025

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	LEADERSHIP - Our local leaders are respected and trusted to make our shire a better place
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	Deliver Councillor services and provide support to all Councillors in a transparent and non-discriminatory manner including training, research, legislative and evidence based advice

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 August 2025.

Hein Basson
General Manager

Prepared by staff member:	Allison Graham
Approved/Reviewed by Manager:	Hein Basson, General Manager
Department:	Office of the General Manager
Attachments:	1 Actions Register - August 2025 31 Pages

OUTSTANDING ACTIONS REPORT

Division:
Committee:
Officer:

Printed: Tuesday, 16 September 2025 9:49:21 AM
Date From: 27/04/2023
Date To: 27/08/2025

Meeting	Date	Officer	Title	Target
Council 24/05/2023	24/05/2023	Francisco, Matthew	MT LINDESAY ROAD BRYANS GAP ROAD LAND ACQUISITION	14/06/2023
64/23	Resolved that Council: (1) Agree to commence investigation of the Mt Lindesay Road public road reserve with respect to proposed rehabilitation works near Bryans Gap Road, and (2) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes necessary for road rehabilitation, and (3) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners. (Tim Bonner/Kim Rhodes) Motion Carried			
Notes 19 Mar 2024 2:45pm Melling, Elizabeth - Reallocation Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC 12 Oct 2023 9:15pm Counsell, David Surveyor boundary identification near the intersection has been completed. Further design work on hold pending Government review of funding grant. 20 Jul 2023 11:16am Melling, Elizabeth Sent request to surveyor to confirm five boundary points.				

Meeting	Date	Officer	Title	Target
Council 24/05/2023	24/05/2023	Francisco, Matthew	SHERRATT ROAD TORRINGTON - ROAD RESERVE ACQUISITION	14/06/2023
66/23	Resolved that Council: (1) Agree to commence investigations for the formalisation of a road reserve for Sherratt Road, Tomtoy Avenue and Eschman Lane, and (2) Undertake necessary searches, survey and plan preparation for the compulsory acquisition of Crown Land to form public road reserves. (Tom Peters/Kim Rhodes) Motion Carried			
Notes 19 Mar 2024 2:45pm Melling, Elizabeth - Reallocation Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC 12 Oct 2023 9:19pm Counsell, David Information being compiled for meeting with Crown Lands office. 20 Jul 2023 11:12am Melling, Elizabeth Liaising with Crown Lands to determine surveyors scope.				

Meeting	Date	Officer	Title	Target
Council 24/05/2023	24/05/2023	Francisco, Matthew	MOLESWORTH STREET DRAINAGE PIPE EASEMENT	14/06/2023
67/23	Resolved that Council: (1) Agree to seek an easement over the drainage pipe in Lot 4 Molesworth Street and payment of any compensation of the affected land; and			

OUTSTANDING ACTIONS REPORT

Division:
Committee:
Officer:

Printed: Tuesday, 16 September 2025 9:49:21 AM
Date From: 27/04/2023
Date To: 27/08/2025

Meeting	Date	Officer	Title	Target
Council 23/08/2023	23/08/2023	Francisco, Matthew	SUNNYSIDE HALL ROAD - PUBLIC GATE & VEHICLES BY-PASS APPLICATION	13/09/2023
134/2	Resolved that Council: (1) Approve the alteration of an existing public gate with a new grid (gate and vehicular by-pass) installation on Sunnyside Hall Road located 100m from Bruxner Way; and (2) Provide the applicant with Council Consent in accordance with Policy 2.162 subject to no objections being received. (3) Advertise the approval with proposed installation 1 month after advertising as required by the Roads Regulation 2008. (Peter Petty/Tom Peters) Motion Carried			
Notes 19 Mar 2024 2:46pm Melling, Elizabeth - Reallocation Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC 12 Oct 2023 9:20pm Counsell, David No objections have been received and approval for installation is being prepared. 19 Sep 2023 11:48am Ritchie, Hayley Advertised in Your Local News, Website. Submissions closed 13 September 2023.				

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				

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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
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
Tenterfield Shire Council - Works & Services Committee 6/12/2023	6/12/2023	Francisco, Matthew	TENTERFIELD BIKE PLAN	27/12/2023
3/23	Resolved that the Works & Services Committee recommend the adoption of the revised Tenterfield Bike Plan (2023). (Tim Bonner/Peter Petty) Motion Carried			
Notes 19 Mar 2024 2:48pm Melling, Elizabeth - Reallocation Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC				

Meeting	Date	Officer	Title	Target
Council 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;			

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Meeting	Date	Officer	Title	Target
			(2) Request the Leechs Gully Progress Association withdraw Development Application 2023.075 for the Removal of the Band Hall from 12 Crown Street, Tenterfield.	
			(3) Raise no objection to Leechs Gully Progress Association amending existing Development Application 2023.076 for the erection of a hall on the site at Leechs Gully Road, Tenterfield at no further cost to Council.	
			(4) Utilise the funds not expended by Leechs Gully Progress Association to undertake priority repairs to the building.	
			(5) Seek Expressions of Interest for the use of the hall.	
			AMENDMENT	
			(5) Seek Expressions of Interest for the community use of the hall.	
			(Peter Murphy/Greg Sauer)	
			Amendment Lost.	
			The original Motion was put.	
			(Geoff Nye/Peter Petty)	
			Motion Carried	

Notes

29 May 2025 2:05pm Davidson, Tamai - Reallocation

Action reassigned to Condrick, Jodie by Davidson, Tamai - No longer in Planning area of responsibility

19 May 2025 9:36am Graham, Allison - Email

Tamai, can you please confirm 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 28/08/2024	28/08/2024	Basson, Hein	Future Operational Management of the Sir Henry Parkes Memorial School of Arts	18/09/2024
129/2	Resolved That Council: (1) Notes the information contained in the report of the General Manager. (2) Supports and facilitates the establishment and functioning of an incorporated not for profit association under the <i>Associations and Incorporations Act 2009</i> (NSW) for purposes of managing the day-to-day operations of the Sir Henry Parkes Memorial School of Arts. (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			

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				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) <u>Motion Carried</u>
Notes				

Meeting	Date	Officer	Title	Target
Council 9/10/2024	9/10/2024	Basson, Hein	COUNCILLOR INDUCTION, REFRESHER AND PROFESSIONAL DEVELOPMENT TRAINING	30/10/2024
141/2	<u>Resolved</u> That Council: - Notes and accepts the responsibility enshrined within Section 232 of the <i>Local Government Act 1993</i> for all Councillors “to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of councillors”. - 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. - Notes that the following opportunities for induction, refresher, and professional development training are available in the short to medium term: <u>Initial Induction Session (Presented by the Executive Leadership Team):</u> Wednesday, 9 October 2024 at around 10.30am (directly after the First Council Meeting) in the Koreelah Room at the Council Offices. This initial			

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	session will go for approximately 3-4 hours (finishing at no later than 3.00pm). b. <u>Human Behaviour from a Systems Perspective for Local Government Leaders (Briefing session presented by the General Manager):</u> Wednesday, 23 October 2024 at around 12.00noon (after the Council Meeting has finished) in the Koreelah Room at the Council Offices. This opportunity will be of an approximate 3-hour duration (finishing at around 3.00pm). c. <u>Induction and Refresher Training Session for Re-elected and Newly Elected Councillors (Presented by Emma Broomfield – an External, Professional Trainer):</u> Wednesday, 30 October 2024 - starting at 8.00am and finishing at 3.00pm. This important event will also be held in the Koreelah Room at the Council Offices. d. <u>“Hit the Ground Running” Series of On-Line Webinars for Re-elected and Newly Elected Councillors (Presented by the NSW Office of Local Government):</u> i. Roles and Responsibilities: Thursday, 17 October 2024 at 4.00pm. ii. Making the Most of Meetings: Thursday, 24 October 2024 at 4.00pm. iii. Integrated Planning and Reporting: Thursday, 31 October 2024 at 4.00pm. iv. The Governing Body and Financial Management: Thursday, 7 November 2024 at 4.30pm. v. Risk Management and Internal Audit: Thursday, 14 November 2024 at 4.00pm. vi. Appropriate Conduct and Ethical Decision-Making: Thursday, 21 November 2024 at 4.00pm. vii. Corruption Risk and Prevention: Thursday, 28 November 2024 at 4.00pm. viii. Working Together: Thursday, 5 December 2024 at 4.00pm. ix. Work Health and Safety: Thursday, 12 December 2024 at 4.00pm. x. Local and Regional Strategic Planning: Thursday, 6 February 2025 at 4.00pm. xi. Crown Land Native Title, and Aboriginal Land Rights: Thursday, 13 February 2025 at 4.00pm. xii. Town Water Services – A Councillor’s Responsibilities: Thursday, 20 February 2025 at 4.00pm. xiii. Ongoing Professional Development: Thursday, 27 February 2025 at 4.00pm. (Tim Bonner/Owen Bancroft) <u>Motion Carried</u>			
Notes				

Meeting	Date	Officer	Title	Target
Council 26/03/2025	26/03/2025	Vassallo, Janet	DRAF RISK MANAGEMENT FRAMEWORK	11/04/2025
21/25	<u>Resolved</u> 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.			

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			(2) Approves the risk appetite statement and tolerances enshrined within the adopted Risk Management Framework, which statement conveys how much risk Council as the governing body will tolerate in pursuit of its strategic objectives, and how risk is to be managed and decisions made within this context. (Peter Petty/Greg Sauer) <u>Motion Carried</u>	
Notes 28 Mar 2025 12:46pm Graham, Allison Dear Janet, Kindly 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 26/03/2025	26/03/2025	Cooper, Mark	TREE MANAGEMENT PLAN	11/04/2025
18/25	<u>Resolved</u> That Council: (1) Advertises the Tree Management Plan attached as an annexure to the report on Council's website, Facebook Page, "Your Local News" newsletter and a letter drop to the adjacent landowners in Logan, Clarence and Cowper Streets for 28 days seeking public submissions on the contents of the Tree Management Plan and the preferred tree species to be used as replacement trees in the above mentioned streets . (2) Request community feedback via the letter drop mentioned in paragraph one above whether it would be the preference of residents for the Pin Oak trees on both sides of the roads to be removed, or only on the side where the powerline is situated. Further, that the notices distributed as part of the letter drop, explains the situation with the power lines and unhealthy trees that poses a risk to the community and residents, based on a qualified arborist's report and Council's financial ability to remove and replace trees. (3) That the following six trees be included in the public consultation mentioned in paragraph one above: • Crepe Myrtle • Maple (suitable variety) • Chinese Pistachio • Manchurian Pear • Ornamental Plum/Pear • Prunus Cerasifera Nigra (4) Considers a further report following the 28-day submission period including any submissions received from the public, including for the Tree Management Plan to be updated with the community-preferred tree species identified during the public consultation period.			

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Meeting	Date	Officer	Title	Target
	(Bronwyn Petrie/Tim Bonner) Motion Carried			
Notes 28 Mar 2025 12:37pm Graham, Allison Dear Mark, Kindly note that 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. Many thanks Hein.				
Meeting	Date	Officer	Title	Target
Council 26/03/2025	26/03/2025	Francisco, Matthew	RENAMING HERDING YARD CREEK ROAD, LISTON	11/04/2025
14/25	Resolved That Council: Appeals the rejection received from the Geographical Names Board for Council’s application to change Herding Yard Creek Road to Seven Mile Lane, with supporting compelling documentation. (Tom Peters/Tim Bonner) Motion Carried			
Notes 10 Apr 2025 4:53pm Graham, Allison Matthew Francisco advised 28 March; the key piece of information is for the Councillors to provide the compelling evidence, for my section to forward on to GNB. That is an action for the Councillors. Matthew Francisco advised 10 April 2025; One local residents objection has been found.				
Meeting	Date	Officer	Title	Target
Council 26/03/2025	26/03/2025	Francisco, Matthew	ROAD NAMING	11/04/2025
13/25	Resolved That Council: (1) Notes the Engineering Officer’s Report titled “ROAD NAMING”. (2) Adopts the name “Station Place” as the preferred name of the new road off the Northern end of Rouse Street. (3) Publicly advertises the preferred road name and proceeds with the process of officially naming “Station Place” by way of gazettal and signposting. (4) Adopts Platypus Lane as its preferred name for the new road off Geyers Road, with Apple Gum Lane as the alternate name if required. (5) Proceeds with the process of officially naming the unnamed road off Geyers Road by way of proposal, advertising, gazettal and signposting. (6) Requests two suggestions for the naming of the road commonly known as “Killarney Street” in Legume from the Legume Community, and proceeds with the process of officially naming the unnamed road by way of proposal, advertising, gazettal and signposting.			

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			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

29 May 2025 10:29am Graham, Allison

Email sent to Liz Alley, 29/05/2025: Liz, Kindly note the following Action has been assigned to Hein but you form part of the team so would be involved in these negotiations.

29 May 2025 10:26am Graham, Allison - Reallocation

Action reassigned to Basson, Hein by Graham, Allison - Hein, 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.

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.

29 May 2025 9:54am Graham, Allison - Reallocation

Action reassigned to Condrick, Jodie by Graham, Allison - Jodie, Please note that this action remains with you as the responsible officer to execute.

29 May 2025 9:52am Graham, Allison - Reallocation

Action reassigned to Francisco, Matthew by Graham, Allison - Dear Matt, Kindly note that the following message has been sent to Jodie: Jodie, Kindly pursue the execution of this Council Resolution paying particular attention to the robust baby change-over station as well as the "Modus" design style. Also, please keep in mind our 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.

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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:

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			A Residential – Urbenville rate of 0.672723 of a cent in the dollar (Shown as 0.672723% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$395.00 per annum (the total revenue collected from this base amount represents 43.96% of the total revenue collected from this category of land). Residential – Jennings: A Residential – Jennings rate of 0.871543 of a cent in the dollar (Shown as 0.871543% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$395.00 per annum (the total revenue collected from this base amount represents 44.39% of the total revenue collected from this category of land). Residential – Drake: A Residential – Drake rate of 1.029134 of a cent in the dollar (Shown as 1.029134% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$395.00 per annum (the total revenue collected from this base represents 44.71% of the total revenue collected from this category of land). Residential – Other: A Residential – Other rate of 0.376928 of a cent in the dollar (Shown as 0.376928% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$250.00 per annum (the total revenue collected from this base amount represents 48.90% of the total revenue collected from this category of land). Residential – Rural: A Residential – Rural rate of 0.376928 of a cent in the dollar (Shown as 0.377390% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$299.00 per annum (the total revenue collected from this base amount represents 26.27% of the total revenue collected from this category of land). Business – Tenterfield: A Business – Tenterfield rate of 1.658352 of a cent in the dollar (Shown as 1.658352% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$790.00 per annum (the total revenue collected from this amount represents 33.53% of the total revenue collected from this category of land). Business – Urbenville: A Business – Urbenville rate of 0.641413 of a cent in the dollar (Shown as 0.641413% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$363.00 per annum (the total revenue collected from this base amount represents 41.17% of the total revenue collected from this category of land). Business – Jennings: A Business – Jennings rate of 0.690286 of a cent in the dollar (Shown as 0.690286% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$363.00 per annum (the total	

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			revenue collected from this base amount represents 49.71% of the total revenue collected from this category of land). Business – Drake: A Business – Drake rate of 0.963964 of a cent in the dollar (shown as 0.963964% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$363.00 per annum (the total revenue collected from this base amount represents 40.11% of the total revenue collected from this category of land). Business – Other: A Business – Other rate of 0.689396 of a cent in the dollar (shown as 0.689396% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$389.00 per annum (the total revenue collected from this base amount represents 49.96% of the total revenue collected from this category of land). Business – Industrial: A Business – Industrial rate of 1.658352 of a cent in the dollar (Shown as 1.658352% on rates notice) of the current land values of all rateable land within this category, with a base rate of \$790.00 per annum (the total revenue collected from this base amount represents 25.80% of the total revenue collected from this category of land). Mining: A Mining rate of 2.247212 of a cent in the dollar (Shown as 2.247212% on rates notice) on the current land values of all rateable land in the Local Government Area where the dominant use is for a coal mine or metalliferous mine, with a base rate of \$642.00 per annum (the total revenue collected from this base amount represents 41.04% of the total revenue collected from this category of land). 4. Water - In accordance with the provisions of Section 552 of the <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: (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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			(h) Non-Residential - Meter connection: 40mm - \$985.00 per property and/or connection per annum; (i) Non-Residential - Meter connection: 50mm - \$1,532.00 per property and/or connection per annum; (j) Non-Residential - Meter connection: 80mm - \$3,929.00 per property and/or connection per annum; (k) Non-Residential - Meter connection: 100mm - \$6,139.00 per property and/or connection per annum; (l) Non-Residential - Meter connection: 150mm - \$13,804.00 per property and/or connection per annum; (m) Voluntary & Charitable Organisations - \$126.00 per property and/or connection per annum; (n) Services installed solely for the purpose of firefighting – No Charge. In accordance with Section 502 of the <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. 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. 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. 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. 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: (a) connected to the Council's sewer main, or (b) not connected to the Council's sewer main but any part of the property is no more than 75 metres from the Council's sewer main; and (c) land from which sewerage can be discharged into the sewers of Council for the year ending June 2026.	

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			Further, that in respect of Residential Flat Buildings a Sewerage Availability Charge will be made equal to the number of residential flats multiplied by the service charge for a single connection. Annual Access Charge - In accordance with the provisions of Sections 501(1) and 552 of the <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: a) A Sewerage Access Charge will be incurred proportional to the customer's water connection diameter plus a pay-for-use charge based on the water used, calculated in accordance with the following connection options and the formula following subparagraph "j" below: (a) Non-Residential - Meter connection: 20mm - \$1,314.00 per occupancy per property per annum; (b) Non-Residential - Meter connection: 25mm - \$1,314.00 per occupancy per property per annum; (c) Non-Residential - Meter connection: 32mm - \$1,701.00 per occupancy per property per annum; (d) Non-Residential - Meter connection: 40mm - \$2,646.00 per occupancy per property per annum; (e) Non-Residential - Meter connection: 50mm - \$4,127.00 per occupancy per property per annum; (f) Non-Residential - Meter connection: 80mm - \$10,562.00 per occupancy per property per annum; (g) Non-Residential - Meter connection: 100mm - \$16,502.00 per occupancy per property per annum; (h) Non-Residential - Meter connection: 150mm - \$37,134.00 per occupancy per property per annum; (i) Voluntary & Charitable Organisations - \$253.00 per occupancy per property per annum; (j) Services installed solely for the purpose of firefighting – No Charge. The formula to calculate Non-Residential Sewerage Charges is: $AC + SDF \times (C + UC)$ Where: AC = Access Charge SDF = Sewerage Discharge Factor (determined by type/use) C = Customers Annual Water Consumption in kilolitres UC = Sewerage Usage Charge - Makes, fixes and levies a Sewerage Usage Charge of \$3.50 per kilolitre in 2025/2026. - Makes, fixes and levies Trade Waste Annual Charges for the year	

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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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		of implementation.							
9. Adopt the following changes to the original DRAFT Operational Plan 2025/2026 that was presented to Council at the April 2025 Meeting: a. Increased operational expenditure in Mayoral Allowance and Councillor fees in-line with OLG Remuneration Tribunal decision – increase of \$823; b. Increased Capital expenditure for: i. Saleyards – Livestock Scanner Replacement - \$30,000; ii. Legume Park Playground Fencing – \$30,000; iii. Urbenville Park Playground Fencing - \$30,000; iv. Jubilee Park Rotunda Renewal - \$55,000; v. Fuel Tank replacement at Depot - \$150,000 (was budgeted for 2024/25 with work pushed into 2025/26 year); vi. Waste Truck purchase (Resolution 50/25 April) - \$560,045; vii. Betterment of Molesworth Street Sewer Line (grant funded) - \$250,000. c. Reduction in Capital expenditure: i. Shirley Park Amenities Block ceiling and roofing works (not required following further investigation - \$30,000. d. Increase in Capital Income; i. Betterment of Molesworth Street Sewer Line - \$250,000. 10. Notes that three (3) public submissions were received during the exhibition period, two (2) of which were of general curiosity nature and seeking clarification, and another one (1) which was mainly in opposition to the rating category changes and the reduction in Water, Sewer and Waste charges based on the opinion that residential properties were being subsidised. (Peter Murphy/Kim Rhodes) <u>Motion Carried</u>									
Notes 06 Aug 2025 4:42pm Graham, Allison - Email Liz, please refer to notes for the Action 06 Aug 2025 4:40pm Graham, Allison Liz, kindly ensure that all the Council resolutions pertaining to different financial aspects have been actioned and implemented									
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	

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91/25	Resolved That Council: - Notes the contents of the report and the various responses received from the Campervan and Motorhome Club of Australia addressing the concerns raised by Council at its March 2025 Ordinary Meeting, as well as the concerns raised by members of the community. - Supports Development Application 2024.104 for the following reasons: - The proposed development is not a development for a caravan park in the traditional sense of the word as is envisaged and provided for within the current planning regulations and planning instruments, which have arguably not kept pace with the most recent large-scale developments within the caravanning and RV construction industry and buyers' preferences to purchase fully self-contained recreational vehicles. - All RVs allowed on the site (i.e. 44 Francis Street, Tenterfield) will be self-contained with their own water and toilet facilities, as well as catering for their own gray-water catchment. - It is possible for the Department of Housing, Planning and Infrastructure to provide the necessary exemption for amenities for this type of development, as has happened within other local government areas such as Gunnedah. - The proposed development will positively contribute to the Tenterfield Shire's visitor economy – augmenting the accommodation options available within Tenterfield and contributing to the local government area's micro-economy through the multiplying effect of every external dollar being spent in the area to be turned over a few times before it leaves the area again. - Applies to the Department of Housing, Planning and Infrastructure for the necessary exemption for amenities, and that, based on the response received from this Department, a supplementary report be brought back to Council for its further consideration. Upon being put to the meeting, the motion was declared carried. For the Motion were Crs B Petrie, G Sauer, O Bancroft, PM Murphy, TP Peters, GP Purcell, K Rhodes and RT Turner – Total (8). Against the Motion was Cr TB Bonner – Total (1). (Greg Sauer/Peter Murphy) Motion Carried			

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Meeting	Date	Officer	Title	Target
Notes 06 Aug 2025 3:14pm Davidson, Tamai 3/7/25 request sent 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 2:51pm Graham, Allison - Email Tamah, Please refer to notes for this action 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. Hein.				

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	<u>Resolved</u> 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.
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			• Old Ballandean Road - Bellevue Rd & Boundary Road. • Sunnyside Loop Road. • Sunnyside Platform Road. • Mt Lindesay Road between Old Boundary Road and Black Swamp Road. • Mt Lindesay Road, around Lindrook Road (entrance to State Forest) – Angry Bull Trails (ABT) Project. 2) Untamed Border Run, 21 June 2025 – Event Application. The event organisers have provided a Traffic Management Plan and signage map for their event. Council to forward application and documents to Laine Muller (TfNSW) and Chris Belson (NSW Police) for the event approval team to review. 3) Killarney Road, Legume – Request for Bus stop signage. TfNSW has contacted the bus operator. The bus operators are relied on to determine the best place to stop. The bus is using the most appropriate location to stop. Bus signage could be used at the location. No further signage recommended. 4) Kelly's Road – request for school bus signage, stopping and times. The bus stop is in an appropriate location and nothing is required to change. Council can install signage if desired. No further signage recommended. 5) Request from St Joseph's Primary School, extra pickup/drop off parking on Scott Street. The proposed change to the parking arrangement in Scott Street is not permissible within the regulations. The signage could be updated to "NO STOPPING" at the location. Council to advise the school and provide feedback. 6) Koreelah Creek Bridge – Request from resident who resides on Mt Lindesay Road near the bridge. Request for approaches to bridge for clearer/more signage on bridge approaches for speed reduction and one way traffic. TfNSW review of the area confirms that there was ample signage installed. Onsite inspection by TfNSW to be done to check all signage is still in place. Ensure vegetation removal is carried out for adequate sight distance. On the western side of the bridge the speed advisory is 35km/h. There is no Give Way Hold Line on the bridge. TfNSW to add to their Tenterfield Shire Inspection list. 7) Request from Urbenville Rural Fire Service (RFS), for a "No standing" or "Keep Clear" in the area opposite the roller door entrance to the station in Urban 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	

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	with details answered on this event, the same information to then also be passed on to Laine Muller (TfNSW).			
	(Owen Bancroft/Tim Bonner)			
	<u>Motion Carried</u>			
Notes				
16 Sep 2025 9:48am Graham, Allison - Email				
Shayle,,If this action has been finalised, can you please complete the action				
06 Aug 2025 2:36pm Graham, Allison - Email				
Shayle please see note for Action				
06 Aug 2025 2:30pm Graham, Allison				
Shayle, Kindly 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 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.				
Hein				

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	<u>Resolved</u> 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) <u>Motion Carried</u>			
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 23/06/2025	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	<u>Resolved</u> That Council:			

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	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			
Notes 08 Aug 2025 12:04pm Graham, Allison - Reallocation Action reassigned to Walton, Jane by Graham, Allison - Jane, would you 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. Hein.				

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

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				

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				(Peter Petty/Greg Sauer)
Motion Carried				
Notes 04 Sep 2025 4:05pm Graham, Allison - Reallocation Action reassigned to Graham, Allison by Graham, Allison - Allison, kindly prepare a draft letter to the Minister for Planning, Paul Scully and the Minister for Energy, Penny Sharpe that Council fully supports in principle the current State Government in their initiative to reintroduce their proposed plans to establish Waste to Energy Sites within the State. Hein.				

Meeting	Date	Officer	Title	Target
Council 27/08/2025	27/08/2025	Alley, Liz	BUSINESS RATING REGIME FOR ALL AIR BnB PROPERTIES IN THE LOCAL GOVERNMENT AREA	17/09/2025

OFFICER'S RECOMMENDATION:

That Council:

Defers the item until such time as the "guesthouse" definition has been clarified and that another report be prepared for Council's consideration once clarity has been obtained why a short-term rental property e.g. a property listed as an AirBnB on accommodation websites could not be classified as being a guesthouse – as per the Macquarie Dictionary's definition of "a house for the accommodation of paying guests" – and as such not needing to be categorised as "residential" but as "business" for rating purposes.

Notes

04 Sep 2025 3:14pm Graham, Allison - Email

Liz, kindly pursue this Council resolution and, once done prepare another report for Council's consideration. I am happy to further discuss this with you but suggest that you refer this matter to the Legal Officer at LGNSW for legal advice and whether there is any avenue open to Council to pursue this matter at this point in time. Hein.

Meeting	Date	Officer	Title	Target
Council 27/08/2025	27/08/2025	Alley, Liz	EMPLOYING A GRANT WRITER TO HELP COUNCIL ACHIEVE GRANT FUNDING	17/09/2025

129/2

Resolved

That Council:

Approves the investigation of engaging a professional company to, under contract and as required, prepare grant applications to achieve grant funding that current staff are unable to do due to their own current workloads.

(Peter Petty/Greg Sauer)

Motion Carried

Notes

04 Sep 2025 4:11pm Graham, Allison - Reallocation

Action reassigned to Alley, Liz by Graham, Allison - Liz, kindly follow up on the implementation of this Council resolution; Investigating the engagement of a professional company to, under contract and as required, to prepare grant applications to achieve grant funding that current staff are unable to do due to their own current workloads. I am aware that Peak Services (Jodi Cannon) provide a service of this nature but LGP may have other pre-approved providers listed on their website as well. Once you have concluded your investigation, please bring your recommendations to LET for us to further discuss this matter. Hein.

Meeting	Date	Officer	Title	Target
Council 27/08/2025	27/08/2025	Alley, Liz	CORPORATE SERVICES DIRECTORATE MONTHLY REPORT	17/09/2025

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Meeting	Date	Officer	Title	Target
			1) Awards the contract for the Management and Operation of the Tenterfield War Memorial Baths to Bula Vinaka Café Pty Ltd for \$150,000 excluding GST for the first year and increased as per the terms of the contract for each year, for a total initial period of five (5) years. 2) Authorises the General Manager to negotiate and execute the contract between Tenterfield Shire Council and the successful Contractor to manage and operate the Tenterfield War Memorial Baths. 3) In the circumstance where an agreement on the terms of a new contract is not reached with the Contractor, the proposal be referred back to Council for consideration.	
(Gregory Purcell/Tom Peters)				
<u>Motion Carried</u>				
Notes 04 Sep 2025 4:19pm Graham, Allison - Email Jodie, Kindly pursue the implementation of the Council resolution for Bula Vinaka Cafe Pty Ltd to be appointed as the successful tenderer. Hein.				

Meeting	Date	Officer	Title	Target
Council 27/08/2025	27/08/2025	Francisco, Matthew	COUNCILLOR WORKS/SERVICE REQUESTS - JULY 2025	17/09/2025
111/2	<u>Resolved</u> That Council: Notes the status of the Councillor Works/Service Requests for the month of June 2025. (Tim Bonner/Owen Bancroft) <u>Motion Carried</u>			
Notes 04 Sep 2025 2:53pm Graham, Allison - Reallocation Action reassigned to Francisco, Matthew by Graham, Allison - Matthew, kindly prepare a report on the expenditure of monies from the "Pothole" money allocation (I believe it's the RERFF funds), in accordance with the Mayors request at the last Council meeting. My interpretation is that she wants to understand what these monies have been used for and how much is left. Hein				

Meeting	Date	Officer	Title	Target
Council 27/08/2025	27/08/2025	Paynter, James	REVISED CONTRACT AWARD RECOMMENDATION FOR FOUR BRIDGES DESIGN & CONSTRUCT RFT 15 24/25	17/09/2025
132/2	<u>Resolved</u> That Council: 1. Awards the Four Bridges Design and Construct Contract - RFT 15 24/25 to Fulton Hogan Industries Pty Ltd (FHI) nominally for \$1,326,552.00 (excl. GST) based on the Tenderer's revised pricing, to act as head contractor for			

