

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 27 NOVEMBER 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 **Thursday 27 November 2025** commencing at **9:30 AM**.

Hein Basson **General Manager**

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

COMMUNITY CONSULTATION - PUBLIC ACCESS

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

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

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

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

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

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

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

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

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

CONFLICT OF INTERESTS

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

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

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

Remoteness

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

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

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

Relatives, Partners

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

- The person's spouse or de facto partner or a relative of the person has a pecuniary interest in the matter, or
- The person, or a nominee, partners or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter.
- N.B. "Relative", in relation to a person means any of the following:
- (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descends or adopted child of the person or of the person's spouse;
- (b) the spouse or de facto partners of the person or of a person referred to in paragraph (a)

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

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

Non-pecuniary Interests - Must be disclosed in meetings.

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

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

Disclosures to be Recorded (s 453 Act)

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

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AGENDA

ORDER OF BUSINESS

Community Consultation (Public Access)

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

CLOSED COUNCIL

Confidential Reports

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

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

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

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

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

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

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

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

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

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

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

Resolutions passed in Closed Council

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

AGENDA

WEBCASTING OF PUBLIC FORUM AND COUNCIL 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.

PUBLIC FORUM (BEFORE THE MEETING STARTS)

1. OPENING & WELCOME

2. (A) OPENING PRAYER

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

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

(B) ACKNOWLEDGEMENT OF COUNTRY

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

3. APOLOGIES

4. DISCLOSURES & DECLARATIONS OF INTEREST

5. CONFIRMATION OF PREVIOUS MINUTES

- 6. TABLING OF DOCUMENTS
- 7. URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS
- 8. MAYORAL MINUTE

9. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

10. OPEN COUNCIL REPORTS

OUR COMMUNITY	
(ITEM COM35/25)	2026 AUSTRALIA DAY AWARDS AND AUSTRALIA DAY EVENT
(ITEM COM36/25)	SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS: SCHOOL OF ARTS TENTERFIELD INCORPORATED (SOATI): FACILITY PERMITTED USE LICENCE
(ITEM COM37/25)	ACKNOWLEDGEMENT OF TENTERFIELD TOURISM GROUP QUARTERLY REPORT FROM JULY TO SEPTEMBER 2025
OUR ECONOMY	
(ITEM ECO11/25)	PROPOSED LANDERS STREET RECREATION AND ENTERTAINMENT PRECINCT - REQUEST FOR COUNCIL CONSENT TO LODGE DEVELOPMENT APPLICATION
OUR ENVIRONME	NT
(ITEM ENV22/25)	SUBDIVISION OF COUNCIL LAND90
OUR GOVERNANC	E
(ITEM GOV98/25)	FIXING OF COUNCIL MEETING DATES AND PLACES FROM JANUARY 2026 - DECEMBER 2026
(ITEM GOV99/25)	INVESTMENT REPORT FOR PERIOD ENDED 31 OCTOBER 2025
(ITEM GOV100/25)	CAPITAL EXPENDITURE REPORT AS AT 30 SEPTEMBER 2025
(ITEM GOV101/25)	QUARTERLY BUDGET REVIEW STATEMENT - SEPTEMBER 2025
(ITEM GOV102/25)	PRESENTATION OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2025
(ITEM GOV103/25)	ANNUAL REPORT 2024/2025
(ITEM GOV104/25)	CORPORATE SERVICES DIRECTORATE MONTHLY REPORT
(ITEM GOV105/25)	WORKFORCE, SAFETY, RISK, RECORDS AND COMMUNICATIONS REPORT - OCTOBER 2025 350

(ITEM GOV106/25)	INFRASTRUCTURE SERVICES DIRECTORATE MONTHLY REPORT				
(ITEM GOV107/25)	COUNCILLOR WORKS/SERVICE REQUESTS - OCTOBER 2025 367				
RESOLUTION REGISTER					
(ITEM RES10/25)	COUNCIL RESOLUTION REGISTER - OCTOBER 2025 386				
11. REPORTS OF	DELEGATES & COMMITTEES				
(ITEM RC5/25)	MURRAY DARLING ASSOCIATION INC. 2025 NATIONAL CONFERENCE - COMMUNIQUE				
12. NOTICES OF	MOTION				
13. RESOLUTION REGISTER					
14. CONFIDENTIAL BUSINESS					
CONFIDENTIAL					
(ITEM COM38/25)	TENDER EVALUATION FOR 4 CROSSINGS REPAIR PROJECT (4CRP) RFT 5 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 <i>Local Government Act 1993</i> , 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.				
(ITEM ENV23/25)	POLWORTH STREET SUBDIVISION				
	That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (g) of the <i>Local Government Act 1993</i> , as the matter				

15. MEETING CLOSED

on the ground of legal professional privilege.

involves advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings

(ITEM MIN10/25) CONFIRMATION OF PREVIOUS MINUTES

REPORT BY: Allison Graham, Executive Assistant and Media

RECOMMENDATION

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

Ordinary Council Meeting – 22 October 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 22 October 2025

28 Pages

Attachment 1 Unadopted Meeting Minutes Ordinary Council Meeting 22 October 2025

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 22 OCTOBER 2025

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the "Koreelah Room", 247 Rouse St, Tenterfield, NSW, 2372 on Wednesday 22 October 2025 commencing at 9:30 AM

ATTENDANCE Councillor Bronwyn Petrie (Mayor) (until 1.45pm)

Councillor Owen Bancroft Councillor Tim Bonner Councillor Peter Murphy Councillor Tom Peters Councillor Peter Petty Councillor Greg Purcell Councillor Greg Sauer Councillor Roger Turner

ALSO IN ATTENDANCE General Manager (Hein Basson)

Director Corporate Services (Liz Alley)
Director Infrastructure Services (Matthew

Francisco)

Executive Assistant & Media (Allison Graham)

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

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

Ordinary Council Meeting - 27 November 2025 CONFIRMATION OF PREVIOUS MINUTES

Attachment 1 Unadopted Meeting Minutes Ordinary Council Meeting 22 October 2025

WEBCASTING OF THE PUBLIC FORUM AND MEETING

Recording of the Community Consultation Session and Council Meeting commenced at 9.15am.

The Mayor read the following:

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

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

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

COMMUNITY CONSULTATION (PUBLIC ACCESS)

Ms. Kat Davis, President of the Tenterfield Chamber of Tourism, Industry and Business, addressed Council on Item ECO8/25 Tenterfield Chamber of Tourism, Industry And Business: Strategic vision and request for increased funding, her being in favour of the officer's recommendation.

OPENING AND WELCOME

The Mayor welcomed everyone to the October Council Meeting.

CIVIC PRAYER

The Mayor read the following:

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

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

ACKNOWLEDGEMENT OF COUNTRY

The Mayor read the following:

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

APOLOGIES

Councillor Kim Rhodes send an email on 17 September 2025 as formal notification of her absence and apology from this Council Meeting.

166/25 <u>Resolved</u>

That leave of absence be granted to Councillor Kim Rhodes.

(Peter Murphy/Owen Bancroft)

Motion Carried

DISCLOSURE & DECLARATIONS OF INTEREST

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

Name	Туре	Item
Councillor Peter	Less than	GOV90/25 "Infrastructure Services
Petty	Significant Non	Directorate Monthly Report"
	Pecuniary	
Councillor Tim	Less than	COM32/25 "Tender Evaluation Of
Bonner	Significant Non	Council's Annual Reseals And Initial
	Pecuniary	Seals Via Local Government
		Procurement LGP 213-3 RFT 03-
		25/26 Bituminous Surfacing 2025
		Variation"
Councillor Tim	Less than	COM34/25 "Evaluation Of Council's
Bonner	Significant Non	RFQ 02 25/26 Supply and Delivery
	Pecuniary	Of Mowers"

(ITEM MIN9/25) CONFIRMATION OF PREVIOUS MINUTES

167/25

Resolved

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

Ordinary Council Meeting – 24 September 2025

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

(Greg Sauer/Owen Bancroft)

Motion Carried

TABLING OF DOCUMENTS

URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

Item Eco10/25: "Draft Destination Management Plan and Draft Economic Development Strategy: Adoption for Public Exhibition Purposes" was distributed as a supplementary item.

Ordinary Council Meeting - 27 November 2025 CONFIRMATION OF PREVIOUS MINUTES

Attachment 1 Unadopted Meeting Minutes Ordinary Council Meeting 22 October 2025

MAYORAL MINUTE

The Mayor put forward the following Mayoral Minute:

That Council approve the reallocation of \$15,000 to the Tenterfield Shire Hall Committees equally split from the budgeted provisions for Asbestos Management (\$80,000) and for Evacuation Plans (\$80,000).

Our Hall committees provide valuable service and contribution to our villages and communities and have had a yearly stipend of \$500 which has not been raised for at least a decade. This additional contribution will lift that allocation to \$2000 per year and demonstrates Councils appreciation for the services provided.

168/25 Resolved

That Council approves the reallocation of \$15,000 to the Tenterfield Shire Hall Committees equally split from the budgeted provisions for Asbestos Management (\$80,000) and for Evacuation Plans (\$80,000).

(Bronwyn Petrie/Tim Bonner)

Motion Carried

RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

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.

OPEN COUNCIL REPORTS

OUR COMMUNITY

(ITEM COM30/25) SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS: SCHOOL OF ARTS TENTERFIELD INCORPORATED (SOATI): FACILITY PERMITTED USE LICENCE

SUMMARY

The purpose of this report is for Council to approve the drafting of a Facility Permitted Use Licence agreement between the School of Arts Tenterfield

Incorporated (SOATI) and Council by engaging Bartier Perry Lawyers for the execution of this task.

OFFICER'S RECOMMENDATION:

That Council:

Approves the drafting of a Facility Permitted Use Licence between the School of Arts Tenterfield Incorporated (SOATI) and Council by engaging Bartier Perry Lawyers for the execution of this task, *inter alia* making provision for a three-year licence term and funding of \$50,000 per year with annual CPI increases – consistent with its resolution adopted in this regard at the Ordinary Council Meeting held on 24 September 2025.

The officer's recommendation was moved by Cr Peter Petty and seconded by Cr Greg Purcell.

The following amendment was moved by Cr Peter Murphy and seconded by Cr Grea Purcell:

AMENDMENT

That Council:

- 1. Approves the drafting of a Facility Permitted Use Licence between the School of Arts Tenterfield Incorporated (SOATI) and Council, in consultation with the Mayor and General Manager, by engaging Bartier Perry Lawyers for the execution of this task, inter alia making provision for a three-year licence term and funding of \$50,000 per year with annual CPI increases consistent with its resolution adopted in this regard at the Ordinary Council Meeting held on 24 September 2025.
- 2. A final draft be presented for discussion to the Councillor Workshop, on Wednesday 12 November 2025.

169/25 <u>Resolved</u>

That Council:

1. Approves the drafting of a Facility Permitted Use Licence between the School of Arts Tenterfield Incorporated (SOATI) and Council, in consultation with the Mayor and General Manager, by engaging Bartier Perry Lawyers for the execution of this task, inter alia making provision for a three-year licence term and funding of \$50,000 per year with annual CPI increases – consistent with its resolution adopted in this regard at the Ordinary Council Meeting held on 24 September 2025.

2. A final draft be presented for discussion to the Councillor Workshop, on Wednesday 12 November 2025.

(Peter Murphy/Gregory Purcell)

Motion Carried

Councillors Peter Petty and Tom Peters requested their votes to be recorded against the amendments to the officer's recommendation.

OUR ECONOMY

(ITEM ECO8/25) TENTERFIELD CHAMBER OF TOURISM, INDUSTRY AND BUSINESS: STRATEGIC VISION AND REQUEST FOR INCREASED FUNDING

SUMMARY

The purpose of this report is for Council to note the strategic and operational objectives of the Tenterfield Chamber of Tourism, Industry and Business including a request for increased funding, the last-mentioned which needs Council's consideration and resolution.

170/25

Resolved

That Council:

 Approves the Revised Annual Budget in the last column of the table below associated with the "Achievable Package" provided by Tenterfield Chamber of Tourism, Industry and Business (TCTIB) for purposes of marketing activities and future budgets, making provision for the following initiatives and expenses:

Initiative	Annual Budget	Revised Annual Budg
A.Events Program	\$20,000	\$10,000
B. Tourism Website & TIC Refresh	\$7,500	\$7,500
C. Content Asset Development (every 2 nd year)	\$15,000	\$7,500
D. Insurance TIC, signage & pamphlets	\$5,000	\$5,000
E.NEHC Membership	\$8,000	\$8,000
H .Admin Assistant	\$30,000	\$30,000
I.Granite Belt Magazine	\$2,000	\$2,000
J.Aust. Data Tourism Warehouse	\$2,000	\$2,000
K. Sera Wright- "Experience Tenterfield" Social Media Campaign	\$20,000	\$20,000
Total	\$109,500	\$92,000

2. Acknowledges the following considerations to be important:

- An additional \$10,000 is necessary for the Events Program for the next financial year.
- An additional \$7,500 is necessary for the Content Asset Development for the next financial year.
- An amount of approximately \$20,000 is necessary for the employment of an administrative assistant for the remainder of the current financial year.
- 3. Therefore, makes an amount of \$30,000 available to TCTIB from 1
 November 2025 for purposes of funding \$20,000 for an
 administrative assistant and \$10,000 to be put away (saved) for the
 Events Program for 2026, and for this amount to be funded from
 Council's original budgetary provision of \$80,000 for the operations
 of SOATI, as Council will be making \$50,000 of this funding provision
 available to SOATI, leaving \$30,000 for TCTIB to further assist with
 the delivery of a face-to-face tourism component out of the foyer of
 the School of Arts, an events program in 2026, and the employment
 of an administrative assistant.
- 4. Further, makes a budgetary provision to TCIB for a budgetary amount of \$99,500 for the 2026/27 financial year (to make up the additional amount necessary for Content Asset Development during this financial year), and thereafter for an annual budget amount of \$92,000, and for the new three-year Funding Agreement between Council and TCTIB to make provision for these amounts to be annually increased with CPI.
- 5. Amends the current Funding Agreement between Council and TCTIB by way of an addendum to reflect the additional amount of \$30,000 for the 2025/26 financial year mentioned in paragraph three (3) above, and the conditions associated with the expenditure of this amount.
- 6. Enters into a new three-year Funding Agreement between Council and TCTIB as from 1 July 2026, and for this Agreement to reflect the intent of paragraph four (4) above.

(Peter Murphy/Tim Bonner)

Motion Carried

(ITEM ECO9/25) A CRITICAL ASSESSMENT OF THE NSW GOVERNMENT RESPONSE TO THE "INQUIRY INTO THE ABILITY OF LOCAL GOVERNMENTS TO FUND INFRASTRUCTURE AND SERVICES" (2024)

SUMMARY

The purpose of this report is for Council to note the contents of a critical assessment done by Professor Brian Dollery for the United Service Union (USU), of the NSW Government response to the "Inquiry into the Ability of Local Governments to Fund Infrastructure and Service (2024)".

171/25

Resolved

That Council:

Notes the contents of the critical assessment done by Professor Brian Dollery, for the United Service Union (USU), on the NSW Government response to the "Inquiry into the Ability of Local Governments to Fund Infrastructure and Service (2024).

(Peter Petty/Greg Sauer)

Motion Carried

(ITEM ECO10/25) DRAFT DESTINATION MANAGEMENT PLAN AND DRAFT ECONOMIC DEVELOPMENT STRATEGY: ADOPTION FOR PUBLIC EXHIBITION PURPOSES

SUMMARY

The purpose of this report is for Council to adopt the draft Tenterfield Destination Management Plan 2025-2030 (DMP) and the draft Tenterfield Shire Economic Development Strategy 2026-2030 (EDS) for public exhibition purposes.

OFFICER' RECOMMENDATION

- That Council adopts the draft Tenterfield Destination Management Plan 2025-2030 as prepared by the Destination Store, and the draft Tenterfield Shire Economic Development Strategy 2026-2030 as prepared by SC Lennon & Associates for public exhibition purposes.
- 2. That a further report be prepared after the public exhibition period, containing commentary on the submissions received and including the final versions of the abovementioned draft Tenterfield Destination Management Plan 2025-2030 and draft Tenterfield Shire Economic Development Strategy 2026-2030 with or without amendments for Council's adoption of the final versions of these two documents.

The officer's recommendation was moved and seconded by Councillors Roger Turner and Owen Bancroft.

The following amendment was moved and seconded by Councillors Peter Murphy and Greg Purcell respectively – incorporating an amendment proposed by Mayor Bronwyn Petrie pertaining to the "Acknowledgement of Country" in the documents:

AMENDMENT

1. That Council approves the draft Tenterfield Destination Management Plan 2025-2030 as prepared by the Destination Store, and the draft

Tenterfield Shire Economic Development Strategy 2026-2030 as prepared by SC Lennon & Associates for public exhibition purposes, conditional upon the wording of the "Acknowledgement of Country" in both documents to be changed to "Tenterfield Shire Council acknowledges and pay our respect to the Ngarabal, Jukembal, Bundjalung, Kamilaroi, Githabul and Wahlubul people of our Shire, and extend our respect to all people".

2. That a further report be prepared after the public exhibition period, containing commentary on the submissions received and including the final versions of the abovementioned draft Tenterfield Destination Management Plan 2025-2030 and draft Tenterfield Shire Economic Development Strategy 2026-2030 – with or without amendments – for Council's adoption of the final versions of these two documents.

172/25

Resolved

- 1. That Council approves the draft Tenterfield Destination Management Plan 2025-2030 as prepared by the Destination Store, and the draft Tenterfield Shire Economic Development Strategy 2026-2030 as prepared by SC Lennon & Associates for public exhibition purposes, conditional upon the wording of the "Acknowledgement of Country" in both documents to be changed to "Tenterfield Shire Council acknowledges and pay our respect to the Ngarabal, Jukembal, Bundjalung, Kamilaroi, Githabul and Wahlubul people of our Shire, and extend our respect to all people".
- 2. That a further report be prepared after the public exhibition period, containing commentary on the submissions received and including the final versions of the abovementioned draft Tenterfield Destination Management Plan 2025-2030 and draft Tenterfield Shire Economic Development Strategy 2026-2030 with or without amendments for Council's adoption of the final versions of these two documents.

(Peter Murphy/Gregory Purcell)

Motion Carried

Councillor Greg Purcell abstained from voting on the item.

OUR ENVIRONMENT

(ITEM ENV20/25) RE-SCOPING MOUNT LINDESAY ROAD PROJECT SUMMARY

9

The purpose of this report is to provide Councillors with an overview of the change of scope for the Mount Lindesay Road – Naas Street to Washpool Creek Bridge Project.

173/25

Resolved

- That Council receives and notes the information contained in the report.
- 2. That Council Staff contact the developer of the Angry Bull Trails (ABT) project to determine whether ABT would fund the additional one (1) metre width of the bitumen seal on the project.
- 3. That Council, subject to the agreement with the developer of the Angry Bull Trails project, amends the scope of the project to increase the seal width from an eight (8) to a nine (9) metre seal for the revised project length.

(Peter Petty/Greg Sauer)

Motion Carried

Ms. Tamai Davidson, Manager Planning and Regulation entered the room at 10.47am.

(ITEM ENV21/25) DEVELOPMENT APPLICATIONS - NOTIFICATION OPTIONS FOR SUBDIVISION APPLICATIONS

SUMMARY

The purpose of this report is to provide public notification options in relation to Development Applications for Subdivision within the ten (10) kilometre radii of Tenterfield and Drake and the three (3) kilometre radii around the Shire's Villages, subject to the provisions of Clause 4.2C of *Tenterfield Local Environmental Plan 2013.*

OFFICER'S RECOMMENDATION:

That Council:

- Utilises the existing provisions contained within Tenterfield Development Control Plan 2014 to notify the neighbouring and adjacent landowners in writing of any future Development Application for subdivision when lodged under Clause 4.2c where more than five (5) new lots are created for a trial period of six (6) months.
- 3. Reviews the trial period at the close of the six (6) month period.

Councillors Peter Petty and Greg Sauer moved and seconded the officer's recommendation.

The following amendment was moved by Councillor Murphy and seconded by Councillor Tim Bonner:

AMENDMENT

That Council:

- Utilises the existing provisions contained within Tenterfield Development Control Plan 2014 to notify the neighbouring and adjacent landowners in writing of any future Development Application for subdivision when lodged under Clause 4.2c where five (5) or more new lots are created for a trial period of six (6) months.
- 2. Reviews the trial period at the close of the six (6) month period.

174/25 Resolved

That Council:

- Utilises the existing provisions contained within Tenterfield Development Control Plan 2014 to notify the neighbouring and adjacent landowners in writing of any future Development Application for subdivision when lodged under Clause 4.2c where five (5) or more new lots are created for a trial period of six (6) months.
- 2. Reviews the trial period at the close of the six (6) month period.

(Peter Murphy/Tim Bonner)

Motion Carried

Ms. Tamai Davidson, Manager Planning and Regulation left the room at 10.53am.

OUR GOVERNANCE

(ITEM GOV83/25) DISCLOSURE OF INTEREST RETURNS 2024/2025

CHMMADA

The purpose of this Report is to document the tabling of the Disclosure of Interest Returns for the period 2024/2025.

175/25

Resolved

11

Attachment 1 Unadopted Meeting Minutes Ordinary Council Meeting 22 October 2025

That Council notes the tabling of the Disclosure of Interest Returns for the period 2024/2025.

(Tom Peters/Owen Bancroft)

Motion Carried

(ITEM GOV84/25) AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES - 17 JUNE 2025

SUMMARY

Council's Audit, Risk and Improvement Committee (ARIC) had their Ordinary Meeting on Tuesday, 17 June 2025.

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

176/25 Resolved

That Council:

Notes the adopted and signed minutes from the Audit, Risk and Improvement Committee meeting of Tuesday 17 June 2025.

(Peter Murphy/Gregory Purcell)

Motion Carried

SUSPENSION OF STANDING ORDERS

177/25 Resolved

That standing orders be suspended for the purpose of a morning teabreak, the time being 10.58am.

(Peter Petty/Gregory Purcell)

Motion Carried

Recording of the session was paused at 10.58am.

RESUMPTION OF STANDING ORDERS

178/25 <u>Resolved</u>

That the meeting be resumed at 11.21am.

(Gregory Purcell/Peter Petty)

Motion Carried

12

Ms. Lee Sisson, Governance Officer entered the room at 11.20am.

The recording device was turned on, the time being 11.21am.

(ITEM GOV85/25) RE-ADOPTION OF COUNCIL'S CODE OF CONDUCT 2020 AND THE PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT 2020

SUMMARY

The purpose of this report is to advise Council that the Tenterfield Shire Council Code of Conduct 2020 and the Procedures for the Administration of the Code of Conduct are required to be reviewed and re-adopted within twelve (12) months of a new term of Council. Also, a new Model Code of Conduct is due to be released imminently by the Office of Local Government (OLG).

179/25

Resolved

That Council:

- (1) Re-adopts its current Code of Conduct 2020 and Procedures for the Administration of the Code of Conduct 2020.
- (2) As soon as is practicable after the anticipated release of the new Model Code of Conduct and Model Procedures for the Administration of the Code of Conduct by the Office of Local Government, adopts this new Code with Procedures.

(Peter Petty/Greg Sauer)

Motion Carried

(ITEM GOV86/25) 2025 MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW

SUMMARY

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code no later than 31 December 2025. This report is to provide to Council the Draft 2025 Model Code of Meeting Practice before going on public exhibition for comment on 23 October 2025 to 3 December 2025.

180/25

Resolved

That Council:

 Endorses the Draft 2025 Model Code of Meeting Practice (the Code), as attached to the report, to be put on public exhibition for

13

28 days from 23 October 2025, providing the community up to 42 days for comment, concluding on 3 December 2025.

2. Considers a further report and adopts the Code with or without amendments at its scheduled Ordinary Council Meeting of 17 December 2025, after the public exhibition period has concluded – during which time comments from the public on the non-mandatory provisions have been received and evaluated by staff for possible recommended changes to the Code.

(Owen Bancroft/Tom Peters)

Motion Carried

Ms. Jane Walton, Manager Finance and Technology entered the room at 11.27am.

(ITEM GOV87/25) 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
- provide statistics and data that support corporate policy and activities in accordance with the Operational Plan and Delivery Program 2025 – 2029

181/25

Resolved

That Council:

Notes the Corporate Services Directorate Report for the September month end 2025.

(Tom Peters/Gregory Purcell)

Motion Carried

(ITEM GOV88/25) INVESTMENT REPORT FOR PERIOD ENDED 30 SEPTEMBER 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.

182/25

Resolved

That Council:

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Notes the Investment Report for the period ended 30 September 2025.

(Gregory Purcell/Tom Peters)

Motion Carried

(ITEM GOV89/25) REPORT ON LOAN BALANCES 30 SEPTEMBER 2025

SUMMARY

The purpose of this report is to inform Council of its loan balances as at 30 September 2025.

183/25

Resolved

That Council notes the loan balance as of 30 September 2025 was \$18,987,677 (\$19,393,720 as at 30 June 2025).

(Greg Sauer/Owen Bancroft)

Motion Carried

(ITEM GOV90/25) INFRASTRUCTURE SERVICES DIRECTORATE MONTHLY REPORT

SUMMARY

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

184/25

<u>Resolved</u>

That Council:

Receives and notes the information contained in the report.

(Peter Petty/Owen Bancroft)

Motion Carried

(ITEM GOV91/25) WORKFORCE, SAFETY, RISK, RECORDS AND COMMUNICATIONS REPORT - SEPTEMBER 2025 SUMMARY

Attachment 1
Unadopted Meeting
Minutes Ordinary
Council Meeting 22
October 2025

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

185/25 Resolved

That Council:

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

(Greg Sauer/Gregory Purcell)

Motion Carried

(ITEM GOV92/25) REVIEW OF ORGANISATION STRUCTURE

SUMMARY

This report communicates and informs on Council's current organisation structure.

186/25

Resolved

That Council:

Notes the review and status of the Organisation Structure.

(Peter Petty/Tom Peters)

Motion Carried

(ITEM GOV93/25) DELEGATIONS TO THE GENERAL MANAGER

SUMMARY

In accordance section 377 of the *Local Government Act 1993* (the Act), a governing body of Council may, by resolution, delegate certain functions to the General Manager. Under section 380 of the Act, each Council must review all its delegations during the first 12 months of each term of office.

OFFICER'S RECOMMENDATION:

That Council resolves that:

 The person who from time to time holds the position of General Manager of Council (General Manager), being at the date of this instrument, Mr Hendrik (Hein) Basson, be delegated authority

under section 377 of the *Local Government Act 1993* (the Act), to exercise and/or perform on behalf of Council the Council's functions under all legislation in force and as amended from time to time:

- a) Excluding those functions:
 - That are expressly prohibited from delegation as listed under Section 377 of the Act, and
 - ii. Which are expressly required by legislation to be exercised by a resolution of the Council
- 2. The General Manager be conferred authority to carry out Policy Authorities listed in the 'Instrument of Delegation to the General Manager' annexed as Attachment 1 to the report and undertake any administrative actions necessary to carry out those Policy Authorities.
- 3. The General Manager be delegated any function which is taken to be conferred or imposed on the Council pursuant to section 381(1) of the Act – "Exercise of functions conferred or imposed on council employees under other Acts".
- 4. In the absence of the General Manager that a person appointed by resolution to act as General Manager, assume all functions, delegations, and sub-delegations of the General Manager for the period only of the absence of the General Manager unless otherwise resolved by the Council.
- 5. These delegations and policy authorities are subject to, and are to be exercised in accordance with:
 - a) The requirements of the relevant legislation
 - b) Any resolution or policy, procedure or budget adopted from time to time by the Council
- 6. These delegations and policy authorities are effective from the date of the Resolution of the Council and remain in force until amended or revoked by a resolution of the Council.

The officer's recommendation was moved by Councillor Roger Turner and seconded by Councillor Peter Petty.

The following motion was moved by Councillor Bronwyn Petrie and seconded by Councillor Greg Sauer:

That the list of delegations to the General Manager be referred back to be benchmarked against other Councils.

187/25 Resolved

That the list of delegations to the General Manager be referred back to be benchmarked against other Councils.

(Bronwyn Petrie/Greg Sauer)

Motion Carried

(ITEM GOV94/25) CHRISTMAS / NEW YEAR CLOSEDOWN - 2025/2026

SUMMARY

The purpose of this report is to advise Council of proposed Christmas/New Year close down arrangements for Council staff.

188/25 Resolved

That Council endorses the closedown period for the Christmas/New Year 2025/2026 break as follows:

• Indoor and Outdoor staff – close of business Friday, 19 December 2025, reopening Monday, 5 January 2026.

(Peter Petty/Tom Peters)

Motion Carried

(ITEM GOV95/25) AMENDED OPERATIONAL PLAN AS PART OF THE DELIVERY PROGRAM 2025-2029 OPERATIONAL PLAN 2025-2026

SUMMARY

The updated Organisation Structure has been reported to Council at this meeting and the 2025-2026 Operational Plan has been amended to be consistent with the position titles in the updated Organisation Structure.

189/25 Resolved

That Council:

- 1. Adopts the amended Operational Plan 2025-2026 in accordance with the changes discussed in the body of the report.
- 2. Reinforces its position of being in favour of B-double routes, as well as pro-actively considering higher productivity vehicles where practicable and without large cost implications for Council; further, for the Delivery Program and Operational Plan to be amended at the next quarterly review to reflect this position of Council.

(Tim Bonner/Owen Bancroft)

Motion Carried

(ITEM GOV96/25) QUARTERLY PROGRESS REPORT - JULY - SEPTEMBER 2025

SUMMARY

The Quarterly Report shows the progress of each of the operational activities that Council is undertaking in the 2025/2026 financial year. This report is for the July, August and September quarter 2025. This report has been amended to reflect the Organisational Structure reported at this Council Meeting.

190/25

Resolved

That Council:

Receives and notes the Quarterly Report on the progress of the Delivery Program and Operational Activities.

(Greg Sauer/Tim Bonner)

Motion Carried

(ITEM GOV97/25) COUNCILLOR WORKS/SERVICE REQUESTS - SEPTEMBER 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.

191/25

Resolved

That Council:

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

(Roger Turner/Gregory Purcell)

Motion Carried

REPORTS OF DELEGATES & COMMITTEES

(ITEM RC4/25) LOCAL TRAFFIC COMMITTEE MEETING 1, OCTOBER 2025

192/25

Resolved

That Council:

Adopts the recommendations from the Tenterfield Shire Local Traffic Committee Meeting, held on 1 October 2025, as follows:

1. (ITEM GB5/25) CONFIRMATION OF MINUTES

That the minutes of the Local Traffic Committee held on Wednesday August 6, 2025, be confirmed.

2. (ITEM GB6/25) MOUNTAIN CREEK BUS STOP

That the Local Traffic Committee receives and notes the report and withdraw the request for the extension and improvement of the bus stop located at approximately 45km west on the Bruxner Way at the intersection of Mountain Creek Road.

3. (ITEM GB7/25) TEMPORARY STREET CLOSURE APPLICATION - EVENT

That the Local Traffic Committee receives the report and approves the temporary street closure application for Stanthorpe Street, LISTON.

4. (ITEM GB8/25) REQUEST FOR SPEED REDUCTION - NEAGLES LANE TENTERFIELD

That the Local Traffic Committee receives and notes the report and refer the request to Transport for NSW for their response.

5. (ITEM GB9/25) BUSINESS ARISING FROM PREVIOUS MINUTES

That the Local Traffic Committee receives and notes the report that the:

- Rivertree and Undercliffe Road Speed Zone Review signage is currently being installed.
- Transport for NSW (TfNSW) reported the Speed Zone Review reports for: Sunnyside Platform Rd, Sunnyside Loop Rd, Mt McKenzie Rd and Old Ballandean Rd are in progress.
- The relocation of the Manners Street Bus stop is supported by TfNSW and country transport funding is available for bus stop infrastructure. Funding rounds will be open again in 2026.

6. ITEM (BWN1/25) - REQUEST FOR UHF RADIO SIGNS - MOUNT LINDESAY ROAD

That the Local Traffic Committee receives and notes the report that the Council staff may order and install UHF signage suggested, amending from 'OSOM' to 'HEAVY'.

(Peter Petty/Tom Peters)

Motion Carried

NOTICES OF MOTION

(ITEM NM8/25) AMENDMENT TO THE "COUNCILLOR AND STAFF INTERACTION POLICY"

I, Councillor Bronwyn Petrie, hereby give notice that I intend to move the following motion at the Ordinary Council meeting to be held on Wednesday, 22 October 2025:-

That Council:

Amend the "Councillor and Staff Interaction Policy" to:

- a) Reinstate Councillor ability to directly contact Managers and vice versa.
- b) Provide for the Mayor to attend the post Council meeting briefings of Depot and Administration staff.

During the discussion, a number of amendments was made to the original motion.

193/25 Resolved

That Council:

- a) Reinstates Councillor ability to directly contact Managers plus the Governance Officer, and vice versa in accordance with Policy.
- b) Provides for the Mayor, Deputy Mayor and Councillors to attend the post Council meeting briefings of Depot and Administration staff.
- c) The Mayor and the General Manager liaise to formulate the process and the level of interaction to be implemented under this review.

(Bronwyn Petrie/Gregory Purcell)

Motion Carried

(ITEM NM9/25) REQUEST FOR COUNCIL REPORT FOR COUNCIL PROCESS TO SUBMIT A DEVELOPMENT APPLICATION ON COUNCIL OWNED VACANT LAND

I, Councillor Gregory Purcell, hereby give notice that I intend to move the following motion at the Ordinary Council meeting to be held on Wednesday, 22 October 2025:-

That Council:

Requests the General Manager to report to Council the process for Council to submit a Development Application on Council owned vacant land for the purpose of sale or development for housing and business purposes.

194/25

Resolved

That Council:

Requests the General Manager to report to Council the process for Council to submit a Development Application on Council owned vacant land for the purpose of sale or development for housing and business purposes.

(Gregory Purcell/Roger Turner)

Motion Carried

Ms. Jane Walton, Manager Finance and Technology and Ms. Lee Sisson, Governance Officer left the room at 1.11pm.

RESOLUTION REGISTER

(ITEM RES9/25) COUNCIL RESOLUTION REGISTER - SEPTEMBER 2025

SHMMARY

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.

195/25

Resolved

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

(Greg Sauer/Owen Bancroft)

Motion Carried

SUSPENSION OF STANDING ORDERS

196/25 Resolved

That standing orders be suspended for lunch, and to then move into the closed session part of the meeting.

(Gregory Purcell/Tom Peters)

Motion Carried

The Mayor advised that she would be leaving the meeting and chair by 2.00pm, after which the Deputy Mayor would then take the chair.

The recording of the session was paused at 1.20pm.

Mr James Paynter, Works Manager entered the room at 1.20pm.

Mayor Bronwyn Petrie left the Meeting at 1.45pm. The Deputy Mayor, Councillor Greg Sauer, took the position of chairperson.

197/25 <u>Resolved</u>

That Standing Orders be resumed.

(Peter Petty/Peter Murphy)

Motion Carried

The closed session of the meeting commenced at 1.46pm.

CONFIDENTIAL BUSINESS

Attachment 1 Unadopted Meeting Minutes Ordinary Council Meeting 22 October 2025

(ITEM COM31/25) EVALUATION OF COUNCIL'S RFT 02-25/26 SUPPLY OF MOTOR GRADERS TO REPLACE UNIT 65 AND UNIT 67

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 provide Council with a report and recommendation on the Council's RFT 02-25/26 for the replacement of graders.

198/25

Resolved

That Council:

- 1. Accepts Westrac Pty Ltd's tender for the supply of two (2) Caterpillar graders unit 65 and unit 67 including alternative cutting edge system up to the value of \$1,221,204.16 (excluding GST).
- 2. Accepts Westrac Pty Ltd's tendered trade-in value for unit 67 for the amount of \$66,363.64 (excluding GST).

(Peter Petty/Peter Murphy)

Motion Carried

Councillor Tim Bonner left the room at 1.53pm, not partaking in any discussions or voting on the item.

(ITEM COM32/25) TENDER EVALUATION OF COUNCIL'S ANNUAL RESEALS AND INITIAL SEALS VIA LOCAL GOVERNMENT PROCUREMENT LGP213-3 RFT 03-25/26 BITUMINOUS SURFACING 2025 VARIATION

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 provide Council with a report and recommendation on the Variation to Council's Reseal Tender via Local Government Procurement LGP213-3 RFT 03-25/26 Bituminous Surfacing 2025

199/25

Resolved

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Attachment 1 Unadopted Meeting Minutes Ordinary Council Meeting 22 October 2025

That Council:

Accepts the tender proposal from Stabilised Pavements of Australia Pty Ltd (SPA) for Council initial seals, additional works, up to the value of \$404,525 (including/excluding GST).

(Peter Petty/Peter Murphy)

Motion Carried

Councillor Tim Bonner returned to the room at 1.55pm.

(ITEM COM33/25) EVALUATION OF COUNCIL'S TENDER RFT 04- 25/26 SAFETY BARRIER REMOVAL AND NEW INSTALLATIONS

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.

SUMMARY

The purpose of this report is to provide Council with a report and recommendation on Council's RFT for the removal and replacement and erect new Safety Barrier (Guard Rail) at various locations.

200/25

Resolved

That Council:

Accepts the tender from AJ & LJ Irwin Family Trust trading as Irwin Fencing Pty Ltd up to the value of \$199,222 (excluding GST).

(Roger Turner/Gregory Purcell)

Motion Carried

Councillor Tim Bonner left the room at 1.57pm, not partaking in any discussions or voting on the item.

(ITEM COM34/25) EVALUATION OF COUNCIL'S RFQ 02 25/26 SUPPLY AND DELIVERY OF MOWERS

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

25

that would, if disclosed (i) prejudice the commercial position of the person who supplied it.

SUMMARY

The purpose of this report is to provide Council with a report and recommendation on the Council's RFO for the replacement of mowers.

201/25 Resolved

That Council:

- Accepts the quote for one (1) Toro Groundmaster 7210 from Mower World Commercial Pty Ltd for the amount of \$66,070.00 (including GST) and that the trade-in offer of \$7,700 not be accepted and the current unit 342 be retained as a back-up mower.
- 2. Further accepts the quote for one (1) Toro Groundmaster GM 4000 D Wide from Mower World Commercial Pty Ltd for the amount of \$134,090.00 (including GST) and that the trade-in offer of \$16,500.00 for Unit 339 be accepted.

(Tim Bonner/Tom Peters)

Motion Carried

RESUMPTION OF THE OPEN COUNCIL SESSION

202/25 Resolved

That Council moves into Open Session again, the time being 2.02pm.

(Peter Petty/Gregory Purcell)

Motion Carried

Councillor Tim Bonner returned to the room at 2.02pm.

Mr James Paynter, Works Manager left the room at 2.02pm.

The recording device was turned on, the time being 2.03pm.

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

(ITEM COM31/25) EVALUATION OF COUNCIL'S RFT 02-25/26 SUPPLY OF MOTOR GRADERS TO REPLACE UNIT 65 AND UNIT 67

That Council:

- 1. Accepts Westrac Pty Ltd's tender for the supply of two (2) Caterpillar graders unit 65 and unit 67 including alternative cutting edge system up to the value of \$1,221,204.16 (excluding GST).
- 2. Accepts Westrac Pty Ltd's tendered trade-in value for unit 67 for the amount of \$66,363.64 (excluding GST).

(ITEM COM32/25) TENDER EVALUATION OF COUNCIL'S ANNUAL RESEALS AND INITIAL SEALS VIA LOCAL GOVERNMENT PROCUREMENT LGP213-3 RFT 03-25/26 BITUMINOUS SURFACING 2025 VARIATION

That Council:

Accepts the tender proposal from Stabilised Pavements of Australia Pty Ltd (SPA) for Council initial seals, additional works, up to the value of \$404,525 (including/excluding GST).

(ITEM COM33/25) EVALUATION OF COUNCIL'S TENDER RFT 04- 25/26 SAFETY BARRIER REMOVAL AND NEW INSTALLATIONS

That Council:

Accepts the tender from AJ & LJ Irwin Family Trust trading as Irwin Fencing Pty Ltd up to the value of \$199,222 (excluding GST).

(ITEM COM34/25) EVALUATION OF COUNCIL'S RFQ 02 25/26 SUPPLY AND DELIVERY OF MOWERS

That Council:

- Accepts the quote for one (1) Toro Groundmaster 7210 from Mower World Commercial Pty Ltd for the amount of \$66,070.00 (including GST) and that the trade-in offer of \$7,700 not be accepted and the current unit 342 be retained as a back-up mower.
- Further accepts the quote for one (1) Toro Groundmaster GM 4000 D Wide from Mower World Commercial Pty Ltd for the amount of \$134,090.00 (including GST) and that the trade-in offer of \$16,500.00 for Unit 339 be accepted.

MEETING CLOSED

There being no further business the Deputy Mayor declared the meeting closed at 2.07 pm.

Ordinary Council Meeting - 27 November 2025 CONFIRMATION OF PREVIOUS MINUTES

Attachment 1 Unadopted Meeting Minutes Ordinary Council Meeting 22 October 2025

Councillor Bronwyn Petrie
Mayor/Chairperson

Councillor Greg Sauer
Deputy Mayor/Chairperson

Ordinary Council Meeting - 27 November 2025 CONFIRMATION OF PREVIOUS MINUTES

Attachment 1 Unadopted Meeting Minutes Ordinary Council Meeting 22 October 2025

Department: Office of the General Manager

Submitted by: Allison Graham, Executive Assistant & Media

Reference: ITEM COM35/25

Subject: 2026 AUSTRALIA DAY AWARDS AND AUSTRALIA DAY EVENT

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 Provide and support access to arts and culture activities and

Action: opportunities that are inclusive and for all age groups

Operational Support marketing activities and events to promote Tenterfield as

Plan Action: a place to, play, live and invest.

SUMMARY

The purpose of this report is for Council to endorse arrangements for the Australia Day Committee judging of Australia Day Awards as per Council's Australia Day Awards and Citizenship Ceremonies Policy (attached) and for the Australia Day Committee to commence with planning for the 2026 Australia Day event.

OFFICER'S RECOMMENDATION:

That Council notes:

- (1) The calling of nominations for the 2026 Australia Day Awards in the following categories:
 - Citizen of the Year;
 - Young Citizen of the Year;
 - Sportsperson of the Year;
 - Emergency Services Volunteer of the Year or Group;
 - Community Event of the Year.
- (2) That nominations for the 2026 Australia Day Awards opened on Monday, 13 October 2025, and close at COB on Friday, 12 December 2025.
- (3) That judging by the Australia Day Committee be undertaken in the Koreelah Room on Wednesday, 17 December 2025 at 3.00pm.
- (4) That the Australia Day event planned by the Australia Day Committee shall be held on Monday, 26 January 2026, starting at 8.00am and finishing at around 10.20am.

BACKGROUND

From October to December 2025, Council will be calling for nominations for the 2026 Australia Day Awards in the following categories:

- Citizen of the Year
- Young Citizen of the Year
- Sportsperson of the Year

Our Community No. 35 Cont...

- Emergency Services Volunteer of the Year or Group
- Community Event of the Year

These Awards recognise outstanding contributions to the local community and/or sports during 2025 and are the focal point of the celebratory event planned for Australia Day on Monday, 26 January 2026.

REPORT:

2026 Australia Day Awards Ceremony and Event

The Australia Day Committee will be meeting directly after the 27 November 2025 Ordinary Council Meeting to finalise details and arrangements for the event. The current Committee members are Councillors Petrie (Mayor), Sauer (Deputy Mayor), Purcell and Turner – with Councillor Rhodes as alternate.

2026 Australia Day Awards

Nominations for Australia Day 2026 opened on Council website on Monday, 13 October 2025. An article for nominations was placed in "Your Local News" issued on Monday, 13 October 2025,

To attract interest within the Shire, together with the notices already placed on the website, Council has completed a mail out to community groups and associations as well as advertising through "Your Local News" newsletter, Council's Facebook page, information screens and the Library, along with the local radio and print media outlets.

The closing date for nominations will be Friday, 12 December 2025. Copies of all nominations which meet the criteria will be provided to members of the Australia Day Committee, at the suggested selection panel judging in the Koreelah Room on Wednesday, 17 December 2025 at 3.00pm.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Requests for the Australia Day 2026 Awards Nominations will be circulated Shire wide.

2. Policy and Regulation

Council's Australia Day Awards & Citizenship Ceremonies Policy 1.016

3. Financial (Annual Budget & LTFP)

Grant funding has been awarded on 30 October 2025 to the value of \$10,000.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Our Community No. 35 Cont...

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 and Media

Approved/Reviewed by Manager: Hein Basson, General Manager Department: Office of the General Manager

Attachments: **1** Australia-Day-Awards-Citizenship- 5

Ceremonies-26-October-22



AUSTRALIA DAY AWARDS & CITIZENSHIP CEREMONIES

Summary:

The purpose of this policy is to provide clear direction to the giving of Australia Day Awards to nominated members of the Tenterfield Shire Community.

Policy Number	1.016	
File Number	CM/163	
Document version	Version 5.0	
Adoption Date	26 October 2022	
Approved By	Council	
Minute Number	221/22	
Consultation Period	N/A	
Review Due Date	October 2024 – 2 years	
Department	Civic Office	
Policy Custodian	Chief Executive	
Superseded Documents	Australia Day Awards Protocol 18/15 - 25.2.2015 Australia Day Awards 40/18 - 28.3.2018 V4.0 - 26 February 2020	
Related Legislation	Australian Citizenship Ceremonies Code (2019) Australian Citizenship Act 2007 Australian Citizenship Regulation 2016.	
Delegations of Authority	· -	

1. Overview

The intention of this policy is clarify arrangements for Tenterfield Shire Council's Australia Day celebrations, particularly regarding the protocol of the Tenterfield Shire Australia Day Awards.

In addition, the Federal Government (Department of Home Affairs) have issued an Australian Citizenship Code which states: "Local Government Councils must hold a citizenship ceremony on 26 January as part of their Australia Day celebrations. Councils that conferred citizenship on less than 20 people in the previous year are exempt from this requirement".

2. Policy Principles

Activities of the Council's Australia Day celebrations will be inclusive of all residents of the Tenterfield Shire Local Government area. Activities must be secular, non-

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discriminatory and embrace all members of our community. The Australia Day celebrations will include a non-denominational prayer/blessing by a person of the Mayor's choosing.

Council will hold a citizenship ceremony where possible on Australia Day, although conferral of citizenship for any 12 month period is generally less than 20 people.

3. Policy Objectives

The giving of annual Australia Day Awards celebrates and acknowledges community, sporting and cultural contributions within Tenterfield Shire.

Holding a citizenship ceremony on Australia Day provides the opportunity for all Australians, by birth or by pledge, to reflect on the common bond of citizenship in our diverse society. It provides an opportunity to celebrate our democratic values, equality and respect for each other, and think about what unites us as Australians.

4. Policy Statement

The following Australia Day Awards will be advertised and awarded at each Australia Day Celebration:

- · Citizen of the Year;
- · Young Citizen of the Year;
- · Sportsperson of the Year (any age);
- Emergency Services Volunteer of the Year or Group, and
- · Community Event of the Year.

5. Scope

The following general eligibility criteria will apply for nominations to all Award categories:

- Nominees must be Australian citizens at the time of nomination;
- Nominees may be residents in Tenterfield Shire Local Government Area or nonresidents involved with a Tenterfield Shire based organisation, or individual endeavour within Tenterfield Shire, at the time of nomination;
- · Unsuccessful nominees may be re-nominated in subsequent years;
- · Self-nominations will not be accepted;
- · Awards will not be granted retrospectively, and
- Sitting State and Federal politicians and current Vice-Regal Officers are not eligible. Consideration of retired politicians and officers would be for work in addition to their official duties.

Nominations

Nominations must be completed on the Council Nomination Form which is available from Council's Administration Office or on the Council website. Nominations open at the beginning of November and close mid-December each year. Advertisements calling for nominations will be placed in the local media (Tenterfield Star Newspaper), Council's fortnightly publication (Your Local News), on Council's website & social media and Tenterfield in Touch Newsletter.

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On receipt of the nomination, nominators will be advised by letter that the nomination has been received and that they will be contacted confidentially closer to Australia Day if the person/organisation they have nominated has been selected to receive an Award.

Award Criteria

Citizen of the Year

Aims to recognise outstanding achievement during the past year and/or contribution to the local community over a number of years. To be eligible, the person must be 26 years or older on 26 January of the relevant year.

Young Citizen of the Year

Aims to recognise outstanding achievement during the past year and/or contribution to the local community over a number of years. To be eligible, the person must be under 26 years of age on 26 January of the relevant year.

Sportsperson of the Year

For contribution to sport in the local area. The nominee's approach and efforts to advance in their chosen activity and their performance over the past year are considered.

Emergency Services Volunteer of the Year or Group

Aims to recognise outstanding services of volunteers involved in emergency situations. Not necessarily a volunteer for an emergency service organisations such as State Emergency Services or Rural Fire Service. No age criteria applicable.

Community Event of the Year Award

Presented to the person/group/organisation who has staged the most outstanding community event during the past year. Community groups who raise funds are eligible.

6. Accountability, Roles & Responsibility

Elected Council

Council will nominate a Selection Panel comprising:

- · the Mayor;
- three (3) Councillors, and
- one (1) Councillor as reserve in the event that a member of the Panel is unavailable on the date selected for judging of the Awards.

The Selection Panel will meet in the first working week of January. Copies of all nominations which meet the criteria will be provided to members of the Selection Panel as soon as practicable.

In assessing the nominations, the Selection Panel may consider:

- The benefit to the community from the nominee's service or contribution;
- · Other outstanding achievements by the nominee;
- Other recognition of the nominee's contribution or work, including publicity;

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- Whether the nominee worked as part of a team and their role within the team;
- Whether the nominee has had assistance from Council, Government or other grants;
- Whether the nominee has had to overcome any particular difficulties or disability, and
- · Who has benefited most from the work of the nominee.

The selection of recipients will reflect the nominations received and information available to the Selection Panel at the time.

Presentation of Awards

The Awards will be presented on Australia Day, 26 January, each year at the Tenterfield Shire Council Australia Day Ceremony.

Invitations will be forwarded to the recipients of all categories for the previous year.

Invitations will be issued to all nominees and nominators prior to Australia Day. At the Awards Ceremony, the recipient of each category will then be announced.

Awards for each category will be as follows:

- Citizen of the Year Framed Official Australia Day Certificate and Citizen of the Year Lapel Pin;
- Young Citizen of the Year Framed Official Australia Day Certificate and Young Citizen of the Year Lapel Pin;
- **Sportsperson of the Year** Engraved Medallion with Presentation Case and Australia Day Lapel Pin;
- Emergency Services Volunteer of the Year Framed Official Australia Day Certificate and Australia Day Lapel Pin;
- Community Event of the Year Framed Official Australia Day Certificate.

Withdrawal of Award

Tenterfield Shire Council reserves the right to withdraw an Award if further information or the recipient's conduct draws the Citizen of the Year or Young Citizen of the Year Awards into disrepute.

7. Australian Citizenship Ceremony

Ceremonies to be conducted as per the Australian Government Australian Citizenship Ceremonies Code 2019 which follows the *Australian Citizenship Act 2007* and *Australian Citizenship Regulation 2016*.

Tenterfield Shire Local Government area generally does not have more than 20 conferrals of Australian Citizenship in any 12 month period. Therefore, in addition to the required ceremony on Australia Day – 26 January, a citizenship ceremony should be conducted on Australian Citizenship Day – 17 September, if there are any candidates.

Other citizenship ceremonies will be held in Tenterfield Shire Local Government area as follows:

• 9.00 am at an Ordinary Council Meeting (preferred)

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 Private ceremonies where the requirement for Australian Citizenship is urgent.

Legal Requirement

There are 3 legal requirements under the Citizenship Act that must be strictly adhered to when conducting citizenship ceremonies:

- An Authorised presiding officer (Mayor and Chief Executive) this role cannot be delegated.
- Reading the preamble
- The Pledge of Commitment

Dress Code

Conferees to be instructed to adhere to Council's dress code as required by the Australian Government (Department of Home Affairs):

- Smart casual;
- National/cultural dress welcomed.

8. Definitions

Nil.

9. Related Documents, Standards & Guidelines

Nil

10. Version Control & Change History

		Modified	
Version	Date	by	Details
V1.0	25/02/15	Council	Adoption of Original Policy (Res No. 18/15)
V2.0	22/12/16	Council	Revised Policy Adopted (Res No. 320/16)
V3.0	28/03/18	Council	Revised Policy Adopted (Res No. 40/18)
V4.0	26/02/20	Council	Revised Policy Adopted (Res No. 3/20)
V5.0	26/10/22	Council	Revised Policy Adopted (Res No. 221/22)

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Department: Office of the General Manager Submitted by: Hein Basson, General Manager

Reference: ITEM COM36/25

Subject: SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS: SCHOOL

OF ARTS TENTERFIELD INCORPORATED (SOATI): FACILITY

PERMITTED USE LICENCE

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 Provide and support access to arts and culture activities and

Action: opportunities that are inclusive and for all age groups

SUMMARY

The purpose of this report is for Council to approve the drafted Facility Permitted Use Licence agreement between the School of Arts Tenterfield Incorporated (SOATI), the National Trust (NSW) and Council by Bartier Perry Lawyers.

OFFICER'S RECOMMENDATION:

That Council:

- 1. Approves the drafted Facility Permitted Use Licence, annexed to the report as Attachment 1, for execution by the stakeholders, i.e. the School of Arts Tenterfield Incorporated (SOATI), National Trust (NSW) and Tenterfield Shire Council.
- 2. Authorises the execution of this Facility Permitted Use Licence as soon as is practicable after the Council Meeting, and for the 50% payment (\$25,000) of the Funding Amount of \$50,000 to be made before the close of Council's Offices on 19 December 2025 for the Festive Break, to allow SOATI to have access to the funding from this first payment from 1 January 2026 for the formal start of the Licence period.

BACKGROUND

At its Ordinary Meeting held on 24 September 2025, Council adopted the following resolution (Resolution Number 140/25):

Resolved

That Council:

- 1. Notes the contents of the report.
- 2. In principle is willing to enter into a three-year Facility Permitted Use Licence agreement with SOATI.

Our Community No. 36 Cont...

3. In principle is willing to make funds of \$50,000 per year with annual CPI increases available to SOATI for this three (3) year period.

- 4. Arranges for an on-site inspection of the School of Arts with the President, Secretary and Treasurer of SOATI, the Mayor, Deputy Mayor, General Manager and School of Arts Joint Management Committee nominee Cr Kim Rhodes.
- 5. Invites the SOATI Executive to the Councillors Workshop on 8 October 2025 to present details of their proposed activities and clarification of the shared use with the Tenterfield Chamber of Tourism, Industry and Business (TCTIB).
- 6. Requests a recommendation for the drafting of a Facility Permitted Use Licence with SOATI to the October 2025 Ordinary Council Meeting.

(Peter Petty/Greg Sauer)

Motion Carried

AT its Ordinary Meeting held on 22 October 2025, Council subsequently adopted the following resolution (Resolution Number 169/25):

Resolved

That Council:

- 1. Approves the drafting of a Facility Permitted Use Licence between the School of Arts Tenterfield Incorporated (SOATI) and Council, in consultation with the Mayor and General Manager, by engaging Bartier Perry Lawyers for the execution of this task, inter alia making provision for a three-year licence term and funding of \$50,000 per year with annual CPI increases consistent with its resolution adopted in this regard at the Ordinary Council Meeting held on 24 September 2025.
- 2. A final draft be presented for discussion to the Councillor Workshop, on Wednesday 12 November 2025.

(Peter Murphy/Gregory Purcell)

Motion Carried

REPORT:

A draft Facility Permitted Use Licence has been presented and discussed at the Councillor Workshop held on 12 November 2025, with Ms Kerri Swain from SOATI also present to consider some final changes that Council's solicitors, Bartier Perry, have proposed.

Agreement on these changes was reached between the parties, and the final Licence document is now presented to Council for approval and for the execution thereof to be authorised. A copy of the Licence is annexed to this report as Attachment 1.

COUNCIL IMPLICATIONS:

Our Community No. 36 Cont...

1. Community Engagement / Communication (per engagement strategy)

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

Council entering into a successful Facility Permitted Use Licence with SOATI, will contribute towards the cultural enrichment of the Tenterfield Shire community, which will contribute to greater community wellbeing, and which may well in time contribute to improved economic growth for the area.

Policy and Regulation

- Local Government Act 1993
- Local Government (General) Regulation 2021
- Associations and Incorporations Act 2009

2. Financial (Annual Budget & LTFP)

Council has made adequate provision in its 2025/26 Operational Plan and Budget for the Funding Amount of \$50,000 enshrined within the Facility Permitted Use Licence document.

3. 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.

4. 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, SOATI, as an incorporated not for profit association will be fulfilling this function into the future – commensurate with the provisions of the Facility Permitted Use Licence.

5. 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.

A clear and legally binding Facility Permitted Use Licence agreement between SOATI, the National Trust and SOATI has been prepared - delineating the functions that will be provided and the parameters within which it will happen, including a three (3) year term that the arrangement will be valid for, a quarterly reporting mechanism, and the recurrent annual financial contribution of \$50,000 plus annual CPI that will be applicable for the duration of the term.

Our Community No. 36 Cont...

As was mentioned in earlier reports, 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.

6. Performance Measures

A quarterly reporting mechanism has been built into the Facility Permitted Use Licence agreement.

The "School of Arts Tenterfield Inc (SOATI) Business Plan 2026", which the above-mentioned Licence refers to, states the following under the heading "10. Monitoring and Evaluation":

- Monthly reporting by Operations Manager to SOATI committee on attendance, revenue, and for gaining feedback.
- Quarterly reporting to Council: performance measures relating to expenditure; museum attendance; number of bookings in theatre; media coverage; feedback from community and visitors.
- Regular community engagement to refine programming.
- Annual review to assess financial performance and community impact.
- Initial 12-month period to be treated as a pilot phase.

7. Project Management

Although this project has unfortunately taken a significantly longer time to progress than what was initially anticipated, it is an achievement for all involved (past and present) to have reached the stage where SOATI will be taking over the day-to-day management of the museum and cinema/theatre functions of the School of Arts facility from 1 January 2026.

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

SOATI - Draft Facility Permitted Attachments: 28 Use Licence - Version dated

Pages

17.11.2025

Ordinary Council Meeting - 27 November 2025 SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS: SCHOOL OF ARTS TENTERFIELD INCORPORATED (SOATI): FACILITY PERMITTED USE LICENCE Attachment 1 SOATI - Draft Facility Permitted Use Licence -Version dated 17.11.2025



Facility Permitted Use Licence

Tenterfield Shire Council ABN 85 010 810 083
School of Arts Tenterfield Incorporated ABN 34 616 953 655

Bartier Perry Level 25, 161 Castlereagh St Sydney NSW 2000 Australia

PO Box 2631 Sydney NSW 2001 T +61 2 8281 7800 ABN 30 124 690 053 bartier.com.au Ordinary Council Meeting - 27 November 2025 SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS: SCHOOL OF ARTS TENTERFIELD INCORPORATED (SOATI): FACILITY PERMITTED USE LICENCE Attachment 1 SOATI - Draft Facility Permitted Use Licence -Version dated 17.11.2025



Facility Permitted Use Licence

Date December 2025

Parties

Council Tenterfield Shire Council

ABN 85 010 810 083

Address 247 Rouse Street, Tenterfield NSW 2372

SOATI School of Arts Tenterfield Incorporated

ABN 34 616 953 655

Address 199 Rouse Street Tenterfield NSW 2372

Background

- A Council is the lessee of the Land and the Building pursuant to the Lease.
- B Council requested SOATI take on the management of the Museum and Theatre of the School of Arts Building (the Licenced Area).
- C SOATI has agreed to manage the Licenced Area and Council has agreed to grant and SOATI has agreed to accept a licence of the Licensed Area on the terms and conditions contained in this document.

Operative Provisions

1 Definitions and Interpretation

1.1 In the Licence the following expressions have the following meanings:

Building means the building situated upon the Land and known as the Sir Henry Parkes Memorial School of Arts.

Business Day means any day which is not Saturday, Sunday or a public holiday.

Commencing Date means the date referred to in Item 6(b).

Common Areas means the Foyer Area, office and kitchenette areas adjacent to the Foyer Area.

Council's Property means all the plant, equipment, fixtures, fittings, furnishings and other property of Council in or on the Licensed Area (including any items, equipment or assets purchased by SOATI using the Funding Amount).

Expiry Date means the date referred to in Item 6(c).



Facility Permitted Use Licence

Foyer Area means that part of the Building used as the foyer or entrance to the Building.

Funding Amount means the amount referred to in Item 12.

Government Agency means:

- (a) a government or government department or other body;
- (b) a governmental, semi-governmental or judicial person; or
- (c) a person (whether autonomous or not) who is charged with the administration of a Law.

GST means the same as in the GST Law

GST Law has the same meaning as in *A New Tax System (Goods and Services Tax) Act 1999* (Cth)

Insolvency Event means any occurrence when SOATI:

- (a) goes into liquidation (other than a voluntary liquidation for the purposes of reconstruction or re-organisation with Council's consent which will not be unreasonably withheld); or
- (b) is wound up or dissolved; or
- enters or attempts to enter into a scheme of arrangement with its creditors or any class of its creditors; or
- (d) is placed under official management; or
- (e) has a receiver or manager or receiver and manager appointed in respect of any of its assets; or
- (f) has an inspector, investigator or administrator appointed pursuant to the Corporations Act, 2001 (Cth); or
- (g) becomes bankrupt or assigns its estate or enters into a deed of arrangement for the benefit of creditors; or
- (h) has execution levied against any of its assets; or
- has judgment obtained against it which is not satisfied or discharged within 21 days from the date of such judgment.

Item means an item in the Reference Schedule.

Land means the land referred to in Item 3.

Law includes the provisions of any statute, rule, regulation, proclamation, ordinance or by-law, present or future, whether state, federal or otherwise.

Lease means lease registered number 9183585P over the Land between Council and the Registered Proprietor.



Facility Permitted Use Licence

Licence means the Licence granted by Council to SOATI under clause 2.1.

Licensed Area means the area referred to in Item 4 and includes Council's Property.

Licence Fee means the Licence fee referred to in Item 8.

Permitted Hours means the days and hours when SOATI may access and use the Licensed Area, referred to in **Item 11**.

Permitted Use means the permitted use referred to in Item 5.

Reference Schedule means the Reference Schedule which appears at the end of the Licence.

Registered Proprietor means the registered proprietor of the Land which, at the date of this Licence, is the National Trust of Australia (New South Wales).

SOATI's Agents means every agent, employee, volunteer, licensee, contractor, customer, visitor and invitee of SOATI.

SOATI Business Plan means the document titled 'School of Arts Tenterfield Inc (SOATI) Business Plan: 2026 (DRAFT)', as provided to Council in October 2025, and any subsequent version

SOATI's Property means all fixtures, fittings, equipment, furnishings and other property of SOATI brought in or on the Licensed Area by SOATI or SOATI's Agents (excluding any items, equipment or assets purchased by SOATI using the Funding Amount).

TCTIB means Tenterfield Chamber of Tourism Industry & Business Incorporated ABN 31 157 086 623.

Term means the term of the Licence specified in **Item 6(a)**, commencing on the Commencing Date and expiring on:

- (a) the Expiry Date; or
- (b) such earlier termination of this Licence.

WHS Act means the Work Health and Safety Act 2011 (NSW).

1.1 Interpretation

In the Licence, unless the context otherwise requires:

- (a) words denoting any gender include all genders;
- (b) headings are for convenience only and do not affect interpretation;
- (c) the singular includes the plural and vice versa;
- (d) any schedule attached to the Licence forms part of it;
- (e) a reference to a party includes its personal representatives, successors and permitted assigns;



Facility Permitted Use Licence

- (f) a reference to a person includes a corporation, trust, partnership, unincorporated body or other entity, whether or not it comprises a separate legal entity;
- (g) a reference to a statute or other Law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- (h) unless expressly stated to be otherwise, the meaning of general words is not limited by specific examples introduced by "including", "for example or similar inclusive expressions; and
- a reference to the Licence means the Licence and includes any variation or replacement of the Licence.
- 1.2 If under the provisions of the Licence or under any notice or demand anything is required to be done on a day which is not a Business Day, the day or the last day for compliance is deemed to be the immediately following Business Day.

2 Grant of Licence

2.1 Grant

Council grants to SOATI a Licence for the Term to use the Licensed Area:

- (a) for the Permitted Use:
- (b) during the Permitted Hours.

2.2 Personal Rights

The rights conferred on SOATI by the Licence are personal rights in contract and do not create any tenancy or any estate or interest in the Licensed Area.

2.3 No warranty as to use

Council gives no warranty as to the suitability of the Licensed Area for the Permitted Use or as to the use to which the Licensed Area may be put.

2.4 Holding Over

If SOATI continues to occupy the Licensed Area after the Expiry Date with the consent of Council:

- (a) SOATI does so as a monthly licensee;
- (b) the terms of the monthly licence are the terms of the Licence which apply on the Expiry Date modified so as to apply to a monthly licence; and
- (c) Council or SOATI can terminate the monthly licence on any day by giving one(1) months' notice in writing to the other.



Facility Permitted Use Licence

3 Common Area

3.1 During the Term of the Licence, SOATI may access the Common Area in common with Council, TCTIB, the Registered Proprietor and other users of the Building.

3.2 SOATI must:

- (a) clean up the Common Area after its use and keep the Common Area in a clean condition;
- (b) not use the Common Area for any other purpose other than for its intended use;
- (c) not cause or permit to be caused any damage to the Common Area;
- (d) not use the Common Area for storage or allow rubbish to accumulate in the Common Area; and
- (e) comply with any directions of Council from time to time in relation to its use of the Common Area.

4 Licence Fee

4.1 SOATI to Pay Licence Fee

SOATI must pay the Licence Fee to Council free of all deductions annually in advance.

5 Funding

5.1 Council to pay Funding Amount

- (a) Council will pay SOATI the Funding Amount during the Term of this Licence as follows:
 - the first instalment in advance within 7 days of the Parties entering into this agreement; and
 - thereafter, in advance in equal six-monthly instalments, subject to SOATI providing the required progress report for the preceding period, unless otherwise agreed in writing.
- (b) All payments will be made by electronic funds transfer to a bank account nominated by SOATI.

5.2 CPI Adjustment

(a) The Funding Amount will be increased annually on each anniversary of the Commencing Date during the Term.



Facility Permitted Use Licence

- (b) The increase will be calculated by multiplying the Funding Amount by the percentage change in the Consumer Price Index (All Groups, Sydney) published by the Australian Bureau of Statistics, comparing the most recent published figure prior to the adjustment date with the figure published for the same period in the previous year.
- (c) If the Consumer Price Index is discontinued or substantially altered, Council will nominate a reasonably equivalent index for the purpose of calculating the annual adjustment.

5.3 Purpose and use of Funding Amount

- (a) SOATI acknowledges and agrees that the Funding Amount must be used solely for the operation and management of the Museum and Theatre/Cinema as outlined in the SOATI Business Plan and in accordance with the Permitted Use.
- (b) SOATI must not use the Funding Amount for any other purpose without Council's prior written consent.

5.4 Items purchased using the Funding Amount

- (a) Any items, equipment, or assets purchased by SOATI using the Funding Amount are and remain Council's Property at all times.
- (b) SOATI is granted the right to use these items in carrying out the Permitted Use.
- (c) SOATI must ensure that all such items are clearly identified as Council's Property, keep accurate records of all purchases, and maintain and provide Council with an inventory and receipts upon request.
- (d) SOATI must not sell, transfer, encumber, or otherwise dispose of any such items without Council's prior written consent.
- (e) SOATI is responsible at its own cost for the maintenance of all items purchased with the Funding Amount during the term of this Licence.
- (f) Upon termination or expiry of this agreement, or upon Council's request, SOATI must promptly deliver up all such items to Council in good condition.

5.5 Reporting and Accountability

- (a) SOATI must maintain accurate and complete records of all expenditure of the Funding Amount.
- (b) SOATI must provide quarterly reports to Council in accordance with the clause 9.69.12 of this Licence, detailing the expenditure of Funding Amount and the operation and management of the Licensed Area.
- (c) SOATI must promptly provide any additional information or clarification reasonably requested by Council in relation to the expenditure of the Funding Amount or the quarterly report.



Facility Permitted Use Licence

5.6 Suspension, repayment and recovery of Funding Amount

(a) Council may suspend or terminate payment of the Funding Amount, and/or require repayment if SOATI breaches any term of this Licence, fails to provide required reports or requested information, or uses the Funding for unauthorised purposes.

6 Other amounts payable by SOATI

6.1 Liability for costs

- (a) SOATI must pay to Council on demand the amount of all costs and expenses incurred in connection with:
 - (i) any stamp duty payable on the Licence;
 - (ii) any transactions or dealings that the Licence contemplates;
 - (iii) any amendment to, or waiver of or under, or surrender of, the Licence; and
 - (iv) any default by SOATI or SOATI's Agents under the Licence and the enforcement or protection, or attempted enforcement or protection of any right under or in relation to the Licence.
- (b) Each party is otherwise responsible to pay their own legal costs in relation to the preparation, negotiation and execution of the Licence.

7 Joint use, Permitted Hours

7.1 Use by SOATI

SOATI is only permitted to use the Licensed Area and access the Common Area during the Permitted Hours, which as at the Commencing Date are those hours set out in Item 11 of the Reference Schedule.

7.2 Use by Council, Registered Proprietor and third parties

- (a) SOATI acknowledges and agrees that:
 - (i) Council, and the Registered Proprietor will require access to the Licensed Area and Common Area from time to time for the purpose of inspecting the condition of the property and its contents, or doing anything the Council or the Registered Proprietor is required to do under their lease or this agreement or for any other lawful purpose; and
 - (ii) TCTIB (under its own licence) and third parties will require access to the Common Area from time to time in accordance with rights granted to them



Facility Permitted Use Licence

(b) SOATI agree that no fee will be charged to Council for any pre-booked Council event in the Museum or Theatre/Cinema.

8 SOATI's Obligations

8.1 Use of Licensed Area

SOATI must:

- (a) not use or permit the Licensed Area to be used for any purpose other than the Permitted Use:
- (b) only use the Licensed Area and access the Common Area during the Permitted Hours;
- (c) move all SOATI's Property and Council's Property that are mobile and movable from the Licensed Area to an agreed-upon location so that the Foyer Area is clear and available for other uses when needed (e.g. movie nights, musical productions, or theatre plays);
- (d) not use or permit the Licensed Area to be used for any illegal, unlawful or immoral purpose;
- (e) obtain all consents and approvals required to be obtained from Government Agencies for the Permitted Use and must comply with all consent and approval conditions, applicable laws (including all environmental laws) and the requirements of all Government Agencies in connection with the Licensed Area and the Permitted Use (including but not limited to any plan of management);
- (f) not cause or permit to be caused any damage to the Licensed Area or the Building;
- (g) not cause or permit any nuisance or disturbance to other users of the Building, occupants of the Land or occupants of neighbouring properties;
- (h) not store or use inflammable or dangerous substances on the Licensed Area or the Building;
- comply with all reasonable directions and requirements of Council from time to time in relation to its use of the Licensed Area;
- comply with all requirements and recommendations of any Government Agency, Council or any insurer in respect of fire safety at the Licensed Area;
- (k) not display any signs or advertisements on the Licensed Area without the prior written consent of Council unless such signs or advertisements are required for the Permitted Use and are in keeping with the Branding Guidelines;
- (I) comply with Council's directions regarding security of the Licensed Area and the Building;



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- (m) immediately give Council written notice of:
 - (i) any damage to or defect in the Licensed Area or the Building or any service in relation to the Licensed Area or Building or any circumstances likely to cause such damage or defect;
 - (ii) any infectious diseases or pests in the Licensed Area; or
 - (iii) any notice received from a Government Agency (other than an account for services);
- comply with any such notice in subclause (I), or any direction from Council including but not limited to Council carrying out repairs, alterations or works on or to the Licensed Area;
- (o) pay to Council, upon request, Council's costs incurred in carrying out repairs, alterations or works on or to the Licensed Area or Common Area where required as a result of SOATI's use of the Licensed Area or access to the Common Area, other than fair wear and tear; and
- (p) not drill or otherwise make any additional holes in the walls, ceiling or floors of the Building or affix any new items to the walls, ceiling or floors of the Building without prior written approval from Council (which may be withheld in its absolute discretion). For the avoidance of doubt, SOATI will not need to obtain prior approval to use existing holes in the walls of the Licensed Area.

8.2 Heritage Building

SOATI acknowledges that the Building is a heritage listed building and will use the Licensed Area and the Building in compliance with all laws and regulations applying to the Land and the Building arising from this status.

8.3 Access to Licensed Area

SOATI must comply with the reasonable directions and requirements of Council at all times including without limitation:

- (a) the methods and routes of access to the Licensed Area and the Building taken by SOATI; and
- (b) the arrangement of the furniture in such a way as to prevent unnecessary moving of the furniture and causing potential damage to the timber flooring.

8.4 Maintenance of Licensed Area

- (a) SOATI must:
 - (i) (SOATI's Property) keep SOATI's Property in good and substantial repair and working condition;
 - (ii) (remove waste) remove all waste from the Licensed Area regularly and comply with Council's directions regarding rubbish disposal;
 - (iii) (damage) immediately notify Council of any damage to, or defect in the Licensed Area caused by SOATI or SOATI's Agents or by SOATI's



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- default under the Licence and if requested by Council, promptly repair and/or reimburse Council for the cost of such repair;
- (iv) (cleaning) generally keep the Licensed Area clean; and
- (v) (Council's Property): not cause any damage to the Building or Council's Property located in the Licensed Area including any air-conditioning, plant and fire equipment.

8.5 Alterations and Additions

SOATI must not make any alterations or additions to the Licensed Area or the Building or the Land.

8.6 Work, Health and Safety

SOATI acknowledges that it is a "person conducting a business or undertaking" at the Licensed Area as defined in the WHS Act, and must comply with the obligations under the WHS Act.

9 Other Obligations

9.1 Cleaning by Council's cleaner

- (a) Notwithstanding SOATI's general obligations to keep the Licensed Area clean, Council will arrange a cleaner to clean the Licensed Area and remove rubbish as and when determined by Council.
- (b) SOATI agrees that notwithstanding the Permitted Hours, Council's cleaner may access the Licensed Area to clean. The date and time for daily and/or weekly cleaning may be subject to change at Council's discretion from time to time. Council will communicate any proposed change with SOATI. Use of the Licensed Area by Council's cleaner is not deemed to be a reduction in Council's Permitted Hours.
- (c) Should SOATI require Council to provide additional cleaning or if in Council's reasonable opinion SOATI fails to keep the Licensed Area or Common Area in a reasonably clean condition, Council may charge SOATI a cleaning fee or increase the Licence Fee to cover such additional cleaning.

9.2 Use of Council's items

- (i) SOATI may use Council's Property situated within the Licensed Area, in carrying out the Permitted Use provided that SOATI takes due care in using or moving such items and only uses such items for their intended purpose.
- (b) Council will also make available to SOATI general amenities as determined by Council, such as an emergency supply of toilet paper and paper towels at no additional cost.



Facility Permitted Use Licence

9.3 **Keys**

- (a) Council will provide SOATI with a reasonable number of keys to the Licensed Area and the Common Area.
- (b) The keys remain the property of Council at all times.
- (c) SOATI must:
 - (i) ensure keys are only provided to SOATI's executive and its agents;
 - (ii) maintain and provide to Council a written and updated key register of all persons who hold keys to the Licensed Area and Common Area;
 - (iii) promptly notify Council of any updates or changes to the key register from time to time;
 - (iv) ensure that no other persons other than those named in the key register possess keys at any time;
 - take all steps necessary to prevent any person from gaining unauthorised possession or use of the keys (including but not limited to ensuring keys are not marked or identified as being keys to the Licensed Area and Common Area);
 - (vi) on departure from the Licensed Area and Common Area, ensure that all necessary rooms and access points are locked and secure;
 - (vii) return the keys to Council immediately on termination of this agreement and otherwise on demand; and
 - (viii) not make or permit any person to make any copy of the keys.

9.4 Security

- (a) Council will provide SOATI's executive with access to front door security including key access and code access to the entrance door.
- (b) SOATI is liable for any costs in the event Council's security systems are damaged by SOATI or SOATI's Agents.

9.5 Conditions and repairs

- (a) Council will maintain the building and Council's Property in a state of good condition and serviceable repair and maintain essential services including the air conditioning system, lighting, and security system. Council will maintain the sound and projection system however, where replacement of the sound or projection system is required, such replacement will be subject to the availability of funds.
- (b) Council will pay all electricity, heating, rates, security, building insurance, contents insurance for Council's Property in relation to the building.



Facility Permitted Use Licence

9.6 Quarterly Reporting

- (a) SOATI must provide to Council, within 14 days after the end of each calendar quarter during the Term, a comprehensive written report in a format approved by Council, which must include:
 - a detailed account of the expenditure of all funds received from Council under this Licence, including itemised breakdowns and supporting documentation as reasonably required by Council;
 - (ii) accurate attendance figures for organised groups to the Museum and Theatre/Cinema for the reporting period;
 - (iii) a summary of all bookings and events held in the Licensed Area, including dates, nature of events, and participant numbers;
 - (iv) key performance indicators as agreed with Council, including but not limited to financial performance, community engagement, and promotional activities;
 - other information or documentation reasonably requested by Council relating to the operation, management or financial status of the Licensed Area.
- (b) SOATI must promptly provide any further information, clarification, or supporting documentation reasonably requested by Council in relation to any quarterly report or the operation and management of the Licensed Area.

9.7 Annual Review

- (a) Once in each year during the Term, Council and SOATI must conduct an annual review of SOATI's financial performance and the community impact of the operation and management of the Licensed Area. The annual review will include consideration of the quarterly reports provided by SOATI and any other information reasonably required by Council.
- (b) The review will be conducted at a meeting between representatives of Council and SOATI, at a time and place agreed to by the parties.

10 Insurance, Risk and Indemnities

10.1 Public liability

SOATI must take out and maintain a public liability insurance policy in respect of the Licensed Area and the business it carries on in the Licensed Area:

- (a) under which the maximum amount payable for a single claim is at least the amount specified in Item 10, or any other amount reasonably required by Council;
- (b) which contains all provisions that are normally contained in public liability policies and any other provisions reasonably required by Council;



Facility Permitted Use Licence

- (c) which, without limiting the rest of this clause, covers death and injury to any person and damage to property of any person sustained when that person is using or entering or near any entrance, passage or stairway to or in the Licensed Area; and
- (d) which expressly refers to and covers all of SOATI's obligations under the Licence, including the obligation to indemnify Council.

10.2 Other insurance policies

SOATI must take out any other insurance required by law, such as workers compensation insurance.

10.3 Policies

SOATI must do the following in respect of each policy that it is required to maintain under the Licence:

- take out the policy with an insurance company approved by Council, whose approval must not be unreasonably withheld;
- (b) ensure the policy is valid for the Term;
- (c) ensure the interests of Council are noted under the policy;
- (d) arrange for SOATI to be a named insured under the policy;
- (e) if requested by Council, give Council a copy of the policy and a certificate of currency for the policy as and when requested by Council; and
- (f) ensure that the policy contains a requirement that the insurer will not cancel or change the insurance without first giving Council 10 days prior written notice.

10.4 Maintain insurance

SOATI must not do anything without Council's prior written consent which could:

 (a) affect Council's rights under any insurance policy or make the policy invalid or able to be cancelled.

10.5 SOATI's risk

- (a) SOATI uses and occupies the Licensed Area at its own risk.
- (b) If SOATI is obliged to do anything under the Licence, it does so at its own risk.

10.6 Release of Council

To the extent permitted by Law, SOATI releases Council from:

any claim, action, damage, loss, liability, cost or expense which SOATI incurs
or is liable for in connection with any damage, loss, injury or death to or of any
person or property on or near the Licensed Area;



Facility Permitted Use Licence

- (b) any claim, action, damage, loss, liability, cost or expense which SOATI incurs or is liable for in connection with any damage, loss, injury or death to or of any person or property near the Licensed Area, to the extent caused or contributed to by SOATI or SOATI's Agents, or otherwise arising as a result of SOATI's use of the Licensed Area;
- (c) any liability for damage to SOATI's property or for loss of SOATI's profits.

10.7 Indemnity

SOATI indemnifies Council against any claim, action, damage, loss, liability, cost or expense which Council incurs or is liable for in connection with:

- (a) any damage, loss, injury or death, caused or contributed to by SOATI or SOATI's Agents;
- (b) any default by SOATI under the Licence;
- (c) the use or occupation of the Licensed Area by SOATI or SOATI's Agents;
- (d) any service not working properly, being unavailable or being interrupted, or the misuse of any service provided to the Licensed Area, unless caused by the negligence of Council; and
- (e) the escape of any water from the Licensed Area caused or contributed to by SOATI or SOATI's Agents.

10.8 Continuing indemnity

Each indemnity of SOATI contained in the Licence is:

- (a) a continuing obligation of SOATI and remains in full force and effect after the termination of the Licence; and
- (b) a separate and independent obligation of SOATI.

11 No assignment and sublicensing

SOATI must not assign, sublicence, mortgage, charge or otherwise deal with its rights under the Licence.

12 No caveats

SOATI must not lodge a caveat or any other dealing on the title in relation to the Land.

13 SOATI's obligations on expiry or termination

On the expiry or earlier termination of the Licence:



Facility Permitted Use Licence

- (a) SOATI must, unless otherwise directed by Council:
 - remove all of SOATI's Property and any other fixtures, fittings and other property brought onto the Licensed Area by SOATI or SOATI's Agents, unless SOATI's Property is bought by Council from SOATI at a price agreed between the parties;
 - (ii) remove all rubbish or refuse from the Licensed Area and leave the Licensed Area in a clean and tidy state;
 - (iii) hand over any devices or equipment that Council has made available to SOATI during the course of the Licence; and
 - (iv) hand over all keys and access devices to Council.
- (b) if SOATI fails to comply with clause 12(a) or if SOATI damages the Licensed Area or Building from the removal of SOATI's Property under clause 12(a), Council may rectify any damage caused by SOATI or SOATI's Agents at SOATI's expense, which is recoverable from SOATI.

14 Lease

14.1 Exercise of Registered Proprietor's Rights

- (a) SOATI must give the Registered Proprietor the same access and other rights in relation to the Licensed Area as Council is required to give the Registered Proprietor under the Lease.
- (b) SOATI will at all times during the Term permit the Registered Proprietor to exercise the Registered Proprietor's powers under the Lease including the power to enter and view the Building including the Licensed Area and to carry out repairs, renovations, maintenance, other work and otherwise to exercise or perform the Lessor's lawful rights or obligations under the Lease.
- (c) SOATI agrees that the following people may exercise any right of Council under this Licence:
 - (i) the Registered Proprietor;
 - (ii) anybody who becomes entitled to receive the Licence Fee and any other money payable by SOATI under this Licence;
 - (iii) any agent, employee, licensee or contractor of the persons referred to in paragraphs (i) and (ii); and
 - (iv) if the Registered Proprietor gives any notice to SOATI, SOATI must immediately give Council a copy of the notice.

14.2 Observance of Lease

(a) SOATI acknowledges that it has read the Lease.



Facility Permitted Use Licence

- (b) SOATI must not do or omit to do anything, the doing or omission of which will or may be a breach of the Lease, or cause Council to be in breach of the Lease.
- (c) Wherever the consent of Council is required under this Licence for any act, matter or thing then the consent of the Registered Proprietor will also be required.
- (d) If the Lease is determined or surrendered other than at the request of the Registered Proprietor, this Licence will immediately determine, without notice, without any liability on the part of Council to SOATI and without prejudice to the rights of either party in respect of any prior breach of the terms, covenants and conditions of this Licence by the other party.
- (e) SOATI indemnifies Council against any claims, actions, damages, losses, liabilities, costs or expenses which Council incurs or is liable for in connection with any breach by SOATI of this Licence and the Lease.

15 SOATI's Default

15.1 Default

In any of the following situations Council may terminate the Licence, and SOATI is in default under the Licence:

- (a) if SOATI fails to observe or to perform any of the express provisions of the Licence within the time specified in the Licence, or if no time is specified, within a reasonable time, and the breach or default continues for a period of seven days after Council serves written notice on SOATI specifying the breach or default and requiring SOATI to comply with the Licence, without SOATI having remedied the breach or default before Council shall have terminated the Licence;
- (b) if SOATI is a corporation, and
 - (i) a resolution is passed or order is made for SOATI's winding up;
 - (ii) a liquidator, provisional liquidator, administrator, receiver or receiver and manager, is appointed in respect of SOATI or over its business or assets; or
 - (iii) any other Insolvency Event occurs in relation to SOATI; or
- (c) if SOATI makes an assignment for the benefit of its creditors or enters into an arrangement or composition with its creditors.

15.2 Mode of termination for default

Council may terminate the Licence for SOATI's default by serving written notice on SOATI.



Facility Permitted Use Licence

15.3 Consequences of termination

When Council has validly terminated the Licence for default:

- (a) SOATI's entitlement to a licence over the Licensed Area is terminated;
- (b) Council is entitled to recover from SOATI damages for breach and for repudiation of the Licence, including for loss of the Licence Fee which would have been payable for the period to the Expiry Date;
- (c) SOATI is liable for Council's legal and professional costs and disbursements incurred as a consequence of SOATI's default, including for termination of the Licence and for enforcing Council's entitlements on termination, on a common fund basis, to provide full indemnity to Council; and
- (d) termination of the Licence does not affect or prejudice any rights that Council may have against SOATI in relation to any breach by SOATI of any of its obligations under the Licence.

15 Early Termination by parties

This agreement may be terminated at any time (without cause or penalty) by Council or SOATI by giving at least three (3) months written notice to the other party.

16 Goods and Services Tax

- 16.1 Terms defined in the GST Law have the same meaning in this clause.
- 16.2 A recipient of a taxable supply under the Licence must pay to the supplier an amount equal to any GST for which the supplier is liable on any supply by the supplier under the Licence, without deduction for setoff of any other amount and must make that payment as and when the consideration or part of it must be paid or provided. If the recipient does not pay the GST at that time, then it must pay the GST within seven days of a written request by the supplier for payment of the GST.
- 16.3 The amount that a recipient must pay to a supplier under this clause for GST on any taxable supply must be calculated by multiplying the GST exclusive consideration for that taxable supply by the applicable GST rate. The GST exclusive consideration is the price, or to the extent that the consideration is not expressed as an amount of money, the GST exclusive market value of that consideration.
- 16.4 Each party making a taxable supply under the Licence must issue a tax invoice to the other party for its taxable supply within 14 days of making the taxable supply.
- 16.5 If a party is obliged to make a payment under an indemnity or is required to reimburse a party for a cost on which that other party must pay GST, the indemnity or reimbursement is for the cost plus GST, except any GST for which that party can obtain an Input tax credit.



Facility Permitted Use Licence

17 Dispute resolution

- (a) If a dispute arises out of or in relation to this licence the party claiming the dispute must give written notice to the other party (Notice of Dispute) notifying them of the existence of a dispute and specifying the:
 - (i) nature of the dispute;
 - (ii) outcome the dissatisfied party wishes to achieve; and
 - (iii) action the dissatisfied party considers would settle the dispute;
- (b) Following receipt of a Notice of Dispute by the other party, the parties undertake in good faith to use all reasonable endeavours to resolve the dispute expeditiously including considering referring the matter to mediation or an expert as appropriate;
- (c) Each party will bear equally the costs of the mediator or expert;
- (d) If the parties are unable to resolve the dispute, or agree on a procedure for resolution, within 20 Business Days of the date of the Notice of Dispute (or such longer period as the parties agree in writing) then either party is entitled to commence court proceedings in respect of the dispute; and
- (e) A party may not commence court proceedings relating to a dispute (except where the party seeks urgent, interim or interlocutory relief) unless that party has complied with the above clauses.

18 Service of notices and contact details

18.1 Service in accordance with this clause

Any notice, document or demand under the Licence (**Notice**) may be served in accordance with this clause.

18.2 Written notice

The Notice shall be in writing, signed by the party giving it or by that party's solicitor.

18.3 Service of notice

The Notice shall be served on the other party to the address set out in the Reference Schedule.

18.4 Additional or altered address

Either party may by notice to the other party advise the other party of altered address details for the service of notices, which, in the case of any address, is within the State of NSW and is not a post office box, and such altered details will replace the details specified in the Licence.



Facility Permitted Use Licence

18.5 Modes of service

A Notice may be served:

- (a) by delivering it to the party at the address shown in the Licence ("the party's address"):
- (b) by sending it by pre-paid post, correctly addressed, to the party's address; or
- (c) by sending it on a Business Day by email to the party's email address indicated in the Licence.

18.6 Time of service

A Notice is considered to have been served:

- (a) at the time of delivery;
- (b) on the third Business Day after the day on which it is posted, the first Business Day being the day of posting;
- (c) on the Business Day on which the notice is transmitted by email, provided that the sender receives a successful transmission report and/or does not receive a report indicating that the email was not sent or was not received by the other party.

18.7 Contact details

- (a) The parties acknowledge that the relevant contact persons and details provided in the Reference Schedule are correct.
- (b) The parties must promptly notify each other in writing if there are any changes to the contact persons and details provided in the Reference Schedule.

19 General

19.1 Alterations to document

(a) Each party authorises Council and the solicitors for Council to complete the Licence by inserting the date, filling in blank spaces and adding any annexures intended to be annexed to the Licence.

19.2 Relationship between the Parties

Except as expressly provided to the contrary in the Licence, nothing in the Licence will constitute the parties as:

- (a) principal and agent;
- (b) employer and employee;
- (c) partners; or



Facility Permitted Use Licence

otherwise liable for the acts and/or omissions of any other party. A party must not represent to any third party that the parties are principal and agent, employer and employee, partners or that the party is otherwise entitled to incur any liability on behalf of any other party.

19.3 Council's Consent

If SOATI requires Council's consent to do something under the Licence, the consent:

- (a) may be granted at Council's absolute discretion;
- (b) may be granted with conditions; and
- (c) must be in writing.

19.4 Entire Agreement

This document (and any document incorporated by reference in it) records the entire agreement between the parties in relation to its subject matter. It supersedes all prior contracts, arrangements, understandings or negotiations by, or between, the parties in relation to the subject matter of the Licence.

19.5 Further Assurance

Each party must (at its own expense) do all things as any other party asks as may be reasonably required or necessary to give the other party the full benefit of any obligations owed to the other party and expressed in the Licence.

19.6 Counterparts

This document and any variation of the Licence may be executed and take effect in two or more counterparts, each of which when taken together, will constitute one and the same instrument.

19.7 Survival

All warranties, releases, exclusions of liability, indemnities, terms with respect to intellectual property and confidential information on the part of a party in the Licence will remain valid and binding upon that party following expiry or termination of the Licence. This clause does not prevent the survival of any provision which, in the absence of this clause, would be deemed to survive expiry or termination of the Licence.

19.8 Cumulative Rights

The rights, powers, authorities, discretions and remedies of a party under the agreement recorded in the Licence do not exclude any other right, power, authority, discretion or remedy.

19.9 Severability

If any provision of the Licence is determined by a court or other competent tribunal or Government Agency to be void, voidable or unenforceable then:



Facility Permitted Use Licence

- (a) where the offending provision can be read down so as to give it a valid and enforceable operation of a partial nature it must be read down to the extent necessary to achieve that result; and
- (b) where the offending provision cannot be read down then that provision must be severed from the document in which event, the remaining provisions of the Licence operate as if the severed provision had not been included,

but only to the extent that is consistent with giving substantial effect to the intentions of the parties under the Licence.

19.10 Variation

The agreement recorded in the Licence can only be amended, supplemented, replaced or novated by another document signed by the parties.

19.11 Indemnities

Any indemnity given by a party under the Licence:

- (a) is not the exclusive remedy of the party holding the benefit of the indemnity, which party may at its option, in addition or in the alternative, pursue other remedies under the Licence or under the Law:
- (b) is a continuing indemnity;
- (c) will not be affected by any matter including without limitation, the termination, renewal or extension of the Licence or any indulgence, waiver or other concession given by a party unless the party benefiting from the indemnity agrees in writing; and
- (d) includes legal costs and disbursements on a full indemnity basis.

19.12 Remedies

A party's failure or delay to exercise a power, right or remedy pursuant to the agreement recorded in the Licence does not operate as a waiver of that power, right or remedy. The exercise of a power or right does not preclude its future exercise or the exercise of any other power or right.

19.13 Governing Law and Jurisdiction

The agreement recorded in the Licence is governed by the Laws of the state of New South Wales. Each party submits to the non-exclusive jurisdiction of courts exercising jurisdiction there in connection with all matters concerning the agreement recorded in the Licence.

19.14 Exclusion of Legislation

Any legislation that adversely affects an obligation of SOATI, or the exercise by Council of a right or remedy, under or relating to the Licence is excluded to the full extent permitted by Law. The covenants, powers and provisions implied in Leases by sections 84, 84A, 85 and 86 of the *Conveyancing Act 1919* (NSW) do not apply to the Licence.

Attachment 1 SOATI - Draft Facility Permitted Use Licence -Version dated 17.11.2025



Facility Permitted Use Licence

19.15 Obligations and Rights Joint and Several

Every covenant by which more persons than one covenant or agree shall bind such persons jointly and severally. Every right or benefit given in favour of persons more than one shall be enjoyed by each of them jointly and severally whether or not such persons are parties to or have executed the Licence.



Attachment 1 SOATI - Draft Facility Permitted Use Licence -Version dated 17.11.2025



Facility Permitted Use Licence

Reference Schedule

Item 1 Council's address for service of notices

Name: Tenterfield Shire Council

Address: 247 Rouse Street, Tenterfield NSW 2372

Email: council@tenterfield.nsw.gov.au Attention: Hein Basson, General Manager Phone: 6736 6000 / 0408 669 931

Council's contact for emergencies

Name: Jodie Condrick

Address: 247 Rouse Street, Tenterfield NSW 2372

Email: j.condrick@tenterfield.nsw.gov.au Phone: 6736 6013 / 0418 183 471

Council's contact for Daily Operations

Name: Liz Alley

Address: 247 Rouse Street, Tenterfield NSW 2372

Email: e.alley@tenterfield.nsw.gov.au Phone: 6736 6000 / 0498 534 035

Item 2 SOATI's address for service of notices

Name: School of Arts Tenterfield Incorporated Address: 199 Rouse Street Tenterfield NSW 2372

Email: soartstent@gmail.com Attention: Kerri Swain Phone: 0458 362 121

SOATI's contact for emergencies and daily operations

Name: Kevin Markwell 0419 613 294 and Kerri Swain 0458 362 121

Address: 199 Rouse Street Tenterfield NSW 2372

Email: "Kevin Markwell" kevinmarkwell1962@gmail.com; "Kerri Swain"

kerri@jandk.com.au; soartstent@gmail.com

Phone: 0418 710 220

Item 3 Land

Folio identifier 1/18800 and 10/18800 (being Auto-Consol 5533-23) and 2/18800, being 201 Rouse Street, Tenterfield NSW 2372

Item 4 Licensed Area

That part of the Building known as the Museum and Theatre/Cinema spaces.

Item 5 Permitted Use

Attachment 1 SOATI - Draft Facility Permitted Use Licence -Version dated 17.11.2025



Facility Permitted Use Licence

Operation and management of the Museum and Theatre/Cinema for community, cultural and heritage purposes, as outlined in the SOATI Business Plan,

Item 6 Term

(a) Years: 3

(b) Commencing Date: 1 January 2026 (c) Expiry Date: 31 December 2028

Item 7 Option

Not applicable.

Item 8 Licence Fee

Licence Fee: \$1,00 per annum, if demanded.

Item 9 Interest Rate

Not applicable.

Item 10 Public Liability Insurance Amount

\$20,000,000.00

Item 11 Permitted Hours

24 hours per day, seven days per week.

Item 12 Funding Amount

\$50,000 per annum (exclusive of GST if GST applies)

Payable: \$25,000 on 1 January, and \$25,000 on 1 July each year for the duration of the Licence.

Attachment 1 SOATI - Draft Facility Permitted Use Licence -Version dated 17.11.2025

Bartier	Facility Permitted Use Licence
Executed as a Deed	
Execution by Council	
Signed for Tenterfield Shire Council by its authorised officer:	
	Signature
	Name
	Office Held
Execution by SOATI	
Signed for School of Arts Tenterfield Incorporated by its authorised officer:	
	Signature
	Name
	Office Held

Attachment 1 SOATI - Draft Facility Permitted Use Licence -Version dated 17.11.2025



Facility Permitted Use Licence

Landlord's Acknowledgement and Consent

- National Trust of Australia (New South Wales) (ABN 82 491 958 802) (National Trust) is the Registered Proprietor of the land in folio identifiers 1/18800 and 10/18800 (being Auto-Consol 5533-23) and 2/18800, being 201 Rouse Street, Tenterfield NSW 2372 (Land). The Land is the subject of a Registered Lease 9183585P (Lease) from the National Trust to Tenterfield Shire Council (Council).
- National Trust consents to Council granting to School of Arts Tenterfield Incorporated
 a licence for the operation of part of the permitted use set out in the Item 6 of the
 Reference Schedule to the Lease, in particular, the management and operation of the
 Sir Henry Parkes Memorial School of Arts Museum and Theatre spaces.

Signed for and on behalf of the corporation named below by the authorised person(s) whose signature(s) appear(s) below pursuant to the authority specified.

Corporation: NATIONAL TRUST OF AUSTRALIA (NSW) ABN 82 491 958 802

Authority: National Trust of Australia (New South Wales) Act 1990

Signature of witness	Signature of authorised delegate
Full name of witness	Name of authorised delegate
Street address of witness	Office held

Attachment 1 SOATI - Draft Facility Permitted Use Licence -Version dated 17.11.2025



Facility Permitted Use Licence



Department: Office of the Director Corporate Services

Submitted by: Elizabeth Alley, Director Corporate Services

Reference: ITEM COM37/25

Subject: ACKNOWLEDGEMENT OF TENTERFIELD TOURISM GROUP

QUARTERLY REPORT FROM JULY TO SEPTEMBER 2025

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal: ECONOMY - We actively promote all the tourism assets

throughout our shire

CSP Strategy: Continue to financially support the Tenterfield Chamber Tourism

Group (TCTG) to deliver tourism services

SUMMARY

OFFICER'S RECOMMENDATION:

That Council:

1. Acknowledges receipt and notes the contents of Report 8 from the Tenterfield Chamber of Tourism, Industry and Business (TCTIB) for the period from 1 July 2025 to 30 September 2025.

BACKGROUND

REPORT:

- Fit out, training, promotion and opening of the New Tenterfield Information Centre.
- Maintained flow of new content on social media.
- Continued relationship with the New England High Country Group (NEHC) –
 4,552 NEHC map/guides collected and distributed.

COUNCIL IMPLICATIONS:

Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

Nil.

3. Financial (Annual Budget & LTFP)

As per Councils 2025/2026 budget, where adequate provision has been made to cover the \$50,000 payable to

4. Asset Management (AMS)

Our Community No. 37 Cont...

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

As per the executed agreement between Council and the Tenterfield Chamber of Tourism, Industry and Business – as is quoted under the "Background" section of this report.

8. Project Management

Nil.

Hein Basson General Manager

Prepared by staff member: Elizabeth Alley, Director Corporate Services

Approved/Reviewed by Manager: Hein Basson, General Manager

Department: Office of the Director Corporate Services

Attachments: **1** Tenterfield Chamber of Tourism Industry and Business - Tourism Group Report 8

Attachment 1
Tenterfield Chamber of
Tourism Industry and
Business - Tourism
Group Report 8



Tenterfield Tourism Group REPORT 8

DATE: 1st July - 30th September 2025

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

TENTERFIELD TOURISM GROUP (TTG)

A Tenterfield Tourism Group (TTG) has been formed as a subcommittee of the Tenterfield Chamber of Tourism Industry and Business (TCTIB) delegated by the Board.

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

Chair: Kathryn (Kat) Davis

Members:
Nick De Git
Michele Grass
Sue Walsh
Carey Greenhill

Tim Bonner and Kim Rhodes (TSC Representatives)

Meetings held during this quarter:

Meetings were held every 1st Monday of the month commencing at 5.30pm at the Royal hotel. Moving forward meetings will be held every alternate month, with communication where necessary in between.

ACTIVITIES ACHIEVED THIS QUARTER

(1) The largest activity to occur over the last quarter was fit out, training, promotion and opening the New Tenterfield Information Centre. Duties included collaboration and signing of the license agreement with the TSC, branding guidelines, research and purchase of furniture, stands, electronics and other items under the grant funding guidelines and assembling such items, creating and purchasing merchandise, setting up POS, sourcing and training volunteers, organising uniforms for volunteers, ensuring compliance with WPS and necessary insurances in place, producing and sourcing brochures for distribution from businesses in town, ensuring content from brochures, flyers etc was/is accurate, putting systems and rosters in place for volunteers at the TIC, marketing the opening of the TIC to businesses and the community, volunteering to work at the TIC, finalising grant funding reports. Though this was funded through multiple grants it is note worthy to mention the efforts dedicated to tourism by the TCTIB.

VOLUNTEER HOURS - 200+

(2) Maintained flow of new content on socials through Sera Wright VOLUNTEER HOURS - 2

Attachment 1 Tenterfield Chamber of Tourism Industry and Business - Tourism Group Report 8



(3) Continued relationship with the New England High Country Group (NEHC) 4,552 NEHC map/guides collected and distributed. Currently planning video footage for all LGA's in Autumn and Spring of 2025. Tenterfield's video shoot will take place 29th October.

VOLUNTEER HOURS - 2

It is estimated that in the last quarter the TCTIB have invested an estimated 200+ VOLUNTEER HOURS solely on Tourism related activities.

1 July- 30 September 2025 TTG Finances

Bank balance on 1 July 2025 = \$26,212.05 Bank Balance on 30th September 2025 - \$32,208.33

+ TSC Contribution of - \$25,000 Investment for Tenterfield tourism this quarter of \$19,003.72

Investment this quarter has gone into 20,000 new Experience Tenterfield quicks guides \$4850, Microsoft subscriptions \$67.65, Insurance for the TIC \$1154.85, Sera Wright social media \$3024, Merchandise to be reimbursed into the tourism account once sales/funds are able to do so of \$450, \$522, \$130, \$126.52, \$280, uniforms for TIC \$2231.36, \$427.55 \$1539.85, additional video and photographic reels, raw footage and rights to own Autumn festival and TIC looped reel \$1320, \$1760 and catering and incidentals for the official opening of the TIC, \$89.94, \$130, \$400 and corrections to Quick guides and photography of the the Race the Sun Red Bull event \$500.

TASKS TO TAKE PLACE FOR 2026-

As further funding has been kindly approved by the TSC and alongside the continued efforts of the TCTIB to source grants, develop a tiered membership system and more as noted in the Tenterfield Tourism plan for 2026 the TCTIB will endeavour to roll out Events Program every second year), upgrades to the Tourism Website & TIC, Content Asset Development (every second year), TIC signage and pamphlets, NEHC (New England High Country annual subscription and affiliation, Granite Belt Magazine Quarterly 1 page 'Experience Tenterfield' advertisement, ADTW (Australian Data Tourism Warehouse) annual updates, Sera Wright' Social media annual campaign.

Moving forward for 2026 apart from the above mentioned main activities and depending on timeframe, resources and funding the Tourism Group would also like to do their best to chip away at the below initiatives -

- TCTIB to lead advocacy with TSC for increased funding for local tourism support.
- TCTIB to work with TSC to gain access to, and update all fixed signage in parks, at shire entry points, on maps at public facilities etc.
- · Develop key messages for locals to share with visitors about what to see and do in Tenterfield
- · Initiate an outbound media relationship program directly with media targets and partner agencies
- Use existing social media channels to continue telling the story of existing tourism assets that highlight
 Tenterfield's unique attractions with a focus on natural beauty, historical sites, unique assets and seasonal
 events
- Establish new campaigns and event incentives to attract visitors to new events
- Annually review and update ATDW (Australia Data Tourism Warehouse) listing and work with experts to
 ensure PR opportunities are established and maximised

Attachment 1
Tenterfield Chamber of
Tourism Industry and
Business - Tourism
Group Report 8



- Bring key stakeholders together to develop an annual event calendar with cross selling, marketing and packaging of experiences, services and assets.
- Create and promote new experience tourism products that showcase the region's strengths including nature, seasons, adventure, heritage and indigenous knowledge
- Organise events and festivals that work on the region's seasonal appeal and natural beauty, that target specific or niche visitor market segments
- Coordinate efforts and share resources with NEHC and GBWC (Granite Belt Wine Country) to maximise visitor numbers
- Work with Villages for each to create a signature event
- TCTIB in partnership with Business NSW and Tafe NSW to provide training and support for local tourism
 operators to enhance their skills and improve service quality.

We thank the Tenterfield Shire Council for their continued support and look forward to many more years of collaboration together. We understand that with the business led Tenterfield Chamber taking handle of the tourism component from council allows the council to focus on other major initiatives, vital workings and events to make Tenterfield an even more amazing place to work, live and visit and we hope that our collaboration continues well into the future.

Please feel free to contact us if there are any questions on the above.

We look forward to hearing from you.

Kind regards,

Kathryn (Kat) Davis (President TCTIB)

30 September 2025

Ordinary Council Meeting - 27 November 2025 ACKNOWLEDGEMENT OF TENTERFIELD TOURISM GROUP QUARTERLY REPORT FROM JULY TO SEPTEMBER 2025 Attachment 1 Tenterfield Chamber of Tourism Industry and Business - Tourism Group Report 8

Department: Office of the Director Corporate Services

Submitted by: Tamai Davidson, Manager Planning & Development

Reference: ITEM EC011/25

Subject: PROPOSED LANDERS STREET RECREATION AND

ENTERTAINMENT PRECINCT - REQUEST FOR COUNCIL CONSENT TO LODGE DEVELOPMENT APPLICATION

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

Delivery Plan Monitor and deliver the Tenterfield Local Environment Plan 2013

Action: and Development Control Plan 2014 (as amended)

SUMMARY

The purpose of this report is to present to Council a proposal by Angry Bull Trails for the development of the Landers Street Recreation and Entertainment Precinct (The Precinct), which seeks Council consent for the lodgment of a Development Application.

OFFICER'S RECOMMENDATION:

That Council:

Authorises lodgment of a Development Application by Angry Bull Trails on Lot 7306 DP 1138684, Martin Street, Tenterfield, known as Hockey Fields Park, Tenterfield for the purposes of a Recreation and Entertainment Precinct.

BACKGROUND

The Angry Bull Trails (ABT) project aims to create Tenterfield as an adventure tourism hub and international trails destination town with 174km of professionally built mountain bike trails. ABT have been successful in obtaining funding from the Australian Government to a total amount of \$12.3 million. The most recent funding of \$8.2 million from the Growing Regions Program Round 2 will support the development of:

- 58km of back-country trails
- Trailhead infrastructure including parking, toilets and signage.
- A competition level pump track suitable for international events and pro-rider skills training.
- An expanded ABT trail centre.

This second round of funding was obtained with a letter of support from Council during the initial application phase, indicating that Council raised no issues with the future development of the Landers Street site for purposes of a competition level pump track.

REPORT:

Our Economy No. 11 Cont...

This report purely seeks Council's resolution to consent to the lodgment of a Development Application for the purposes of the development of The Precinct. A further report will be presented to Council for the determination of the DA once an assessment has been completed. Details of the proposal are provided below.

Once a DA is lodged, community consultation, assessment and investigations will be undertaken in relation to all relevant matters as required under the provisions of the *Environmental Planning & Assessment Act, 1979.* Concurrently, matters relating to Crown Land (Council is the Crown Land Manager), future licensing, insurance, maintenance and lifespan/renewal will be taken into account.





The application is to be made only over Lot 7306 DP 1138684 as highlighted blue below which proposes to contain a cycling precinct, with the remainder of land retained as open space.

Our Economy No. 11 Cont...



A general landscape concept design is provided below

Our Economy No. 11 Cont...



Whilst no development is proposed on the land to the north, it is proposed to design a stage which could address both the northern and southern sides of the site, allowing for community use.

Our Economy No. 11 Cont...

EVENTS & ENTERTAINMENT PRECINCT CONCEPT DESIGN

(Northern Lot - 13, 14, 15. DP 758959)



COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Upon lodgment of a Development Application, community consultation will take place in accordance with the provisions of the $E\ P\ \&\ A\ Act\ 1979\ -$ a 28-day exhibition period minimum will be held.

2. Policy and Regulation

Environmental Planning & Assessment Act, 1979

Our Economy No. 11 Cont...

- Local Government Act 1993
- Crown Land Management Act 2016

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Ongoing maintenance is proposed to be undertaken by ABT.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Preliminary discussions have been held with Crown Lands in relation to the proposed development, with Crown indicating that Council is in a position to issue a future license for use of the site.

If Angry Bull Trails is dissolved, and another successor cannot be found, any infrastructure constructed on the site will become Council's responsibility along with any future maintenance costs.

7. Performance Measures

Nil.

8. Project Management

Nil.

Liz Alley Director Corporate Services

Prepared by staff member: Tamai Davidson, Manager Planning &

Development

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

Department: Office of the Director Corporate Services

Attachments: There are no attachments for this report.

Department: Office of the Director Corporate Services

Submitted by: Tamai Davidson, Manager Planning & Development

Reference: ITEM ENV22/25

Subject: SUBDIVISION OF COUNCIL LAND

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

Delivery Plan Manage and deliver development, building and construction

Action: assessment and regulatory services

SUMMARY

The purpose of this report is to advise Council on the process for Council to submit a Development Application on Council owned vacant land for the purpose of sale or development for housing and business purposes in accordance with Council resolution 194/25 of 22 October 2025.

When Council is both the proponent (developer) of a project and the consent authority (assessor and decision-maker) a potential conflict of interest exists. Engaging an external independent planning consultant is a key part of managing probity and ensuring that Council-related developments are rigorously assessed against the same planning rules as all other developments.

OFFICER'S RECOMMENDATION:

That Council:

Notes the information contained in the report.

BACKGROUND

At its ordinary meeting of 22 October, 2025, Council resolved as follows:

That Council:

Requests the General Manager to report to Council the process for Council to submit a Development Application on Council owned vacant land for the purpose of sale or development for housing and business purposes.

REPORT:

General

Development for the purposes of housing and business, including subdivision, require prior development consent to be issued under the provisions of the *Environmental Planning & Assessment Act, 1979 (EP & A Act)*. Consent is primarily issued by local

Our Environment No. 22 Cont...

Councils, however larger scale developments or developments exceeding certain thresholds are dealt with as Regionally or State significant.

Council related development with a capital investment value (CIV) over \$5 million are referred to Regional Planning Panels for determination.

Lodgment

A Development Consent application is a formal request for approval to carry out a development. From July 2021, applicants must register for a NSW Planning Portal account to complete the online development form.

The development consent application must include:

- a description of the development
- the estimated cost of the development
- a plan of the land
- a sketch of development
- environmental assessment, for example, environmental impact statement or statement of environment effects.

Assessment

The level of environmental assessment that must be provided with the development application will differ depending on the likely impacts of the development.

When assessing a DA, the provisions of Clause 4.15 of the *EP & A* Act must be taken into consideration as follows:

4.15 Evaluation

(1) **Matters for consideration—general** In determining a development application, a consent authority is to take into consideration such of the following matters as are of relevance to the development the subject of the development application:

(a) the provisions of:

- (i) any environmental planning instrument, and
- (ii) any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and
- (iii) any development control plan, and
- (iiia) any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4, and
- (iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph),

that apply to the land to which the development application relates,

Our Environment No. 22 Cont...

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

- (c) the suitability of the site for the development,
- (d) any submissions made in accordance with this Act or the regulations,
- (e) the public interest.

Factors to be considered as part of the above may include, but are not limited to:

- Requirements for consent or approvals from other agencies e.g. NSW RFS, Fisheries etc.
- Potential for the site to have been contaminated from historic uses
- Bushfire prone land
- Flood prone Land
- Watercourses
- Proximity to main roads/rail lines
- Availability of reticulated water and sewer infrastructure
- Any restrictions/easements applying to the land
- Access legal physical access
- Historic approvals/refusals
- Compliance with Building Codes
- Stormwater drainage and disposal
- Vegetation removal
- Flora and fauna assessments
- Visual amenity
- Bulk and Scale
- Privacy impacts
- · Public amenities
- Car parking/loading/delivery
- Hours of operation
- Heritage
- Social and economic impacts
- Community concerns
- Crime prevention through environmental design
- Noise impacts
- Cumulative impacts
- Developer contributions
- Fire safety (within buildings)

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Any DA lodged by Council would be publicly notified and advertised for a minimum of 28 days in accordance with the provisions of the EP & A Act, 1979.

2. Policy and Regulation

The Department of Planning and Environment document Council-related Development Application Conflict of Interest Guidelines sets out the requirements

Our Environment No. 22 Cont...

which were introduced in the *EP & A Regulation 2021* to address conflicts of interest in council related development:

- Councils must adopt and have a policy that specifies how conflicts of interest in connection with council-related development applications will be handled. The policy must comply with the requirements in these Guidelines (section 66A).
- Council-related development applications must now be accompanied by either a management strategy statement, which explains how the council will manage potential conflicts of interest, or a statement that the council has no management strategy for the application (section 36A).
- Councils must record conflicts of interest in connection with each councilrelated development application, and the measures taken to manage the conflicts, in their existing DA register (section 242A).
- Council-related development applications must be exhibited for a minimum of 28 days to ensure transparency during the assessment process (Environmental Planning and Assessment Act 1979, schedule 1, clause 9B).

While the regulation changes do not mandate the use of the framework once a development consent is issued, it is best practice when developing their policies for councils to also address conflicts that may occur after development consent has been granted. This could be as simple as stating in the policy that the council will seek to enter a shared services arrangement with a neighbouring council about this phase of the development process, for any development that is the subject of the policy.

Council's Policy Limit of Delegated Authority in Dealing with Development Applications and Complying Development Certificates Clause 1.3 states:

1.3 Where Council owns land and is the applicant:

- Applications to be prepared independent of Department of Strategic Planning and Environmental Services;
- Where development does not exceed \$300,000 assessed by Strategic Planning and Environmental Services staff and approved by Director Strategic Planning and Environmental Services and reported to Council monthly meeting;
- Where development exceeds \$300,000 and is not greater than \$750,000 in value assessed by Strategic Planning and Environmental Services staff and report considered by full Council; and
- Where development exceeds \$750,000 assessment of application to be conducted by suitably qualified Town Planner independent of Council and report considered by full Council.

3. Financial (Annual Budget & LTFP)

Our Environment No. 22 Cont...

Council would need to identify future budget allocations for the preparation of any DA, including costs associated with the engagement of external consultants for preparation and assessment of the DA.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

When Council is both the developer and the consent authority a conflict of interest exists. To ensure transparency, impartiality and public confidence in the assessment process, an independent Planning Consultant, with the required experience dependent on the type of application to be lodged should be engaged.

7. Performance Measures

Nil.

8. Project Management

Council has no ability to project manage a large-scale development.

Liz Alley Director Corporate Services

Prepared by staff member: Tamai Davidson, Manager Planning &

Development

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

Department: Office of the Director Corporate Services

Attachments: There are no attachments for this report.

Department: Office of the General Manager

Submitted by: Allison Graham, Executive Assistant and Media

Reference: ITEM GOV98/25

Subject: FIXING OF COUNCIL MEETING DATES AND PLACES FROM

JANUARY 2026 - DECEMBER 2026

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 for Council to recommend the dates for the Ordinary Council Meetings from February 2026 to December 2026. In accordance with Section 356 of the NSW Local Government Act 1993, Council is required to meet at least ten (10) times per year, each time in a separate month.

OFFICER'S RECOMMENDATION:

That Council:

1. Resolves to hold the Ordinary Council Meetings from 25 February 2026 to 17 December 2026 inclusive, in the "Koreelah Room", Council Administration Building, 247 Rouse Street, Tenterfield.

2. Fixes the dates and times of Ordinary Council Meetings from 25 February 2026 to 17 December 2026 inclusive, as follows:

Date	Venue	Time
25 February 2026	Council Chambers	9.00am for 9.30am
25 March 2026	Council Chambers	9.00am for 9.30am
22 April 2026	Council Chambers	9.00am for 9.30am
27 May 2026	Council Chambers	9.00am for 9.30am
24 June 2026	Council Chambers	9.00am for 9.30am
22 July 2026	Council Chambers	9.00am for 9.30am
26 August 2026	Council Chambers	9.00am for 9.30am
23 September 2026	Council Chambers	9.00am for 9.30am
28 October 2026	Council Chambers	9.00am for 9.30am
25 November 2026	Council Chambers	9.00am for 9.30am
16 December 2026	Council Chambers	9.00am for 9.30am

3. Requests the General Manager to communicate the time, dates and venue of Council Meetings for the period 25 February 2026 to 17 December 2026 to staff and arrange for these times, dates and venue of

Our Governance No. 98 Cont...

future meetings to also be advertised on Council's website, Facebook page and in "Your Local News".

BACKGROUND

In accordance with Section 365 of the NSW Local Government Act 1993, Council is required to meet at least ten (10) times per year, each time in a separate month.

REPORT:

Council has traditionally held each of its Council meetings on the fourth Wednesday of each month, starting at 9.30am in the "Koreelah Room", Council Administration Building, 247 Rouse Street, Tenterfield. The December meeting has been held in the past on the 3rd Wednesday of the month, with no meeting occurring in January.

In the past, not counting the years of the Covid-pandemic, Council has also endeavored to hold two (2) Ordinary Council Meetings at various villages throughout the Shire area.

Council considered in September 2023, due to the reduction of staff numbers and financial resources, to defer going to the villages and to continue to hold its Council meetings at the Council Administration Building (Resolution # 164/23).

The report to Council at the time highlighted that:

"As part of Council's Fiscal Repair Strategy staff have been asked to reduce expenditure. The attendance of staff and Councillors to villages outside of the Tenterfield base is an expensive exercise.

As staff numbers and resources have reduced, away from base Council meetings pull staff away from core duties and customer service."

With further cost reductions and fewer administrative staff resources, the above arguments are still valid.

A further complicating factor is the live streaming of Council Meetings, which has additional workforce and technical implications. Stable and adequate internet connections are not necessarily available in village areas to facilitate this live-streaming requirement.

If Council is comfortable to continue the arrangements as discussed above, it is suggested for the following dates, times, and venue to be approved.

Date	Venue	Time				
25 February 2026	Council Chambers	9.00am for 9.30am				
25 March 2026	Council Chambers	9.00am for 9.30am				
22 April 2026	Council Chambers	9.00am for 9.30am				
27 May 2026	Council Chambers	9.00am for 9.30am				
24 June 2026	Council Chambers	9.00am for 9.30am				
22 July 2026	Council Chambers	9.00am for 9.30am				
26 August 2026	Council Chambers	9.00am for 9.30am				
23 September 2026	Council Chambers	9.00am for 9.30am				
28 October 2026	Council Chambers	9.00am for 9.30am				
25 November 2026	Council Chambers	9.00am for 9.30am				

Our Governance No. 98 Cont...

16 December 2026	Council Chambers	9.00am for 9.30am

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

- NSW Local Government Act 1993;
- NSW Local Government (General) Regulations 2005; and
- Tenterfield Shire Council Code of Meeting Practice.

3. Financial (Annual Budget & LTFP)

Councils Fiscal Repair Strategy has sought savings across the organisation, which has impacted Council's past practice of some Council Meetings being held in villages.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Section 365 of the Act states the following:

The Council is required to meet at least 10 times a year; each time in a different month.

Section 9 of the Act further states the following:

Public notice of meetings:

- (1) A council must give notice to the public of the times and places of its meetings and meetings of those of its committees of which all the members are Councillors.
- (2) A council and each such committee must have available for the public at its offices and at each meeting copies (for inspection or taking away by any person) of the agenda and the associated business papers (such as correspondence and reports) for the meeting.
- (2A) In the case of a meeting whose agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public:
 - (a) the agenda for the meeting must indicate that the relevant item of business is of such a nature (but must not give details of that item), and

Our Governance No. 98 Cont...

- (b) the requirements of subsection (2) with respect to the availability of business papers do not apply to the business papers for that item of business.
- (3) The copies are to be available to the public as nearly as possible to the time they are available to Councillors.
- (4) The copies are to be available free of charge.
- (5) A notice given under this section or a copy of an agenda or of a business paper made available under this section may in addition be given or made available in electronic form.

7. Performance Measures

Nil.

8. Project Management

Nil.

Hein Basson General Manager

Prepared by staff member: Allison Graham, Executive Assistant and 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: Jane Walton, Manager Finance and Technology

Reference: ITEM GOV99/25

Subject: INVESTMENT REPORT FOR PERIOD ENDED 31 OCTOBER

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 Manage Investments - Plan, develop and manage Council's

Program 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 Investment Report for the period ended 31 October 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 October 2025 was \$14,500,000.

During October \$500,000 was returned to the general bank account for project works, reducing the balance of term deposit for Regional Emergency Road Repairs from \$2,000,000 to \$1,500,000.

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

Council's General Consolidated Account earned an interest rate of 3.60% for the month of October on a variable basis resulting in a reasonably high interest return. This is reviewed on a regular basis as part of cash flow monitoring.

Our Governance No. 99 Cont...

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

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

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Council's investments are staggered throughout the year with varying terms to aid in cashflow management and to take advantage of the highest interest rate available at the time of investment. This process along with the high balance in the "Cash at Call" Account guarantees there will always be ready cash available to cover operating expenditure.

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. 99 Cont...

Attachments:

1 Investment Report as at 31 October 2025

1 Page

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 OCTOBER 2025

Financial Institution	Issuer Rating		Investment Term		Maturity Date	Interest Rate	Amount \$	Percentage Exposure	Source of Invested Funds
NAB	AA-		120	Days	17/Feb/26	4.10%	1,500,000.00	10.34%	Water Fund 66.6%, Stormwater Fund 33.3%
NAB	AA-		91	Days	25/Nov/25	4.10%	1,000,000.00	6.90%	Waste Fund
NAB	AA-		91	Days	05/Jan/26	4.10%	1,500,000.00	10.34%	Regional Emergency Road Repair Grant
NAB	AA-		150	Days	26/Mar/26	4.10%	2,000,000.00	13.79%	Disaster Recovery Funding Arrangemnt (DRFA)
TOTAL NAB INVESTMENTS									
Commonwealth Bank	AA-		6	Months	13/Apr/26	4.16%	3,000,000.00	20.69%	Sewer Fund
TOTAL CBA INVESTMENTS							3,000,000.00	20.69%	
Westpac	AA-		6	Months	30/Mar/26	4.15%	1,500,000.00	10.34%	Waste Fund
Westpac	AA-		6	Months	28/Apr/26	4.11%	2,000,000.00	13.79%	Waste Fund
Westpac	AA-		3	Months	15/Dec/25	4.08%	2,000,000.00	13.79%	Regional Emergency Road Repair Grant
TOTAL WESTPAC INVESTMENTS							5,500,000.00	37.93%	
INVESTMENTS TOTAL							14,500,000.00	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 October 2025, no term deposits were made or discontinued. \$10.5 million of term deposits matured and \$10.0 million reinvested as shown below:

Financial Institution	Date Matured	Amount \$	Actions Taken	Source of Invested Funds
			\$1,500,000 reinvested for 91 days at 4.10%. \$500,000 returned to	
NAB	06/Oct/25	2,000,000.00	the general bank account for project works	Regional Emergency Road Repair Grant
Commonwealth Bank	13/Oct/25	3,000,000.00	total amount reinvested for 6 months at 4.16%	Sewer Fund
NAB	20/Oct/25	1,500,000.00	total amount reinvested for 120 days at 4.10%	Water Fund 66.6%, Stormwater Fund 33.3%
NAB	27/Oct/25	2,000,000.00	total amount reinvested for 150 days at 4.10%	Disaster Recovery Funding Arrangemnt (DRFA)
Westpac	28/Oct/25	2,000,000.00	total amount reinvested for 6 months at 4.11%	Waste Fund

Department: Office of the Director Corporate Services

Submitted by: Jane Walton, Manager Finance and Technology

Reference: ITEM GOV100/25

Subject: CAPITAL EXPENDITURE REPORT AS AT 30 SEPTEMBER 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 Financial data reported monthly, quarterly and annually to Council

Program

SUMMARY

The purpose of this Report is to show the Capital Expenditure Report for the period ended 30 September 2025.

OFFICER'S RECOMMENDATION:

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

BACKGROUND

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

REPORT:

The carry-forward budgets for capital projects that were not completed in the 2024/25 year were adopted in the Budget Carry Forwards Operational and Capital Works Report at the September 2025 meeting.

The Capital Expenditure Report as at 30 September 2025 has been updated to show the current list of approved capital projects including the Carry Forward projects from 2024/25.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

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

Our Governance No. 100 Cont...

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

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

7. Performance Measures

Nil.

8. Project Management

Nil.

Liz Alley Director Corporate Services

Prepared by staff member: Jane Walton, Manager Finance and Technology

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

Department: Office of the Director Corporate Services

Attachments: 1 September 2025 Capital 3

Expenditure Report Pages

Tenterfield Shire Council Capital Expenditure Report as at 30 September 2025

Capital Projects	Funding Source	25/26 Adopted Original Budget \$	25/26 Adopted July Amended Amounts \$		25/26 Proposed QBR September Amounts \$	25/26 Proposed QBR December Amounts \$	25/26 Proposed QBR March Amounts \$	25/26 Revised Budget \$	25/26 YTD Actuals \$	25/26 Percentage Spent % (Revised Budget)	25/26 Remaining Budget \$	Comments
Office of the Chief Executive		330,705	0	133,593	(505)	0	0	463,793	513	0.1%	463,280	
Economic Growth and Tourism												
SCCF5 - 0867 - Tenterfield Youth Precinct Infrastructure Upgrade, Stage 2	General Fund - Grant	100,000		117,606				217,606	0	0.0%		Purchase order has been raised and deposit has been paid. Installation to be completed in March/April 2026.
Total Economic Growth and Tourism		100,000	0	117,606	0	0	0	217,606	0	0.0%	217,606	
Arts, Culture and Library Services												
Local Priority Grant 2024/25	General Fund - Grant	0		15,987				15,987	513	3.2%	15,474	to be used for Libero Library app, and resources for
Local Priority Grant 2025/26	General Fund - Grant	20,705			(505)			20,200	0	0.0%	20,200	equity and more welcoming spaces for Aboriginal community members
School of Arts - Roofing Works	General Fund	210,000						210,000	0	0.0%	210,000	,
Total Arts, Culture and Library Services		230,705	0	15,987	(505)	0	0	246,187	513	0.2%	245,674	
Office of the Chief Corporate Officer		1,128,446	0	58,719	27,000	0	0	1,214,165	21,362	1.8%	1,192,803	
Buildings & Amenities		1,120,140	•	30,113	21,000			1,214,105	21,502	1.070	1,152,005	
Admin Building - Roof Replacement	General Fund	450,000						450,000	0	0.0%	450,000	
CCTV for Town Centre	General Fund	100,000						100,000	0	0.0%	100,000	Scoping underway
Jubilee Park - Rotunda Renewal	General Fund	55,000						55,000	0	0.0%	55,000	
Memorial Hall Tenterfield - Roofing of Heritage Section (SRV 2023)	General Fund	0		45,000				45,000	0	0.0%	45,000	scope of works being developed
Federation Park - Amenities Block Replacement (SRV 2023)	General Fund	244,446						244,446	0	0.0%	244,446	
Total Buildings & Amenities		849,446	0	45,000	0	0	0	894,446	0	0.0%	894,446	
Finance & Technology												
Computer Equipment - Finance	General Fund	30,000						30,000	0	0.0%	30,000	
Total Finance & Technology		30,000	0	0	0	0	0	30,000	0	0.0%	30,000	
Livestock Saleyards												
Saleyards - Upgrade Agents Cattle Crush x 3	General Fund	35,000						35,000	0	0.0%	35,000	Crushes have been ordered
Saleyards - Livestock Scanner Replacement	General Fund	30,000						30,000	17,694	59.0%	12,306	Completed
Total Livestock Saleyards		65,000	0	0	0	0	0	65,000	17,694	27.2%	47,306	
Parks, Gardens and Open Space												
Torrington Cemetery - Upgrade Road Access	General Fund	0		8,555				8,555	3,668	42.9%	4,887	Completed
Tenterfield Cemetery - New Slabs	General Fund	4,000			7,000			11,000	0	0.0%	11,000	Completed - invoices paid in November 2025
Urbenville Playground - Shade Sail Replacement (SRV 2023)	General Fund	0		5,164				5,164	0	0.0%	5,164	Old sail removed, awaiting quotes to replace
Parks & Gardens - Walking Paths Solar Lighting	General Fund	30,000						30,000	0	0.0%	30,000	Ongoing
Parks & Gardens - Fixtures Replacement	General Fund	30,000			(7,000)			23,000		0.0%		Ordered 2 new roofed picnic tables for Urbenville. New slabs to be installed prior to installation
Legume Park - Playground Fencing	General Fund	30,000						30,000	0	0.0%		Ongoing
Urbenville Park - Playground Fencing	General Fund	30,000		40.740				30,000	0	0.0%		Ongoing
Total Parks, Gardens and Open Space		124,000	0	13,719	0	0	0	137,719	3,668	2.7%	134,051	
Swimming Complex												
Swimming Pool - Equipment Renewal	General Fund	25,000						25,000	0	0.0%	25,000	
Swimming Pool - Acid Tank	General Fund	35,000			20,000			55,000		0.0%		Slab completed, Acid Tank to be installed in November 2025
Swimming Pool - Chemical Shed Replacement	General Fund	0			7,000			7,000		0.0%		Completed - invoices paid in October 2025
Total Swimming Complex		60,000	0	0	27,000	0	0	87,000	0	0.0%	87,000	

^{*}Report Contains Filters

Capital Projects	Funding Source	25/26 Adopted Original Budget \$	25/26 Adopted July Amended Amounts \$	25/26 Adopted Carry-Forward Amounts \$	25/26 Proposed QBR September Amounts \$	25/26 Proposed QBR December Amounts \$	25/26 Proposed QBR March Amounts \$	25/26 Revised Budget \$	25/26 YTD Actuals \$	25/26 Percentage Spent % (Revised Budget)	25/26 Remaining Budget \$	Comments
Office of the Chief Operating Officer		26,143,150	249,999	7,382,483	479,341	0	0	34,254,973	1,332,420	3.9%	32,885,853	
Asset Management & Resourcing				, , , , ,								
Tenterfield Depot - Fuel Tank Replacement/Remediation	General Fund	150,000						150,000	0	0.0%	150,000	RFQ underway
Tenterfield Depot - Security Improvements	General Fund	0			36,800			36,800	0	0.0%		Awaiting QBR 1 approvals
Tenterfield Depot - Purchase Storage Container	General Fund	0			15,000			15,000	0	0.0%	15,000	Awaiting QBR 1 approvals
Total Asset Management & Resourcing		150,000	0	0	51,800	0	0	201,800	0	0.0%	201,800	
Plant, Fleet & Equipment												
Public Works Plant - Purchases	General Fund	3,960,000						3,960,000	0	0.0%	3,960,000	Graders and mowers on order, review of financial status to review replacement of further plant.
Public Works Plant - WDV of Asset Disposals	General Fund	(1,980,000)						(1,980,000)	0	0.0%	(1,980,000)	One grader and mower traded.
Sewerage Service												
Tenterfield Mains Relining (1km Year)	Sewer Fund	198,118						198,118	0	0.0%	198,118	
Tenterfield Mains Augmentation	Sewer Fund	79,314						79,314	0	0.0%	79,314	
Tenterfield Man Hole Level Alterations (Water Infiltration)	Sewer Fund	185,326						185,326	0	0.0%	185,326	
Tenterfield Network Renewal	Sewer Fund	220,923						220,923	0	0.0%	220,923	
Biosolids Processing Plant	Sewer Fund	250,000						250,000		0.0%	250,000	
Tenterfield STP - 3 Bay Shed for Storage	Sewer Fund	120,000						120,000	0	0.0%	120,000	
Tenterfield New Pump Station - Trail Lane	Sewer Fund	150,000						150,000	0	0.0%	150,000	
Betterment of Molesworth St Sewer Line Grant	Sewer Fund - Grant	2,450,000		11,809				2,461,809	0	0.0%	2,461,809	Grant value \$9,835,363.20, with \$7,335,363 currently allocated to Molesworth St Bridge (this allocation may need to be updated once costings are finalised). Designers have provided preliminary drawings.
Urbenville Removal Sludge from Tertiary Ponds/Renewal of Capacity	Sewer Fund	11,200						11,200		0.0%		
Urbenville Telemetry Upgrade	Sewer Fund	15,000						15,000		0.0%		
Urbenville Telemetry From PS to STP	Sewer Fund	10,500						10,500		0.0%		
Total Sewerage Service		3,690,381	0	11,809	0	0	0	3,702,190	0	0.0%	3,665,490	
Transport Network												
Regional & Local Roads Traffic Facilities	General Fund - Grant	72,000			2,000			74,000	1,953	2.6%	72,047	Ongoing
Roads to Recovery 2024-29	General Fund - Grant	2,021,839		147,372				2,169,211	151,975	7.0%	2,017,236	Ongoing
Regional Roads Block Grant - Reseals Program	General Fund - Grant	752,935			30,000			782,935	15,596	2.0%	767,339	Ongoing
Special Grant Mt Lindesay Road (RMS/Fed)	General Fund - Grant	1,042,926		276,600				1,319,526	2,615	0.2%	1,316,911	Ongoing
Mt Lindesay Road Legume/Woodenbong Upgrade grant	General Fund - Grant	2,020,000		260,862				2,280,862	362,632	15.9%		Designs to be finalised, anticipate February 2026 Council report for appointment of construction contractor to build culvert.
RNSW2787 - Mt Lindesay Road, NE Hwy to Washpool Ck Bridge	General Fund - Grant	1,939,605		1,237,800				3,177,405	58,497	1.8%	3,118,908	Pavement design is complete, and a variation request is in for rehabilitation of the section from Boundary Road to Bryans Gap Road.
Local Roads & Community Infrastructure Program - Round 4	General Fund - Grant	0		356,879				356,879	175,254	49.1%	181,625	Kochs Road to have section sealed that was already sealed - during November.
FCBP - Acacia Creek Bridge - Patersons Road, Legume	General Fund - Grant	0		366,033				366,033	0	0.0%	366,033	Completed - invoices paid in October 2025
FCBP - Acacia Creek Bridge - Tooloom Street, Legume	General Fund - Grant	0		192,723				192,723	0	0.0%	192,723	Completed - invoices paid in October 2025
FCBP - Koreelah Creek Bridge - White Swamp Road, Koreelah	General Fund - Grant	0		758,843				758,843	0	0.0%	758,843	Completed - invoices paid in October 2025
FCBP - Mole River Bridge - Springfield Road, Mole River	General Fund - Grant	0		499,146				499,146	0	0.0%	499.146	Completed - invoices paid in October 2025
Betterment of Molesworth St Bridge (Category B EPAR) TENT055 Grant	General Fund - DRFA	0		148,498				148,498		0.0%		Under review for funding
Betterment of Molesworth St Bridge (Category D RRTRP) Grant	General Fund - Grant	6,385,130		426,218				6,811,348		0.0%	6,811,348	Grant value \$9,835,363.20, with \$2.5 million currently allocated to Sewer line renewal (this allocation may need to be updated once costings are finalised).
DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel	General Fund - DRFA	0		271,631				271,631	0	0.0%	271,631	Completed.
DRFA AGRN1012 EPAR - Billirimba Creek Bridge Reconstruction TENT008	General Fund - DRFA	0		288,326				288,326	0	0.0%		Completed - invoices paid in October 2025
DRFA AGRN1012 Integrated Smart Infrastructure System (Category D)	General Fund - DRFA	550,000		48,047				598,047	1,100	0.2%		Going to tender

^{*}Report Contains Filters

Capital Projects	Funding Source	25/26 Adopted Original Budget \$	25/26 Adopted July Amended Amounts \$	25/26 Adopted Carry-Forward Amounts \$	25/26 Proposed QBR September Amounts \$	25/26 Proposed QBR December Amounts \$	25/26 Proposed QBR March Amounts \$	25/26 Revised Budget \$	25/26 YTD Actuals \$	25/26 Percentage Spent % (Revised Budget)	25/26 Remaining Budget \$	Comments
Urban Streets - Reseal Program	General Fund	102,749			150,000			252,749	6,150	2.4%	246,599	Tender awarded, reseal preparation to commence in the coming months.
Road Renewal - Gravel Roads (D-class roads)	General Fund	550,099		20,130				570,229	150,012	26.3%	420,217	
Gravel Resheets	General Fund	312,010						312,010	0	0.0%	312,010	Ongoing
Kerbing & Guttering	General Fund	20,000						20,000	0	0.0%	20,000	Not commenced.
Bridges / Causeways (SRV 2014)	General Fund	899,981		46,876				946,857	44,470	4.7%	902.387	Tender is awarded
Rural Roads - Reseal Program	General Fund	410,933						410,933	0	0.0%	410,933	Tender awarded, reseal preparation to commence in the coming months.
Rural Culverts & Pipes	General Fund	148,194						148,194	19,177	12.9%	129,017	Ongoing
Concrete Bridges	General Fund	128,690						128,690	0	0.0%	128,690	Not commenced.
Causeways	General Fund	181,371						181,371	0	0.0%	181,371	Ongoing
Gravel Pit Rehabilitation	General Fund	49,901						49,901	0	0.0%	49,901	Ongoing
Rural Road Rehabilitation	General Fund	300,000						300,000	0	0.0%	300,000	Planned as part of reseal and initial seal program
Urban Road Rehabilitation	General Fund	150,000			(150,000)			0	0	0.0%	0	
Urban Streets - Unsealed Resheet	General Fund	10,000						10,000	0	0.0%	10,000	Not commenced.
Total Transport Network		18,091,363	0	5,345,984	32,000	0	0	23,469,347	989,431	4.2%	22,479,916	
Waste Management												
240L Wheelie Bins	Waste Fund	2,396						2,396	0	0.0%	2,396	
Industrial Bins	Waste Fund	7,188						7,188	0	0.0%	7,188	
Waste Plant Purchases	Waste Fund	560,045	249,999					810,044	0	0.0%	810,044	
Waste Solar Installation/Replacements	Waste Fund	40,000						40,000	0	0.0%	40,000	
Boonoo Boonoo - Landfill Cover	Waste Fund	11,124						11,124	0	0.0%	11,124	
Boonoo Boonoo - Cell Remediation Asset	Waste Fund	55,620						55,620	0	0.0%	55,620	
Boonoo Boonoo - Develop Stage 5	Waste Fund	500,000		1,783,089				2,283,089	7,400	0.3%		Works delayed by rain.
Redevelop Drake Transfer Station	Waste Fund	350,000						350,000	0	0.0%	350,000	
Tenterfield WTS Recycling Infrastructure	Waste Fund	103,000						103,000	0	0.0%	103,000	
Tenterfield WTS Groundwater Bores	Waste Fund	119,777		113,836				233,613	78	0.0%	233,535	EPA requirement
Total Waste Management		1,749,150	249,999	1,896,925	0	0	0	3,896,074	7,478	0.2%	3,888,596	
Water Supply												
7484501. Tenterfield Mains Augmentation	Water Fund	11,200						11,200	0	0.0%	11,200	
Tenterfield Mains Replacement	Water Fund	322,122		107,917				430,039	1,950	0.5%	428,089	
Tenterfield Meter Replacement	Water Fund	25,808						25,808	0	0.0%	25,808	
Tenterfield Flood Warning System - Capex	Water Fund	40,000						40,000	0	0.0%	40,000	
Urbenville Mains Extension	Water Fund	20,000						20,000	0	0.0%	20,000	
Urbenville Meter Replacement	Water Fund	20,000						20,000	0	0.0%	20,000	
Urbenville Valve/Hydrant Replacement	Water Fund	20,000						20,000	0	0.0%	20,000	
Urbenville Water Treatment Plant Upgrade	Water Fund	0			20,327			20,327	20,327	100.0%	0	
Jennings Meter Replacement	Water Fund	10,000						10,000	0	0.0%	10,000	
Jennings Mains Replacement	Water Fund	13,126						13,126	0	0.0%	13,126	
Cowper St Mains Replacement - Transport NSW Works	Water Fund	0			19,584			19,584	19,584	100.0%	0	
Tenterfield Water Treatment Plant Construction	Water Fund	0			8,214			8,214	8,214	100.0%	(0)	
BLERF 0377 - Tenterfield Villages Emergency Water Program	Water Fund	0			119,541			119,541	111,185	93.0%	8,356	
New Grid Urbenville Water Supply Project	Carry-forward budget \$19,848 is balance of grant funds, further expense is Water Fund	0		19,848	227,875			247,723	174,252	70.3%	73,471	
LF027 Tenterfield Dam Recreational Precinct - Stage 1 Fishing Platform	General Fund - Grant	0						0	0	0.0%	0	Project needs re-scoping
Total Water Supply		482,256	0	127,765	395,541	0	0	1,005,562	335,512	33.4%	670,050	
Grand Total		27,602,301	249,999	7,574,795	505,836	0	0	35,932,931	1,354,295	3.8%	34,541,936	

^{*}Report Contains Filters

Department: Office of the Director Corporate Services
Submitted by: Jane Walton, Manager Finance and Technology

Reference: ITEM GOV101/25

Subject: QUARTERLY BUDGET REVIEW STATEMENT - SEPTEMBER

2025

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal: Leadership - Council is a transparent, financially-sustainable and

high-performing organisation, delivering valued services to the

Community.

CSP Strategy: Ensure Council operates in an effective and financially sustainable

manner to deliver affordable services.

CSP Delivery Ensure that financial sustainability and the community's capacity to

Program pay inform adopted community service levels.

SUMMARY

The purpose of this report is to present Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 30 September 2025, in accordance with the requirements of the Office of Local Government (OLG) Quarterly Budget Review Statement Guidelines (August 2025) and Clause 203 of the Local Government (General) Regulation 2021.

OFFICER'S RECOMMENDATION:

That Council adopts the September 2025 Quarterly Budget Review Statement and recommendations therein that:

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

BACKGROUND

Under Clause 203 of the *Local Government (General) Regulation 2021*, councils must review their financial performance at the end of each quarter and present the results to a Council meeting within two months.

Our Governance No. 101 Cont...

The Office of Local Government (OLG) has updated its guidelines and provided a standardised reporting format in the August 2025 issue. This includes a template for the information that the Quarterly Budget Review Statement should include, as follows:

- 1) A QBRS Financial Overview providing a one-page snapshot of how Council is performing at the end of the quarter
- 2) Income and Expenses Budget Review Statement
- 3) Capital Budget Review Statement
- 4) Cash and Investments Budget Review Statement
- 5) Summary of Developer Contributions, and
- 6) A report from the Responsible Accounting Officer (RAO) stating whether the RAO believes Council's financial position is satisfactory, and if not, what recommendations should be implemented.

The attached QBRS statement is prepared based on the OLG requirements.

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

REPORT:

The original budget adopted by Council indicated that:

- The Net Operating Result before grants and contributions provided for capital purposes at the end of the 2025/26 financial year was expected to be a deficit of \$5.853m.
- The net operating result continuing operations when capital grants and contributions were included was a surplus of \$8.231m. This was based on budgeted total revenues of \$69.215m, budgeted total operating expenditure of \$51.093m and depreciation, amortisation and impairment of non-financial assets of \$9.891m.

The net effect of changes made in the September 2025 Quarterly Budget Review, has resulted in:

 an increase of the deficit by \$2.405m to the Net Operating result before grants and contributions provided for capital purposes from a deficit \$5.853m to result in a projected Net Operating deficit of \$8.258m.

The breakdown of funds as follows:

Fund	Original Budget	Recommended	Projected year
	\$000's	changes \$000's	end
	4000	changes 4000 5	\$000's
General	-\$5,655	-\$2,395	-\$8,050
Fund*			
Water Fund	-\$549	-\$64	-\$613
Sewer Fund	\$351	\$54	\$405
Consolidated	-\$5,853	-\$2,405	-\$8,258

^{*}OLG reporting General Fund includes waste and stormwater funds

• an increase \$2.705m in operating result continuing operations excluding capital grants and contributions from a surplus of \$8.231m to a surplus of \$10.936m.

Our Governance No. 101 Cont...

Comment by the Responsible Accounting Officer:

The report indicates that the projected financial position as at 30 June 2026 before capital income and contributions is unsatisfactory. Noting, this is primarily due to timing of grants (income and expenditure).

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

Council's cash position is positively unrestricted as of 30 September 2025 primarily due to the 50% advanced payment of the Financial Assistance Grant in June 2025, milestone payments for DFRA projects and increases in interest earned on investments.

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

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

While the above will not return the operating position to surplus by 30 June 2026, the aim is to continue to ensure the financial sustainability of Council in the longer term.

Operational Budget Review:

The Quarterly Budget process included a review of the operational expenditure with departmental managers.

Total Income Movements:

Income	Original Budget	Q1 Revised Budget
Operational Income	\$55,131,337	\$57,062,082
Capital Income	\$14,083,581	\$19,193,078
Total Income	\$69,214,918	\$76,255,160

Operational Income:

Adjustments to Operational income totaling \$1.931m increased the projected year-end result from \$55.131m to \$57.062m.

Our Governance No. 101 Cont...

1. Operating Grants and contributions increased \$1.752m - from \$29.695m to \$31.447m

• Adjustments to operational grants totalled \$1,431,054

Service Area	Operational Expenditure Project	Recommended Changes
Transport Network	DFRA funding – various EPAR projects	\$1,052,195
Sewerage Service	Integrated Water Cycle Management Strategy Grant - Stage 2	\$643,516
Water Supply	Tenterfield Flood Study Grant – Income	\$40,810
Transport Network	Funding increases – Roads to recovery \$2K and Regional Block Grant \$30K	\$32,000
Transport Network	Other adjustments unspent expenditure \$95K/ returned to funding body Tenterfield Creek Stabilisation \$239K	-\$334,672
Library Services	Library Grants & Subsidies Income and Local Priority Grant	-\$2,795

• New operational grants totaling \$321,428 are also included in this budget review:

Service Area	Operational Expenditure Project	Recommended Changes
Economic Growth and Tourism	DRP - Ec. Development Strategy and Destination Management Plan	\$ 75,000
Environmental Management	Weed Incursion Grant – Black Knapweed	\$ 75,000
Water Supply	Urbenville & Woodenbong Floodplain Risk Management Study Grant	\$171,428

2. Other Operational Income adjustments – non grant related \$178,263

Service Area	Operational Expenditure Project	Recommended Changes
Parks, Gardens and Open Space	Public Toilets - Rotary Park Privacy Screen - insurance settlement	\$3,600
Emergency Services	RFS Liston shed - Water damage - Insurance settlement	\$8,400
Finance & Technology	Interest On Investments Income	\$126,800
Swimming Complex	Swimming Pool - Admission Fees Income	\$27,000
Theatre & Museum Complex	Museum & Theatre Fees and charges	\$2,272

Our Governance No. 101 Cont...

Workforce	Workers Compensation Rebate Income	\$10,191
Development		

Capital Income:

Adjustments to Capital income totaling \$5.109m, increasing the projected year-end result from \$14.083m to \$19.193m.

Service Area	Capital Income	Recommended Changes
Economic Growth and Tourism	Tenterfield Youth Precinct Infrastructure upgrade, Stage 2	\$117,606
Library Services	Adjustment to State Library funding	-\$505
Sewerage Service	Adjustment to the Betterment of Molesworth St Sewer Line	\$11,809
Transport Network	Includes	\$5,240,731
Water Supply	New Grid Urbenville Water Supply Project (accrued income – income recognised in 2024/25).	-\$260,144

Operational Expenses:

The September 2025 budget review has increased the Operational Expenditure budget by \$4.336m from \$60.984m to \$65.320m. The increase was mainly due to carried forward operational grant expenditure from the prior years, totaling \$4.070m. September 2025 Quarterly Review additional adjustments to operational expenditure totaled \$266,000.

Original Expenditure Budget	Expenditure	Q1 Adjustment	Revised Expenditure Budget
	Carryovers		
\$60,983,888	\$4,070,052	\$266,005	\$65,319,945

Carry forward operational expenses:

Our Governance No. 101 Cont...

The largest portion of budget carry forwards of \$4.070m is the many Disaster Recovery Funding Agreement (DRFA) projects, adding \$2.705m to the operational budget where Council has received approval for Essential Public Asset Restoration (EPAR) projects for the AGRN1012 – February 2022 disaster event. Other larger operational carry forward expenses include \$590,000 for the Integrated Water Cycle Management Strategy Grant – Stage 2, \$376,000 for rural roads and bridges and \$200,000 for Urbenville & Woodenbong Floodplain Risk Management Study Grant.

Adjustments to operational expenditure \$266,005

Service Area	Operational Expenditure Project	Recommended Changes
Buildings & Amenities	Radio Tower Structures Maintenance (ss7)	\$20,000
Buildings & Amenities	Public Toilets - Rotary Park Privacy Screen (insurance claim)	\$8,600
Economic Growth and Tourism	Moved \$30,000 additional contribution to TCTIB from SOATI	\$30,000
Theatre & Museum Complex	Net Contribution to SOATI - SOA Membership Arts NorthWest \$8K, SOA Legal \$2.972K, Building maintenance \$31.3K	-\$27,728
Economic Growth and Tourism	DRP - Ec. Development Strategy and Destination Management Plan (new grant \$75,000)	\$75,000
Environmental Management	New Weed Incursion Grant - Black Knapweed	\$75,000
Finance & Technology	Financial Support Payment for Preliminary Land Classifications 2024 (ESL Funding Reform)	\$7,500
Library services	Library budget matched to expenditure	-\$2,795
Planning & Regulation	Infrastructure Planning Study (Developer Contribution Plan updates)	\$50,000
Workforce Development	Workers Compensation Rebate – Expenditure	\$10,191
Sewage/Water supply	Net S64 reviews water supply \$20,303 and sewage -\$66 – [sewage \$25K each – funded by interest on loan]	\$20,237

Capital Budget Review:

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

Our Governance No. 101 Cont...

Capital Expenditure:

The September 2025 budget review has increased the Capital works expenditure budget by \$8.331m to \$37.913m, mainly due to the carry-forward of grant projects from 2024/25 totaling \$7.575m with \$5.345m being capital works for transport network. There is also a July budget amendment included in the review for a waste truck and excavator.

Original	Plus:	Operational	July	Q1	Revised
Capital	proceeds	Capital	Amendment	Adjustment	Capital
Expenditure	from sale	Expenditure	Council		Expenditure
Budget	of assets	Carryovers	Resolution		Budget
	WDV*				
\$27,602,301	\$1,980,000	\$7,574,795	\$249,999	\$505,836	\$37,912,931

^{**} In the Operational Plan (Original Budget) the write-off of the WDV of assets is included as an offset to the value of Plant and Equipment purchases. This is a non-cash movement and has been left out of the Capital Revised Budget calculations within this report, as per the requirements of the OLG's new Quarterly Budget Review Template.

Additional capital expenditure \$505,836.

Service Area	Capital Income	Recommended Changes
Asset Management & Resourcing	Depot security including workshop security cameras \$14,000, depot lighting \$10,000, P&G shed security cameras \$8,000 (security contains a 15% contingency of \$4,800), plus Depot storage container \$15,000.	\$51,800
Library Services	Adjustment to State Library funding	-\$505
Swimming Complex	Swimming Pool acid tank - additional concrete slab \$20k, Chemical shed replacement \$7,000	\$27,000
Transport Network	Includes - Regional & Local Roads Traffic Facilities \$2,000 and Regional Roads Block grant - reseal program \$30,000	\$32,000
Water Supply	Adjustments include Water treatment plant \$8,214, Tenterfield emergency water program \$119,541, Urbenville Water supply project \$227,875, Cowper St mains replacement \$19,584, Urbenville water treatment plant upgrade \$20,327. (Budgets are matched to expenditure)	\$395,541

New and Renewal Assets

The total Capital budget adjustments \$8.331m can be categorized into new assets total \$5.831m and renewal assets total \$2.500m:

New Assets

Asset	Tenterfield Depot security improvements	\$51,800
Management &	\$36,800 and Storage container \$15,000	
Resourcing		

Our Governance No. 101 Cont...

Economic Growth and Tourism	Tenterfield Youth Precinct Infrastructure Upgrade, Stage 2	\$117,606
Library Services	Local Priority Grant \$15,987 less adjustment \$505	\$15,482
Parks, Gardens and Open Space	Torrington Cemetery - Upgrade Road Access	\$8,555
	Tenterfield Cemetery - New Slabs	\$7,000
Sewerage Service	Betterment of Molesworth St Sewer Line Grant	\$11,809
Swimming Complex	Acid Tank \$20K plus chemical shed replacement \$7k	\$27,000
Transport Network	Regional & Local Roads Traffic Facilities	\$2,000
	Special Grant Mt Lindesay Road (RMS/Fed)	\$276,600
	Mount Lindesay Road Legume/Woodenbong Upgrade grant	\$260,862
	RNSW2787 - Mt Lindesay Road, NE Hwy to Washpool Ck Bridge	\$1,237,800
	Local Roads & Community Infrastructure Program - Round 4	\$356,879
	DRFA AGRN1012 Integrated Smart Infrastructure System (Category D)	\$48,047
	Betterment of Molesworth St Bridge (Category D RRTRP) Grant	\$426,218
	DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel	\$271,631
	DRFA AGRN1012 EPAR - Billirimba Creek Bridge Reconstruction TENT008	\$288,326
Waste Management	July25 amendment waste plant purchases \$250K, C/F Boonoo Boonoo - Develop Stage 5 \$1.783m, Tenterfield WTS Groundwater Bores \$113K	\$2,146,924
Water supply	Tenterfield Water Treatment Plant Construction \$8K, New Grid Urbenville Water Supply Project \$248K, Urbenville Water Treatment Plant Upgrade \$20K	\$276,264
	Capital Grant New Assets	\$5,830,803

Renewal Assets

Our Governance No. 101 Cont...

Buildings & Amenities	Memorial Hall Tenterfield - Roofing of Heritage Section (SRV 2023)	\$45,000
Parks, Gardens and Open Space	Urbenville Playground - Shade Sail Replacement (SRV 2023) \$5,000 less adjustment budget Parks and Gardens Fixtures replacement to Tenterfield Cemetery - New Slabs \$7,000	-\$1,836
Transport	Roads to Recovery 2024-29	\$147,372
Network	Regional Roads Block Grant - Reseals Program	\$30,000
	FCBP – Fixing Country Bridges	\$1,816,745
	Betterment of Molesworth St Bridge (Category B EPAR) TENT055 Grant - DFRA	\$148,498
	Road Renewal - Gravel Roads	\$20,130
	Bridges / Causeways (SRV 2014)	\$46,876
Water supply	Tenterfield Mains Replacement	\$107,917
	BLERF 0377 - Tenterfield Villages Emergency Water Program	\$119,541
	Transport NSW Works	\$19,584
	Capital Grant Renewal Assets	\$ 2,499,827

Cash and Investment Review:

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

As at 30 September 2025, Council had a positive unrestricted cash balance of \$10.939m, total Internal Restrictions of \$9.045m and External Restrictions of \$21.303m.

The Quarterly Budget Review also includes a reconciliation of Council's cash and investments on hand as at 30 September 2025.

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

Further, a declaration as to the preparation of bank reconciliations is also required. Bank reconciliations occur daily with a full reconciliation performed monthly. The full reconciliation for the September 2025 quarter occurred in early October 2025.

Our Governance No. 101 Cont...

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

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

3. Financial (Annual Budget & LTFP)

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

In the September 2025 Quarterly Budget Review, the forecast Operating Position has been revised to a surplus of \$10.936m (including capital grants and contributions) and an **Operating Deficit of \$8.258m (before capital grants and contributions).**

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

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

If Council continues with the budgeted position a Special Rate Variation will need to be considered within the next two years.

7. Performance Measures

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

8. Project Management

Nil.

Hein Basson General Manager

Our Governance No. 101 Cont...

Prepared by staff member: Jane Walton, Manager Finance and Technology

Approved/Reviewed by Manager: Hein Basson, General Manager

Department: Office of the Director Corporate Services

Attachments: **1** QBRS-25-26-Q1 8 Pages

		terfield	NCIAL OVE d Shire (the quart	Council	30/0	9/25					
		Previous Year	Current Year Original	Approved Changes	Approved Changes	Approved Changes	Revised	Recommended changes for council	Projected Year End (PYE)	VARIANCE ORIGINAL	ACTUAL YTD
DESCRIPTIO	N	Actual 2024/25	Budget 2025/26	Review Q 1	Review Q 2	Review Q 3	Budget	resolution	Result 2025/26	budget v PYE 2025/26	2025/26
		\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's
	General Fund	-2,055	-5,655	0	0	0	-5,655	-2,395	-8,050	-2,395	17,571
Net Operating Result before grants and	Water Fund	-331	-549	0	0	0	-549	-64	-613	-64	1,018
contributions provided for capital purposes	Sewer Fund	1,084	351	0	0	0	351	54	405	54	2,486
	Consolidated	-1,302	-5,853	0	0	0	-5,853	-2,405	-8,258	-2,405	21,075
Operating Result from continuing operations (with capital grants and contributions) excluding depreciation, amortisation and impairment of non financial assets	Consolidated	28,882	18,122	0	0	0	18,122	2,705	20,827	2,705	26,715
Borrowings	Total borrowings	790	946						1,038	92	419
	External restrictions	41,390	24,336	0	0	0	24,336	-3,033	21,303	-3,033	52,708
	Internal Allocations	9,539	9,103	0	0	0	9,103	-58	9,045	-58	12,071
Liquidity	Unallocated	11,177	8,327	0	0	0	8,327	2,612	10,939	2,612	8,321
	Total Cash, Cash Equivalents and Inves	62,106	41,766	0	0	0	41,766	-479	41,287	-479	73,100
	Capital Funding	29,710	29,582	0	0	0	29,582	8,331	37,913	8,331	1,354
Capital	Capital Expenditure	29,710	29,582	0	0	0	29,582	8,331	37,913	8,331	1,354
	Net Capital	0	0	0	0	0	0	0	0	0	0
		Opening Balance	Total Cash Contribution s Received	Total Interest Earned	Total Expended	Total Internal Borrowings (to)/from	Held as Restricted Asset	Cumulative be internal be (to)/f	rrowings		
		As at 1 July 2025 \$000's	As at this Q \$000's	As at this Q \$000's	As at this Q \$000's	As at this Q \$000's	As at this Q \$000's	As at th \$000			
Developer Contribution	Total Developer Contributions	2,088	84	0	0	0	2,172	0			

Attachment 1 - QBRS-25-26-Q1 Page 121

Budget review for the quarter ended 30/09/2025

Consolidated Fund

	Previous Year	Current Year Original	Approved Changes	Approved Changes	Approved Changes	Revised	Recommended changes	Projected Year End (PYE)	VARIANCE	ACTUAL YTD
Description	Actual	Budget	Review	Review	Review	Budget	for council resolution	Result	ORIGINAL budget v PYE	
	2024/25 \$000's	2025/26 \$000's	Q 1 \$000's	Q 2 \$000's	Q 3 \$000's	\$000's	\$000's	2025/26 \$000's	2025/26 \$000's	2025/26 \$000's
INCOME										
Rates and Annual Charges	15,270	14,905				14,905	0	14,905	0	15,171
User Charges and Fees	3,421	2,651				2,651	29	2,680	29	343
Other Revenue	359	794				794	22	816	22	190
Grants and Contributions - Operating	12,075	35,896				35,896	1,753	37,649	1,753	10,824
Grants and Contributions - Capital	20,987	14,084				14,084	5,110	19,194	5,110	5,640
Interest and Investment Income	3,080	885				885	127	1,012	127	569
Other Income	206					0		0	0	
Net gain from disposal of assets						0		0	0	
Total Income from continuing operations	55,398	69,215	0	0	0	69,215	7,041	76,256	7,041	32,737
EXPENSES										
Employee benefits and on-costs	7,862	9,618				9,618	0	9,618	0	2,105
Materials & Services	13,882	37,563				37,563	4,359	41,922	4,359	2,358
Borrowing Costs	990	832				832	-30	802	-30	372
Other Expenses	599	2,767				2,767	7	2,774	7	1,187
Net Loss from Disposal of Assets	3,183	313				313		313	0	
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	26,516	51,093	0	0	0	51,093	4,336	55,429	4,336	6,022
Operating Result from continuing operations excluding										
depreciation, amortisation and impairment of non financial assets	28,882	18,122	0	0	0	18,122	2,705	20,827	2,705	26,715
Depreciation, amortisation and impairment of non financial assets	9,197	9,891				9,891		9,891	0	
Operating result from continuing Operations	19,685	8,231	0	0	0	8,231	2,705	10,936	2,705	26,715
Net Operating Result before grants and contributions provided for capital purposes	-1,302	-5,853	0	0	0	-5,853	-2,405	-8,258	-2,405	21,075

Notes

Original Budget +/- approved budget changes in previous quarters = REVISED Budget Revised Budget +/- recommended changes this quarter = PROJECTED year results

The quarterly recommended changes to the revised budget are to include:

- 1) an explanation for the recommended changes and any impact this will have on the Operational Plan, Delivery Program and Long Term Financial Plan
- 2) any impacts of year to date expenditure on recommended changes to budget

Explanations are to be in plain English and in a style that is easily understood by readers of non-financial information.

The narrative is important in understanding why budget changes are necessary.

Budget review for the quarter ended 30/09/2025

General Fund

General Fund												
	Previous Year	Current Year Original	Approved Changes	Approved Changes	Approved Changes	Revised	Recommended changes	Projected Year End (PYE)	VARIANCE	ACTUAL YTD		
Description	Actual	Budget	Review	Review	Review	Budget	for council resolution	Result	ORIGINAL budget v PYE			
	2024/25 \$000's	2025/26 \$000's	Q 1 \$000's	Q 2 \$000's	Q 3 \$000's	\$000's	\$000's	2025/26 \$000's	2025/26 \$000's	2025/26 \$000's		
INCOME												
Rates and Annual Charges	10,680	10,819				10,819		10,819	0	10,971		
User Charges and Fees	1,528	1,065				1,065	29	1,094	29	325		
Other Revenue	359	780				780	22	802	22	187		
Grants and Contributions - Operating	11,685	35,747				35,747	897	36,644	897	10,835		
Grants and Contributions - Capital	17,594	11,612				11,612	5,358	16,970	5,358	5,926		
Interest and Investment Income	2,889	740				740	127	8 6 7	127	550		
Other Income	190					0		0	0			
Net gain from disposal of assets						0		0	0			
Total Income from continuing operations	44,925	60,763	0	0	0	60,763	6,433	67,196	6,433	28,794		
EXPENSES												
Employee benefits and on-costs	7,082	8,506				8,506		8,506	0	1,935		
Materials & Services	11,005	34,965				34,965	3,463	38,428	3,463	1,999		
Borrowing Costs	648	505				505		505	0	244		
Other Expenses	599	2,463				2,463	7	2,470	7	1,119		
Net Loss from Disposal of Assets	2,715	313				313		313	0			
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	22,049	46,752	0	0	0	46,752	3,470	50,222	3,470	5,297		
Secretary Secretary Inc.												
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	22,876	14,011	0	0	0	14,011	2,963	16,974	2,963	23,497		
Depreciation, amortisation and impairment of non financial assets	7,337	8,054				8,054		8,054	0			
Operating result from continuing Operations	15,539	5,957	0	0	0	5,957	2,963	8,920	2,963	23,497		
Net Operating Result before grants and contributions provided for capital purposes	-2,055	-5,655	0	0	0	-5,655	-2,395	-8,050	-2,395	17,571		

Notes

Original Budget +/- approved budget changes in previous quarters = REVISED Budget Revised Budget +/- recommended changes this quarter = PROJECTED year results

Revised Budget +/- recommended changes this quarter - FRONZCIED year results

The quarterly recommended changes to the revised budget are to include:

- 1) an explanation for the recommended changes and any impact this will have on the Operational Plan, Delivery Program and Long Term Financial Plan
- 2) any impacts of year to date expenditure on recommended changes to budget

Explanations are to be in plain English and in a style that is easily understood by readers of non-financial information.

Budget review for the quarter ended 30/09/2025

Water Fund

Water Fund												
Baraninkian	Previous Year	Current Year Original	Approved Changes	Approved Changes	Approved Changes	Revised	Recommended changes for council	Projected Year End (PYE)	VARIANCE	ACTUAL YTD		
Description	Actual	Budget	Review	Review	Review	Budget	resolution	Result	ORIGINAL budget v PYE			
	2024/25 \$000's	2025/26 \$000's	Q 1 \$000's	Q 2 \$000's	Q 3 \$000's	\$000's	\$000's	2025/26 \$000's	2025/26 \$000's	2025/26 \$000's		
INCOME												
Access Charges	1,644	1,435				1,435		1,435	0	1,491		
User Charges	1,600	1,343				1,343		1,343	0			
Fees	53	21				21		21	0	8		
Grants & Contributions - Operating	168	121				121	212	333	212	-11		
Interest and Investment Income	49	35				35		35	0	10		
Other Income	6	4				4		4	0	1		
Net gain from disposal of assets						0		0	0			
Total Income from continuing operations	3,520	2,959	0	0	0	2,959	212	3,171	212	1,499		
EXPENSES									Ì			
Employee benefits and on-costs	471	615				615		615	0	109		
Materials & Services	1,484	1,322				1,322	281	1,603	281	236		
Borrowing Costs	232	224				224	-5	219	-5	108		
Water purchase charges						0		0	0			
Calculated taxation equivalents						0		0	0			
Debt guarantee fee						0		0	0			
Other Expenses		170				170		170	0	28		
Net Loss from Disposal of Assets	468					0		0	0			
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	2,655	2,331	0	0	0	2,331	276	2,607	276	481		
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	865	628	0	0	0	628	-64	564	-64	1,018		
Depreciation, amortisation and impairment of non financial assets	1,196	1,177				1,177		1,177	0			
Surplus / (Deficit) from continuing operations before capital amounts	-331	-549	0	0	0	-549	-64	-613	-64	1,018		
Grants and Contributions - Capital	3,341	11				11	-260	-249	-260	-255		
Surplus / (Deficit) from continuing operations after capital amounts	3,010	-538	0	0	0	-538	-324	-862	-324	763		

Notes

Original Budget +/- approved budget changes in previous quarters = REVISED Budget

Revised Budget +/- recommended changes this quarter = PROJECTED year results

The quarterly recommended changes to the revised budget are to include:

- 1) an explanation for the recommended changes and any impact this will have on the Operational Plan, Delivery Program and Long Term Financial Plan
- 2) any impacts of year to date expenditure on recommended changes to budget

Explanations are to be in plain English and in a style that is easily understood by readers of non-financial information.

Budget review for the quarter ended 30/09/2025

Sewer Fund

Dewel Fund												
	Previous Year	Current Year Original	Approved Changes	Approved Changes	Approved Changes	Revised	Recommended changes	Projected Year End (PYE)	VARIANCE	ACTUAL YTD		
Description	Actual	Budget	Review	Review	Review	Budget	for council resolution	Result	ORIGINAL budget v PYE			
	2024/25 \$000's	2025/26 \$000's	Q 1 \$000's	Q 2 \$000's	Q 3 \$000's	\$000's	\$000's	2025/26 \$000's	2025/26 \$000's	2025/26 \$000's		
INCOME												
Access charges	2,946	2,651				2,651		2,651	0	2,709		
User charges	190	171				171		171	0			
Liquid trade-waste charges	31	27				27		27	0			
Fees	19	24				24		24	0	10		
Grants and contributions - Operating	222	28				28	644	672	644			
Interest and Investment Income	142	110				110		110	0	9		
Other Income	10	10				10		10	0	2		
Net gain from disposal of assets						0		0	0			
Total Income from continuing operations	3,560	3,021	0	0	0	3,021	644	3,665	644	2,730		
EXPENSES												
Employee benefits and on-costs	309	497				497		497	0	61		
Materials & Services	1,393	1,276				1,276	615	1,891	615	123		
Borrowing Costs	110	103				103	-25	78	-25	20		
Calculated taxation equivalents						0		0	0			
Debt Guarantee fee						0		0	0			
Other Expenses		134				134		134	0	40		
Net Loss from Disposal of Assets						0		0	0			
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	1,812	2,010	0	0	0	2,010	590	2,600	590	244		
Operating Result from continuing operations excluding												
depreciation, amortisation and impairment of non financial assets	1,748	1,011	0	0	0	1,011	54	1,065	54	2,486		
Depreciation, amortisation and impairment of non financial assets	664	660				660		660	0			
Surplus / (Deficit) from continuing operations before capital amounts	1,084	351	0	0	0	351	54	405	54	2,486		
Grants and Contributions - Capital	52	2,461				2,461	12	2,473	12	-31		
Surplus /(Deficit) from continuing operations after capital amounts	1,136	2,812	0	0	0	2,812	66	2,878	66	2,455		

Notes

Original Budget +/- approved budget changes in previous quarters = REVISED Budget

Revised Budget +/- recommended changes this quarter = PROJECTED year results

The quarterly recommended changes to the revised budget are to include:

- 1) an explanation for the recommended changes and any impact this will have on the Operational Plan, Delivery Program and Long Term Financial Plan
- 2) any impacts of year to date expenditure on recommended changes to budget

Explanations are to be in plain English and in a style that is easily understood by readers of non-financial information.

Capital Budget Review Statement Tenterfield Shire Council

Budget review for the quarter ended

30/09/2025

Budget levi				30703						
	Previous Year	Current Year Original	Approved Changes	Approved Changes	Approved Changes	Revised	Recommended changes	Projected Year End (PYE)	VARIANCE	ACTUAL YTD
Description	Actual	Budget	Review	Review	Review	Budget	for council resolution	Result	ORIGINAL budget v PYE	
	2024/25 \$000's	2025/26 \$000's	Q 1 \$000's	Q 2 \$000's	Q 3 \$000's	\$000's	\$000's	2025/26 \$000's	2025/26 \$000's	2025/26 \$000's
CAPITAL FUNDING										
Rates & other untied funding	1,394	5,710				5,710	156	5,866	156	179
Capital Grants & Contributions	20,738	14,508				14,508	5,296	19,804	5,296	620
Reserves - External Restrictions	2,216	3,472				3,472	2,650	6,122	2,650	323
Reserves - Internally Allocated	241	1,065				1,065	50	1,115	50	62
New Loans						0		0	0	
Proceeds from sale of assets	2,503	1,980				1,980		1,980	0	
Other	2,618	2,847				2,847	179	3,026	179	170
Total Capital Funding	29,710	29,582	0	0	0	29,582	8,331	37,913	8,331	1,354
CAPITAL EXPENDITURE										
WIP						0		0	0	
New Assets	13,128	16,488				16,488	5,831	22,319	5,831	834
Asset Renewal	16,582	13,094				13,094	2,500	15,594	2,500	520
Other						0		0	0	
Total Capital Expenditure	29,710	29,582	0	0	0	29,582	8,331	37,913	8,331	1,354
Net Capital Funding - Surplus /(Deficit)	0	0	0	0	0	0	0	0	0	0

Original Budget +/- approved budget changes in previous quarters = REVISED Budget

Revised Budget +/- recommended changes this quarter = PROJECTED year results

Where the Total Capital Funding and the Total Capital Expenditure values do not match an explanation is to be provided.

Carry over funding from previous year should be identified and any proposed carry forwards into next financial year are to be explained.

The quarterly recommended changes to the revised budget are to include:

- 1) an explanation for the recommended changes and any impact this will have on the Operational Plan, Delivery Program and Long Term Financial Plan
- 3) any impacts of year to date expenditure on recommended changes to budget

Explanations are to be in plain English and in a style that is easily understood by readers of non-financial information.

Cash and Investments Budget Review Statement Tenterfield Shire Council

Budget review for the guarter ended 30/09/2025

Budget revi		-			/2025					
	Previous Year	Current Year Original	Approved Changes	Approved Changes	Approved Changes	Revised	Recommended changes	Projected Year End (PYE)	VARIANCE	ACTUAL YTD
Description	Actual	Budget	Review	Review	Review	Budget	for council resolution	Result	ORIGINAL budget v PYE	
	2024/25 \$000's	2025/26 \$000's	Q 1 \$000's	Q 2 \$000's	Q 3 \$000's	\$000's	Q1 \$000's	2025/26 \$000's	2025/26 \$000's	2025/26 \$000's
Total Cash, Cash Equivalents & Investments	62,106	41,766				41,766	-479	41,287	-479	73,100
EXTERNALLY RESTRICTED										
Water Fund	2,805	2,719				2,719	-901	1,818	-901	3,247
Sewer Fund	9,533	9,178				9,178	15	9,193	15	10,383
Developer contributions - General	1,831	1,935				1,935		1,935	0	1,903
Developer contributions - Water	155	166				166		166	0	160
Developer contributions - Sewer	102	113				113		113	0	109
Transport for NSW Contributions	9,939					0		0	0	23,447
Domestic waste management	9,693	9,192				9,192	-2,147	7,045	-2,147	10,529
Stormwater management	1,133	890				890		890	0	1,166
Other	6,199	143				143		143	0	1,764
Total Externally Restricted	41,390	24,336	0	0	0	24,336	-3,033	21,303	-3,033	52,708
Cash, cash equivalents & investments not subject to external restrictions	20,716	17,430	0	0	0	17,430	2,554	19,984	2,554	20,392
INTERNAL ALLOCATIONS										
Employee entitlements	805	805				805		805	0	805
Plant & Vehicle Replacement	2,350	2,746				2,746		2,746	0	4,516
Special Projects Infrastructure	2,500	2,500				2,500		2,500	0	2,500
SRV money unspent 2014 and 2023	1,227	484				484	-50	434	-50	1,565
Future Grant Co-contributions	1,000	1,000				1,000		1,000	0	1,000
IT System Upgrade	770	770				770		770	0	770
Other	887	798				798	-8	790	-8	915
Total Internally Allocated	9,539	9,103	0	0	0	9,103	-58	9,045	-58	12,071
Unallocated	11,177	8,327	0	0	0	8,327	2,612	10,939	2,612	8,321

External Restrictions - must be used for a specific purpose and are not to be used for general operations. The funds are bound by legislation or third party agreement that restricts their use.

Internal Allocations - Council have allocated by resolution or policy to identified programs of work and any forward plans identified by Council. These allocations are at the discretion of council.

Developer Contributions Summary Tenterfield Shire Council

Budget review for the quarter ended 30/09/2025

	Opening Balance		er Contri Rece iv ed		Interest	Interest	Interest	Amounts	Amounts	Amounts	Internal	Internal	Internal	Held as	Cumulative balance of
Purpose	Balance	Cash	Cash	Cash	Earned	Earned	Earned	Expended	Expended	Expended	Borrowings (to)/from	Borrowings (to)/from	Borrowings (to)/from	Restricted Asset	internal borrowings (to)/from
	As at 1 July 2025	Q1	Q2	Q3	Q1	Q2	Q3	Q1	Q2	Q3	Q1	Q2	Q3	As at this Q	As at this Q
	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's
Drainage	13													13	
Roads	1,275	63												1,338	
Traffic facilities														0	
Parking														0	
Open space	17													17	
Community facilities	45	1												46	
Other	312	7												319	
Total S7.11 Under plans	1,662	71	0	0	0	0	0	0	0	0	0	0	0	1,733	0
S7.11 Not under plans														0	
S7.12 Levies	169	1												170	
S7.4 Planning agreements														0	
S64 Contributions	257	12												269	
Other														0	
Total Developer Contributions	2,088	84	0	0	0	0	0	0	0	0	0	0	0	2,172	0

Notes

schedules for the contribution plan.

All developer contributions received are to be disclosed, and distinguished as cash or non cash. Recognition occures when council gains control over the asset (cash or non cash).

Councils have obligations to provide facilities from contribution revenue levied on developers under the provisions of s7.4,s7.11 and s7.12 of the Environmental Planning and Assessment Act 1979.

Developer contributions may only be expended for the purpose for which the contributions were required, however council may apply contributions according to the priorities established in work

'Amounts Expended' only includes monetary expenditure. The result should be a positive and not negative result.

Department: Office of the Director Corporate Services

Submitted by: Jane, Walton, Manager Finance and Technology

Reference: ITEM GOV102/25

Subject: PRESENTATION OF THE FINANCIAL STATEMENTS FOR THE

YEAR ENDED 30 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

CSP Delivery Financial data reported monthly, quarterly and annually to Council

Program

SUMMARY

The purpose of this Report is to present to Council the Audited Financial Statements for the year ended 30 June 2025, in accordance with the provisions of Section 418 of the Local Government Act 1993.

OFFICER'S RECOMMENDATION:

That Council notes the Audited Annual Financial Statements for the year ended 30 June 2025.

BACKGROUND

The Local Government Act 1993 contains specific requirements to be followed in relation to the presentation of Council's statutory Financial Statements. In summary the procedures are listed below:

- 1. The prepared Financial Statements are required to contain Certificates to be signed in accordance with a Resolution of Council. Council authorised the signing of the Certificates by Resolution at the Ordinary Meeting held on 24 September 2025.
- 2. The Financial Statements and Certificates referred to in item one (1) are then referred to Council's Auditor.
- 3. As soon as practical after receiving the Auditor's Report, Council must forward a copy of the Audited Financial Statements to the Office of Local Government (OLG). These documents were forwarded to the OLG on 30 October 2025.
- 4. A Public Notice must be provided of Council's intention to present its Audited Financial Statements. Public Notice was provided on Council's website and Facebook page on 28 October 2025 and Council's Financial Statements were made available for viewing at Council Chambers and Council's website from the same date.
- 5. Anyone can make written submissions to Council regarding its Audited Financial Statements or Auditor's Reports for a period of seven (7) days after the reports have been presented to Council.

Our Governance No. 102 Cont...

It should be noted that Council's Audit, Risk and Improvement Committee was provided with the draft set of Financial Statements at the Audit, Risk and Improvement Committee meeting held on 10 September 2025. The Committee recommended that Council should refer the draft Statements for Audit, which Council did at the 24 September 2025 Ordinary Council Meeting.

REPORT:

The Auditor's Report states that Council's accounting records have been kept in accordance with relevant Legislation and Accounting Policies.

Council received an unmodified opinion in the Report on the General-Purpose Financial Statements.

Presentation of the Financial Statements

Audit representatives have confirmed their presence at the November 2025 Ordinary Council Meeting via video conference to provide an overview of Council's financial position and to answer any questions that Councillors may have regarding the Audited Financial Statements.

Annual Financial Statements – Please refer to Council's Audited Annual Financial Statements from pages 233 to 325, as part of the Annual Report also included with this Business Paper.

Overall Result:

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

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

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:

Total rates and annual charges

Total annual rates and annual charges for 2024/25 totalled \$15.270m compared to the prior year's \$14.181M. The breakdown is as follows:

- The total ordinary rates income totalled \$7.273M (including the rate peg of 5.7%). The prior year was \$6.858M.
- Total annual charges, including pensioner subsidies, totalled \$7.997. The prior year was \$7.323M

Operating Grants -

Special purpose grants and non-developer contributions totalled \$7.455M largely to the following programs: Environmental \$1.238M, Disaster recovery \$1.657M, Roads to recovery \$1.838M. Transport NSW contributions totalled \$1.688M.

Our Governance No. 102 Cont...

Council received a 50% advance payment of \$3.554M in 2024/25 for the 2025/26 Financial Assistance Grant (FAG). The prior year's advance payment was 85% at \$5.724M for the 2024/25 FAGs Grant.

- Interest Income

Council received approximately \$3.080M in interest revenue compared to \$1.850M the prior year. This was due to favourable interest rates and further investment of grant monies received by Council.

- Employee benefits and on-costs

Employee costs rose by approximately \$466K during 2024/25. This was primarily due to a moratorium on recruitment being lifted.

Materials and Services

Materials and services totalled \$13.882M. Costs continued to rise during 2024/25, an increase of 41.7% on the prior year of \$9.794M.

- A large portion of this expenditure is due to the NSW Government granting approval to commence the next stage of Disaster Recovery works (EPAR) that resulted from the AGRN1012 NSW Severe Weather and Flooding Event February 2022.
- TSC also experienced increased costs for project work including materials, insurances and the use of contractor and consultants to carry out work due to difficulties in resourcing.

- Depreciation, amortisation and impairments

Increase in depreciation to \$9.197M in FY2025 from \$8.177M in FY 2024, mainly due to depreciation on fair value increments and additions from the previous financial year.

Water and Sewer Fund Results

As per the Audited Special Purpose Financial Statements, the Water Fund has made a deficit of (\$331K) (\$248K deficit in 2023/2024) before capital income, and the Sewer Fund has made a surplus of \$1.136M (\$1.309M surplus in 2023/2024) before capital income.

The surplus will be reinvested into their respective fund to be used for asset renewal and maintenance required as per Council's Asset Management Strategy.

Financial Ratios

The Auditor's Report, included in the Financial Statement papers, provides graphs and commentary on Council's financial performance.

It should be noted that Council has retained in the unaudited section of the Financial Statements, a summary of operating financial ratios reflecting Council's financial performance. Comments provided below.

Our Governance No. 102 Cont...

1. Operating performance ratio – This ratio measures Council's achievement of containing operating expenditure within operating revenue. The ratio of 5.47% in FY2024/25 is higher than the benchmark of >0.00 and lower than the prior year ratio of 30.27%. This is due to advance payment in FAG grant 50% compared to an 85% advance in 2023/24, and higher costs associated with completing operational works and services.

- **2. Own source operating revenue** Council's Financial Statements and Key Performance Indicators for the year ended 30 June 2025 reveal that Council is highly dependent on operating grants and has limited avenues to increase its Own Source Revenue as depicted with a below benchmark ratio of 40.32% (benchmark >60%). Own Source Operating revenue in 2023/24 was 39.23%.
- **3. Unrestricted current ratio** This ratio is specific to local government and represents Council's ability to meet its short-term obligations as they fall due. The ratio measures the ratio of unrestricted current assets to current liabilities less specific purpose liabilities. Council's ratio has improved from previous years.
- **4. Debt service cover ratio** The ratio measures the operating cash to service debt including interest, principal and lease payments. The ratio has declined in 2024/25.
- **5. Rates and annual charges outstanding percentage** This ratio shows the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts. The ratio of 5.71% in FY2024/25 is under the benchmark of <10.00% and slightly higher than the prior year's ratio of 5.63%.
- **6. Cash expense cover ratio** This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow. Council ratio of 24.44 months is well above the benchmark of (>3 months). This is predominately due to Council having funds available through grants and contributions, received 2024/25 and prior years, for both operational and capital purposes.

Our Governance No. 102 Cont...

Statement of performance measures

Statement of performance measures - consolidated results

	Amounts Indicator		Indicators		Benchmark
	2025 \$ '000	2025	2024	2023	
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 Total continuing operating revenue ¹	22,336 55,398	40.32%	39.23%	24.08%	> 60.00%
3. Unrestricted current ratio					
Current assets less all external restrictions Current liabilities less specific purpose liabilities	27,086 5,811	4.66x	1.95x	2.73x	> 1.50x
4. Debt service cover ratio Operating result before capital excluding interest and depreciation/impairment/amortisation ¹ Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	12,068 1,780	6.78x	10.44x	8.34x	> 2.00x
5. Rates and annual charges outstanding percentage Rates and annual charges outstanding Rates and annual charges collectable	927	5.71%	5.63%	3.86%	< 10.00%
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

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, the Statements be placed on public exhibition and notice given of a meeting at which Council proposes to present its Audited Financial Statements, together with the Auditor's Report.

⁽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

Our Governance No. 102 Cont...

2. Policy and Regulation

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

3. Financial (Annual Budget & 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. The financial performance, as disclosed, should be a serious consideration in any future decision making.

4. Asset Management (AMS)

Revaluations of assets were not required, as part of its Financial Statements 30 June 2025. A comprehensive revaluation of roads, bridges and other transport assets was performed in the prior financial year ended 30 June 2024.

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 thereunder.
- 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, Manager Finance and Technology

Our Governance No. 102 Cont...

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

Department: Office of the Director Corporate Services

Attachments: There are no attachments for this report.

Department: Office of the Director Corporate Services

Submitted by: Lee Sisson, Governance Officer

Reference: ITEM GOV103/25

Subject: ANNUAL REPORT 2024/2025

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 for Council to receive the Annual Report, inclusive of the Annual Financial Statements, for the financial year ending 30 June 2025.

OFFICER'S RECOMMENDATION:

That Council:

Adopts the Annual Report for 2024/2025.

REPORT

The Annual Report is one of the key points of accountability between a Council and its community.

Following is a summary of the requirements of Section 428 of the *Local Government Act* 1993:

- The council must prepare an Annual Report within 5 months of the end of the financial year.
- The report will outline the council's achievements in implementing its Delivery Program through that year's Operational Plan, and report on the effectiveness of the principal activities undertaken to achieve the objectives in that year (Appendix 1).
- The Annual Report in the year in which an ordinary election of councillors is to be held must also contain a report as to the council's achievements in implementing the community strategic plan over the previous 4 years.
- The report must contain the council's audited financial statements prepared in accordance with the Code of Accounting Practice and Financial Reporting (Appendix 2).
- Clause 217 of the Local Government (General) Regulation 2021 details the statutory reporting which is required to be included in the Annual Report via The Annual Report Checklist issued by the Office of Local Government. Statutory reporting is included in the body of the report.
- A copy of the report must be posted on the council's website and provided to the Minister and any other persons or bodies as required by legislation.

COUNCIL IMPLICATIONS:

Our Governance No. 103 Cont...

1. Community Engagement / Communication (per engagement strategy)

Council meets the commitment made in its adopted Community Engagement Strategy to inform, consult and involve by annually reporting on its Annual Report and Audited Financial Statements via its open Ordinary Meeting.

2. Policy and Regulation

- NSW Local Government Act 1993
- NSW 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

The Annual Report is a statutory requirement. Failure to lodge the Report would result in a significant risk to Council of being non-compliant under the *Local Government Act* 1993.

7. Performance Measures

Nil.

8. Project Management

Nil.

Liz Alley Director Corporate Services

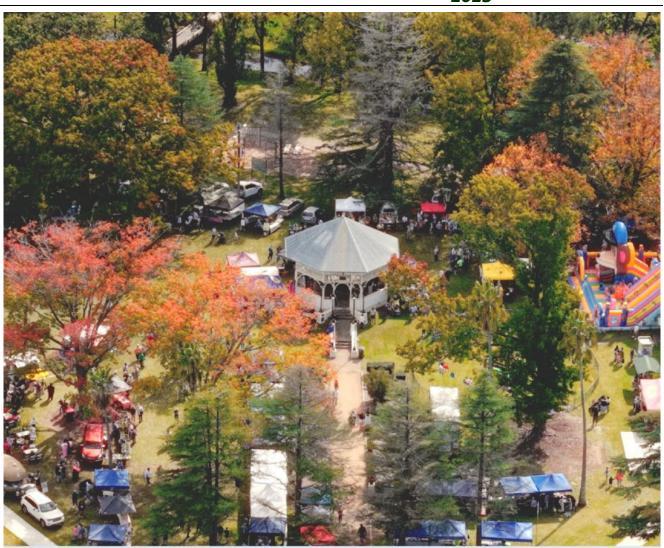
Prepared by staff member: Lee Sisson, Governance Officer

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

Office of the Director Corporate Services

Department: Office of the Director Corporate Services

Attachments: **1** ANNUAL REPORT 2024-2025 198 Pages



TENTERFIELD SHIRE COUNCIL

ANNUAL REPORT 2025

ADOPTED BY COUNCIL XX XXXX 2025 RESOLUTION NUMBER XXX/XX

Attachment 1 ANNUAL REPORT 2024-2025

CONTACT

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Cover Photo: Tyrone Ryan from The Dusty Lens

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Acknowledgement of Country

"Tenterfield Shire Council acknowledges and pay our respect to the Ngarabal, Jukembal, Bundalung, Kamilaroi, Githabul and Wahlubul people of our Shire, and extend our respect to all people".

Tenterfield Shire Council ANNUAL REPORT

Welcome

Introduction from Our Mayor Our Councillors

Tenterfield Shire Council ANNUAL REPORT

MAYORAL MESSAGE

2025 seems to have gone so quickly. Our team of Council staff and Councillors have been working diligently throughout the year. I wish all a happy, healthy and safe end to 2025 and look forward to a positive 2026.



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- Disaster remediation works are underway after finally receiving approval in September 2024 for infrastructure damage applications from events from 2021-2022. These will take time as there are a significant number to attend to, and with some areas obviously worsening over the wait time. Council has had to apply for additional monies to effect the additional damage repair.
- Completion of the Urbenville Water Augmentation program and Emergency Water Program bore at Legume. Completion of bores at Legume, Drake and Liston and work commenced at Torrington.
- Revised Integrated Planning and Reporting documentation adopted in June.
- Opening of the new Dumaresq Overflow bridge west of Mingoola. A further five other bridges under construction.
- Continuation of restabilisation work on Tenterfield Creek through sections of Rotary and Millbrook Parks.
- Council resolved to increase the workforce by 9 to be able to deliver the necessary services, and Council applied for approval to engage apprentices subsidised by the NSW Government.
- Agreement with the Tenterfield Chamber of Tourism Industry and Business (TCTIB) to provide tourism services from the foyer of the Sir Henry Parkes Memorial School of Arts foyer. Please contact TCTIB if you are interested in volunteering.
- Ongoing Border Region of Councils (BROC) meetings involving NSW and QLD Councils.
- Minister Janelle Saffin and myself have continued strong advocacy for NSW landowners impacted by the devastating October 2023 bushfires including meeting with the NSW Premier who in turn requested Federal Government co-funding of a support package. We are awaiting a determination.
- Quarterly Country Mayors Association meetings, Rural and Regional Summit, and forums on country issues of concern, with direct advocacy with State Government Premier and Ministers.
- Angry Bull Trails commenced construction of the significant network of mountain bike trails.
- Council has continued the reduced swimming pool entry fees.
- Library programs and activities have been expanded and I encourage you to sign up as a member.
- Tenterfield Eisteddfod, the first since Covid will be held at the School of Arts and will showcase local and visting entries including from our village and Tenterfield schools.
- An agreement is being explored with SOATI to manage the School of Arts Museum and Cinema/Theatre
 areas.
- Ongoing advocacy with Essential Energy regarding our beloved Pin Oak avenues.
- Australia Day 2025 was well supported and the address by Dr Ian Unsworth entertained the crowd.
 Congratulations to the award winners. Thanks to staff for providing assistance for Australia Day, Anzac Day and Remembrance Day.
- Funding was secured under the Regional Drought Resilience Planning Program in collaboration with Glen Innes Severn Council to run workshops (to be provided by Glenrac) in the new year to asist farmers to be drought ready, with additional funding to update the Tenterfield Economic Development Strategy and Destination Management Plan documents.
- Cobb & Co Heritage walks at Tenterfield and Liston.
- Completion of Border Mountain Trails signage.

I would also like to congratulate the Council Parks & Gardens staff on the often commented on parks and cemeteries.

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OUR COUNCILLORS





A Ward Cr Tim Bonner & Cr Greg Purcell





BWard Mayor Bronwyn Petrie & Cr Roger Turner





C Ward Cr Peter Petty & Cr Peter Murphy





D Ward Cr Kim Rhodes & Cr Owen Bancroft





E Ward Deputy Mayor Greg Sauer & Cr Tom Peters

The Tenterfield Shire Council's governing body is made up of 10 Councillors. These 10 Councillors represent five wards, with each ward represented by 2 Councillors.

Councillors are elected to carry out duties under the NSW Local Government Act 1993 (the Act), and in doing so have the following roles and responsibilities:

- Be an active and contributing member of the governing body,
- Make considered and well-informed decisions as a member of the governing body,
- Participate in the development of the Integrated Planning and Reporting framework,
- Represent the collective interests of residents, ratepayers and the local community,
- Facilitate communication between the local community and the governing body, and
- Make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor.

The Mayor and Deputy Mayor are elected for a twoyear period, by the members of the Council, and have additional statutory responsibilities under the NSW Local Government Act 1993.

Council formally meets on the fourth Wednesday of each month. Details of meetings, including the links to the live streaming of meetings, can be found on Council's website.

Attachment 1 ANNUAL REPORT 2024-2025

Introduction

Purpose of the Annual Report - IP & R Our Vision, Mission & Values IPR Framework Our Shire Profile Our Organisation Structure

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PURPOSE OF THE ANNUAL REPORT - INTEGRATED PLANNING & REPORTING

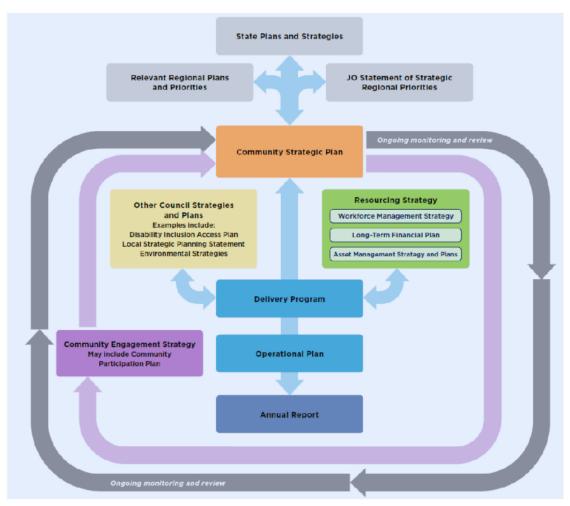
The Annual Report forms part of the NSW Office of Local Government's Integrated Planning and Reporting Framework (IP&R). There are a number of key elements in the framework that focus on planning and reporting requirements. The diagram below illustrates where the Annual Report fits in the overall framework and how the plans interrelate.

The Annual Report (this report) focuses on the implementation of the Delivery Program and Operational Plan (see following page). The report also includes some information that is prescribed by the *Local Government (General) Regulation 2021*. This information has been included in the Regulation to help the community members understand how Council has been performing both as a business entity and a community leader.

IP&R is legislation that requires Council to prepare a number of plans, which detail how it intends to deliver services and infrastructure in the short and long-term, based on community priorities identified through community engagement during the planning process.

The IP&R process is more fully explained on pages 9 and 10.

Figure 1: The Integrated Planning and Reporting framework which all NSW Councils are required to work within.



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OUR MISSION, OUR VISION & OUR CORPORATE VALUES

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

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

Our Corporate Values express how Council seeks to conduct itself and reflects how Council engages with the community.

Our five corporate values are:

INTEGRITY - ensuring openness and honesty in all our activities

COMMUNITY FOCUS - delivering prompt, courteous and helpful advice

ACCOUNTABILITY - accepting responsibility for providing quality services and information

RESPECT - treating people with courtesy, dignity and fairness regardless of our personal feelings about the person or issue

EXCELLENCE - being recognised for providing high-quality services and programs that aim for best practice.

Our mission, vision and corporate values, together with our priorities and any aspirations for the future are encompassed in the Tenterfield Shire Council Community Strategic Plan and then translated into actions in our four-year Delivery Program and Annual Operational Plan.

Council has an ongoing committment to work with the different members and groups of our community to continually shape, represent and support our shared vision for the Tenterfield Shire. The legislation requires councils and their communities to engage in discussions about funding priorities and acceptable service levels, taking into consideration local conditions and opportunities to plan for a sustainable future.

Our Community Strategic Plan is built around five key themes:

COMMUNITY ECONOMY ENVIRNOMENT INFRASTRUCTURE











LEADERSHIP

The NSW Government's Integrated Planning and Reporting framework (illustrated on the previous page) outlines how local government's capture the community's main priorities and aspirations for the future, and outlines how these will be achieved. These documents are linked through a series of cascading actions that detail how the community's long term aspirations and outcomes will be achieved. All Councils have a Community Strategic Plan, Delivery Program and Operational Plan, and Resourcing Strategy.

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IPR FRAMEWORK



COMMUNITY STRATEGIC PLAN

The Community Strategic Plan identifies the community's future goals (minimum 10 years), and strategies to achieve those goals by posing four key questions:

- Where are we now?
- Where do we want to be in 10 years time?
- How will we get there?
- How will we know when we've arrived?



DELIVERY PROGRAM & OPERATIONAL PLAN

This is the point where the directions outlined in the Community Strategic Plan are systematically translated into actions. The Delivery Program and Operational Plan (combined document) is designed as a single point of reference for all day to day activities to be undertaken by the Council during their elected term. The Delivery Program (DP) identifies what Council is responsible for delivering to support the Community Strategic Plan. The Operational Plan (OP) details the actions and programs to be undertaken each year to support the Delivery Program.







RESOURCING STRATEGY

The Community Strategic Plan (CSP) can not be fulfilled without sufficient resources - time, money, assets and people to actually carry it out.

The Resourcing Strategy has three components (illustrated above), **Asset Management Planning**, **Workforce Management Planning** and the **Long Term Financial Plan**.

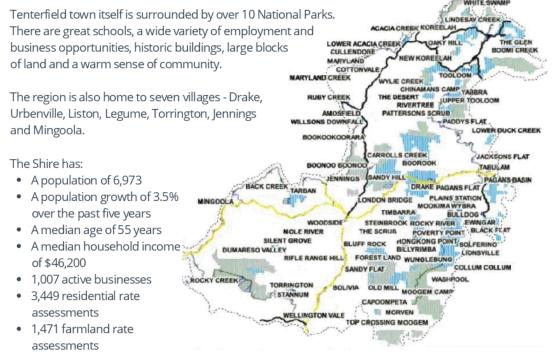
The Resourcing Strategy assists Council to translate the outcomes identified in the CSP, for which it is responsible, into actions. Some issues will be the responsibility of Council, some will be the responsibility of other levels of government and some will rely on input from community groups or individuals.

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OUR SHIRE PROFILE

PLACE

Tenterfield is on the northern end of the picturesque New England and Northern Rivers Region - the Shire of Tenterfield is a large area of 7,134 sq km with an overall population of 6,973 residents and growing. The Shire of Tenterfield spans the Great Dividing Range at the northern end of the New England Region of NSW amid a contrast of granite boulder outcrops, rugged mountain beauty, pockets of rainforest, crystal clear rivers and the serenity of rural landscapes.



- 233 business rate assessments
- 10 mining rate assessments
- 1,688 km of roads

PEOPLE

Tenterfield Shire Council would like to acknowledge the Ngarabal, Jukembal, Bundjalung, Kamilaroi, Githabul and Wahlubul people as the traditional custodians of various parts of the Tenterfield Shire, and extend our respect to all people.

Tenterfield Shire's immigration history is marked by waves of settlers from various European backgrounds, including British, Irish, Scottish, and German, who contributed to the region's development in agriculture, pastoralism, and mining.

HISTORY

The Tenterfield Township was gazetted on 7 October 1851, with the Municipality of Tenterfield being incorporated on 22 November 1871. A significant and far reaching event in the history of Tenterfield was the *'Federation Speech'* in 1889 by the then NSW Premier, Sir Henry Parkes, which led to the Federation of Australian States on 1 January 1901 and gaveTenterfield the name of *'Birthplace of a Nation'*.

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OUR ORGANISATION STRUCTURE

The organisation is comprised of two distinct divisions, Infrastructure Services and Corporate Services headed by the Director Infrastructure Services and Director of Corporate Services. Both report directly to the General Manager.



GENERAL MANAGER HEIN BASSON



DIRECTOR INFRASTRUCTUR SERVICES MATTHEW FRANCISCO

Environmental
Management
Livestock Saleyards
Buildings & Amenities
Parks, Gardens & Open
Space
Swimming Complex
Asset Management &
Resourcing
Commercial Works
Stormwater Drainage
Transport Network
Plant, Fleet &
Equipment
Water Supply

Sewerage Services

Civic Office
Organisation Leadership
Workforce Development
Economic Development
Communications



IRECTOR CORPORAT SERVICES LIZ ALLEY

Finance & Technology
Corporate & Governance
Library Services
Planning & Regulation
Emergency Services

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Our Highlights 2024-2025

Our Community
Our Economy
Our Environment
Our Transport
Our Leadership

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Our Highlights 2024-2025

Community

Accessible, Caring and Inclusive



Library

66 events hosted by the Library with

516 attendees

358 children and parents attended 39 storytime sessions



11

Community
Engagement
Forums took
place which
informed
Integrated
Planning
and
Reporting
documents
for the 4
year Council
term

16,541

visits to Tenterfield Shire Memorial Pool

Economy

Good Opportunities



\$19,082,726

total value of Development Applications 2024/2025 up from \$14,244,350 in 2023/2024

151

Development Applications and modifications and associated certificates and site inspections

17,384

Head were sold through the Saleyards grossing \$19,327,358



Environment

Well Looked After



Weed program inspections

1472 km High Risk pathways 90km high risk waterways, 254 high risk sites and 56 private properties inspected

Reconstruction of Tenterfield Creek and scour protection in Tenterfield



Village Bores

3 bores completed -Legume, Liston and Drake. Providing increased water security

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Our Highlights 2024-2025

n					

Well Maintained and Reliable Opening of Dumaresq Bridge and a further 5 bridges under construction



23 km

Reconstructed sealed road network





Resheeting the full length of Koch's Road

120Km Line marking Mt Lindesay Road

29 km

Resealed road network

28 sets of pipe culverts across the shire and replacement of one concrete box culvert Building assessments of all 235 Council Buildings



Pedestrian
bridge and
walkway
Drake
completed and
reconstruction

of several streets

Coordinated street asphalting in Jubullum

Leadership

A Sustainable Future Refinancing of 2 loans saving \$923,208 over the next 8 years

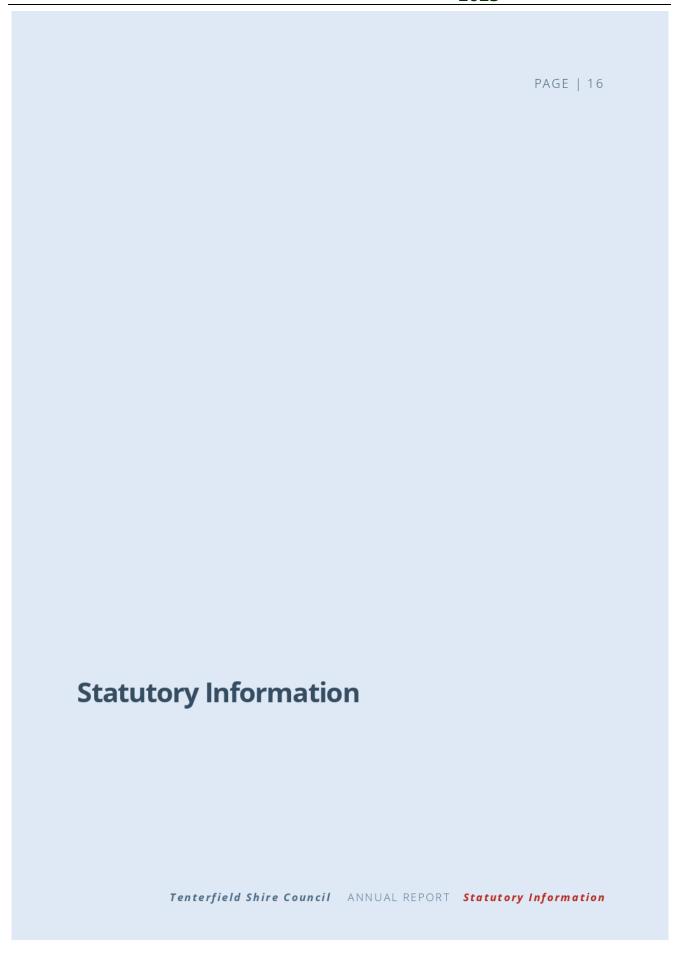
Close of Corporate Loan Facility saving \$3,700 Prepared
Community
Stratgegic
Plan and
Integrated
Planning
and
Reporting
documents
for the 4
year Council

term

\$734,202 in overall Council debt reduction

Detailed asset data for roads and 10 year works program





STATUTORY INFORMATION

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Councillor Attendance

Cr Bronwyn Petrie was elected as Mayor on 9 October 2024. Cr Greg Sauer was elected as Deputy Mayor on 9 October 2024. New Councillors Owen Bancroft, Greg Purcell and Roger Turner commenced their term of four years, October 2024 to September 2028, taking the oath on 9 October 2024.

Councillor	11 Ordinary Meetings	0 Extraordinary Meetings
Cr Tim Bonner	11	0
Cr Greg Purcell	8	0
Cr Bronwyn Petrie	11	0
Cr Roger Turner	8	0
Cr Peter Petty	9	0
Cr Peter Murphy	11	0
Cr Kim Rhodes	11	0
Cr Owen Bancroft	7	0
Cr Greg Sauer	10	0
Cr Tom Peters	11	0

Overseas Visits LG Reg s217(1)(a)

Tenterfield Shire Councillors were not involved in any overseas travel during the year.

STATUTORY INFORMATION

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Councillor Expenses and Facilities

LG Reg s217(1)(a)

Total cost during the year of the payment of expenses of, and the provision of facilities to councillors in relation to their civic functions.

Councillor Expenses	\$
Mayoral Allowance	\$ 29,411.00
Councillor Fees	\$ 129,653.00
Travel Reimbursements to Councillors	\$ 30,501.71
Other Reimbursements to Councillors (eg Food)	\$ 2,516.68
Provision of Dedicated Office Equipment Allocated to Councillors	\$ 10,737.71
Telephone and Internet Expenses	\$ 4214.90
Attendance of Councillors at Conferences and Seminars	\$ 1637.36
The Provision of induction Training and Professional Development for Mayor and other Councillors	\$ 10,577.45
Other Training of Councillors and Provision of Skill Development	\$ 698.81
Interstate Visits by Councillors, Including Transport, Accommodation and other Out-of-pocket Travelling Expenses	\$ 2,199.13
Councillor Superannuation Contributions	\$1,166.13
Spouse Attendance at Civic Activities/Functions/Meetings	0
Carer	0
Total	\$ 223,313.88

STATUTORY INFORMATION

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Staffing Profile

LG Reg s217(1)(d)

The table adjacent provides details of the staffing resources available to deliver the works and services identified in the Operational Plan as at Wednesday 4 December 2024

Councillor Training and Professional Development

LG Reg s186

Councillors took part in post election inductions, refresher and professional development opportunities including:

Councillor Induction Training -Tenterfield Shire Council Specific

Total Number of Persons Employed as at Wednesday 4 December 2024	
Full Time	68
Part Time	6
Casual	5
Fixed Term Contract	1
Senior Staff Members	1
Apprentices/Trainees	1
Total	82

Professional Development Training - Human Behaviour from a Systems Perspective for Local Government Leaders

Roles and Responsibilities of Councillors Working Together with Council Staff to Deliver Outcomes for the Community

Senior Staff Remuneration

LG Reg s217(1)(b)&(c)

The number of staff designated as senior staff employed by Tenterfield Shire Council under the *Local Government Act 1993* is 2.

The total value of the remuneration packages of senior staff is: \$445,231.84 for the period 2024/25 financial year.

The total value of the remuneration package of the General Manager is \$295,000.

These remuneration figures includes the salary component, superannuation contributions (employer or salary sacrifice), non-cash benefits and FBT for non-cash benefits for the senior staff.

STATUTORY INFORMATION

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Equal Employment Opportunity

LG Reg s 217(1)(a9)

Statement of activities undertaken to implement its Equal Employment Opportunities (EEO) Management Plan.

Tenterfield Shire Council is committed to upholding the Commonwealth and NSW Government legislation. The Local Government Act 1993 further focuses Council's attention on Equal Employment Opportunity and the implementation of an EEO Management Plan. Council's four priority target groups identified in our EEO Management Plan are women, people of culturally and linguistically diverse (CALD) background, People of Aboriginal or Torres Strait Islander descent (ATSI) and people with a physical disability.

- Council continues to comply with gender equality on selection panels.
- Council continues to investigate and identify suitable employment initiatives and Government subsidies, targeting youth and mature age groups within the community.
- Council continues to support workplace learning initiatives, and further learning and development initiatives of existing Council employees.
- Continued development of human resource matrices which provide Council with data for human resource planning, identification and profiling in the workplace.
- Code of Conduct facilitation at all employee/worker inductions as part of on-boarding processes. All Council workers undertake Dignity & Respect Training and Code of Conduct Training every two (2) years.
- Council is investigating reasonable workplace adjustments to workplace practices and environments for people with disabilities.
- Career path planning and career counselling is available for all employees.

STATUTORY INFORMATION

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Procurement of goods and services

LG ACT s428(4)(c)

Council did not have any issues raised by the Anti-Slavery Commissioner during 2024/25.

Council has included provision in all tender and quotation requests for suppliers and contractors to affirm that goods and services will be provided in accordance with all relevant legislation, including NSW and Commonwealth *Modern Slavery Act 2018*. Goods and services are also acquired under prescribed contracts provided by prescribed bodies (per section 163 of NSW *Local Government (General) Regulation 2021*.

Inclusion of suppliers and contractors to these prescribed contracts are consequent to them providing undertakings relevant to Modern Slavery legislation.

Contracts awarded

LG Reg s217(1)(a2)

The following contracts, over \$150,000 were awarded during the reporting year:

Contractor	Nature of Goods/Services	Amount (\$) Excl GST
Townes Contracting	Construction of Landfill site 5	3,600,412.55
Tonkin Consulting Pty Ltd	Landfill site 5 - Quality Assurance Testing	169,873.33
MJ Smith Ground Preparation P/L	Urbenville Lagoon & Reticulation Construction	1,782,448.80
Brisbane Asphalt P/L	Bituminous Resurfacing	2,078,567.00
Interflow P/L	CCTV and Relining Tenterfield	523,874.79
RB Ausling and Associates	Professional Services for Project Management	871,700
Damage Control Project Management P/L	Professional Services for Project Management	406,600.00

STATUTORY INFORMATION

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Contractor	Nature of Goods/Services	Amount (\$) Excl GST
Dionsys Group	Professional Services for Project Management	459,540.00
Civil Mining and Construction	Plains Station Road Slips	7,954,352.56
Lattice Engineering	Professional Services - Tender Preparation	245,000.00
Fulton Hogan	Supply & Delivery of Emulsion	531,000.00
MJ Smith Ground Preparation	Supply & Delivery Gravel	400,200.00
Townes Group	Supply & Delivery Gravel	274,500.00
Hiway Aus P/L	Mt Lindesay & Urbenville Rd Stabilisation Services	188,939.00
Michael Wood & Associates	Urbenville, Mulli Mulli and Woodenbong Floodplain Risk Management Plan	169,862.00

STATUTORY INFORMATION

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Contributions and donations

LG Act s356 and LG Reg s217(1)(a5)

Section 356 of the *Local Government Act 1993* enables Council to make donations or provide financial assistance to persons or groups.

For the 2024/25 financial year, contributions and donations are listed in the following table.

DONATIONS - FINANCIAL ASSISTANCE F	\$	
Bolivia Progress Association	Bolivia Hall operating costs	500
Drake Hall Committee	Drake SoA operating costs	500
Legume Progress Association	Legume PA operating costs	500
Lions Club of Tenterfield	Seniors Week 2024	1000
Mingoola Hall Committee	Mingoola Hall operating costs	500
Drake Public School	Presentation Day	150
Sir Henry Parkes Memorial School	Presentation Day	150
Drake Public School	Learn to Swim Program	550
Tenterfield High School	Presentation Day	150
Urbenville Public School	Awards Assembly	150
Urbenville Public School	Learn to Swim Program	550
Woodenbong Central School	Presentation Day	150
St Joseph's Catholic School Tenterfield	Presentation Day	150

STATUTORY INFORMATION

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Contributions and donations

LG Act s356 and LG Reg s217(1)(a5)

DONATIONS - FINANCIAL ASSISTANCE PR	\$	
Tenterfield Westpac Support Group	Tenterfield Westpac Helicopter Service	2,000
Tenterfield Highlanders Pipe Band	Use of Memorial Hall & RSL Pavilion	4,700
Torrington Memorial Hall Fund	Torrington Hall operating costs	500
Urbenville Progress Association	Urbenville Hall operating costs	500
Urbenville Progress Association	Seniors Day Care bus	850
Total		13,550

Disability Inclusion Action Plan

Disability Inclusion Act 2014, s13(1)

Council's Disability Inclusion Action Plan (DIAP) has been prepared to meet the requirements of the *NSW Disability Inclusion Act 2014*. Council's DIAP was endorsed by Council in December 2023 and will remain in place until 2026.

Internal Audit and Risk Management Attestation

Local Government (General) Regulation s216T

Council must publish an attestation statement indicating whether, during the preceding financial year, the council's Audit, Risk and Improvement Committee, risk management framework and internal audit function complied with the requirements prescribed in the Regulation.

Tenterfield Shire Council's Internal Audit and Risk Management Attestation Statement for the 2024/2025 Financial Year is attached as appendix 4 in this report.

STATUTORY INFORMATION

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Legal proceedings and results

LG Reg s217(1)(a3)

Development Regulation Functions

Proceedings related to development consents and regulatory functions, including costs for obtaining ancillary legal advice.

Tenterfield Shire Council had no legal proceedings related to development regulatory functions in the 2024/25 Financial Year.

Contract Disputes

Contract disputes can at times involve legal action. During this period Council was not involved in any disputes in respect to contracts.

Public Liability and Professional Indemnity

During this period, Tenterfield Shire Council had no legal proceeding costs paid by Council (being payment in excess of claims) associated with public liability or professional indemnity.

Industrial Relations

During this period, there was no legal costs associated with industrial relations advice and assistance provided by Local Government New South Wales (LGNSW) or Council's appointed legal service providers.

Audited Financial Statements

LG Act s428(r)(a)

LG code of accounting practice and financial reporting

See Appendix 2 for the full set of financial reports including the auditor's report, for 1 July 2024 to 30 June 2025.

STATUTORY INFORMATION

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Delegated External Bodies

LG Reg s217(1)(a6)

Tenterfield Shire Council had no delegated external bodies in the 2024/25 Financial Year.

Controlling Interest in Companies

LG Reg s217(1)(a7)

Tenterfield Shire Council had nil controlling interest in companies in the 2024/25 Financial Year.

Corporations, Partnerships, Cooperatives and Joint Ventures

LG Reg s217(1)(a8)

Tenterfield Shire Council had no participation in corporations, partnerships, cooperatives and joint ventures in the 2024/25 Financial Year.

STATUTORY INFORMATION

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Special Variation to General Income

LG Act s508A

Special Rate Variation 2014-2015

In June 2014, IPART approved an application from Council to increase general rates by 15 percent in 2014-2015 and 10 percent in 2015-2016, 2016-2017 and 2017-2018 (with the increase to remain permanently in Council's rate base). Over 10 years, the Special Rate Variation was expected to raise \$9.98 million.

Expenditure

A summary of expenditure for 2024/25 is provided in Table 1.

Table 1 - Summary of Project Expenditure for 2024-2025

Category	SRV funded projects budget from 1 July 2014 to 30 June 2025	SRV funded projects actual expenditure from 1 July 2014 to 30 June 2025	Unspent SRV funding transferred to future years
Capital Expenditure			
Building Renewal	\$ 584,000.00	\$ 584,000.00	\$ 0.00
Saleyards Renewal	\$ 250,735.00	\$ 250,735.00	\$ 0.00
Recreation Facilities Renewal	\$ 450,000.00	\$ 450,000.00	\$ 0.00
Cemetery Improvements	\$ 290,000.00	\$ 290,000.00	\$ 0.00
Road Construction	\$ 70,000.00	\$ 70,000.00	\$ 0.00
Road Re-sheeting	\$ 2,103,420.00	\$ 2,103,420.00	\$ 0.00
Road re-sealing	\$ 879,000.00	\$ 879,000.00	\$ 0.00
Drainage Improvements	\$ 120,000.00	\$ 120,000.00	\$ 0.00
Bridges & Causeways Renewal	\$3,740,000.00	\$ 3,070,294.05	\$ 669,705.95

STATUTORY INFORMATION

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Table 1 - Summary of Project Expenditure for 2024-2025 continued

Category	SRV funded projects budget from 1 July 2014 to 30 June 2025	SRV funded projects actual expenditure from 1 July 2014 to 30 June 2025	Unspent SRV funding transferred to future years
Main Street - Principle Repayments	\$ 1,121,690.00	\$ 1,200,000.00	(\$ 78,310.00)
Sub-Total	\$ 9,608,845.00	\$ 9,017,449.05	\$ 591,395.95
Operating Expenditure			
Main Street Renewal – Interest Repayments	\$ 410,831.00	\$ 246,767.93	\$ 164,063.07
Total to 2024/2025	\$ 10,019,676.00	\$ 9,264,216.98	\$ 755,459.02

As at 30 June 2025, Council had unspent funds of \$755,459.02 relating to SRV 2014/15.

The Loan for the Main Street Renewal was fully repaid in February 2025, which resulted in a final underspend of \$164,063.07 in the Interest Repayments category – due to the loan taken out being for a lower interest rate than in the original SRV application forecast. Also, the final expenditure under the Loan Principal Repayments category was greater than predicted in the 2014 application, therefore the overspent amount of \$78,310.00 has been subtracted from the underspend in the Interest.

The overall final result of these Loan Interest and Principal categories is \$85,753.07 unspent, and this will be reallocated to the Bridges and Causeways Renewal, which is the only other category with unspent funds remaining. This total remaining balance is \$755,459.02 and is planned to be spent in the 2025/26 year.

STATUTORY INFORMATION

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Outcomes

A summary of the outcomes achieved as a result of the actual program of expenditure in 2024/25 is detailed below in **Table 2**.

Table 2 - Outcomes achieved as a result of actual program expenditure

Project Description	Expenditure 2024/25	Outcome
Capital Expenditure		
Building Renewal	\$0.00	No capital expenditure in 2024/2025 - SRV Program was fully expended as of 30 June 2022
Saleyards Renewal	\$0.00	No capital expenditure in 2024/2025 - SRV Program was fully expended as of 30 June 2024
Recreation Facilities	\$0.00	No capital expenditure in 2024/2025 - SRV Program was fully expended as of 30 June 2024
Cemetery Improvements	\$29,755.67	Tenterfield Cemetery - Expansion, Construction of Road Access and Carpark \$9,799.20
		Village Cemeteries - Memorial Niche Walls in Drake, Torrington and Legume \$19,956.47
Road Construction	\$32,708.96	Mt McKenzie Tower - Construct Access Road \$32,708.96
Road Re-sheeting	\$0.00	No capital expenditure in 2024/2025 - SRV Program was fully expended as of 30 June 2021
Road Resealing	\$0.00	No capital expenditure in 2024/2025 - SRV Program was fully expended as of 30 June 2022

STATUTORY INFORMATION

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Table 2 - Outcomes achieved as a result of actual program expenditure - continued

Project Description	Expenditure 2024/25	Outcome
Drainage Improvements	\$0.00	No capital expenditure in 2024/2025 - SRV Program was fully expended as of 30 June 2021
Bridges & Causeways Renewal	\$85,454.26	Renewal of Pyes Creek Bridge #67933 \$28,396.08
		Renewal of Pyes Creek Bridge #67934 \$27,061.34
		Renewal of Kia Ora Road Bridge #62211 \$29,996.84
Main Street Renewal - Principal Repayments	\$140,762.36	Principal repayments on Main Street Loan (\$1.2million) for 2024/2025
Sub-Total	\$288,681.25	
Operating Expenditure		
Main Street Renewal - Interest Repayments	\$3,914.46	Interest Payments on Main Street Loan (\$1.2million) for 2024/2025
Total in 2024/2025	\$292,595.71	

STATUTORY INFORMATION

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Significant Variations

The current Long Term Financial Plan (LTFP) reflects changes in the timing of some projects from those originally proposed. As discussed under Table 1, due to the difference in the actual expenditure required for the Loan Principal and Interest repayments compared to the original SRV application forecast, \$85,753.07 is not required to fund those categories. These remaining unspent funds have been reallocated to the Bridges and Causeways Renewal, to be used in the 2025/2026 year, and also provides alignment with Council's Asset Management Plans.

A summary of the total expenditure from the commencement of the Special Rates Variation in 2014/2015 is provided in **Table 3**.

Table 3 - Summary of Income above the Rate Peg (as per SRV) and Actual Expenditure (All Years)

Category	Income above	Actual	Unspent SRV
	the Rate Peg	Expenditure	Income
	\$	\$	\$
2014/2015 - 2024/2025	\$ 9,980,155.00	\$ 9,264,216.98	\$ 715,938.02

^{*}This unspent SRV amount (\$715,938.02) doesn't match the unspent SRV transferred to future years (\$755,459.03) due to the original budgeted projected SRV income being greater than the actual income above the rate peg.

STATUTORY INFORMATION

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Special Rate Variation 2023/2024

In June 2023, IPART approved an application from Council to increase general rates by 43 percent (including rate peg) in 2023/2024 (with the increase to remain permanently in Council's rate base). Over 4 years, the Special Rate Variation is expected to raise \$7.5 million in revenue.

Expenditure

A summary of expenditure for 2023/2024 is provided in Table 1.

Table 1 - Summary of Project Expenditure for 2024/2025

Category	SRV funded projects budget from 1 July 2024 to 30 June 2025	SRV funded projects actual expenditure from 1 july 2024 to 30 June 2025 \$	Unspent SRV funding transferred to future years
Operating Expenditure			
Roads, Transport, Stormwater and Drainage	\$ 1,695,288.47	\$ 1,695,288.47	\$ 0.00
Buildings renewal and maintenance	\$ 144,212.00	\$ 18,712.00	\$ 125,500.00
Aquatics, Parks and Open Space	\$ 7,380.00	\$ 7,380.00	\$ 0.00
Sub-Total	\$1,846,880.47	\$ 1,721,380.47	\$125,500.00
Capital Expenditure			
Roads, Transport, Stormwater and Drainage	\$ 1,121,691.53	\$ 1,121,691.53	\$ 0.00
Buildings renewal and maintenance	\$ 419,188.00	\$ 0.00	\$ 419,188.00
Aquatics, Parks and Open Space	\$ 368,220.00	\$ 59,177.73	\$ 309,042.27
Sub-Total	\$1,909,099.53	\$ 1,180,869.26	\$ 728,230.27
Total to 2024/2025	\$3,755,980.00	\$ 2,902,249.73	\$ 853,730.27

STATUTORY INFORMATION

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As at June 2025, Council has identified a list of projects which will be funded by the unspent monies. Due to finalisation of the organisation restructure along with resources allocated to other projects, Council was unable to expend the full allocation of monies in the financial year 2024/2025.

Outcomes

A summary of the outcomes achieved as a result of the actual program of expenditure in 2024/2025 is detailed below in **Table 2**.

Table 2 - Outcomes achieved as a result of actual program expenditure

Project Description	Expenditure in 2024/2025 \$	Outcome
Operating Expenditure		
Roads, Transport, Stormwater and Drainage Maintenance	\$ 65,211.16	Paddys Flat Road
	\$ 60,613.40	Rivertree Road
	\$ 57,887.78	Beaury Creek Road
	\$ 42,302.78	Tooloom Road
	\$ 39,597.10	Pyes Creek Road
	\$ 38,458.11	Plains Station Road
	\$ 33,145.83	Gunyah Road
	\$ 31,288.73	Timbarra Road
	\$ 30,273.11	Billirimba Road
	\$ 29,201.25	Paddys Flat Road North

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Project Description	Expenditure in 2024/2025 \$	Outcome
Operating Expenditure		
Roads, Transport, Stormwater and Drainage Maintenance	\$ 27,435.47	Long Gully Road
	\$ 23,804.16	Mt Speribo Road
	\$ 22,241.76	Torrington Road
	\$ 20,160.00	Rockdale Road
	\$ 18,261.85	Upper Mole Road
	\$ 16,282.03	Bluff River Road
	\$ 15,872.81	Woodside Road
	\$ 15,445.00	Vinegar Hill Road
	\$ 15,358.59	Patemans Road
	\$ 14,482.85	White Swamp Road
Total - Roads, Transport, Stormwater and Drainage	\$ 617,323.77	
Aquatics, Parks and Open Space	\$ 7,380.00	Shirley Park & Netball Courts - Repair Lighting
Sub-Total	\$ 624,703.77	

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Project Description	Expenditure in 2024/2025 \$	Outcome
Capital Expenditure		
Roads, Transport, Stormwater and Drainage Maintenance	\$ 284,535.04	Urbenville Road - Rural Road Rehabilitation
Roads, Transport, Stormwater and Drainage – Gravel Road Re-sheets	\$ 106,774.55	Boorook Road – Gravel Re-sheets
	\$ 98,916.22	Gilgurry Road – Gravel Re-sheets
	\$ 26,060.69	Harrigans Lane – Gravel Re-sheets
Roads, Transport, Stormwater and Drainage – Renewal Gravel Roads	\$ 68,019.42	Urbenville Road
	\$ 53,980.48	Back Creek Road
	\$ 27,099.78	Bald Rock Road
	\$ 26,682.14	Cyril Smith Circuit
	\$ 23,415.25	Overcliffe Road
	\$ 17,821.99	Bushy Road
	\$ 14,531.53	Kia Ora Road
	\$ 13,660.02	Geyers Road

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Table 2 - Outcomes achieved as a result of actual program expenditure

Project Description	Expenditure in 2024/2025	Outcome
	Ψ	
Capital Expenditure		
Roads, Transport, Stormwater and Drainage Maintenance	\$ 12,546.06	Cullendore Creek Road
	\$ 11,979.00	Razorback Creek Road
	\$ 5,144.06	Tabulam Loop Road
Total - Roads, Transport, Stormwater and Drainage	\$ 791,166.23	
Aquatics, Parks and Open Space	\$ 42,139.99	Parks & Gardens - Fixtures Replacement in Apex Park
	\$ 4,836.10	Urbenville Playground - Shade Sail Replacement
Total - Aquatics, Parks and Open Space	\$ 46,976.09	
Sub-Total	\$ 838,142.32	
Total in 2024/2025	\$ 1,462,846.09	

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A summary of the total expenditure from the commencement of the Special Rates Variation in 2024/2025 is provided in Table 3.

Table 3 - Summary of Income including Rate Peg (as per SRV) and Actual Expenditure (All Years)

Category	Income above	Actual	Unspent SRV
	the Rate Peg	Expenditure	Income
	\$	\$	\$
2023/2024 - 2024/2025	\$ 3,755,980.00	\$2,902,249.73	\$853,730.27

Long Term Financial Plan

A summary of the actual revenues, expenses and operating balances against the projected revenues, expenses and operating balances, as outlined in the Long Term Financial Plan provided in Council's application is provided in **Table 4**.

Table 4 - Operating Result - Projected vs Actual

Year ended 30 June 2025 (General Fund Consolidated) (*)	Projected (\$,000)	Actual (\$,000)
Total revenue (including capital income)	20,952	44,925
Total expenses	24,395	29,386
Operating result from continuing operations	(3,443)	15,539

(*) Excludes water and sewerage funds.

Productivity Savings and Cost Containment Measures

Council continued to contain costs by reduction in some services, savings in employee costs due to the difficulty in recruiting replacements and refinancing of two loans at a much lower interest rate.

Council continues to have a positive unrestricted cash balance.

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Stormwater Levy

LG Reg s217(1)(e)

Income raised from the stormwater levy in 2024/2025 was \$ 71,571.32. Stormwater Fund expenditure was \$14,515 for maintenance works. All unspent funds collected from the Stormwater levy each year are reported as part of the Stormwater Fund externally restricted cash reserve.

Local Government Environmental Upgrade Agreement

LG Act s54P(1)

No agreements were entered into by Tenterfield Shire Council in the 2024/2025 period.

Rates and Charges Debt Recovery

LG Reg s132

The table below is a summary of rates and charges written off during financial year 2024/2025 - Pensioner Concessions

The 2024/2025 rates and charges written off totalled \$339,497

Fund	Total rates and/or charges written off \$	Total rebate received from other levels of government \$	Net cost to council of rates and/or charges written off \$
General Fund Rates and Charges written- off	136,797	75,238	61,559
Waste Charges written-off	102,651	56,458	46,193
Water Charges written-off	52,857	29,071	23,786
Sewer Charges written-off	47,192	25,956	21,236
Total	339,497	186,723	152,774

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Enforcement and Compliance with Companion Animals Act

LG Reg s217(1)(f) and Companion Animals Act 1998

Lodgement of Pound Collection Data to the Office of Local Government (OLG)

Animal Shelter collection data for the reporting period was lodged with the Office of Local Government in July 2024.

Animal Shelter Data 2024/2025			
	Dogs	Cats	
Impounded	31	38	
Euthanized	10	33	
Surrendered	14	20	
Animals returned to owner	Total - 17		
Animals released to rescue/sold	Total - 15		

Lodgement of Data Relating to Dog Attacks with OLG

Council notifies the OLG within 72-hours where possible when Council officers have investigated complaints of dog attacks. A total of 4 dog attacks either on a person and/or animal were reported to the OLG for 2024/2025.

Desexing Community Education Programs

Community education programs and Council strategies are implemented to promote and support the desexing of dogs and cats. Council participates in an annual desexing program in Tenterfield in conjuction with the local vet clinic and runs each May. Council contributed \$1386 to the program which resulted in 21 dogs and 9 cats being desexed in May 2025.

Requirements Under s64 Companion Animals Act 1998

Strategies in place for complying with the requirement under s64 of the CA Act to seek alternatives to euthanasia for unclaimed animals. Local Rescue Organisations have assisted in the release of 1 cat and 14 dogs since July 2024 to June 2025.

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Off Leash Areas Provided in the Tenterfield Shire Council Area

- · Hockey Field Park, corner of Landers Lane and Martin Street Tenterfield
- Apex Park, 8968 New England Highway South Tenterfield
- Tenterfield Bird Park, corner Derby Street and Bulwer Street Tenterfield

Amount of Funding Spent on Companion Animal Management and Activities Companion Animals Management Plan

Nil money was allocated towards a Companion Animals Management Plan.

Council received Nil funding from the Companion Animals Fund for the 2024/2025 Financial Year.

Private Works

LG Act s67(2)(b) and (3) and LG Reg s217(1)(a4)

In accordance with section 67 of the Local Government Act 1993, Council is permitted to provide, at current approved market rates, specific services on private land. Any private works carried out in 2024/2025 were charged as per Tenterfield Shire Council's adopted fees and charges.

No private works were carried out for less than the adopted fees and charges.

Voluntary Planning Agreements

Environmental Planning and Assessment Act 1979 s7.5(5)

No voluntary planning agreements were entered into in the 2024/2025 Financial Year.

Swimming Pool Inspections

Swimming Pools Act 1992, s22F(2)
Swimming Pools Regulation 2018, s23

No inspections of private swimming pools took place in 2024/2025 Financial Year.

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Developer Contributions and Levies

Environmental Planning and Assessment Regulation 2021 clause 218A(1)

Fund	Total value of all contributions and levies expended during the year in \$
Developer Contributions Works - Sunnyside Hall Road	\$9,939.23
Developer Contribution Works - Geyers Road	\$1,399.75
Developer Contribution Works - Silent Grove Road	\$7,105.38
Developer Contribution Works - Torrington Road	\$54,460.54
Total value of all contributions and levies expended during the year.	\$72,904.90
	Total value of all contributions and levies received during the year in \$
Total value of all contributions and levies received during the year.	\$492,556.15

Public Interest Disclosure

Public Interest Disclosures Act 1994
Public Interest Disclosures Regulation 2011, s4

Council lodges a six-monthly return to the NSW Ombudsman reporting any disclosures made under the NSW Public Interest Disclosure Act 1994. Nil disclosures were made in the reporting period.

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Public Access to Information

Government Information (Public Access) Act 2009, s125(1) Government Information (Public Access) Regulation 2018, cl 8, Schedule 2

Council is committed to the proactive release of information under the *Government Information (Public Access) Act 2009*. The GIPA Act stipulates access arrangements as follows:

Mandatory Disclosure allows a large amount of information to be available free of charge on Council's website.

Proactive Release allows some types of information not published on Council's website to be available for viewing unless there is an overriding public interest against its release.

Informal Access allows information to be released in response to an informal request unless there is an overriding public interest against its disclosure.

Formal Access where informal access is not possible, formal GIPA procedures and associated fees apply.

Formal applications for information under GIPA should be accompanied by a \$30 application fee. A \$30 per hour processing fee is charged to access documents that are not for personal information (about the applicant) and cannot be obtained under other legislation.

Council's GIPA Act 2009 Annual Report for 2024/2025 was developed in accordance with Section 125 of the GIPA Act and outlines access requests made during the reporting period (See Appendix 3).

Fisheries Management

Fisheries Management Act 1994, s220ZT(2)

Council does not have any current obligations under this provison of the Act.

Carers Recognition Carers Recognition Act 2010, s8(2)

Council is not considered a 'human service agency' under the Carers Recognition Act 2010.

Tenterfield Shire Council ANNUAL REPORT Statutory Information

Appendices

A1 Delivery Program & Operational Plan Final Progress Report 2024-2025

A2 Financial Statements 2024-2025

A3 GIPA Act 2009 - Annual Report 2024-2025

A4 Internal Audit and Risk Management Attestation 2024-2025

Tenterfield Shire Council ANNUAL REPORT

A1 Delivery Program & Operational Final Report 2024-2025

Tenterfield Shire Council ANNUAL REPORT

1. CIVIC OFFICE

Delivery Program:

1.1.1

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

and promoted.			
Action	Responsibility	Progress Comment 2024-2025	
1.1.1.1 Improve and maintain communication methods in accordance with the Community Engagement Strategy.	General Manager	The community newsletter "Your Local News" was reinstated in September 2024 as a bi-monthly publication — which enabled Council to better communicate official business to residents and ratepayers, along with upcoming community events within the shire.	
1.1.1.2 Provide opportunities for the community to participate in decision making.	General Manager	The Integrated Planning & Reporting Framework provides for community engagement – setting a framework (the Community Strategic Plan) for decision-making by the Council about the future of the local government area. Extensive community consultation took place in December 2024 and January 2025 to assist in formulating the next iteration of the 2025-2036 Community Strategic Plan. Community Engagement took place in a range of different ways: Newsletters - posted to every household about the Community Strategic Plan review. Website - Council invited participation on the front page of its website, and posted the 'State of Our Shire' report for an update of progress made on the previous Community Strategic Plan "Tenterfield 2032". Information Sessions - Council hosted 11 information sessions in 10 locations across the Shire, with 125 people from the community attending. Surveys and Submissions - Council distributed both hard copy and electronic surveys canvassing peoples' views on the issues relevant to the Community Strategic Plan, and received a total of 80 returned surveys.	

Delivery Program:

1.1.2

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

Action	Responsibility	Progress Comment 2024-2025
1.1.2.1 Support and contribute to NAIDOC week.	General Manager	Council continued with providing in-kind support to the Reconstruction NSW officer after the NAIDOC Ball that was held in the previous year.
		Council staff commenced coordinating arrangements with team members of the Armajun Aboriginal Health Service, Tenterfield for NAIDOC week 6-13 July 2025, to have a flag raising ceremony followed by a morning tea.
		With the engagement of a new Librarian in December 2024, she and the Tenterfield Public Library staff also planned for holding a special NAIDOC-week Storytime.

Delivery Program:

1.1.4

Promote and recognise the work of volunteers in the community.

Action	Responsibility	Progress Comment 2024-2025
1.2.4.1 Promote and recognise the work of volunteers in the community.	General Manager	Volunteers from "Make it Tenterfield" continue to provide the library with new creative activities for story time sessions. The new School of Arts Tenterfield Incorporated (SOATI) has been formed with the Committee elected on 23 January 2025. Negotiations have been ongoing to reach a formal agreement between Council and this new entity for SOATI to take over the day-to-day management of the museum and theatre/cinema facilities in the Sir Henry Parkes School of Arts. There was a volunteer induction held on 20 January 2025. Council continues to provide in-kind support to and the promotion of Community groups through its website, Facebook page, electronic information screens, and the Public Library by posting notices of events and information about these groups at no charge.

Council is also providing letters of support for funding applications, e.g. to the Friends of the Aerodrome
(FOTA) and Gravel n Granite for grant funding applications, as well as letter of thanks to e.g. Jeff
McKillop and volunteers for their continued maintenance works at historic Willsons Downfall.

Delivery Program:

2.1.3

Improve heavy vehicle access across the shire and improve links to regional transport infrastructure to facilitate and support regional development opportunities.

Action	Responsibility	Progress Comment
2.1.3.1 Investigate, advocate for, and source funding to improve transport infrastructure access across the shire.	General Manager	The Mayor and Council is consistently advocating for increased funding sources from both State and Federal Governments. The Director Infrastructure Services has had a continued focus on having the existing disaster relief funding expanded, keeping in mind that once achieved, other grant opportunities be evaluated and pursued to assist in Council maintaining and renewing its infrastructure assets. Resourcing levels within the organisation provides for a challenging environment; both getting existing funding expended but also evaluating and producing new grant applications.

Delivery Program:

5.1.1

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

Action	Responsibility	Progress Comment
5.1.1.9	General Manager	
Influence and advocate support from Federal and State Government in relation to promotion of Tenterfield community objectives.		The Mayor continued to use every opportunity to promote and further Tenterfield community objectives, and advocate for support from Federal and State Governments. The Mayor and Deputy Mayor have been strongly advocating for the improvement of health matters within the Shire, that included:

PROGRESS ON THE TSC DELIVERY PROGRAM 2024-2025			
		 Councils view that at least one all-terrain Ambulance be provided for suitable access for all areas of the local government area, receiving strong support from the State Member of Parliament. The Mayor also held discussions with the Hunter New England Health Service regarding the ongoing problem with patients being referred from the Tenterfield Multi-Purpose Health Centre into NSW, and not Queensland where many patients' treating doctors/specialists are. During the year the Mayor advocated on behalf of the community and held discussions with members of the Federal and State Governments on various community matters, for example; The NSW Premier regarding the October and November 2023 Bushfires and the need for a change of the disaster declaration category from B to C, to enable NSW Landowners the same access to assistance as their QLD counterparts. The NSW Health Minister Ryan Park and Hunter New England Local Health representatives about a number of matters that she is advocating on behalf of the community, in concert with the local State MP. The NSW Minister for Police, Yasmin Catley and the NSW Police Assistant Commissioner Brett Greentree to discuss the increase of Police numbers in Tenterfield. 	
5.1.1.10 Advocate to hand back Bruxner Way and Mt Lindesay Road to State Government.	General Manager	The continued lobbying of the State Government regarding the handing back of the Bruxner Way and Mt Lindesay Road has been an ongoing matter.	
5.1.1.11 Develop and maintain communications, media and information channels and ensure that all channels are fit for purpose with as broad	Executive Assistant	The community newsletter "Your Local News" was reinstated in September 2024 on a bi-monthly basis, enabling Council to better communicate Council news with residents and ratepayers, as well as reporting on upcoming community events within the shire. Extensive community engagement took place in December 2024 and January 2025 regarding the development of the 2025-2036 Community Strategic Plan. Councils website, the social media platform Facebook, newsletters, media releases, and in-person information and discussion sessions held at	

consultation initiative.

community hall meetings throughout the Shire, were used as part of this extensive community

reach as is sustainably

possible.

		Resourcing difficulties during the period of August 2024 through to January 2025, unfortunately had an effect on Council's ability to maintain communications, media and information channels. In February 2025 the vacant position of Executive Assistant and Media was filled, and over time there has been a return and increased strengthening of communications by Council through the various communication outlets and platforms.
5.1.1.12 Deliver councillor services and provide support to all councillors in a transparent and non-discriminatory manner including training, research, legislative and evidence-based advice.	General Manager	 Councillors took part in post-election inductions, refresher and professional development opportunities in October 2024 including: Councillor Induction Training – Tenterfield Shire Council Specific - delivered by the General Manager and other members of the leadership executive team (LET). Professional Development Training – Human Behaviour from a Systems Perspective for Local Government Leaders delivered by the General Manager. Roles and Responsibilities of Councillors and Working Together with Council Staff to deliver outcomes for the community delivered by Emma Broomfield from Locale Learning. LET and the Executive Assistant & Media provided Councillor services as standard operating procedure. The leadership team further provided Councillors with subject matter expertise and evidence-based reporting and advice.
Delivery Program: 5.2.2 Work with key stakeholde	ers and the communi	ty to lobby for adequate health services in our region.
Action	Responsibility	Progress Comment
5.2.2.1 Advocate for health services throughout the Region and ensure future	General Manager	Council has been represented by the Mayor and Deputy Mayor on the local Health Advisory Committee. Council lodged a submission to the NSW Parliament regarding the NSW Health Services Amendment (Splitting of the Hunter New England Health District) Bill 2025.
government planning aligns with community needs.		This submission was fundamentally based on the premise of the health area being a very large geographical area, with the location of the management nexus and main hospital being located in Newcastle and the challenges this model present to regional and rural communities far away from this

PROGRESS ON THE TSC DELIVERY PROGRAM 2024-2025		
	nexus. Since the amalgamation of the Hunter New England Health District in 2004, Council received numerous reports and had first-hand experience of the deterioration in health services and associated hospital care, and the dwindling health staff and General Practitioner numbers in the Tenterfield Shire. Further, inadequate and ineffective service delivery resulted from continuous budget cuts. The Mayor and Deputy Mayor also presented Council at the Committee Inquiry Hearing into the potential splitting of the health area.	

2. ORGANISATION LEADERSHIP

Delivery Program: 1.2.3 Recognise and plan for the accessibility needs of our community.			
Action	Responsibility	Progress Comment	
1.2.3.1 Deliver and report to the OLG on the Council's Disability Inclusion Action Plan.	Director Corporate Services	Council's Disability Inclusion Action Plan (DIAP) 2022/2023 was submitted to NSW Department of Communities and Justice in November 2023.	
Delivery Program:			
	5.1.2 Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.		
Action	Responsibility	Progress Comment	
5.1.2.4 Implement the long-term financial strategy, aligning the Long-Term Financial Plan with the Asset Management Plan and importantly councils sustainable, financial and resource capability.	Director Corporate Services	Asset inspections took place for a sample of Bridges and Sealed Roads with this information being fed back into the maintenance plans for the Budget, Delivery Program and Long-Term Financial Plan with the final version presented to the 23 June 2025 Council Meeting. A Contractor was engaged to develop an Asset Management Plan for Council to feed into future Operational/Delivery Program and Long-Term Financial Plans, with this work ongoing in 2025/26.	
5.1.2.5 Ensure the continued review of council's	Director Corporate Services	Each month a review is conducted of departmental budgets to check for over and under spend of budgets.	

		PROGRESS ON THE TSC DELIVERY PROGRAM 2024-2025
operations to ensure financial sustainability.		On a quarterly basis an extensive review, of all budgets, is done as part of the Quarterly Budget Review. Savings and shortfalls are identified with the focus on budget transfers to eliminate increases (apart from new Grant funded projects) in the total expenditure of Council. A particular focus, during the year, has been on pushing capital budget expenditure out into future years in-line with the expected work schedule.
5.1.2.6 Council will divest itself of underperforming assets.	Director Corporate Services	One property was put on the market during the year. Clarence Street, Tenterfield, a 2.19 ha block opposite the TAFE. This property was unsold on 30 June 2025.

3. ECONOMIC GROWTH

Delivery Program:		
2.1.1		
Develop and facilitate a diversified and growing economy that is a	balance of all econon	nic contributors.
Action	Responsibility	Progress Comment
2.1.1.1 Seek opportunities that aligns with the Regional Economic Development Strategy (REDS). Actively encourage and support increased activation of the Memorandum of Understanding between Tenterfield Shire Council and Southern Downs Regional Council (Queensland). Continue to lobby for major public investment for the shire/region including New England Highway upgrades, and the planned Tenterfield Heavy Vehicle Bypass.	General Manager	The 80km zone north of Tenterfield town on the New England Highway has been extended to make it a safer zone with the Bruxner Highway intersecting with the first-mentioned Highway. The Senior Advisor Economic Development and Communications left Council's service – leaving the organisation without adequate resources to pursue economic development initiatives. No firm date has been set by the State Government regarding the Tenterfield Heavy Vehicle Bypass, and as far as can be established, no budgetary provisions have been made.
Delivery Program:		
5.2.3		
Lobby and support government and local service providers to enhance	ance communications	infrastructure across the Tenterfield Shire.
Action	Responsibility	Progress Comment
5.2.3.1	General Manager	NBN has developed a Regional Upgrade Program which has
Engage with Federal government representatives, and elected local member, on telecommunications issues in Tenterfield Shire and lobby for upgrades.		benefitted the Tenterfield Shire Council's local government area.
		Many residents in Tenterfield serviced by the NBN network via a Fibre to the Curb (FTTC) connection can upgrade to a Fibre
		The same to a library to the same to the

Engage with representatives of telecommunications service providers on Tenterfield Shire transmission and reception issues, including planned upgrades to improve services.

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

4. ARTS, CULTURE & LIBRARY SERVICES

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1.1.3		
Provide opportunities for reside	nts to enjoy acces	s to arts, festivals, sporting activities, recreation, community and cultural activities.
Action	Responsibility	Progress Comment
1.1.3.1 Provide and support access to arts and culture activities and opportunities that are inclusive and for all age groups such as National Youth Week activities, Arts Northwest opportunities and the Museums & Galleries NSW Museum Advisor Program.	Library Officer	Library programs 2024-25: There were 66 events hosted by the library with 516 attendees. NSW Youth Week 2025 took place from 9-17 April for 12–24-year-old young people. The library successfully applied for a grant from Department of Communities and Justice on behalf of Council to the value of \$3412. Under the agreement Council contributed \$2588 from library funds. The events reached a total of 101 young people in a variety of activities including stand-up comedy workshop, drawing workshops, craft workshops, a family movie at the cinema and a touch football clinic. Events were planned to ensure the greatest accessibility for all Tenterfield young people as all events were free, timetabled throughout the 2 weeks and offered a variety of activities to meet all interests. Storytime 0–5-year-olds — There were a total of 358 children and parents attending 39 storytime sessions led by Make-It1 Tenterfield. This event promotes early literacy and connection for children and parents. Activities included stories, songs and crafts. Online Kid's Art Workshops: The online art workshops for children 5-14 years by professional artists began in term 2. We had 13 children enrolled with a total of 57 in attendance over 10 sessions in the months of May and June, during NSW schools' term 2. Due to the success of the event, the library engaged Artisticats to complete another term of online art lessons with 14 registered children. Participants are learning about art techniques such as line, shape, colour, composition, painting and clay. Senior's Tech Help: A series of online technology training sessions were organized from February to June 2025. Library staff facilitated online safety BeConnected courses and supported seniors to complete courses based on their needs. Staff continued to provide on demand tech help to seniors on Tuesdays. Books & Bikkies Bookclub: The inaugural meeting of the Books & Bikkies Bookclub was held on May 14 in the library. 5 members expressed an interest in joining and attended the meeting. Books are

1.1.3.2	Library Officer	Total Membership – 2,373
Provide inclusive library services		 Total New Memberships in 2024-2025 - 195
and programs that reflect		 Loans 2024-2025 – TOTAL: 16,858 MONTHLY AVERAGE: 1404.833
contemporary needs for all age		 E Loans 2024-2025 – TOTAL: 3,610 MONTHLY AVERAGE: 300.8333
groups.		 Computer Users 2024-2025 – TOTAL: 2,033 MONTHLY AVERAGE: 169.4167
		 Computer Hours 2024-2025 – TOTAL: 2,235.25 MONTHLY AVERAGE: 186.2708
		 Home Library Loans 2024-2025 – TOTAL: 619 MONTHLY AVERAGE: 51.58333
		 Door Count 2024-2025 – TOTAL:15,224 MONTHLY AVERAGE: 1,268.667
		• Total Lending Stock – 3,8697 (Book stock- 14,611; eBook stock – 23,816; non-book stock:
		CD's/ DVDs/Talking Books/Toys & Games – 4,971
		 Periodical Lending Stock: Hard copies: 412; Online: 9,954
		 Total Non-Lending Stock – 484
		 Separate collections including online: 23,518 items
		 Acquisitions – 1,863 items
		Discards – 838 items
		 Age of collection – 38.92% acquired in last 5 years; 23.23% acquired in last 10 years
		 Staffing: Librarian recruited 1 FTE on 20.12.24. Other staff: 1x Trainee: 0.6; 2x Casual Library Assistants 1xFTE.
		 New Facebook page dedicated to Tenterfield Public Libraries is now up and running titled:
		Tenterfieldshirelibraries to include the Urbenville library. Urbenville Library is open on
		Wednesday from 9-12pm and is run by two dedicated volunteers.

5. WORKFORCE DEVELOPMENT

Delivery Program:

5.1.1

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

integrated planning and open, transparent and informed decision making.				
Action	Responsibility	Progress Comment		
5.1.1.4 Develop, manage and deliver the Workforce Management Strategy.	Manager Workforce, Safety, Risk & Records	 Tenterfield Shire Council fosters employee growth and organisational excellence, encompassing training, career development, talent management and promoting a positive work culture. Other areas within the reporting period encompassed: Position Description reviews – providing more clarity around roles and associated service delivery and accountabilities, realigning business strategies with operational and delivery plans. Strategic workforce planning was a focal point, ensuring a deep understanding of the current and future states of our workforce. Extensive work was undertaken on Council's workforce review, Organisational Structure and payroll budget due to financial implications. Re-structure occurred in July 2024 following the workforce review. Change implementations occurred in line with the Local Government (State) Award and legislative requirements. Workforce Development initiatives were pursued. Planning undertaken within identified critical essential service areas. This planning encompasses training, apprenticeships/traineeships to meet evolving organisational demands and needs, while providing job and career opportunities within the community. Recruitment and retention strategies were made to address the challenges facing recruitment for technical skilled positions in Council, which was impeding talent acquisition. Housing/accommodation in Tenterfield also provided a barrier for recruitment. Some of these strategies consisted of additional networking and advertising resources, additional benefits of a short-term rental subsidy, and relocation expenses. Some specific workforce management strategies were being impeded by current financial constraints. Organisation of identified training needs and regulatory requirements. 		

		 Government initiatives and incentives were being investigated for future learning and development programs – ongoing.
5.1.1.5 Facilitate worker health and wellbeing consultation, communication, and participation processes.	Manager Workforce, Safety, Risk & Records	Consultation, communication and participation processes in line with legislative requirements relating to worker safety, health & wellbeing. All staff had access to Council's Employee Assistance Program (EAP). This program is ongoing and continues in 2024-2025. Daly & Ritchie attended Council delivering on site counselling monthly. Within the scope of EAP services, Daly & Ritchie were able to include and provide workplace consulting services. This service involved working with teams for the identification of psychosocial hazards and psychosocial safety climates. The purpose of this consulting service is to assist Council in meeting work health safety obligations and to provide a safe psychological workplace for staff. Health and Wellbeing initiatives encompassed employee immunisation influenza vaccination program. Additional work has been undertaken in areas of psychosocial hazards with further developments and training scheduled in this area. Other initiatives include audiometric testing, skin checks, mental health awareness and mental health first aid and employee health checks are being organized for 2025-2026. An overview of Council's Automated External Defibrillator (AED) units was undertaken. A total of 11 units were ordered to replace current existing units due to end of life, and areas of need. Units will be located at the Tenterfield Administration Building, Tenterfield Depot, Urbenville Depot, Tenterfield Library, Swimming Pool, Saleyards, Tenterfield Transfer Station, Tenterfield Water Treatment Plant, Tenterfield Sewer Treatment Plant, Tenterfield Memorial Hall, Urbenville Water Treatment Plant. Extensive work has been undertaken in the workplace health and safety section on contractor management and updating documentation in our Safety Management System. Meetings occurred with various stakeholders on legislative worker health, safety, and wellbeing. Some of these included Safework NSW, StateCover Mutual and StateWide Mutual.
5.1.1.6 Develop, manage and deliver skills targeted training plans.	Manager Workforce, Safety, Risk & Records	The following training has occurred during this reporting period: Certificate III in Civil Construction Plant Operations ongoing Certificate IV in Civil Construction Diploma in Facilities Management ongoing

PROGRESS ON THE TSC DELIVERY PROGRAM 2024-2025				
E117	Managar	 Traineeship – Certificate IV in Library & Information Services Code of Conduct & Dignity & Respect Bushfire Awareness Training Readytech Innovate (technology) Conference Project Management Integration into Records and Information Management Training PID Workshops Landfill Operations Training Level 2 – Conduct Operational Inspection of Park Facilities Working Near Overhead Powerlines Local Government Roles and Responsibilities in Public Works Traineeship – Certificate III in Water Industry Operations ongoing Forklift Training (LF) Dogman (DG) C6 Crane Licence - operate a slewing mobile crane with a maximum rated capacity of up to 60 tonnes Statement of Attainment for a unit like RIIMPO320F Conduct Civil Construction Excavator Operations. The Office of Local Government, as advertised, is providing \$252.2 million over 6 years to directly support and assist local Councils to develop sustainable workforces through their 'Apprentice and Traineeship Program'. The NSW Government's Guidelines was released on the 24 October 2024. Two traineeship role submissions were placed in round one of the funding, and 6 role apprenticeship submissions were placed in round 3 meeting the specific guideline criteria. 		
5.1.1.7 Develop, manage and deliver Employer of choice recruitment and retention services.	Manager Workforce, Safety, Risk & Records	Recruitment and retention strategies were made to address the challenges facing recruitment for technical skilled positions in Council, which was impeding talent acquisition. Housing/accommodation in Tenterfield also provided a barrier for recruitment. Some of these strategies consisted of additional networking and advertising resources, additional benefits of a short-term rental subsidy, and relocation expenses. Recruitment that occurred during this reporting period: • Services Operator (Northern)		

	PROGRESS ON THE TSC DELIVERY PROGRAM 2024-2025				
		 Director of Corporate Services Manager Asset & Program Planning (McArthur x2 recruitment rounds) Manager Asset & Program Planning (Scout Talent- readvertised) Librarian Team Leader (Grader) (Tenterfield) Plant Operator (Water Cart) x2 (Tenterfield & Northern) Plant Operator (Water Cart) (Tenterfield) (readvertised) Executive Assistant & Media Fleet Coordinator Fleet Coordinator (readvertised) Plant Mechanic Plant Mechanic (readvertised) Trainee: Services Operator x2 (Tenterfield) (readvertised 1 position) Manager Finance & Technology Administration Officer (Fleet, Works, Water & Waste) Casual Waste Disposal Officer Casual Transfer Station Operators (Drake, Liston, Legume, Urbenville, Torrington) Engagement with staff regarding phased retirement plans, ensuring the 'Award' instrument and areas of the workforce, incumbent needs and requirements are being answered. The phased retirement option not only assists the incumbent but also assists the organisation in retention strategies and retaining the incumbent's knowledge, skills and expertise until their retirement, without the risk of losing a significant amount of knowledge and expertise. 			
5.1.1.8 Manage and report on Council's Enterprise Risk Management Framework and Risk Register.	Manager Workforce, Safety, Risk & Records	Adoption of Council's Risk Management Framework occurred in March 2025. Risk Management Framework Workshops were delivered to staff and the Leadership Executive Team with discussions on implementation and continuous improvement strategies. Council's Risk Register is being reviewed. Further development and changes will be made in 2025 following consultation with various staff and the Leadership Executive Team over the coming months.			

PROGRESS ON THE TSC DELIVERY PROGRAM 2024-2025
Business Continuity Planning Workshop was held in February, conducted by StateWide Mutual. Council's Business Continuity Plan has been updated following the workshop and presented to the Leadership Executive Team. Attendance at Council's Audit and Risk Committee meetings. Public Liability Claims continue to be managed in conjunction with Statewide Mutual. Attendance at the Northern Inland Risk Management Group meetings.

6. EMERGENCY SERVICES

Delivery Program: 3.1.6 We are prepared, resourced and educated as a community to deal with natural disasters such as bushfires, storm and flood events.				
Action	Responsibility	Progress Comment		
3.1.6.1 Develop, manage and deliver Emergency Management functions and facilities.	Manager Workforce, Safety, Risk & Records	During this reporting period the following were attended or undertaken: Local Emergency Management Committee (LEMC) meetings attended by Local Emergency Management. Officers and emergency services personnel. RFS Service Levy Agreement (SLA) meetings. Scheduled work was undertaken to maintain emergency services assets/buildings. Rural Fire Service, RFFF Form - request for reimbursements have been completed for various works. Information was sought for outstanding Section 44 reimbursement from the Rural Fire Service which was reimbursed to Council. Manager Workforce, Safety, Risk & Records, along with the Management Accountant worked with the NSW Reconstruction Authority to finalise the reimbursement claims owed to Council following the Community Recovery Officer (CRO) Program. Council LEMO's provided information from the NSW State Emergency Services (SES) operations in late February 2025 regarding weather updates.		

PROGRESS ON THE TSC DELIVERY PROGRAM – ANNUAL REPORT 2024-2025

7. FINANCE & TECHNOLOGY

Delivery Program:		
5.1.2		
Ensure Council operates in a	in effective and financ	ially sustainable manner to deliver affordable services.
Action	Responsibility	Progress Comment
5.1.2.1 Manage and deliver finance services.	Manager Finance & Technology	Council maintains its conservative approach to financial planning. During 2024-25 the Council has increased its positive unrestricted cash as part of the fiscal repair strategy. Council has taken steps to strengthen financial management by securing higher levels of grant
		funding and advance payments to assist with delivering capital and operational projects where costs to deliver services to the community continue to rise, particularly in construction and utilities.
		During the financial year 2024/2025 Council has increased investments resulting in higher interest income.
		Council reduced overall debt by \$734,202 in the financial year 2024/2025, including regular loan repayments, the Main Street Upgrade loan was paid out in full in March 2025 and two (2) loans, for the Sewerage Treatment Plant and the Urbenville Water Treatment Plant were refinanced in June 2025 which will result in interest savings of \$923,208 over 8 years.
		An internal audit was conducted May 2025 identifying areas of risk across Council. Council will continue to work on closing gaps to mitigate risk in areas of Finance, including review and update of policies, procedures and improving checks and balances in financial systems and records, procurement and contract management.
5.1.2.2 Manage and report on Council's Long-Term	Manager Finance & Technology	Council is continually working towards a Fiscal Repair Strategy and an updated Roads Asset Management Plan the decisions Council makes will be reflected in the LTFP.
Financial Plan and facilitate and support internal and external audits.		The LTFP also incorporates realistic inflation figures and the impact of inflation to council budget. The preliminary finding of the revaluation of infrastructure assets has been considered with realistic depreciation rates and asset useful life.

PROGRESS ON THE TSC DELIVERY PROGRAM – ANNUAL REPORT 2024-2025

Action	Responsibility	Progress Comment
Delivery Program: 5.1.4 Deliver continuous improve	ments in Council's bus	siness, processes and systems.
5.1.2.3 Manage investments – Plan develop and manage Council's investment portfolio.	Manager Finance & Technology	Audit of Annual Financial Statements – Council has completed the audit of its financial statements and received an unqualified opinion from Auditors. Investments are managed within Council's Investment Policy guidelines. Investments are reported to Council every month as part of the Finance and Accounts report. Council staff aim to invest more liquid funds for short-term periods to gain maximum investment return without compromising working capital. Total Investment Balance as at 30 June 2025 was \$15.0 Million.
		Due to limited resourcing Council has lifted the moratorium on new recruitment to ease the resourcing and capacity challenges within the organisation. Increased budgets for recruitment have been carefully considered and include remuneration initiatives to encourage recruitment to the area and to Council. ARIC continues to provide support and guidance to TSC for finance and compliance, leading to improvements in strategy and application.

There were no significant IT related issues, breach of data or privacy reported in 2024-2025. Ongoing efforts and planning to strengthen Council's position in preventing cyber security threats and incidents, including ongoing system health monitoring, IT solutions vendor risk assessments and Cyber security training for Councillors and staff. In 2025-26 we will continue to work towards reaching maturity level one within the Essential Eight Framework. The Essential Eight Framework is the Australian Cyber Security Centre's baseline framework, which is designed to increase an organisation's resilience against common cyber threats. This will be a significant milestone for Council to ensure the protection of data.

8. CORPORATE & GOVERNANCE

Delivery Program:

1.1.3

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

Action	Responsibility	Progress Comment
1.1.3.3	Manager	Over the 2024-2025 period the Museum Advisor met with all the Museum committees within the area
Manage all corporate art, artefacts, honour boards and memorabilia (including	Workforce, Safety, Risk & Records	and was kept up to date with the new School of Arts Tenterfield Incorporated negotiations in regard to agreements with Council.
audit and security).		National Trust staff visited the museum to do an assessment of the collection and assess the cleaning requirements. They were happy with the condition of the collection and were able to do some spot cleaning where necessary.

Delivery Program:

5.1.1

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

Action	Responsibility	Progress Comment
5.1.1.1 Develop, manage and deliver Customer Services, in accordance with the Customer Service Charter.	Manager Finance & Technology	While the focus was on maintaining good customer service, the delivery of timely customer service was impeded during the year by staff shortages across the whole of Council.
5.1.1.2 Develop, manage and deliver Governance Services, in accordance with OLG Compliance	Director Corporate Services	A new suite of IP&R documents was prepared following community consultation and engagement following the Council Elections in 2024. The Operational Plan/Delivery Program, Revenue Policy, Fees and Charges and Long-Term Financial Plan were adopted at the 23 June 2025 Council Meeting.

Develop, manage and deliver Records Risk & Records hanagement Services, in	to update old and outdated Policies. A significant number of the Civic, Corporate, Finance, IT, Governance and Planning policies have now been updated and adopted by Council. There were 19 Government Information Public Access requests in the 2024-2025 financial year. The annual GIPA report was submitted on 4 November 2025. No Public Interest Disclosures were reported for the 2024-2025 financial year.
h	Records staff deliver compliant records management in line with legislative requirements. Council's digitisation program continues with scanning of the Planning Department's Records, historical maps, plans and legal documents. Other areas of records compliance are: Registration of Council emails and distribution to Council officer's Records compliance reporting Records security profiling Historical Registers and Records have been identified for transfer to State Records Repository in Armidale and added to the Records Transfer Plan. There is no facility in Council to store these records permanently. Over the 2024-2025 reporting period, Council's Inbox has seen an increase in email traffic, reporting high levels in the beginning of a week. Monday's activities seem to be the highest due to the weekend's worth of traffic to be processed, which also includes the processing of Monday's records.

5.2.1

Services to our community are provided in an equitable, safe, professional, friendly and timely manner consistent with our corporate values.

Action	Responsibility	Progress Comment
5.2.1.1 Deliver independent biannual Customer Satisfaction Survey.	Director Corporate Services	A survey was completed as part of the Community Strategic Engagement for the Community Strategic Plan and Integrated Planning and Reporting Framework.

9. ENVIRONMENTAL MANAGEMENT

_	Program

3.1.2

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

resources.	a, encouraged and	supported to implement sustainable strategies for the management and protection of our natural
Action	Responsibility	Progress Comment
3.1.2.1 Enforce Companion Animals, Illegal Dumping and Parking Control	Manager Parks, Gardens & Open Spaces	During the period July 2024 – June 2025, 42 dogs and 38 cats were impounded. Of those, 17 dogs and 5 cats were returned to their owners, 15 dogs and 1 cat were released to rescue organisations 10 dogs and 32 cats were euthanized (feral/aggressive).
regulations.		Tenterfield Shire Council in conjunction with Tenterfield Veterinary Clinic and Tenterfield Mobile Vets offered the Tenterfield Shire Community discounted desexing for both cats and dogs for the month of May 2025 in total 21 dogs and 9 cats were desexed.
		Several dog complaints have been received in relation to straying and barking dogs, warning letters issued to owners of barking dogs and noise monitoring sheets sent to complainants.
		Council notifies the OLG within 72 hours where possible when Council officers have investigated complaints of dog attacks. A total of 4 dog attacks either on a person and/or animal were reported to the OLG for 2024/25.
		3 Nuisance dog orders were issued. 1 Notice of intention to declare a dog to be menacing issued, order was cancelled due to dog being euthanized by owners.
		Several abandoned vehicles reports were received by members of the public, Council have impounded these vehicles.
		There have been numerous reports of illegal dumping's throughout the shire in which Council cleans up in a timely manner.

		PROGRESS ON THE TSC DELIVERY PROGRAM 2024-2025
3.1.2.2 Manage and deliver the Weeds Management Program, Council's Weeds Action Plan and regional weeds management plans.	Manager Parks, Gardens & Open Spaces	Several infringements have been issued for: Stopping in Taxi zone Parking continuously for longer than indicated Stop on path/strip in built up area Disobeying no stopping sign Stop on/across driveway Stop in disabled park area without current permit displayed Fail to prevent dog escaping Companion animal not lifetime registered Not identify companion animal (microchip) Development without development consent Patrols are conducted on a daily basis in and around the Tenterfield Shire for illegal dumping, abandoned vehicles and roaming animals/stock. The weed program is designed to focus on implementing the prevention, eradication, and containment priorities described in the State Strategic Weed Plans, Northern Tablelands Strategic Weed Management Plan and Northern Tablelands Inspection Plans. The objective of the program is to prevent the establishment of new high risk (state and regional priority) weeds, eliminate or prevent the spread of state and regional priority weeds. This is achieved through private property, high risk sites, high risk pathway and high-risk waterway inspections throughout the Tenterfield Shire and to undertake activities to meet the objectives that directly link to landholder or general community engagement and participation in weed biosecurity. High Risk Pathways inspected = 1472km. Quarterly inspections of High-Risk Pathways across the Tenterfield LGA were carried out for the early detection of State and Regional Priority weed species. This activity was successful through the early detection of Tropical Soda Apple, Gorse and Cape Broom on the Mt Lindesay Highway, Tropical Soda Apple on the Bruxner Highway and Serrated Tussock on the New England Highway and the Bruxner Way. Fortnightly inspections and treatments for Black Knapweed were undertaken on Aldershot and Bellevue roads, which have seen a reduction in plant numbers along the roadside. The risk will always be there for new incursions of state weeds and regional priority weeds to the LGA via the movement of livestock,

High Risk Waterways Inspected = 90km. High risk waterway inspections were conducted throughout the Tenterfield Shire LGA on the main waterways for State and Regional priority weed species. Inspections were carried out using a drone, kayaks and on foot. The Dumaresq River was kayaked from where it begins in the Tenterfield Shire to the border with the Inverell Shire Council. No new incursions of Water Hyacinth or other water weeds were found in the Dumaresq River. Tropical Soda Apple continues to be found in small numbers along Tooloom Creek in the Urbenville area and a new incursion of Tropical Soda Apple was found along the Clarence River in the Tabulam area.

High Risk Sites Inspected = 254. Regular inspection programs were implemented for high-risk sites to ensure that any new infestations of state or regional priority weeds were detected and treated early, and existing sites with state or regional priority weeds were being maintained to the appropriate standard. Successes for the program included the early detection of Tropical Soda Apple in the Tabulam area. The early detection prompted the inspections of properties further afield, away from the original site. This led to the detection of Tropical Soda Apple on a further 3 properties. No new incursions of state or regional priority weeds were found at Nurseries, Markets, Rural Outlets, Landfill sites, Truck Stops, Border Crossings, Dams, Wetlands, Saleyard, Show Grounds, or Camp draft Grounds.

Private Properties Inspected = 56. Private property inspections were carried out in the Tenterfield Shire LGA on properties in high-risk areas as outlined in the Regional Inspection Plan 2024-2027 for State, Regional Priority Weeds species and any new incursions. These areas of the LGA included the Dumaresq Valley to the west, the Deepwater and Bolivia area to the south, the Tabulam area to the east and the Urbenville, Woodenbong and Legume areas to the North. Inspections were also carried out in other areas of the LGA at a Land Manager's request. The major challenge for this activity was the wet weather throughout the LGA, which made it difficult to access areas at times during the year.

Black Knapweed Inspections and control program - Inspections and treatment were conducted on a fortnightly basis at the core infestation on the Aldershot property (IP2), along Bellevue Road (IP1) and Aldershot Road (IP3). Plants continue to be found on IP1 and IP2, but there is a significant reduction in plant numbers. There were no Black Knapweed plants found on IP3 during inspections undertaken in 2024/2025. Monthly inspections on IP4, IP5, IP6, IP7 and IP8 found no Black knapweed during inspections undertaken during 2024/2025 on these sites. Scent detection dogs were used to assist with detection of plants from October through to May.

Tropical Soda Apple = Surveillance is implemented for Tropical Soda Apple to ensure existing sites are being managed to the appropriate standards; any new incursions that are found in Tenterfield Shire LGA are immediately controlled. Control plans are put in place with the input of landholders, follow up inspections are carried out throughout the year to ensure landholders are complying with the control order. Inspections of high-risk areas found 5 new incursions of Tropical Soda Apple on private property, and 3 during high-risk pathway inspections of roadsides and truck stops. The main challenge for this activity was the wet weather. This made access difficult and provided optimum growing conditions.

Grants/funding = A \$25,000 grant was received for Tropical Soda Apple surveillance and control through the New Weed Incursion funding program for the 2024/25 financial year. This was used to assist landholders with control and surveillance of high-risk areas.

A \$20,000 grant was received for Water Hyacinth surveillance and control through the New Weed Incursion funding program for the 2025/26 financial year. This grant is still ongoing and is primarily used for the surveillance and control if found along the Dumaresq River and properties in the Legume and Tabulam area. A \$14,000 funding agreement with Local Land Services was acquired to assist landholders to control Serrated Tussock in the Deepwater and Bolivia areas, this was used for control primarily with in-kind commitments from affected landholders for the 2025 financial year.

Extension activities and awareness = The extension and awareness program consisted of attending the Tenterfield show for 2 days with the weed information stand, LLS field days, attending and assisting granite Borders Landcare with field days and information sessions. Replaced the worn Tropical Soda Apple signs and bi-monthly weed awareness articles were published in the Tenterfield local News. The weed officer also attended a Parthenium Weed rapid response at Croppa Creek in August and a Hudson Pear rapid response in Inverell in September.

Weed Control = Currently Tenterfield Shire LGA has 7 species that are of concern and that are targeted for Control. Gorse (Eradication), Cape Broom (Eradication), Sticky Nightshade (Eradication), Serrated Tussock (Containment), Green Cestrum (Containment), Honey Locust (Containment), Silverleaf Nightshade (Containment). Widespread / asset protection weeds that were targeted are Blackberry, Privet, St John's Wort, Lantana, Giant Parramatta Grass, Giant Rats Tail Grass, Chilean Needle Grass, Tree of Heaven, Groundsel Bush, and Mother of Millions throughout the Tenterfield LGA on roadsides and State and Local Government lands.

3.1.2.3 Manager Park Notices and Orders to be issued or served where necessary as per the Local Government Act, EPA Act and POEO Act and Associated Regulations.	,
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10. LIVESTOCK SALEYARD

Delivery Program: 2.1.2 Manage Council's Livestock Saleyards in a commercial manner.				
Action 2.1.2.1 Manage and deliver commercial Saleyard Services, including improving hard standing surface at double height ramp.	Responsibility Manager Parks, Gardens & Open Spaces	Progress Comment With the cattle thro equipment within to The replacement of Hard standing surfa Sales 2024/2025 Feature Sale: Prime Sale:	he facility. If the fixed cattle scances is completed. 6,936 Head 8,960 Head	each year, Council is always looking at ways to improve or replace anners Located at the scales is planned for November 2025. \$7,425,910.33 \$10,511,514.62
		Private Weighing Total	1,488 Head 17,384 Head	\$1,389,933.11 \$19,327,358.06

11. PLANNING & REGULATION

Delivery Program:

3.1.1

Town and Village planning supports and enhances local place making principles to deliver sustainable land use management practices for our natural environment.

environment.				
Action	Responsibility	Progress Comment		
3.1.1.1 Monitor and deliver the Tenterfield Local Environmental Plan 2013 and Development Control Plan 2014 (as amended).	Manager Planning & Regulation	Provisions of both plans are delivered consistently through the assessment and determination of Development Applications.		
3.1.1.2 Manage and deliver heritage advisory services.	Manager Planning & Regulation	 During 2024-25 the heritage advisory service supported and encouraged a range of conservation works for heritage listed and other historic properties within Tenterfield Shire, input to works for local heritage grants including a new Historic Town Walk and Drive Brochure, and a Cemetery Brochure, as well as ongoing heritage advice for Minor Works, conservation works, Pre Development Applications and formal applications. Heritage Advisory Work in 2024-25 included the following: 23 site visits, including meetings with owners and prospective purchasers in relation to historic properties. 5 pre-Development Application advices. 5 Development Application advices. 16 Conservation advice on appropriate materials and/or approaches to heritage management. Historical research to assist with conservation proposals and development assessment. Assistance and support to owners with grant applications under the Local Heritage Places Grants and preparation of heritage colour schemes. Input with Council's asset management on works within the Conservation Area. 		

PROGRESS ON THE TSC DELIVERY PROGRAM 2024-2025			
3.1.1.3 Manage and deliver development, building and construction regulatory services.	Manager Planning & Regulation	A total of 151 Development Applications and Modifications were received for the 24/25 FY and 129 approved in the same time period. Associated construction certificates, 64 on-site sewage management applications and inspections for all construction works undertaken.	

12. BUILDINGS & AMENITIES

Delivery Program: 1.2.1 Provide safe and accessib	le public spaces and	d places that are well maintained, clean and fun.
Action 1.2.1.4 Develop and deliver the Property Management Strategy.	Responsibility Buildings & Amenities Coordinator	Progress Comment Minor repairs on numerous Council properties Building Condition Assessment on all 235 buildings State of the Shire report was completed for Property and Building Asset Impairment Review was completed for Council Buildings to form part of the end of year Audit requirements to report any significant damage to the assets Carpet and chair cleaning in Council Offices Automatic doors services in Admin building, Depot and Library
		 Leased or Managed Properties Fire System was replaced at the Urbenville Medical Centre Urbenville Medical Center investigations into flooding and garden maintenance Installation of a sump at Urbenville Medical Centre Installation of a new Gas Hot Water System at Urbenville Medical Centre Flooring and repairs to the Welburn Lane house was completed Container Café arrangements for subleasing was approved Visitor Information Centre was cleared out, broken windows, air conditioner not working, plumbing issues and electrical repaired repairs to the building and the lease signed for Salvation Army Electrical audit was completed for 157 Rouse Street Tenterfield Rental inspection, cleaning and repairs completed to 29 High Street ready to be leased out to new Director of Corporate Services. Temporary Fence installed at 29 High Street, Tenterfield Compliance checks completed on all Council Buildings Removed an excess amount of furniture from Band Hall and sold at auction NRMA Charge Station lease signed for extra charge stations

- Privacy screens installed to meeting rooms and GM & Director Offices at the Administration Building
- Repairs to Transport NSW building and sheds
- Repairs to Tenterfield Childcare Centre to include repair and paint to windowsills, cot room wall, 2 timber boards on record house that shares the boundary, render patch of building, and existing fascia board and replace section of gutter.
- Sewer issues repaired to Ten FM building 142 Manners Street, Tenterfield
- Container Café repairs to door and aircon unit after being broken into

School of Arts Building

- School of Arts Curtains cleaned and treated with Fire Retardant
- School of Arts lights were repaired
- Hand Dryers in the Library and Disabled Toilets and the School of Arts were replaced
- · Air conditioning systems were repaired at the Library, Museum and Council Admin building
- Fencing was completed for the digital tower access road at Mt McKenzie
- Peter Allen memorabilia installed at the Library in the Woolnough wing
- Repairs to leaking roof at School of Arts female toilets
- Cold Room Repairs, paver leveling and securing at the Café of the School of Arts

Emergency Service Buildings

- Liston RFS Shed roof was repaired and the water damage to the walls and ceiling was replaced
- Urbenville SES Shed insurance work was completed with painting, new floor coverings and repairs to wall
- Gutters cleaned out and trees trimmed around the Urbenville SES & RFS Buildings
- Urbenville SES access doors have been repaired and strengthened to avoid forced entry
- Repairs to the Tenterfield RFS Shed roof

Community Halls & Parks

- Investigations were conducted to repair water damage and bat removal from Liston Hall still
 ongoing
- Purchase of a new stage for Memorial Hall and sold the existing one
- Repairs to the Memorial Hall downpipes and stormwater pipe was completed

		 Solar Panel system and batteries installed at Memorial Hall Sink hole was filled in and covered on the western side of Memorial Hall Repairs to leaking room at Memorial Hall & RSL Pavilion Battery change installed at Memorial Hall for the Solar System Batteries Repairs to Memorial Hall Front doors and painted Repairs to the Lime Mortar to the Memorial Hall Heritage Brick fencing Drake Public Toilets septic system had new pits installed Public Toilet signs made and installed for Jennings Park NO camping signs installed and new park signage with no camping installed in 3 locations Break and enter repairs completed to Band Hall Repairs to Rotary and Jubilee Park toilets after vandalism Repairs to Jubilee Park Male Toilets Privacy wall completed Emergency exit signs, lighting upgrade and generator installation at Mingoola Hall (Hall committee received funding for work) Repairs to Urbenville Public Toilets after numerous counts of vandalism
1.2.1.5 Manage and update Land and Property Register.	Buildings & Amenities Coordinator	 Land & Property Register updated as needed Details supplied to auditors regarding Crown Land that is managed or devolved to Tenterfield Shire Council Meeting held with Crown Lands - Plans of Management (PoMs) are to be completed, endorsed by Council, exhibited, and approved by the Crown – extension of time granted. Draft plans were to Council late 2024. Property specialist position vacant Bolivia Communication Tower agreement between Council and C & P McCowen
1.2.1.6 Develop and deliver the Buildings and Amenities Asset Management Plan.	Buildings & Amenities Coordinator	 Tenterfield Total Care draft lease for 136-138 Manners Street, Tenterfield was reviewed and waiting for subdivision and ownership details to be completed before finalising Invoicing details sorted for Leased properties owned by Tenterfield Shire Council GRANT FUNDING COMPLETED National Bushfire Funding Advertising Campaign Expansion & Brochure Production included: Purchase of images, brochures and advertising

		PROGRESS ON THE TSC DELIVERY PROGRAM 2024-2025
		 Stronger Country Communities Programs — Memorial Hall Floor Refurbishment and Line Marking of the Basketball Court to include:
1.2.1.7 Manage Crown Lands and prepare designated Native Title Advice.	Buildings & Amenities Coordinator	57 Aboriginal Land Claims received in 2024-25 with 26 still to be investigated or outstanding.

13. PARKS, GARDENS & OPEN SPACE

1.2.1		
Provide safe and accessible public	spaces and places that	are well maintained, clean and fun.
Action Respon	nsibility Progress	Comment
1.2.1.1 Manag	ger Open , Regulatory facilities. minimal	de Garden staff are always kept busy with routine maintenance of all park equipment and Beautification programs include the new planting of the Rouse Street garden beds. With staff at present, it is becoming harder to achieve positive outcomes. 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 Praying of town streets and footpaths Pruning trees in Rouse Street Cleaning of all the picnic tables within the parks Pruning trees in Rouse Street Cleaning of all the picnic tables within the parks Pruning trees when required Including graffiti removal Clemetery maintenance and mowing Further removal of Privet from along the Tenterfield Creek Garden maintenance, repairs, planting and fertilizing flowers Clemeters 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 ennings Park, regular inspections for compliance with no camping Concerns in relation to the mowing, toilet cleaning and general maintenance around Urbenville Assisted with the reopening of the Tenterfield Pool season.

1.2.1.2 Work with the Tenterfield Shire Village Progress Associations and the Parks, Gardens and Open Space Committee to support individual town and village themes.	Manager Open Space, Regulatory & Utilities	Council provides mowers, brush cutters, hand tools and other associated equipment to assist volunteers within the villages. Volunteers play a major role and are a contributing factor in all village's beautification. Parks and Garden Committee is currently not meeting.
1.2.1.3 Implement the tree management plan.	Manager Open Space, Regulatory & Utilities	Many submissions were received when the Tree Management Plan was put on public exhibition. A lot of the feedback received was not relevant to what Council was asking. Email sent to Origin Energy in relation to the possibility of replanting Pin Oaks under power lines, awaiting a reply.

14. SWIMMING COMPLEX

Delivery Program: 1.2.2		
	ting facilities that ca	ater for the diverse needs of the community.
Action 1.2.2.1 Manage the Tenterfield War Memorial Baths	Responsibility Buildings & Amenities Coordinator	 Progress Comment Asset Impairment Review was completed in July for Swimming Pool to form part of the end of year audit requirements to report any significant damage to the assets Toddler Pool Shade Cover was repaired and installed
(TWMB) Management Plan and contribute to service delivery.		 Pailintest was recalibrated for the new pool season New pool vacuum cleaner was purchased saving the water not being drained for cleaning for new season Parks and Garden staff, and pool contractors prepared the grounds and buildings for the opening of the pool season Repairs to electrical and plumbing completed
		 Programs held at the Tenterfield War Memorial Baths Learn to Swim, Squad programs, & Intensive Holiday programs Birthday Parties, Christmas Parties, Breakfast Club Gym Sessions & Swim Club and Swim Club Championship Youth Programs & Rewards Days for schools Weekly sports and Bronze Medallion Classes Swimming Carnivals for shire schools Community Relay events "The Mercantile"
		Pool Closures due to imminent weather or safety concerns 2024 26 Oct 10 Nov 20 Nov 22 Nov 30 Nov 17 Dec 18 Dec 2025 7 Jan 13 Jan 14 Jan 16 Jan 19 Jan 22 Jan 23 Jan 24 Jan 26 Jan 28 Jan
		29 Jan 13 Feb 2 days over march due to Cyclone Alfred

With the reduced fees for entry the Tenterfield War Memorial Baths have seen the highest full season passes for both family and singles over the 7 seasons. It is hard to compare the total attendances for the 24/25 season as there has been a number of unfavourable weather patterns that had seen the pool closed. Comments received by patrons with the fees being reduced were all positive and need to look at how we can increase the attendances for the 25/26 season through events, fun days, learn to swim classes, sporting events etc.

Season Pass Purchases for the 24/25 season.

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

Total Attendances for the 24/25 season

	October	November	December	January	February	March	YTD
2018/19	1,037	2,372	2,972	4,196	2,904	1,275	14,756
2019/20	732	3,984	1,318	5,006	2,560	930	14,530
2020/21	1,459	4,144	2,568	4,383	2,759	1,064	16,377
2021/22	1,684	1,456	2,673	3,291	2,523	1,779	13,406
2022/23	1,573	2,770	2,693	3,366	3,577	2,171	16,150
2023/24	2,007	2,916	3,916	3,493	3,819	2,248	18,399
2024/25	1,927	2,644	4,011	3,523	3,054	1,382	16,541

15. ASSET MANAGEMENT & RESOURCING

Delivery Program: 5.1.3 Management of Council's	assets will be long to	erm and focused on meeting the needs of the community now, and into the future.
Action	Responsibility	Progress Comment
5.1.3.1 Develop and implement the Asset Management Strategy and associated systems.	Manager Works	Sealed Pavement assessment data completed and compiled. Bridge inspection regime completed for 'at risk' bridges. Transport Asset Management Plan review underway.
5.1.3.2 Deliver and manage the Pedestrian Access and Mobility Plan (incorporating the Disability Action Plan) and Bike Plan.	Manager Works	PAMP is due for review.
5.1.3.3 Infrastructure and assets inspections.	Manager Works	Routine asset inspections are impacted by the vacancy of the Asset Inspector (AI) position. Council is conducting limited/reactive inspections as required.
5.1.3.4 Review and update Council's Risk Register and Intervention programs on an ongoing basis in accordance with inspection schedules.	Manager Works	Risk Register is updated noting that a key risk, resourcing of technical support and supervision of major construction works. Council has appointed a project manager, project engineer, project officer and a surveillance officer to manage certain grant funded projects.

16. COMMERCIAL WORKS

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

17. STORMWATER DRAINAGE

Delivery Program: 4.1.2 Deliver an adequate storm water and drainage, infrastructure is provided, maintained and renewed.			
Action 4.1.2.1 Implement the Stormwater Asset Management Plan.	Responsibility Manager Asset & Program Planning	Progress Comment Further detail and planning required for stormwater infrastructure - awaiting resource allocation.	

18. TRANSPORT NETWORK

Delivery Program:

4.1.1

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

Action	Responsibility	Progress Comment
4.1.1.1 To maintain Council's Road network, including carparking, footpaths and cycleways to the standards set out in Council's Road Asset Management Plan (RAMP).	Manager Asset & Program Planning	Works programmed to include grant funded projects for transport infrastructure.
4.1.1.2 Manage and deliver maintenance services for transport infrastructure.	Manager Works	Monthly programs submitted to Council of works completed.

19. PLANT, FLEET & EQUIPMENT

Delivery Program: 5.1.3 Management of Council's assets will be long term and focused on meeting the needs of the community now, and into the future.					
Action	Responsibility	Progress Comment			
5.1.3.5 Implementation and delivery of the Fleet Asset Management Plan and the Plant Replacement Program.	Manager Asset & Program Planning	Plant Replacement program under review.			
5.1.3.6 Develop and implement the Depot Master Plan.	Manager Asset & Program Planning	Depot Master Plan is ongoing.			

20. WASTE MANAGEMENT

Delivery Program: 3.1.4 Deliver an affordable waste management solution for the community to best manage waste and recycling opportunities.						
Action	Responsibility	Progress Comment				
3.1.4.1 Deliver and manage Waste and Recycling services.	Manager Water & Waste	New side loader waste collection truck purchased, which will assist in keeping the collection service on time. The replaced truck was aging and having regular breakdowns, adding to the cost of the service and also delays in collections. Fencing completed at Torrington Waste Transfer Station, including planting of bottlebrush along the inside boundary. New stormwater pond and site drainage has been completed at Boonoo Boonoo landfill. Works are ongoing for the construction of Cell 5 (awaiting liner installation) and the leachate pond. There has been delays in construction due to the wet weather experienced.				

21. WATER SUPPLY

Delivery Program: 3.1.3 Deliver total water cycle n	nanagement approac	ch including water conservation and complying with relevant acts and legislation.
Action	Responsibility	Progress Comment
3.1.3.1 Implement Water Service Strategic Plan in accordance with NSW Office of Water Guidelines.	Manager Water & Waste	The upgraded Tenterfield Water Treatment Plant was completed and started producing town water. Upgrade of Shirley Park bore was completed. Highway water main replacement (Cowper Street) completed. Integrated Water Catchment Management Plan was completed, with consultation, issues paper and workshops completed.
3.1.3.2 Deliver and manage the Water and Drought Management Plans and Flood Study.	Manager Water & Waste	The Village Bores project saw the completion of Legume, Liston and Drake bores to increase water security. The Torrington bore is currently under construction. Upgrades to Urbenville water plant, including an off-line storage system and new inlet cage, were completed. Urbenville Floodplain Risk Management Study was commenced. Tenterfield's updated Floodplain Risk Management Study was commenced.

22. SEWERAGE SERVICES

Action	Responsibility	Progress Comment
3.1.5.1 Maintain and operate the sewerage network, in line with the Asset Management Strategy.	Manager Water & Waste	Sludge pond assessment for de-sludging at Urbenville Tender released for sewer relining for Tenterfield. Design finalised for the Molesworth/Miles Street pumping station. Urbenville and Tenterfield SCADA upgrades quotes received and in the process of upgrading. IWCM (part 2) underway, with asset inspections, issues paper workshop complete. Ongoing work included sewe treatment plant assessment and review. Infiltration workshop held in January for Ghost software, initially part of a trial for pump station upgrades to incorporate IOT (internet of things) devices as level sensors, pump hours and velocity meters to improve diagnostics for predictive failures, assess capacities of sewer system (essential in design) and evaluate system integrity. It's expected the system will integrate with SCADA control systems (yet to be deployed) with resource saving expected.



Tenterfield Shire Council ANNUAL REPORT

ANNUAL FINANCIAL STATEMENTS

for the year ended 30 June 2025



"Quality Nature, Quality Heritage and Quality Lifestyle"

GENERAL PURPOSE FINANCIAL STATEMENTS for the year ended 30 June 2025



"Quality Nature, Quality Heritage and Quality Lifestyle"

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.

General Purpose Financial Statements

for the year ended 30 June 2025

24 September 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

Hein Basson
General Manager

Greg Sauer
Deputy Mayor
24 September 2025

Jane Walton
Responsible Accounting Officer

24 September 2025

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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			Actual 2025	Actua 2024
\$ '000		Notes	\$ '000	\$ '000
	Income from continuing operations			
14,981	Rates and annual charges	B2-1	15,270	14,18
2.790	User charges and fees	B2-2	3,421	3,11
390	Other revenues	B2-3	359	82
8.973	Grants and contributions provided for operating purposes	B2-4	12,075	18,67
80	Grants and contributions provided for capital purposes	B2-4	20,987	12,51
1.085	Interest and investment income	B2-5	3,080	1,85
1,005	Other income	B2-6	206	1,00
28,299	Total income from continuing operations	B2-0 -	55,398	51,31
		-		0.,0.
0.627	Expenses from continuing operations		7.060	7.00
8,637	Employee benefits and on-costs	B3-1	7,862	7,39
7,586	Materials and services	B3-2	13,882	9,79
900	Borrowing costs	B3-3	990	99
2,570	Other expenses	B3-5	599	68
304	Net loss from the disposal of assets	B4-1 _	3,183	5,34
	Total expenses from continuing operations excluding depreciation, amortisation and impairment of non-	_		
19,997	assets	inanciai	26,516	24,21
19,991	assets	-	20,510	24,21
	Operating result from continuing operations exclude			
	depreciation, amortisation and impairment of non-	inancial		07.00
8,302	assets	-	28,882	27,09
40.400	Depreciation, amortisation and impairment of non-financial		0.407	0.47
10,186	assets	B3-4	9,197	8,17
(1,884)	Operating result from continuing operations	_	19,685	18,92
(1,884)	Net operating result for the year attributable to Co	uncil	19,685	18,92
(1,964)	Net operating result for the year before grants and contr provided for capital purposes	ibutions	(1,302)	6,40

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

		2025	2024
	Notes	\$ '000	\$ '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

		2025	2024
	Notes	\$ '000	\$ '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
1 7			

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

			2025			2024	
			IPPE			IPPE	
		Accumulated	revaluation	Total	Accumulated	revaluation	Total
		surplus	surplus	equity	surplus	surplus	equity
	Notes	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '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 – Impairment (loss) reversal relating to IPP&E Other comprehensive income	C1-7 C1-7		15,958 _ 15,958	15,958 15,958		16,704 396 17,100	16,704 396 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			Actual	Actual
2025			2025	2024
\$ '000		Notes	\$ '000	\$ '000
	Cash flows from operating activities			
44.000	Receipts:		45 400	42.052
14,933	Rates and annual charges User charges and fees		15,196	13,852
2,751 1,076	Interest received		3,449 2,990	2,995
9.003	Grants and contributions		2,990	1,799 48,705
9,003	Bonds, deposits and retentions received		20,973	46,705
450	Other		2,496	5,029
430	Payments:		2,490	3,029
(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)	(024)
(2,558)	Other		(634)	(1,263)
9,083	Net cash flows from operating activities	G1-1	21,396	52,795
		01-1		02,700
	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		01-2	62,106	68,484
33,342	Total cash, cash equivalents and investments		02,100	00,404

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

Tenterfield Shire Council

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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

- Impairment of receivables refer Note C1-4.
- 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 ... Page 11 of 74

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 receivable 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 immaterialiaty 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.

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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	2024	2025	2024	2025	2024	2025	2024	2025	2024
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '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 ...

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 Salevards

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

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B2 Sources of income

B2-1 Rates and annual charges

	2025	2024
	\$ '000	\$ '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	2024
	\$ '000	\$ '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
Total user charges and rees		3,110

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.

B2-3 Other revenues

	2025	2024
Notes	\$ '000	\$ '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.

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		0.070		
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		,	-,
ŭ	12,075	18,670	20,461	11,946
	,-,-	,		,5 10

B2-4 Grants and contributions (continued)

Operating Operating Capital 2025 2024 2025 2024 2025 2000 \$ '000	Capital 2024 \$ '000
(s7.4 & s7.11 - EP&A Act, s64 of the LGA): Cash contributions S 7.11 - contributions towards amenities/services S 64 - water supply contributions S 64 - sewerage service contributions 14 Total developer contributions - 526 Total developer contributions - 526	
S 64 – water supply contributions – – 19 S 64 – sewerage service contributions – 14 Total developer contributions – cash – 526 Total developer contributions – 526	
S 64 – sewerage service contributions – – 14 Total developer contributions – cash – 526 Total developer contributions – – 526	503
Total developer contributions – cash – – 526 Total developer contributions – – 526	36
Total developer contributions	31
	570
Total contributions	570
	570
Total grants and contributions <u>12,075</u> 18,670 20,987 1	2,516
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
	2.516

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	Operating	Capital	Capital
		2025	2024	2025	2024
		\$ '000	\$ '000	\$ '000	\$ '000
	Notes	\$ 000	\$ 000	\$ 000	\$ 000
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)
	-	0.502	45.004		
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.

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	2024
	\$ '000	\$ '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	2024
	Notes	\$ '000	\$ '000
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	C2-2	206	155
IMF Settlement Income		_	_
Total other		_	_
Total other income		206	155

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B3 Costs of providing services

B3-1 Employee benefits and on-costs

	2025	2024
	\$ '000	\$ '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

		2025	2024
	Notes	\$ '000	\$ '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

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

		2025	2024
	Notes	\$ '000	\$ '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
Total depresiation and amortisation costs	_	3,131	0,177
Impairment / revaluation decrement of IPPE			
Infrastructure:	C1-7		
- Roads		-	(396)
- Bulk earthworks	_		
Total gross IPPE impairment / revaluation decrement costs	_	<u> </u>	(396)
Amounts taken through revaluation reserve	C1-7	_	396
Total IPPE impairment / revaluation decrement costs charged			
to Income Statement	_		_
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

continued on next page ...

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B3-4 Depreciation, amortisation and impairment of non-financial assets (continued)

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.

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	2024
	\$ '000	\$ '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

		2025	2024
	Notes	\$ '000	\$ '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.

	2025	2025	202	25	
\$ '000	Budget	Actual	Variance		
Revenues					
Rates and annual charges	14,981	15,270	289	2%	F
User charges and fees Mainly due to increased activity - Private works Section \$89k), Planning & Regulation (+30%, \$74k), Swimming p		,, ,		23% vater supply (F +6%,
Other revenues	390	359	(31)	(8)%	U
Operating grants and contributions Budgeted for what was known at the time - sewerage recreation and culture, environmental protection and eme					F ment,
Capital grants and contributions Budgeted for what was known at the time. Capital project sewerage and recreation - totalling \$20.4m.	80 s no budgeted in	20,987 nclude waste, tra	20,907 nsport, stormwai	26,134% ter, RTR,	F
Interest and investment revenue Favourable interest rates and also more invested toward	1,085 end of the year.	3,080	1,995	184%	F
Other income Council does not budget for other income.	-	206	206	00	F

B5-1 Material budget variations (continued)

	2025	2025	202	25	
\$ '000	Budget	Actual	Varia		
Expenses					
Employee benefits and on-costs	8,637	7,862	775	9%	F
Materials and services More disaster recovery operatioanl 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 under	304 preciated compo	3,183 nents of renewed	(2,879) d assets. Hard to	(947)% budget.	U
Statement of cash flows					
Cash flows from operating activities In line with above - more operational grants and fees an	9,083 nd charges.	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

C Financial position

C1 Assets we manage

C1-1 Cash and cash equivalents

	2025	2024
	\$ '000	\$ '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	_

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: E	Externally restricted cash, cash equivalents and investments	(41,390)	(52,188)
	cash equivalents and investments not subject to external	(**,-==/	(,)
	ctions	20,716	16,296
Exteri	nal restrictions		
	nal restrictions – included in liabilities		
Externa	al restrictions included in cash, cash equivalents and investments above compri	Se:	
Specifi	ic purpose unexpended grants – general fund	6,547	10,572
Specifi	ic purpose unexpended grants – water fund	_	207
Exteri	nal restrictions – included in liabilities	6,547	10,779
Exteri	nal restrictions – other		
Externa compri	al restrictions included in cash, cash equivalents and investments above ise:		
Specifi	ic purpose unexpended grants (recognised as revenue) – general fund		
	ing waste and stormwater)	9,353	18,868
Specifi	ic purpose unexpended grants (recognised as revenue) – water fund	-	18
Specifi	ic purpose unexpended grants (recognised as revenue) – sewer fund	59	-
	pper contributions – general (including waste and stormwater)	1,840	1,251
	pper contributions – water fund	149	130
	pper contributions – sewer fund	99	85
	eserves	110	107
Water		2,805	2,348
Sewer		9,533	7,724
	stic waste management	9,693	9,771
	water management	1,133	1,038
Trust fo		69	69
	nal restrictions – other	34,843	41,409
iotal	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.

C1-3 Restricted and allocated cash, cash equivalents and investments (continued)

	2025 \$ '000	2024 \$ '000
(b) Internal allocations	\$ 000	Ψ 000
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.

C1-4 Receivables

	2025	2025	2024	2024
	Current	Non-current	Current	Non-current
	\$ '000	\$ '000	\$ '000	\$ '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	_
			2005	2004
			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

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.

C1-5 Inventories

	2025	2025	2024	2024
	Current \$ '000	Non-current \$ '000	Current \$ '000	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	2025	2024	2024
	Current	Non-current	Current	Non-current
	\$ '000	\$ '000	\$ '000	\$ '000
Contract assets	4,212	_	2,490	_
Total contract assets	4,212		2,490	_
Contract assets				
Contract Asset (AASB 15) Grant Contract Asset (AASB 1058 - asset	89	-	103	-
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

		A		Asset movements during the reporting period						At 30 June 2025			
-		At 1 July 2024 Accumulated	Net			Asset moveme	nts during the re	eporting period		Revaluation		At 30 June 2025 Accumulated	Net
	Gross carrying amount	depreciation and impairment	carrying amount	Additions renewals 1	Additions new assets	Carrying value of disposals	Depreciation expense	WIP transfers	Adjustments and transfers	increments to equity (ARR)	Gross carrying amount	depreciation and impairment	carrying amount
By aggregated asset class	\$ '000	\$ '000	\$ '000	\$'000	\$'000	\$ '000	\$ '0 00	\$ '0 00	\$'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	6.440	(4.200)	5.141	47	120	(25)	(220)	204	(6)	0.2	6.873	(4 EE0)	F 222
assets Other assets:	6,440	(1,299)	5,141	47	120	(35)	(230)	204	(6)	83	0,873	(1,550)	5,323
- Library books	167	(154)	13				(11)				168	(166)	2
Reinstatement, rehabilitation and restoration assets (refer Note C3-5):	167	(154)	13	_	_	-	(11)	_	-	-	108	(100)	2
- 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).

C1-7 Infrastructure, property, plant and equipment (continued)

		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
By aggregated asset class	\$ '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 (DoI) – 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
Transportation assets		Sewerage - Treatment Works	30 to 70
Sealed roads: surface	30	Sewerage - Mains	70 to 210
Sealed roads: pavement base	50		
Sealed roads: pavement sub-base	Infinite	Stormwater assets	
Unsealed roads surface:		Drains	80
- 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.

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Leasing activities

C2-1 Council as a lessee

Information relating to the leases in place and associated balances and transactions is provided below.

BuildingsCouncil 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

Lease liabilities (b)

	2025	2025	2024	2024
	Current	Non-current	Current	Non-current
	\$ '000	\$ '000	\$ '000	\$ '000
Lease liabilities	41	96	56	137
Total lease liabilities	41	96	56	137

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	2024
	\$ '000	\$ '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.

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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
	\$ 000	\$ 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

Liabilities of Council

C3-1 Payables

	2025	2025	2024	2024
	Current	Non-current	Current	Non-current
	\$ '000	\$ '000	\$ '000	\$ '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.

C3-2 Contract Liabilities

		2025	2025	2024	2024
		Current	Non-current	Current	Non-current
	Notes	\$ '000	\$ '000	\$ '000	\$ '000
Grants and contributions received in Unexpended capital grants (to construct Council controlled assets)	advance:	6,547	_	10,778	_
Total grants received in advance		6,547		10,778	_
Total contract liabilities		6,547	_	10,778	_

Notes

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 liabilitiesDrop due to completion of works on a number of grant funded capital projects.

⁽i) Drop due to mostly completion of works on a number of grant funded capital projects.

C3-3 Borrowings

	2025	2025	2024	2024
	Current	Non-current	Current	Non-current
	\$ '000	\$ '000	\$ '000	\$ '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 i	novements		2025				
	Opening Balance \$ '000			-· ·	Acquisition due to change						
		Balance	Balance Cash flows			Cash flows	flows Acquisition	Fair value loguisition changes		Other non-cash movement	Closing balance
				\$1000 \$ 0000	' '		\$'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	Acquisition	Fair value changes	Acquisition due to change in accounting policy	Other non-cash movement	Closing balance
		\$ '000 \$	\$ '000	\$ '000 \$ '000	\$ '000	\$ '000	\$ '000
Loans – secured Lease liability (Note C2-1)	21,078 247	(950) (54)	<u>-</u>	- -	<u>-</u>		20,128 193
Total liabilities from financing activities	21,325	(1,004)		_	_		20,321

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 repo	rting 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.

C3-4 Employee benefit provisions

	2025	2025	2024	2024
	Current	Non-current	Current	Non-current
	\$ '000	\$ '000	\$ '000	\$ '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	2024
	\$ '000	\$ '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.

C3-5 Provisions

	2025	2025	2024	2024
	Current	Non-Current	Current	Non-Current
	\$ '000	\$ '000	\$ '000	\$ '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

	C	ther 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.

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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.

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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
Operating result from continuing operations	15,539	3,010	1,130
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

D1-2 Statement of Financial Position by fund

	General 2025	Water 2025	Sewer 2025
	\$ '000	\$ '000	\$ '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 Provisions	1,584 2,016	_	_
Total current liabilities	13,555		326
	13,333	370	320
Non-current liabilities Lease liabilities	96		
Borrowings	11,907	5,081	1,424
Provisions	825	5,001	1,424
Total non-current liabilities	12,828	5,081	1,424
Total liabilities	26,383		1,750
Net assets	581,260	56,631	32,574
			32,374
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		32,574
1			52,017

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% whith 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).

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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 inancial 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

(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.

continued on next page ...

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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 vet			
	overdue	not yet		Total
	\$ '000	\$ '000	\$ '000	\$ '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 debts					
	overdue	0 - 30 days	31 - 60 days	61 - 90 days	> 91 days	Total
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '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%
continued on next page						Page 53 of 7

E1-1 Risks relating to financial instruments held (continued)

	Not yet		Overdue debts			
	overdue \$ '000	0 - 30 days \$ '000	31 - 60 days \$ '000	61 - 90 days \$ '000	> 91 days \$ '000	Total \$ '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	Subject		payable in:			Actual
	interest rate	to no maturity	≤ 1 Year	1 - 5 Years	> 5 Years	Total cash outflows	carrying values
	%	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '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 n	neasureme	nt hierarchy	/		
			of latest	Level 2 Si			Significant bservable inputs	To	otal
		2025	2024	2025	2024	2025	2024	2025	2024
	Notes	\$ '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:

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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 at as 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 where 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.

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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 interal 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.

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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.

continued on next page ...

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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	2024
	\$ '000	\$ '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	2024
	\$ '000	\$ '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

F2-1 Audit lees		
	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	87	84
Remuneration for audit and other assurance services	87	84
Total Auditor-General remuneration	87	84
Total audit fees	87	84

G Other matters

G1-1 Statement of Cash Flows information

Reconciliation of Operating Result		
	2025	2024
	\$ '000	\$ '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 remediaton 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

Ordinary Council Meeting - 27 November 2025 ANNUAL REPORT 2024/2025

Attachment 1 ANNUAL REPORT 2024-2025

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

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G4 Statement of developer contributions

G4-1 Summary of developer contributions

	Opening	Contributio	ons received during the yea	ır	Interest and	Expenditure during		Held as	Cumulative balance of internal
	balance at 1 July 2024	Cash	Non-cash Land	Non-cash Other	investment income earned	year and transfers to unrestricted	Internal borrowings	restricted asset at 30 June 2025	borrowings (to)/from
	\$ '000	\$ '000	\$ '000	\$'000	\$ '000	\$ '000	\$'000	\$ '000	\$ '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.

G4-2 Developer contributions by plan

	Opening	Contribution	ons received during the ye	ar	Interest and	Expenditure during		Held as	Cumulative balance of internal
	balance at 1 July 2024	Cash	Non-cash Land	Non-cash Other	investment income earned	year and transfers to unrestricted	Internal borrowings	restricted asset at 30 June 2025	borrowings (to)/from
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
S7.11 contributions – u	nder a plan								
CONTRIBUTION PLAN NUMBER 2	013								
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	_

Ordinary Council Meeting - 27 November 2025 ANNUAL REPORT 2024/2025

Attachment 1 ANNUAL REPORT 2024-2025

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

End of the audited financial statements

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H1 Statement of performance measures

H1-1 Statement of performance measures – consolidated results

	Amounts	Indicator	Indic	ators	Benchmark
	2025 \$ '000	2025	2024	2023	
Operating performance ratio Total continuing operating revenue excluding capital grants and contributions less operating expenses 1.2 Total continuing operating revenue excluding capital grants and contributions 1	<u>1,881</u> 34,411	5.47%	30.27%	16.55%	> 0.00%
2. Own source operating revenue ratio Total continuing operating revenue excluding all grants and contributions ¹ Total continuing operating revenue ¹	22,336 55,398	40.32%	39.23%	24.08%	> 60.00%
3. Unrestricted current ratio Current assets less all external restrictions Current liabilities less specific purpose liabilities	27,086	4.66x	1.95x	2.73x	> 1.50x
4. Debt service cover ratio Operating result before capital excluding interest and depreciation/impairment/amortisation ¹ Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	12,068 1,780	6.78x	10.44x	8.34x	> 2.00x
5. Rates and annual charges outstanding percentage Rates and annual charges outstanding Rates and annual charges collectable	927	5.71%	5.63%	3.86%	< 10.00%
6. Cash expense cover ratio Current year's cash and cash equivalents plus all term deposits Monthly payments from cash flow of operating and financing activities	<u>62,106</u> 2,541	24.44 months	39.82 months	15.76 months	> 3.00 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

H1-2 Statement of performance measures by fund

\$ '000		General Indicators 3		Water Indicators		dicators	Benchmark	
		2024	2025	2024	2025	2024		
Operating performance ratio Total continuing operating revenue excluding capital grants and contributions less operating expenses 1.2 Total continuing operating revenue excluding capital grants and contributions 1	4.13%	33.07%	(9.40)%	(7.58)%	30.45%	40.63%	> 0.00%	
Own source operating revenue ratio Total continuing operating revenue excluding capital grants and contributions Total continuing operating revenue Total continuing operating revenue	34.83%	31.94%	48.86%	64.64%	92.41%	98.25%	> 60.00%	
3. Unrestricted current ratio Current assets less all external restrictions Current liabilities less specific purpose liabilities	4.66x	1.95x	7.96x	5.53x	30.79x	46.66x	> 1.50x	
4. Debt service cover ratio Operating result before capital excluding interest and depreciation/impairment/amortisation Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	6.34x	12.93x	4.73x	3.23x	16.89x	9.36x	> 2.00x	
5. Rates and annual charges outstanding percentage Rates and annual charges outstanding ⁴ Rates and annual charges collectable	5.39%	5.28%	6.83%	6.90%	6.23%	6.26%	< 10.00%	
6. Cash expense cover ratio Current year's cash and cash equivalents plus all term deposits Monthly payments from cash flow of operating and financing activities	22.39 months	112.86 months	16.28 months	14.21 months	64.00 months	7.69 months	> 3.00 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

247 Rouse Street Tenterfield NSW 2372

Contact details

Mailing Address: PO Box 214 Tenterfield NSW 2372

Telephone: 02 6736 6000 **Facsimile**: 02 6736 6005

Officers

General Manager Hein Basson

Responsible Accounting Officer

Jane Walton

Public Officer Roy Jones

Auditors

Audit Office of New South Wales GPO Box 12 SYDNEY NSW 2001

Other information ABN: 85 010 810 083 Opening hours: 9:00am - 4:30pm Monday to Friday

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

Elected members

Mayor

Bronwyn Petrie

Councillors

John Macnish (Deputy Mayor)
Peter Petty
Tim Bonner
Tom Peters
Peter Murphy
Kim Rhodes
Greg Sauer
Geoff Nye

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 ...

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).

SPECIAL PURPOSE FINANCIAL STATEMENTS for the year ended 30 June 2025



"Quality Nature, Quality Heritage and Quality Lifestyle"

Special Purpose Financial Statements

for the year ended 30 June 2025

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Special Purpose Financial Statements:	
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Statement of Financial Position of water supply business activity Statement of Financial Position of sewerage business activity	6 7
Note – Material accounting policy information	8
Auditor's Report on Special Purpose Financial Statements	11

Background

- 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).

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	Greg Sauer
Mayor	Deputy Mayor
24 September 2025	24 September 2025
Hein Basson	Jane Walton
General Manager	Responsible Accounting Officer
24 September 2025	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	\$ '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 Plus adjustments for amounts unpaid:	25,436	24,113
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		(1,0.1)
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	2024
	\$ '000	\$ '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 Plus adjustments for amounts unpaid:	15,949	14,609
- 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	2024
	\$ '000	\$ '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		05.4
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	2024
	\$ '000	\$ '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	4 404	4044
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
1 otal oquity		30,014

Tenterfield Shire Council | Special Purpose Financial Statements 2025

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 finanncial 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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Tenterfield Shire Council | Special Purpose Financial Statements 2025

Note – Material accounting policy information (continued)

<u>Land tax</u> – 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 ...

Ordinary Council Meeting - 27 November 2025 ANNUAL REPORT 2024/2025

Attachment 1 ANNUAL REPORT 2024-2025

Tenterfield Shire Council | Special Purpose Financial Statements 2025

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.

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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 upift Council's Audit Report PDF (opinion) for inclusion in the SPFS report (via the Home screen).

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SPECIAL SCHEDULES for the year ended 30 June 2025



"Quality Nature, Quality Heritage and Quality Lifestyle"

Special Schedules

for the year ended 30 June 2025

Contents	Page
Special Schedules:	
Permissible income for general rates	3
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

		Calculation 2024/25	Calculation 2025/26	
	Notes	\$ '000	\$ '000	
Notional general income calculation ¹				
Last year notional general income yield	а	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	I	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.

Ordinary Council Meeting - 27 November 2025 ANNUAL REPORT 2024/2025

Attachment 1 ANNUAL REPORT 2024-2025

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	0		2024/25 Required	d Actual	Net carrying	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 structure	esOther 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	Other	2,362	4,826	647	647	45,877	71,730	22.0%	60.0%	6.0%	4.0%	8.0%
network	Sub-total	2,362	4,826	647	647	45,877	71,730	22.0%	60.0%	6.0%	4.0%	8.0%
Sewerage	Other	941	1.090	967	967	22.685	37,699	16.0%	36.0%	37.0%	8.0%	3.0%
network	Sub-total	941	1,090	967	967	22,685	37,699	16.0%	36.0%	37.0%	8.0%	3.0%
Stormwater	Other	1.543	2,851	15	15	4.033	9,941	1.0%	27.0%	33.0%	10.0%	29.0%
drainage	Sub-total	1,543	2,851	15	15	4,033	9,941	1.0%	27.0%	33.0%	10.0%	29.0%
Open space /	Swimming pools	531	1,348	12	12	337	1.703	1.0%	2.0%	3.0%	15.0%	79.0%
recreational	Open Space & Recreation	220	275	345	345	5,322	6,873	60.0%	24.0%	6.0%	6.0%	4.0%
assets	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)
2 Good Only minor maintenance work required

4 Poor Renewal required
5 Very poor Urgent renewal/up

Maintenance work required

Urgent renewal/upgrading required

3 Satisfactory

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 a	asset per	formance ii	ndicators (consolidated)

	Amounts	Indicator	Indic	ators	Benchmark
	2025 \$ '000	2025	2024	2023	
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	137.4170	172.4070	201.2270	× 100.0076
Infrastructure backlog ratio					
Estimated cost to bring assets to a satisfactory standard	14.072		0.070/		0.000/
Net carrying amount of infrastructure assets	14,972 606,727	2.47%	3.27%	4.27%	< 2.00%
net carrying amount of minastructure assets	606,727				
Asset maintenance ratio					
Actual asset maintenance	8,265	100.00%	100.00%	100.00%	> 100.00%
Required asset maintenance	8,265	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	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)

	General fund		Water fund		Sewer fund		Benchmark	
\$ '000	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.

A3 GIPA Act 2009 - Final Report 2024-2025

Tenterfield Shire Council ANNUAL REPORT

Clause 8A: Details of the review carried out by the agency under section 7 (3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review

Reviews carried out by the agency	Information made publicly available by the agency
Yes	No

Clause 8B: The total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications)

approaches but not moraling invalid approaches,					
	Total number of applications received				
	19				

Clause 8C: The total number of access applications received by the agency during the reporting year that the agency refused either wholly or partly, because the application was for the disclosure of information refered to in Schedule 1 to the Act (information for which there is conclusive presumption of overriding public interest against disclosure)

Number of Applications Refused	Wholly	Partly	Total
	0	0	0
% of Total	0.00%	0.00%	

Schedule 2 Statistical information about access applications to be included in annual report

Table A: Number of applications by type of applicant and outcome*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Deal with	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Media	0	0	0	0	0	0	0	0	0	0.00%
Members of Parliament	0	0	0	0	0	0	0	0	0	0.00%
Private sector business	0	0	0	0	0	0	0	0	0	0.00%
Not for profit organisations or community groups	0	0	0	0	0	0	0	0	0	0.00%
Members of the public (by legal representative)	12	0	0	0	0	0	0	0	12	63.16%
Members of the public (other)	4	2	0	1	0	0	0	0	7	36.84%
Total	16	2	0	1	0	0	0	0	19	
% of Total	84.21%	10.53%	0.00%	5.26%	0.00%	0.00%	0.00%	0.00%		

^{*} More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

By Lee Sisson on 04/11/2025 11:59 AM for FY: 2024-25

Table B: Number of applications by type of application and outcome*

			1,700 0. 0.	plication and			Refuse to			
	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Deal with	Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Personal information applications*	0	0	0	0	0	0	0	0	0	0.00%
Access applications (other than personal information applications)	12	0	0	0	0	0	0	0	12	63.16%
Access applications that are partly personal information applications and partly other	4	2	0	1	0	0	0	0	7	36.84%
Total	16	2	0	1	0	0	0	0	19	
% of Total	84.21%	10.53%	0.00%	5.26%	0.00%	0.00%	0.00%	0.00%		

^{*} A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

By Lee Sisson on 04/11/2025 11:59 AM for FY: 2024-25

Table C: Invalid applications

Reason for invalidity	No of applications	% of Total
Application does not comply with formal requirements (section 41 of the Act)	0	0.00%
Application is for excluded information of the agency (section 43 of the Act)	0	0.00%
Application contravenes restraint order (section 110 of the Act)	0	0.00%
Total number of invalid applications received	0	0.00%
Invalid applications that subsequently became valid applications	0	0.00%

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of Act

	Number of times consideration used*	% of Total
Overriding secrecy laws	0	0.00%
Cabinet information	0	0.00%
Executive Council information	0	0.00%
Contempt	0	0.00%
Legal professional privilege	0	0.00%
Excluded information	0	0.00%
Documents affecting law enforcement and public safety	0	0.00%
Transport safety	0	0.00%
Adoption	0	0.00%
Care and protection of children	0	0.00%
Ministerial code of conduct	0	0.00%
Aboriginal and environmental heritage	0	0.00%
Privilege generally - Sch 1(5A)	0	0.00%
Information provided to High Risk Offenders Assessment Committee	0	0.00%
Total	0	

^{*}More than one public interest consideration may apply in relation to a particular access application and if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E

By Lee Sisson on 04/11/2025 11:59 AM for FY: 2024-25

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act

	Number of times consideration used*	% of Total
Responsible and effective government	0	0.00%
Law enforcement and security	0	0.00%
Individual rights, judicial processes and natural justice	0	0.00%
Business interests of agencies and other persons	0	0.00%
Environment, culture, economy and general matters	0	0.00%
Secrecy provisions	0	0.00%
Exempt documents under interstate Freedom of Information legislation	0	0.00%
Total	0	

Table F: Timeliness

	Number of applications*	% of Total
Decided within the statutory timeframe (20 days plus any extensions)	19	100.00%
Decided after 35 days (by agreement with applicant)	0	0.00%
Not decided within time (deemed refusal)	0	0.00%
Total	19	_

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total	% of Total
Internal review	0	0	0	0.00%
Review by Information Commissioner*	0	0	0	0.00%
Internal review following recommendation under section 93 of Act	0	0	0	0.00%
Review by NCAT	0	0	0	0.00%
Total	0	0	0	
% of Total	0.00%	0.00%		

^{*}The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review	% of Total
Applications by access applicants	0	0.00%
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0	0.00%
Total	0	

Table I: Applications transferred to other agencies.

	Number of applications % of Total	
	transferred	
Agency-Initiated Transfers	0	0.00%
Applicant - Initiated Transfers	0	0.00%
Total	0	



Tenterfield Shire Council ANNUAL REPORT

Internal audit and risk management attestation statement for the 2024/25 financial year for Tenterfield Shire Council

I am of the opinion that Tenterfield Shire Council has an audit, risk and improvement committee, risk management framework and internal audit function that operate in compliance with the following requirements except as may be otherwise provided below:

Audit, risk and improvement committee

	Requirement	Compliance
1.	Tenterfield Shire Council has appointed an audit, risk and improvement committee that comprises of an independent chairperson and at least two independent members (section 428A of the Local Government Act 1993, section 216C of the Local Government (General) Regulation 2021).	Compliant
2.	The chairperson and all members of Tenterfield Shire Council's audit, risk and improvement committee meet the relevant independence and eligibility criteria prescribed under the <i>Local Government</i> (General) Regulation 2021 and have not exceeded the membership term limits prescribed under the Regulation (sections 216D, 216E, 216F, 216G of the <i>Local Government</i> (General) Regulation 2021).	Compliant
3.	Tenterfield Shire Council has adopted terms of reference for its audit, risk and improvement committee that are informed by the model terms of reference approved by the Departmental Chief Executive of the Office of Local Government and the committee operates in accordance with the terms of reference (section 216K of the Local Government (General) Regulation 2021).	Compliant
4.	Tenterfield Shire Council provides the audit, risk and improvement committee with direct and unrestricted access to the general manager and other senior management and the information and resources necessary to exercise its functions (section 216L of the Local Government (General) Regulation 2021).	Compliant
5.	Tenterfield Shire Council's audit, risk and improvement committee exercises its functions in accordance with a four-year strategic work plan that has been endorsed by the governing body and an annual work plan that has been developed in consultation with the governing body and senior management (Core requirement 1 of the Office of Local Government's Guidelines for Risk Management and Internal Audit for Local Government in NSW).	Compliant

6.	Tenterfield Shire Council's audit, risk and improvement committee provides the governing body with an annual assessment each year, and a strategic assessment each council term of the matters listed in section 428A of the Local Government Act 1993 reviewed during that term (Core requirement 1 of the Office of Local Government's Guidelines for Risk Management and Internal Audit for Local Government in NSW).	Compliant
7 _s	The governing body of Tenterfield Shire Council reviews the effectiveness of the audit, risk and improvement committee at least once each council term (Core requirement 1 of the Office of Local Government's Guidelines for Risk Management and Internal Audit for Local Government in NSW).	Compliant

Membership

The chairperson and membership of the audit, risk and improvement committee are:

Chairperson	Peter Sheville	17 – 11 – 2021	17 – 6 – 2025
	Tony Harb	10 – 9 – 2025	current
Independent member	Tony Harb	17 – 11 – 2021	9 - 9 - 2 025
Independent member	Gurbindar Singh	7 – 12 – 2022	10 - 9 - 2025
Councillor member ¹	Mayor Bronwyn Petrie	13 - 4 - 2-2022	19 – 6 – 2024
	Cr Peter Murphy	4 - 3 - 2025	current

Risk Management

	Requirement	Compliance
8.	Tenterfield Shire Council has adopted a risk management framework that is consistent with current Australian risk management standard and that is appropriate for the Tenterfield Shire Council's] risks (section 216S of the Local Government (General) Regulation 2021).	Compliant
9.	Tenterfield Shire Council Council's audit, risk and improvement committee reviews the implementation of its risk management framework and provides a strategic assessment of its effectiveness to the governing body each council term (section 216S of the Local Government (General) Regulation 2021).	Compliant

Internal Audit

	Requirement	Compliance
10.	Tenterfield Shire Council has an internal audit function that reviews the council's operations and risk management and control activities (section 216O of the <i>Local Government (General) Regulation 2021</i>).	Compliant – not internal but contracted out in accordance with

	Requirement	Compliance
		the Internal Audit Plan
11.	Tenterfield Shire Council's internal audit function reports to the audit, risk and improvement committee on internal audit matters (sections 216M, 216P and 216R of the <i>Local Government (General) Regulation 2021)</i> .	Compliant
12,	Tenterfield Shire Council's internal audit function is independent and internal audit activities are not subject to direction by the Council (section 216P of the Local Government (General) Regulation 2021).	Compliant
13.	Tenterfield Shire Council has adopted an internal audit charter that is informed by the model internal audit charter approved by the Departmental Chief Executive of the Office of Local Government and the internal audit function operates in accordance with the charter (section 216O of the Local Government (General) Regulation 2021).	Compliant
14.	Tenterfield Shire Council has appointed a member of staff to direct and coordinate internal audit activities (section 216P of the <i>Local Government (General) Regulation 2021</i>).	Compliant
15.	Internal audit activities are conducted in accordance with the International Professional Practices Framework (Core requirement 3 of the Office of Local Government's Guidelines for Risk Management and Internal Audit for Local Government in NSW).	Compliant
16.	Tenterfield Shire Council provides the internal audit function with direct and unrestricted access to staff, the audit, risk and improvement committee, and the information and resources necessary to undertake internal audit activities (section 216P of the Local Government (General) Regulation 2021).	Compliant
17.	Tenterfield Shire Council internal audit function undertakes internal audit activities in accordance with a four-year strategic work plan that has been endorsed by the governing body and an annual work plan that has been developed in consultation with the governing body and senior management (Core requirement 3 of the Office of Local Government's Guidelines for Risk Management and Internal Audit for Local Government in NSW).	Compliant – although the internal audit plan has been adopted for three-years (March 2024 to 2027)
18.	Tenterfield Shire Council's audit, risk and improvement committee reviews the effectiveness of the internal audit function and reports the outcome of the review to the governing body each council term (section 216R of the Local Government (General) Regulation 2021).	Compliant

Non-compliance with the Local Government (General) Regulation 2021

I advise that Tenterfield Shire Council has not complied with the following requirements prescribed under the *Local Government (General) Regulation 2021* with respect to the operation of its [audit, risk and improvement committee/risk management/internal audit processes] (omit where relevant):

Non-compliance	Reason	Alternative measures being implemented	How the alternative measures achieve equivalent outcomes
Nil.	N/A	N/A	N/A

These processes, including the alternative measures implemented, demonstrate that Tenterfield Shire Council has established and maintained frameworks, systems, processes and procedures for appropriately managing audit and risk within the Council.

Hein Basson – General Manager

17 November 2025

Department: Office of the Director Corporate Services

Submitted by: Liz Alley, Director Corporate Services

Reference: ITEM GOV104/25

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
- 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:

- 1. Notes the changes to the Internal Reserves for the Plant and Vehicle Replacement and the new Security Bonds, Deposits and Retentions Reserve.
- 2. Notes the Corporate Services Directorate Report for the October month end 2025.

BACKGROUND

This report is a monthly information report to advise on Financial, Planning, Governance, Information Technology, Customer Service, Library and Corporate functions of Council.

REPORT:

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

Cash Book Balances on this date were as follows: -

General (Consolidated) \$56,720,024 Credit General Trust \$69,586 Credit

Council's General consolidated account interest rate was 3.60% in the month of October, on a variable basis resulting in a reasonably high interest return. This is reviewed on a regular basis as part of cash flow monitoring.

Summary of Investments

Our Governance No. 104 Cont...

Council investments as at 31 October 2025 was \$14,500,000 (see separate Council Report).

Total Cash and Investments at 31 October 2025 was \$71,289,610.

Detailed Analysis of External Restrictions

Cash and Investments - Detailed Analysis of External Restrictions				
Restricted cash analysis	As at 31 October 2025	As at 30 June 2025		
Total Cash & Investments	71,289,610	62,106,425		
Externally Restricted Cash	49,354,201	41,387,749		
Included in Grant Related	22,070,129	15,958,984		
(excl Developer				
Contributions)		. =		
Grant-Related - General Fund	22,070,129	15,900,117		
Grant-Related - Water Fund		-		
Grant-Related - Sewer		58,867		
Grant-Related - Waste		-		
Grant-Related - Stormwater		-		
Included in Developer Contributions	2,190,993	2,086,335		
Developer Contributions - General	1,752,513	1,670,217		
Developer Contributions - Water	154,082	148,997		
Developer Contributions - Sewer	105,931	98,677		
Developer Contributions -	167,263	157,239		
Waste Developer Contributions -	11,204	11,204		
Stormwater	11,204	11,204		
Included in RFS Reserves	70,796	109,522		
RFS Reserves	70,796	109,522		
Included in Cash at Bank	25,022,283	23,232,908		
and Investment leftovers		_5/_5_/55		
(after exl Grant Related, DC and RFS above)				
Water	3,003,188	2,805,208		
Sewer	10,468,431	9,533,037		
Waste*	10,306,260	9,692,848		
Stormwater	1,174,818	1,132,741		
Trust Fund	69,586	69,074		
Internal restrictions	12,120,276	9,541,084		
Plant and Vehicle	4,530,608	2,350,000		
Replacement	7,330,000	2,330,000		
Employees Leave Entitlements	805,000	805,000		

Our Governance No. 104 Cont...

Unrestricted Funds	9,815,133	11,177,591
Retentions		
Security Bonds, Deposits &	345,534	
Contributions		
Future Grant Co-	1,000,000	1,000,000
Funding Reform)		
Emergency Services Levy		
Classifications 2024 (NSW		
Preliminary Land	,,,,,,	,
Financial Support Payment for	20,698	27,217
IT System Renewal Project	770,000	770,000
Funds in Term Deposits	•	•
Interest Earned from DRFA	148,258	98,864
Funds Invested		•
Interest earned from RERRF	347,496	201,223
Saleyard Specific Purpose	93,729	64,140
SRV Money Unspent 2023	853,730	384,644
SRV Money Unspent 2014	705,223	843,633
Infrastructure Flood Damage		
Special Projects -	2,500,000	2,500,000
Advanced)		
FAG (Road Component		496,363

^{*} Waste Fund - The above reserve for the waste fund includes the \$3.3 Million loan approved for Waste Management - Boonoo Boonoo Landfill (Develop Stage 5). Of this \$3.3 Million as at October \$1.526m has been spent, leaving a balance of \$1.774m of loan proceeds in the waste reserve.

Internal Restrictions

During November the Plant and Vehicle Replacement Fund was reconciled and updated for the last three years of movements, with the net effect added to the Reserve. This Reserve will be updated on a quarterly basis going forward. The high value for November is due to only minor plant purchases spent to date for this year. The budget allocation for replacement of plant is \$1,980,000 added to the budgeted operating costs of \$330,292 will have a significant downward effect on the Reserve during the year.

A new Internal Reserve for Security Bonds, Deposits and Retentions has been added to capture Council's liability for the return of these amounts in the future.

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

Our Governance No. 104 Cont...

Cumulative Total	3	\$1,560.85	83,851.14
30 June 2026			2,453.18
31 May 2026			-
30 April 2026			2,425.70
31 March 2026			-
28 February 2026			33,917.00
31 January 2026			-
31 December 2025			-
30 November 2025			-

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	37	31
31 October 2025	39	35
30 November 2025		30
31 December 2025		21
31 January 2026		12
28 February 2026		24
31 March 2026		28
30 April 2026		13
31 May 2026		35
30 June 2026		22
Cumulative Total	125	300

SRV Update

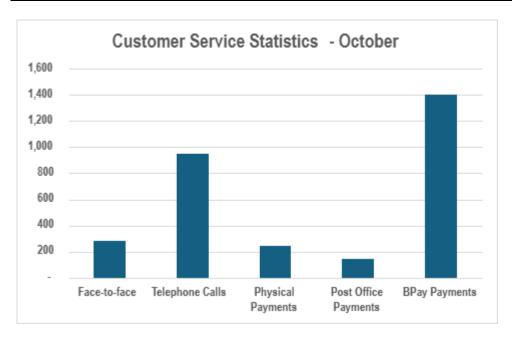
For various reasons, Council has not fully achieved the planned capital and operating expenditure targets against the SRV funds received. The shortfall in expenditure on SRV projects is outlined below with a view to expending these funds in accordance with the funding agreement.

SRV Program	As at 31 October 2025	As at 30 June 2025 (unaudited)
SRV money unspent 2014	705,223	843,633
SRV money unspent 2023	853,730	384,644

Customer Service Statistics for the month.

Our Governance No. 104 Cont...

Face-to-face	Number of visitors/users	280
Telephone	Number of Calls taken	951
Physical Payments	Number of physical payments received	242
Post Office Payments	Number of payments received via Post Office	143
BPay Payments	Number of Payments via Bpay	1,405



Library Services

The Library welcomed Ellen and Cameron from the NSW State Library (SL) to discuss library milestones and future directions. Discussed centred around the library report which is based on yearly statistics given to NSW State Library each year. Their feedback was very positive regarding the collection, the feel of the library and the plans for 2026. Things to work on include opening hours, staffing, programs and the Local Studies collection.

The Library was successful in the grant application from NSW State Library for a new library app.

The library was unsuccessful in the grant application for 2026 Senior's week so will need to plan events within existing budget.

Visitors to our library are constantly giving us positive feedback on our library space, collection and building. One such visitor was travelling with his young family and worked from the library for two weeks. His family also came in daily to use the facilities for reading, relaxing and homeschooling. When he left, he said our library was the best library experience he had on the road (180 days).

	Service	# of Attendees
Patronage	Number of visitors/users/door count	1478
	Number of members	2665
	Number of new members this month	15
Circulation	Number of books loaned	1437

Our Governance No. 104 Cont...

	Number of eLoans	358
	Home library services Loans	62
	Home Library Members	12
Events	Online Kids Art Class	N/A
	Storytime	17 parents 29 children
	Senior's tech	4 users/ 3.5 hours
	Study Nook Times/users	38 people/152.75 hours
	Chatty Booth	10 people/13.5 hours
	Computer hours/users	126 people/130 hours
	Book Club attendance	8
Special events	School holidays attendees, storytime	43 people/3 sessions

Governance

- Quarterly Report to Council,
- · Annual Report collation and design, in process,
- Re-adoption of Code of Conduct and the Procedures for the Administration of the Code of Conduct,
- 2025 Model Code of Meeting Practice,
- Monitoring of Policy Program Register as of October 2025 for LET,
- Annual Government Information Public Access Report to the Information and Privacy Commissioner.

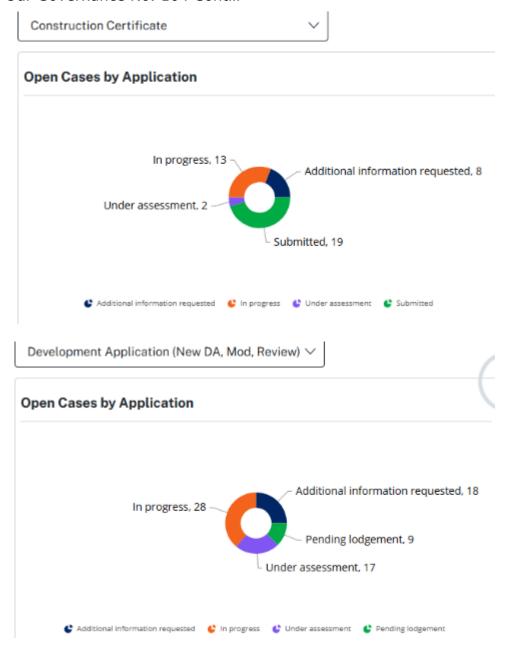
Compliments for October 2025/26 – 3 Complaints for October 2025/26 - 1

Planning Statistics

Planning and Regulation Summary		Number
Development Applications	Number lodged	10
	Number determined	16
	Number outstanding	
Construction Certificates	Number lodged	5
	Number determined	12
	Number outstanding	

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

Our Governance No. 104 Cont...



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.

Our Governance No. 104 Cont...

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Internal Reserve movements this month reflect the liability that Council will face in the future. If these amounts are not captured and reported on there is a risk that significant outflows will be missed in determining Council's financial sustainability.

7. Performance Measures

Nil.

8. Project Management

Nil.

Hein Basson General Manager

Attachments:

Prepared by staff member: Liz Alley, Director Corporate Services

Approved/Reviewed by Manager: Hein Basson, General Manager

Department: Office of the Director Corporate Services

1 Development Statistics for October 2025

2 Applications Lodged October 2025

3 Applications Determined October 2025

4 Applications Outstanding October 2025

			FY 25/	26 Developmen	t 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
Jul-25	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
Aug-25	Value	\$2,752,339.00	\$0.00	\$214,600.00	\$0.00	\$0.00	\$0.00	\$2,966,939.00	\$1,314,957.00
Can 3E	No.	9	0	4	2	2	1	\$7,989,073.36	15
Sep-25	Value	\$2,458,200.00	\$0.00	\$284,726.36	\$4,946,147.00	\$0.00	\$300,000.00	\$2,458,200.00	\$2,864,075.00
Oct-25	No.	5	0	4	1	0	0	10	14
Oct-23	Value	\$1,946,000.00	\$0.00	\$303,804.00	\$10,000.00	\$0.00	\$0.00	\$2,259,804.00	\$1,855,285.00
Nov-25	No.								8
1100-23	Value								\$1,047,250.00
Dec-25	No.								8
Dec-25	Value								\$1,396,290.00
Jan-26	No.								12
Jan-20	Value								\$2,293,113.00
Feb-26	No.								10
Feb-20	Value								\$1,247,950.00
M 26	No.								10
Mar-26	Value								\$1,623,500.00
Ans 26	No.								13
Apr-26	Value								\$2,189,067.00
May-26	No.								15
14ay-20	Value								\$2,135,671.00
Jun-26	No.								19
Juli-20	Value								\$1,909,513.00
No. (Year to Date)		26	0	14	3	7	1	7989106.36	144
FY 25/26 Total Value (Year to Date)		\$7,891,998.00	\$0.00	\$1,216,664.36	\$4,956,147.00	\$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 I	Applications Lodged October 2025		
DA Number Applicant	Applicant	Address	Description of Work
2025.117	2025.117 A Patrick	90 Smiths Lane Tenterfield	Dwelling
2025.118	2025.118 J Wisniewski	89 Haddocks Road Tenterfield	Shipping Container-Home Industry
2025.119	2025.119 BJS Constructions	18 Robinsons Lane Tenterfield	Shed
2025.120	2025.120 L Vanderdonk	63 Clive Street, Tenterfield	Manufactured Dwelling
2025.121	2025.121 S Taylor	281 Rivertree Road, Liston	Shed
2025.122	2025.122 M Walker	409 Bellevue Road, Tenterfield	Dwelling/Secondary Dwelling/Shed
2025.123	2025.123 K Keating	128 McCowens Road, Bolivia	Dual Occ - Detached Studio
2025.124	2025.124 T Melody	16 Robinson Lane Tenterfield	Sheds
2025.125	2025.125 Y Davis	13 Aldershot Road Tenterfield	Dwelling & Shed
CDC 2025.126	BJS Constructions	760 Billirimba Road Tenterfield	Shed

inft Address d Surveys 2708 Billirimba Road Tentefield 2 6 Boomi Street Urbenville 2-6 Boomi Street Urbenville d Surverys 30 Railway Avenue Tenterfield rp 335 Washpool Creek Road Tenterfield 336 Washpool Creek Road Tenterfield 236 Killarney Road Acacia Creek 1238 Bruxner Way Tenterfield 97 Scott Street Tenterfield 40 Surveys 51 Molesworth Street Tenterfield 51 Molesworth Street Tenterfield 12 Mile Creek Rd Tenterfield 12 Mile Creek Rd Tenterfield 12 Mile Creek Rd Tenterfield ski 89 Haddocks Road Tenterfield 102 Mt Mckenzie Road Tenterfield 102 Mt Mckenzie Road Tenterfield 102 Mt Mckenzie Road Tenterfield 102 Mt Mckenzie Road Tenterfield 47 Duncan Street Tenterfield 47 Duncan Street Tenterfield	Applications Determined October 2025		
2708 Billirimba Road Tentefield	DA Number Applicant	Address	Description of Work
2-6 Boomi Street Urbenville d Surverys 30 Railway Avenue Tenterfield 17 335 Washpool Creek Road Tenterfield 18 236 Killarney Road Acacia Creek 1238 Bruxner Way Tenterfield 97 Scott Street Tenterfield 4 Surveys 1158 Bruxner Way Tenterfield 5 I Molesworth Street Tenterfield 11 Molesworth Street Tenterfield 12 Mile Creek Rd Tenterfield 12 Mile Creek Rd Tenterfield 12 Mile Creek Rd Tenterfield Mt Lindesay Road Villsons Downfall 102 Mt McKenzle Road Tenterfield 102 Mt McKenzle Road Tenterfield 102 Mt McKenzle Road Tenterfield 102 Mt McKenzle Road Tenterfield 102 Mt McKenzle Road Tenterfield 102 Mt McKenzle Road Tenterfield 102 Mt McKenzle Road Tenterfield 102 Mt McKenzle Road Tenterfield 102 Mt McKenzle Road Tenterfield 102 Mt McKenzle Road Tenterfield 102 Mt McKenzle Road Tenterfield 102 Mt McKenzle Road Tenterfield		2708 Billirimba Road Tentefield	2 Lot Subdivision - boundary adjustment
d Surverys 30 Railway Avenue Tenterfield 135 Washpool Creek Road Tenterfield 236 Killarney Road Acacia Creek 1238 Bruxner Way Tenterfield 1238 Bruxner Way Tenterfield 5 Scott Street Tenterfield 97 Scott Street Tenterfield 6 Surveys 1158 Bruxner Way Tenterfield 5 I Molesworth Street Tenterfield 12 Mile Creek Rd Tenterfield 12 Mile Creek Rd Tenterfield 12 Mile Creek Rd Tenterfield 12 Mile Creek Rd Tenterfield Mt Lindesay Road Villsons Downfall 102 Mt Mckenzie Road Tenterfield 102 Mt Mckenzie Road Tenterfield 104 Mt Mckenzie Road Tenterfield 1183 Paddy's Flat Rd Tabulam 17 Dincan Street Tenterfield 17 Dincan Street Tenterfield	2025.088 A Rankin	2-6 Boomi Street Urbenville	Dwelling
TP 236 Killarney Road Tenterfield 236 Killarney Road Acacia Creek 1238 Bruxner Way Tenterfield 1238 Bruxner Way Tenterfield 97 Scott Street Tenterfield 4 Surveys 1158 Bruxner Way Tenterfield 51 Molesworth Street Tenterfield 51 Molesworth Street Tenterfield 51 Mile Creek Rd Tenterfield 12 Mile Creek Rd Tenterfield 7 Sunnyside Road Tenterfield Mt Lindesay Road Wilsons Downfall 89 Haddocks Road Tenterfield 102 Mt Mckenzie Road Tenterfield 102 Mt Mckenzie Road Tenterfield 102 Mt Mckenzie Road Tenterfield 47 Dincan Street Tenterfield 47 Dincan Street Tenterfield	2025.098 Tenterfield Surverys	30 Railway Avenue Tenterfield	6 Lot Subdivision - boundary adjustment
TP 236 Killarney Road Acacia Creek 1238 Bruxner Way Tenterfield 1238 Bruxner Way Tenterfield 5 Scott Street Tenterfield 97 Scott Street Tenterfield 6 Surveys 1158 Bruxner Way Tenterfield 51 Molesworth Street Tenterfield 51 Molesworth Street Tenterfield 12 Mile Creek Rd Tenterfield 12 Mile Creek Rd Tenterfield Nu Lindesay Road Villsons Downfall 89 Haddocks Road Tenterfield 102 Mt Mckenzie Road Tenterfield 102 Mt Mckenzie Road Tenterfield 47 Dincan Street Tenterfield 47 Dincan Street Tenterfield	2025.097 B Gorry	335 Washpool Creek Road Tenterfield	Change of Use - Existing building to dwelling
structions 1238 Bruxner Way Tenterfield of Surveys 97 Scott Street Tenterfield d Surveys 1158 Bruxner Way Tenterfield 51 Molesworth Street Tenterfield 51 Molesworth Street Tenterfield 12 Mile Creek Rd Tenterfield 12 Mile Creek Rd Tenterfield sunnyside Road Tenterfield Mt Lindesay Road Wilsons Downfall wki 89 Haddocks Road Vilsons Downfall gludiar Pty Ltd 102 Mt McKenzie Road Tenterfield 47 Duncan Street Tenterfield 47 Duncan Street Tenterfield	2025.099 R Van Dorp	236 Killarney Road Acacia Creek	Dwelling and Swimming Pool
structions 97 Scott Street Tenterfield d Surveys 1158 Bruxner Way Tenterfield 51 Molesworth Street Tenterfield 51 Molesworth Street Tenterfield 12 Mile Creek Rd Tenterfield 12 Mile Creek Rd Tenterfield sunnyside Road Tenterfield Mt Lindesay Road Wilsons Downfall ski 89 Haddocks Road Tenterfield 102 Mt McKenzie Road Tenterfield 102 Mt McKenzie Road Tenterfield dular Pty Ltd 1183 Paddys Flat Rd Tabulam 47 Duncan Street Tenterfield A7 Duncan Street Tenterfield	2025.101 B Morrow	1238 Bruxner Way Tenterfield	Shed & Workshop
158 Bruxner Way Tenterfield 51 Molesworth Street Tenterfield 12 Mile Creek Rd Tenterfield 12 Mile Say Road Willsons Downfall 189 Haddocks Road Tenterfield 102 Mt Mckenzie Road Tenterfield 1183 Paddy's Flat Rd Tabulam 147 Duncan Street Tenterfield 148 Paddy's Flat Rd Tabulam 148 Paddy's Flat Rd Tabulam 149 Paddy's Flat Rd Tabulam 140 Paddy's Flat Rd Tabulam 141 Paddy's Flat Rd Tabulam 142 Paddy's Flat Rd Tabulam 143 Paddy's Flat Rd Tabulam 144 Paddy's Flat Rd Tabulam 145 Paddy's Flat Rd Tabulam 1	2025.102 BJS Constructions	97 Scott Street Tenterfield	Shed
51 Molesworth Street Tenterfield 12 Mile Creek Rd Tenterfield 12 Mile Creek Rd Tenterfield Sunnyside Road Tenterfield Sunnyside Road Tenterfield Mt Lindesay Road Willsons Downfall 1981 102 Mt McKenzie Road Tenterfield 102 Mt McKenzie Road Tenterfield 1183 Paddy's Flat Rd Tabulam 147 Duncan Street Tenterfield 147 Duncan Street Tenterfield 148 Paddy's Flat Rd Tabulam	2025.103 Tenterfield Surveys	1158 Bruxner Way Tenterfield	2 Lot Subdivision
12 Mile Creek Rd Tenterfield Sunnyside Road Tenterfield	2025.105 T Murphy	51 Molesworth Street Tenterfield	Shed
(Sattair Modular) Sunnyside Road Tenterfield re Mt Lindesay Road Willsons Downfall rski 89 Haddocks Road Tenterfield 102 Mt Mckenzie Road Tenterfield 1183 Paddy's Flat Rd Tabulam 47 Duncan Street Tenterfield	2025.107 Y Adern	12 Mile Creek Rd Tenterfield	Change Of Use - Dual Occupancy - Granny Flat
re Mt Lindesay Road Willsons Downfall vski 89 Haddocks Road Tenterfield 102 Mt McKenzie Road Tenterfield 1183 Paddy's Flat Rd Tabulam 47 Duncan Street Tenterfield 47 Duncan Street Tenterfield		Sunnyside Road Tenterfield	Dwelling - Manufactured
vski 89 Haddocks Road Tenterfield 102 Mt Mckenzie Road Tenterfield 1183 Paddy's Flat Rd Tabulam 47 Duncan Street Tenterfield 47 Duncan Street Tenterfield	2025.111 G Hardacre	Mt Lindesay Road Willsons Downfall	Dwelling - Manufactured
102 Mt Mckenzie Road Tenterfield 1183 Paddy's Flat Rd Tabulam 47 Duncan Street Tenterfield	2025.118 J Wisniewski	89 Haddocks Road Tenterfield	Shipping Container-Home Industry
dular Pty Ltd 1183 Paddy's Flat Rd Tabulam 47 Duncan Street Tenterfield	2025.104 S Cowin	102 Mt Mckenzie Road Tenterfield	Dwelling
47 Duncan Street Tenterfield	2025.091 Saltaimodular Pty Ltd	1183 Paddy's Flat Rd Tabulam	Dwelling - Manufactured
	2025.112 D Werner	47 Duncan Street Tenterfield	Dwelling & Shed

DA Number Applicant 2019.104 Wilshire & Co Superannuation Func 2021.012 CORBETT Arran 2022.068 Tenterfield Surveys 2025.062 Tenterfield Surveys 2025.078 Tenterfield Surveys 2025.085 Marck McKean 2025.085 Marck McKean 2025.085 Mark McArflor 2025.10 Stephen Curry 2025.11 Sarah Zemek 2025.12 Amarchelle Vaughnan-Carter 2025.13 Chris Smith (AcEnergy Pty Ltd) 2025.14 Anna Caldwell 2025.15 Sarah Cassidy 2025.11 Sarah Cassidy 2025.11 Tenterfield Surveys 2025.11 Tenterfield Surveys 2025.11 Anna Caldwell	(Todd Wilshire)	Address 1-9 Manners Street Bluff River Road 531A Long Gully Road	Description of Work
2019.104 Wilshire & Co Superann 2021.012 CORBETT Arran 2022.068 Tenterfield Surveys (Bo 2025.062 Tenterfield Surveys 2025.078 Tenterfield Surveys 2025.085 Marck McKean 2025.085 Marck McKean 2025.085 Marck McArthur 2025.118 Mark McArthur 2025.118 Mark McArthur 2025.113 Chris Smith(ACEnerg 2025.113 Chris Smith(ACEnerg 2025.114 Anna Caldwell Surveys 2025.115 Tenterfield Surveys 2025.116 Tenterfield Surveys 2025.117 Annel Patrick	(Todd Wilshire)	-9 Manners Street Sluff River Road 31A Long Gully Road	
2019.104 Wilshire & Co Superann 2021.012 CORBETT Arran 2021.068 Tenterfield Surveys (Bo 2025.062 Tenterfield Surveys 2025.078 Tenterfield Surveys 2025.08 Marck McKean 2025.08 Marck McKean 2025.09 Stephen Curry 2025.10 Stephen Curry 2025.11 Sarah Zemek 2023.058/1 Machelle Vaughnan-(2023.058/1 Machelle Vaughnan-(2025.113 Chris Smith(ACEnerg 2025.114 Anna Caldwell 2025.115 Sarah Cassidy 2025.116 Tenterfield Surveys 2025.117 Annel a Pattick	(Todd Wilshire)	-9 Manners Street Sluff River Road 31A Long Gully Road	
2021.012 CORBETT Arran 2022.068 Tenterfield Surveys (Bo 2025.062 Tenterfield Surveys 2025.078 Tenterfield Surveys 2025.078 Tenterfield Surveys 2025.089 Marck McKean 2025.08 Marck McKean 2025.108 Mark McArthur 2025.108 Mark McArthur 2025.118 Arran Zemek 2025.118 Sarah Caldwell 2025.115 Chris Smith(ACEnerg 2025.115 Sarah Castwell 2025.115 Sarah Castwell 2025.116 Sarah Castwell 2025.116 Tenterfield Surveys 2025.117 Annet Battick		Sluff River Road S31A Long Gully Road	New Shed & Extension to Existing Shed (Awning)
2022.068 Tenterfield Surveys (Bo 2025.062 Tenterfield Surveys 2025.078 Tenterfield Surveys 2025.078 Tenterfield Surveys 2025.089 Marck McKean 2025.089 Roz Rogers 2025.108 Mark McArthur 2025.11 Sarah Zemek 2025.11 Sarah Zemek 2025.114 Anna Caldwell 2025.115 Sarah Caskidy 2025.115 Sarah Caskidy 2025.115 Sarah Caskidy 2025.116 Tenterfield Surveys 2025.117 Annel Patrick		i31A Long Gully Road	Primitive Camp Ground
2025.062 Tenterfield Surveys 2025.078 Tenterfield Surveys 2025.085 Marck McKean 2025.089 Roz Rogers 2025.089 Roz Rogers 2025.106 Stephen Curry 2025.10 Mark McAthur 2025.11 Sarah Zemek 2023.058/1 Machelle Vaughnan-1 2023.058/1 Machelle Vaughnan-1 2023.058/1 Ana Caldwell 2025.115 Sarah Cassidy 2025.115 Sarah Cassidy 2025.116 Tenterfield Surveys 2025.117 Anael Patrick			Two (2) Lot Rural Subdivision
2025.078 Tenterfield Surveys 2025.085 Marck McKean 2025.089 Roz Rogers 2025.089 Roz Rogers 2025.106 Stephen Curry 2025.108 Mark McArthur 2025.11 Sarah Zemek 2025.113 Chris Smith(ACEnerg 2025.113 Chris Smith(ACEnerg 2025.115 Sarah Caskwell 2025.115 Sarah Caskwell 2025.115 Sarah Caskwell 2025.116 Tenterfield Surveys 2025.117 Annela Patrick		416 Long Gully Road Drake	Two lot Rural Subdivision
2025.085 Marck McKean 2025.089 Roz Rogers 2025.106 Stephen Curry 2025.10 Mark McArthur 2025.11 Sarah Zemek 2025.11 Gris Smith(ACEnerg 2025.11 Chris Smith(ACEnerg 2025.115 Sarah Caskidy 2025.115 Sarah Caskidy 2025.115 Sarah Caskidy 2025.116 Tenterfield Surveys 2025.117 Annela Patrick	3	136 Sandy Creek Road Sandy Hills	2 Lot Rural Subdivision
2025.089 Roz Rogers 2025.106 Stephen Curry 2025.108 Mark McArthur 2025.11 Sarah Zemek 2023.058/1 Machelle Vaughnan-(2025.113 Chris Smith(ACEnerg 2025.115 Sarah Caskidy 2025.115 Sarah Caskidy 2025.116 Sarah Caskidy 2025.117 Annela Patrick	#	63 Kochs Road Tentefield	Dwelling
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2025.108 Mark McArthur 2023.058.11 Sarah Zemek 2023.058/1 Machelle Vaughnan-(2025.113 Chris Smith(ACEnerg 2025.114 Anna Caldwell 2025.115 Sarah Cassidy 2025.116 Tenterfield Surveys 2025.117 Annela Patrick	,	129 Logan Street Tenterfield	Change of Use- Residential to Business
2025.11 Sarah Zemek 2023.058/1 Machelle Vaughnan-(2025.113 Chris Smith(ACEnerg 2025.114 Anna Caldwell 2025.115 Sarah Cassidy 2025.116 Tenterfield Surveys 2025.117 Annela Patrick		369A Mt Clunie Road Koreelah	Dwelling
2023.058/1 Machelle Vaughnan-C 2025.113 Chris Smith(ACEnerg 2025.114 Anna Caldwell 2025.115 Sarah Cassidy 2025.116 Tenterfield Surveys 2025.117 Annela Patrick	47	5131 Mt Lindesay Road Liston	Manufactured Dwelling _Tiny Home
2025.113 Chris Smith(ACEnerg 2025.114 Anna Caldwell 2025.115 Sarah Cassidy 2025.116 Tenterfield Surveys 2025.117 Annela Patrick		35a Haddocks Road Tenterfield	Modification
[[§]	Energy Pty Ltd)	Old Racecourse Road Tenterfield	BESS(Battery Energy Storage System)
[[§ [,	155 Naas Street Tenterfield	Extension to existing dwelling & existing Shed
(è)	7	409 Mt Lindesay Road Tenterfield	Shed
2025 117 Angela Patrick		357 Sunnyside Loop Rod Tenterfield	Four Lot Rural Subdivision
	5	90 Smiths Lane Tenterfield	Dwelling
2025.119 BJS Constructions		18 Robinsons Lane Tenterfield	Shed
2025.120 Louise Vanderdonk	9	63 Clive Street, Tenterfield	Manufactured Dwelling
2025.121 Steve Taylor		281 Rivertree Road, Liston	Shed
2025.122 Matthew Walker	7	409 Bellevue Road, Tenterfield	Dwelling/Secondary Dwelling/Shed
2025.123 Kayline Keating		128 McCowens Road, Bolivia	Dual Occ - Detached Studio
2025.124 Tia Melody	,	16 Robinsons Road Tenterfield	Sheds
2025.125 Yonika Davis	,	13 Aldershot Road Tentefield	Dwelling & Shed
CDC 2025.126 BJS Constructions	<u>. </u>	760 Billirimba Road Tenterfield	Shed

Department: Office of the General Manager

Submitted by: Allison Graham, Executive Assistant and Media

Reference: ITEM GOV105/25

Subject: WORKFORCE, SAFETY, RISK, RECORDS AND COMMUNICATIONS REPORT - OCTOBER 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 October 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 the previous 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 20.

Council is in the process of finalising multiple positions before the end of December following our recruitment phase, which will see a reduction in vacancy numbers.

Our Governance No. 105 Cont...



Recruitment

Positions recruited for in October:

- Manager Infrastructure & Delivery
- Senior Projects Engineer (Water & Waste)
- WHS Officer (finalisation)
- Plant Operator (Water Cart) Tenterfield
- Lands Management Officer (final stages of recruitment)
- Library Information & Programs Officer (final stages of recruitment)
- Waste Disposal Officer (Boonoo Boonoo Landfill)
- Team Leader (Excavator) (final stages of recruitment)
- Procurement Officer (final stages of recruitment)
- Communications Officer (final stages of recruitment)

Learning & Development

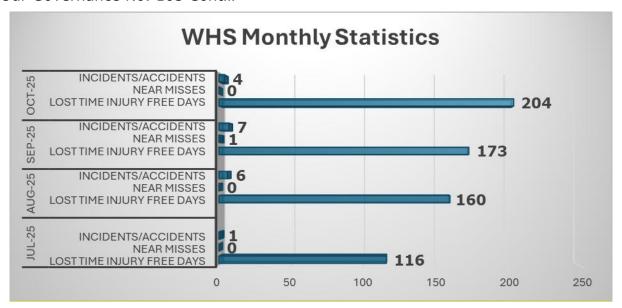
- Traineeship Certificate III in Water Industry Operations ongoing
- Traineeship Certificate IV in Library & Information Services Completed
- Diploma in Facilities Management ongoing
- Code of Conduct and Dignity & Respect Training for all staff final training to be advised.
- Conduct Civil Construction Excavator Operations
- Planning for Non-Planners Course

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.

Workplace Health & Safety Statistics Reported Statistics

Our Governance No. 105 Cont...



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.

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

Audiometric testing for staff is being organised for early next year, in line with workplace health and safety regulation requirements. Other health and wellbeing initiative are also being investigated such as skin checks and health monitoring.

Risk Management

The key focus this month for Risk Management has been the completion of the StateCover WHS Self-Audit.

Our Governance No. 105 Cont...

The StateCover's WHS Self-Audit aids Council potentially reduce the number and severity of worker injuries and illnesses, which in turn can reduce claims costs and workers compensation insurance premiums by identifying deficiencies and areas for improvement in its WHS management systems and management of key hazards.

The 2025 WHS Self-Audit for Tenterfield Shire Council saw tangible results for the significant contribution it has made in attempting to manage the hazards and risks to its workers over the past twelve months, and substantial improvements to the results in the same audit undertaken in 2023.

The areas of most noteworthy results were:

•	Consultation and participation:	100%
•	Incident reporting and investigation:	83%
•	WHS risk management:	75%

The areas where greatest improvement is needed were:

Managing non-work-related health conditions: 33%
Fitness for work – alcohol, other drugs and fatigue: 50%

A summary of the results is below:

Overall performance	40.50%	63%
Section 2 - Key Priority Areas	32.30%	63%
Section 1 - WHS Management System	48.70%	63%
	2023	2025

The following graphs also demonstrate that the work and particular focus on WHS in 2025 has arrested a concerning trend in WHS performance, and commenced rebuilding to what was once was a high performing system.





Chart 2. - Trend for past five years

Our Governance No. 105 Cont...

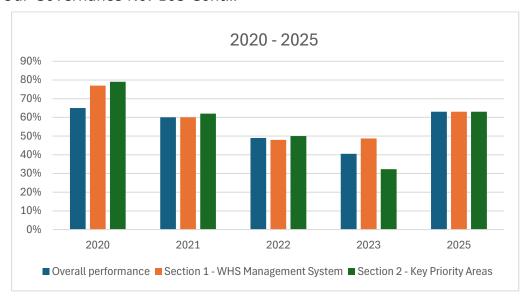
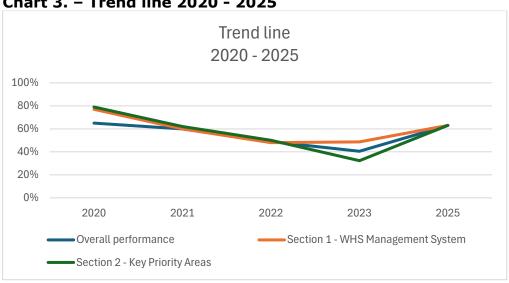
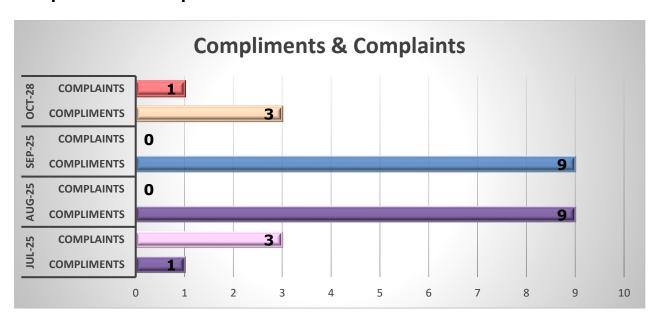


Chart 3. - Trend line 2020 - 2025



Compliments & Complaints



Our Governance No. 105 Cont...

Communications

Social Media

28 Posts to Facebook with combined tallies of 56,968 Views and 220 Reactions:

- 01/10/2025 Water Supply Interruption Urbenville Views: 433, Reactions 1
- 01/10/2025 *Update* Services Have Now Resumed In Urbenville, Water Supply Interruption - Urbenville Views: 484, Reactions 1
- 02/10/2025 CORRECTION OF DATE TO 11th OCTOBER 2025 Tenterfield War Memorial Baths Opening Delayed Views 8,625, Reactions 14
- 08/10/2025 Tenterfield Economic Development Strategy: Business and Community Survey Views: 863, Reactions 5
- 10/10/2025 Tenterfield War Memorial Baths Opening on Saturday, 11 October 2025 at 7:00am Views: 3,946, Reactions 28
- 10/10/2025 Northern New England Regional Drought Plan Events Farm Budgeting Masterclass
 Views: 323, Reactions 3
- 10/10/2025 Northern New England Regional Drought Plan Events Effective Farm Record Keeping Views: 384, Reactions 4
- 14/10/2025 Northern New England Regional Drought Plan Events Confident Committees
 Views: 774, Reactions 7
- 14/10/2025 Australian Government Services Australia, Australian Government mobile service centres, Tenterfield 28 & 29 October 2025 Views: 781, Reactions 4
- 14/10/2025 Northern New England Regional Drought Plan Events Farm Water Management and Planning Workshop and Farm Walk Views: 647, Reactions 5
- 14/10/2025 Link to Tenterfield Shire Council's Development Application Register List

Views: 1,024, Reactions 6

- 16/10/2025 Neighbour Notification of Development Application No. 2025.113. Proposed Battery Energy Storage System, Lot 1 DP777724 Old Racecourse Rad, Tenterfield Views: 19,819, Reactions 47
- 20/10/2025 NDIS mobile service centre, Tenterfield 28 October 2025 Views: 600, Reactions 2
- 20/10/2025 Link to Tenterfield Shire Council's Development Application Register List

Our Governance No. 105 Cont...

Views: 722, Reactions 2

• 20/10/2025 – Notice, Community Consultation Session, Prior to the Ordinary Council Meeting, Wednesday, 22 October 2025

Views: 4,238, Reactions 20

• 21/10/2025 – Northern New England Regional Drought Plan Events – Grazing Management and Planning Workshop and Farm Walk

Views: 673, Reactions 5

 23/10/2025 – Northern New England Regional Drought Plan Events – Livestock Records Essentials

Views: 387, Reactions 3

 23/10/2025 – Draft Destination Management Plan and Draft Economic Strategy Submissions Closing 3 December 2025
 Views 1,070, Reactions 5

 23/10/2025 – Hawkins Creek Bridge on Billirimba Road Closed on Tuesday 4 November 2025

Views: 1,281, Reactions 6

• 21/10/2025 – Northern New England Regional Drought Plan Events – Making Strategic Farm Management Decisions

Views: 480, Reactions 5

• 24/10/2025 – 2025/26 Waste Recycling Collection Calendar Views: 2,591, Reactions 13

• 27/10/2025 – NSW Rural Fire Service have advised for the Tenterfield Shire, Sugarbag Road has now gone to Watch and Act.

Views: 954, Reactions 10

• 27/10/2025 – Link to Tenterfield Shire Council's Development Application Register List

Views: 385, Reactions 1

• 27/10/2025 – NSW Rural Fire Service have advised for the Tenterfield Shire, Sugarbag Road has now gone to Watch and Act.

Views: 954, Reactions 10

• 27/10/2025 – NSW Rural Fire Service have advised for the Tenterfield Shire, Sugarbag Road as at an hour ago, gone to Leave Now if Not Prepared between 'The Sticks' and Bruxner Hwy.

Views: 831, Reactions 4

 28/10/2025 – Public Notice, Presentation of Financial Statements, Tenterfield Shire Council advises that the Ordinary Council Meeting to be held on Thursday, 27 November 2025, will include the presentation of the audited Financial Statements and the Auditor's Reports for the financial year ending 30 June 2025.

Views: 925, Reactions 1

• 29/10/2025 – Telstra, Lets chat in person New England, Tenterfield, Wednesday 3 December 2025

Views: 1,053, Reactions 1

• 31/10/2025 – Water Meter readings have commenced and will continue November and early December.

Views: 1,711, Reactions 7

Our Governance No. 105 Cont...

Website

9 notices posted

Newsletter

13 items over 4 pages for Issue 201, October/November 2025

Other Communiques

• Information Screen in Council's Reception Foyer – 26 screen presentations

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

- 2. Policy and Regulation
 - Local Government Act 1993
- 3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Hein Basson General Manager

Our Governance No. 105 Cont...

Prepared by staff member: Allison Graham, Executive Assistant and 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 Infrastructure Services

Submitted by: Matthew Francisco, Director Infrastructure Services

Reference: ITEM GOV106/25

Subject: INFRASTRUCTURE SERVICES DIRECTORATE MONTHLY

REPORT

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal: Leadership - Council is a transparent, financially-sustainable and

high-performing organisation, delivering valued services to the

Community.

CSP Strategy: Management of Council's assets will be long term and focused on

meeting the needs of the community now, and into the future.

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council:

Receives and notes the information contained in the report.

BACKGROUND

Since the Monthly Operational Report has 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.
- SOA lighting –additional lighting has been arranged for the foyer and repairs to existing ongoing.
- Request for quote for an accessible toilet to be constructed at the Youth Precinct
 has now been accepted in October and construction of the toilet will be completed
 in March 2026.
- NRMA have commenced design of two (2) further charge stations behind 157 Rouse Street, Tenterfield – Council is waiting for final design.
- Chubb Fire have done their 6-month review of Fire extinguishers for all owned/managed buildings.
- Quote has been received to complete the emergency lighting at 17 owned/managed buildings still waiting on receiving a quote for the evacuation plans to be developed and Fire Safety Certificates for all Council owned/managed buildings.
- Glass doors have been serviced at Library, Chambers and Depot for October.

Our Governance No. 106 Cont...

 Review/inspection of lighting upgrade at the Tenterfield Shire Depot – quote now received.

- No Camping signs have been ordered for the Drake Hall and Drake Park and will be installed in November once received.
- Graffiti and Vandalism has increased in the public toilets all incidents have been reported to Police.

License & Agreements on Council owned/managed Land

- 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 October ongoing.
- Tenterfield & District Community FM Radio Association Inc Lease has been drafted up and sent to Committee for signing.

Swimming Pool Complex

Management plan

With the pool season opening being delayed by a week, due to essential resurfacing and coating works on the pool flooring, the community response around this work has been overwhelmingly positive.

The pool facility was open for 3 weeks during October and is now under new management, with ideal weather conditions, extended opening hours, and the continuous maintenance and upgrades to the grounds and pool there has been an enthusiastic response with members of the community. There is a large amount of interest towards the Learn to Swim programs, Adult Squad and Aqua Fitness classes with more than 80 children already registered for the upcoming small-group lessons.

Season Pass Purchases for the 25/26 season.

	25/26	24/25	23/24	22/23	21/22	20/21	19/20	18/19
Full Season Family	42	42	30	26	27	26	49	39
Half Season Family	3	10	15	12	5	9	9	13
Full Season Single	30	31	29	16	14	17	25	10
Half Season Single	4	6	29	18	3	9	7	13
Total	79	89	103	72	49	61	90	75

Total Attendances for the 25/26 season

	October	November	December	January	February	March	YTD
2018/19	1,037	2,372	2,972	4,196	2,904	1,275	14,756
2019/20	732	3,984	1,318	5,006	2,560	930	14,530
2020/21	1,459	4,144	2,568	4,383	2,759	1,064	16,377
2021/22	1,684	1,456	2,673	3,291	2,523	1,779	13,406
2022/23	1,573	2,770	2,693	3,366	3,577	2,171	16,150

Our Governance No. 106 Cont...

2023/24	2,007	2,916	3,916	3,493	3,819	2,248	18,399
2024/25	1,927	2,644	4,011	3,523	3,054		15,159
2025/26	2,982						2,982

Weekly Programs in October

Squad
 Learn to Swim

Aqua Fitness
 Sharks

Baby Sharks
 Development

Swim Club
 Adult Squad

Monthly Review

There has been excellent feedback and interest in the programs which include squad, Aqua Fitness, Adult Squad and Learn to Swim.

There has been positive feedback overall from the community in the initial weeks of the pool re-opening.

Staff Training

- 7 of the 8 casual employees are now qualified lifeguards where they have undergone online training module, first aid training, CPR and scenario training for an aquatic environment.
- WHS & Risk Management Training
- Public Relations Training
- Pool Plant induction
- Rescue Training

Upcoming bookings for November

- Saturday 1st BBQ Area 10am 1pm
- Wednesday 5th Sir Henry Parkes LTS 9:30am 12:30pm
- Saturday 8th: BBQ Area 10am 2pm
- Wednesday 12th Sir Henry Parkes LTS 9:30am 12:30pm
- Thursday 13th Sir Henry Parkes LTS 12pm 2pm
- Friday 14th Sir Henry Parkes LTS 12pm 2pm
- Monday 17th Sir Henry Parkes LTS 12pm 2pm
- Tuesday 18th Sir Henry Parkes LTS 12pm 2pm
- Wednesday 19th- Sir Henry Parkes LTS 9:30am 12:30pm
- Thursday 20th Sir Henry Parkes LTS 12pm 2pm

Our Governance No. 106 Cont...

Monday 24th - Tenterfield High School - Yr 10 group - 9:30am - 12:00pm

• Wednesday 26th - Sir Henry Parkes - LTS - 9:30am - 12:30am

Maintenance and Improvements

Item/Equipment	Solution
Butler - Pool covers roller not	, · ·
working	engine worked on by Council workshop
Concrete Slab & shed built for	Completed
Chemical Storage	
Pool emptied, cleaned and	Completed – will need to review pool surface at
repaired all cracks and sharp	end of season. Repairs delayed pool opening
edges	
Kids Pool Cover – end of cover	Ongoing Quote for new covers for both pools
increasingly wearing & ripping.	supplied to Council quote \$38,000
Staff now walk the roller out	
through the water	
Gardens at front of facility overrun	Contractor seeking support/funding to replace
with onion weed and plants	soil and upgrade plants and mulch
beyond repair	
General maintenance	Numerous general maintenance items carried
	out

October Report Water

- Toolbox meeting held at the depot
- New water services x 1
- Raised services value and hydrant covers in Rouse St
- Drained and cleaned thickener plant at WTP
- Prominent technician fixing fluoride probe
- Hach technician servicing equipment
- Public Works and NSW Health on site to assist with water treatment optimization

October Report Wastewater

- Sewer choke x 5
- Interflow cleaning and CCTV sewer mains
- Chlorine line replaced

October Report Waste

- Total waste disposed to landfill 187.56 tonnes
- Total recycling 27.2 tonnes

Total Visitors to transfer stations 1,243

Breakdown below:

Drake 285 (01/10/2025 to 30/10/2025)

Our Governance No. 106 Cont...

- Torrington 23 (01/10/2025 to 27/10/2025)
- Urbenville 42 (01/10/2025 to 21/10/2025)
- Liston 64 (01/0182025 to 15/10/2025)
- Legume 44 (01/10/2025 to 28/10/2025)
- Tenterfield 655 (01/10/2025 to 30/10/2025)

Weeds Management

Weeds Treated

Mt Lindesay Highway Boonoo Boonoo - Gorse.

Black Knapweed on Core infestation and Bellevue and Aldershot Roads, Tenterfield.

Serrated Tussock Deepwater area.

Privet removal Tenterfield Creek from Douglas Street Bridge to Showgrounds on the western side.

Tropical Soda Apple Urbenville road.

Council Lands Sprayed

Tenterfield Cemetery, Federation Oval, Shirley Park, Rugby League Park.

High Risk Site Inspections

7 x Black Knapweed sites in Tenterfield area.

2 x Tropical Soda Apple sites in Urbenville area.

1 x Gorse site in Boonoo Boonoo area.

Property Inspections

6 x Property inspections for Serrated Tussock in Deepwater area.

High risk pathways

Bruxner Highway 72km, clear.

Bellevue and Aldershot Roads, 2 Black Knapweed plants found.

Mt Lindesay Highway, 1 Gorse plant found.

Urbenville Road, 1 Tropical Soda Apple plant found.

High risk waterways

Dumaresq River where accessible, clear.

Road Network

Gravel Roads Graded

Billirimba Road

Upper Rocky River Road

Cottesbrooke Road

Brassington Creek Road

Wellington's Lookout Road

New Koreelah Road

White Swamp Road (WIP)

Koch's Road preparation for sealing

Mole Station Road

Upper Mole (WIP)

Brushabers Road (WIP)

Long Gully Road

Red Hill Road (WIP)

Repairs to Harrigan's Lane, Gillgurry and Boorook Road

Our Governance No. 106 Cont...

Repairs to Castlerag unsealed sections

Repairs to Paddy's Flat Road, Hootons Road, Sugarbag East Road and Long Gully Road

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 Road and rural roads as needed. Remembering that Council's patching crew exists of one FTE employee.

Roads patched include:

Mt Lindesay Road Tenterfield Streets Bruxner Way Scrub Road Cullendore Road Old Ballandean Road

Heavy Patching (Not Capitalised)

Pavement Repairs on Long Gully Road, Old Ballandean Road, Plains Station Road, Mount Lindesay Road and Cullendore Road.

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

Council inspected five bridges completed by TfNSW under the MOU, including:

- Billirimba Creek Bridge replacement on Billirimba Road at Billirimba Creek.
- Springfield Road over Mole River
- Tooloom Street over Acacia Creek

Our Governance No. 106 Cont...

- White Swamp Road over Koreelah Creek
- Patersons Road over Acacia Creek

Council also inspected Hawkins Gully bridge on Billirimba Road following repairs by TfNSW.

Four of these bridges were funded under the Fixing Country Bridges Grant Funding administered by TfNSW.

Livestock Saleyard

Prime Sale 473 Head \$ 685,752.09 Private Weighing 94 Head \$ 157,984.50

Total 567 Head \$ 843,736.59

New Scanners have been installed New Cattle Crushes have been ordered

Parks, Gardens & Open Space

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

Mowing of parks and road verges

Replacement of the 2 Toro Mowers underway

Ride on mower now repaired for Torrington

Brush cutting

Spraying of town streets and footpaths

Pruning trees in Rouse Street

Cleaning of all the picnic tables within the parks

Public toilet repairs when required

Major malicious damage to public toilets ie cubicles and toilets smashed, roll holders damaged, pipe work vandalised and graffiti all reported to police.

Cemetery maintenance and mowing

Three new slabs at the cemetery are now completed

4 Brass plagues on the new niche wall stolen police notified

Further removal of Privet from along the Tenterfield Creek

Garden maintenance, repairs, and fertilizing new 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

Jennings Park, regular inspections for compliance with no camping

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

Near completing the last upgrade for the Tenterfield Pool season.

Ranger

Two dogs impounded
One cat impounded
Two dogs released to rescue organization
One cat released to rescue

Our Governance No. 106 Cont...

One nuisance dog order issued

Infringements

One Fail to prevent dog from escaping. One Park continuously for longer than indicated.

Matthew Francisco Director of Infrastructure Services

Prepared by staff member: Matthew Francisco, Director Infrastructure

Services

Approved/Reviewed by Manager: Matthew Francisco, Director 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: Allison Graham, Executive Assistant and Media

Reference: ITEM GOV107/25

Subject: COUNCILLOR WORKS/SERVICE REQUESTS - OCTOBER 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

Action: budgets

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 October 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

Our Governance No. 107 Cont...

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.

- 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.
- 4. Works/Services Requests are 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 Operational Plan and Budget.
- 5. Therefore, Works/Services Requests are not to be viewed as requests that should take priority over the scheduled works and operations that have already been planned for execution as part of effective and efficient management practices.
- 6. Rather, all Works/Services Requests will be objectively assessed by the relevant Manager and/or Director and be appropriately scheduled for attention in a cost-effective manner considering budgetary provisions and constraints. It may be the situation that insufficient funds are available to satisfactory address a particular problem, in which case the problem will have to be referred to the following financial year for budgetary considerations. Unsafe or emergency situations will receive priority attention.
- 7. 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 in 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/Service 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 not to be viewed as requests that should take priority over scheduled works and operations that have already been planned for execution as part of effective and efficient management practices.

Our Governance No. 107 Cont...

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

4. Asset Management (AMS)

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

5. Workforce (WMS)

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

6. Legal and Risk Management

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 and Media

Approved/Reviewed by Manager: Hein Basson, General Manager Department: Office of the General Manager

Attachments: 1 2025 As at October Councillor

Works_Services Requests **Pages** Councillor Work/Service Request Report

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 -	Cr Turner	20/03/2025	Open Space, Regulatory & Utilities Supervisor	08/04/2025: came in via on-line form on Council website, added to Councillor Works/Services Requests
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	grown out over the nce at 14 Allison Street, shading out the sun in	Parks and Gardens	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.	
			Parks and Gardens Coordinator	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.
			Open Space, Regulatory & Utilities Supervisor	12/08/2025: Status for scheduling requeste 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 wil 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.
				13/11/2025: Open Space, Regulatory & Utilities Supervisor - Council seeking to engage a skilled tree lopper with large scale

Councillor Work/Service Request Report	
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As at October 2025

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				equipment to undertake the job, and to be scheduled when other large scale works also required to save in costing and staff availability.
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 IN25/3BB071A4	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 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.
				14/10/2025: Building and Property Coordinator - scheduled inspection of Fire shed with Builder was cancelled due to illness, new date for inspection to be confirmed with builder.

Councillor Work/Service Reque	st Report			As at October 2025
				28/10/2025: Building and Property Coordinator - Inspected RFS Shed with Builder and RFS Officer, they discussed why works completed on RFS shed happened the way it did, both were happy with the outcomes.
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.

Councillor Work/Service Reque	st Report			As at October 2025
				14/10/25: Manager Finance and Technology - Urbenville remaining budget \$5164 for shade sail replacement from SRV funds has been carried forward into the FY26 year (adopted at Council meeting 24 September). These SRV funds cannot be moved from budget and put towards hall funding. 22/10/2025: Mayoral Minute, 22 October 2025, Ordinary Council Meeting for Council Community Contributions to increase (reallocated budgeted provisions nominated by the Mayor) annual stipends for Tenterfield Shire Hall Committees from \$500 to an allocation of \$2000 per year.
Items from Urbenville Progress Association; - Shelter at cemetery needs attention - 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	Cr Bonner	23/07/2025 IN25/6DF4C385	Works Manager Open Space, Regulatory & Utilities Supervisor Manager Water & Waste	14/10/2025: Works Manager – inspections to be completed of stop sign and for determination of car park referred to at the Hospital to be responsibility of Health NSW? Or a part of the road reserve. 27/10/2025: Works Manager – has investigated for further information with local businessperson in Urbenville, the Hospital car park out front is boggy and unusable when wet - Council will excavate and replace with a gravel to make it possible for parking. Aim is to do this before Christmas. Stop sign near hall is the pavement stop sign and is faded, it is not a standard pavement

Councillor Work/Service Requ	est Report			As at October 2025
				marking however, Council will repaint it by hand and make the outside white line wider.
				10/11/2025: Works Manager Open Space, Regulatory & Utilities Supervisor - The Urbenville Cemetery Shelter was removed as white ants had eaten some posts and the shelter itself was unsafe and dangerous, this occurred when the old fence was replaced. There are currently no plans or budget to replace the shelter.
Hump in the road at 112 Miles St	Cr Sauer	01/09/2025		06/09/2025: Works Manager – has asked Manager Water & Waste if this street up for a main replacement. 10/10/2025: Unable to receive status of request, Manager Water & Waste on sick
	Cr Rhodes	23/10/2025		leave to advise on main replacement. 27/10/2025: Works Manager, Council was going to conduct repairs, but it is up for main replacement- to be confirmed by Manager Water & Waste (TBC). Maintenance Works Coordinator to visit resident who raised issue and provide this information and status for the defect.
Two cattle grids at Rocky River Station and Rocky River Road are damaged - causing damage to vehicles. Request for either repairs or removal as they are now obsolete and a danger to traffic	Cr Turner	06/09/2025	Works Manager	08/09/2025: Works Manager – Council is aware of aware of one at Long Gully Road, Grids are the responsibility of the grid owner, a letter will be sent to the owner. Council erected Warning signage on 6/9/25.

Councillor Work/Service Request Report

				09/09/2025: Works Manager -Cr. Turner provided further information and photo for second grid to be located at Tin Creek, a letter will be sent to the owner.
Items from Urbenville Progress Association (UPA); Letter of support to UPA supporting request for new doctor BBQ for Central Park	Cr Purcell	17/09/2025	Mayor Bronwyn Petrie General Manager Open Space, Regulatory & Utilities Supervisor	A new Doctor has started practice in Urbenville 17/11/2025: Open Space, Regulatory & Utilities Supervisor - the concrete slab for the shed to be poured by Christmas, the shed will have a skillion roof and if there are still enough funds available, then a BBQ will be also purchased and placed under the skillion roofed area. Two new picnic tables have also been purchased with available funds.
Open Space, Regulatory & Utilities Supervisor	Cr Bonner	24/09/2025	Works Manager	07/10/2025: Works Manager - Signage erected and minor repairs conducted.
Repairs for the small lawn mower – return to Torrington	Cr Murphy	25/09/2025	Open Space, Regulatory & Utilities Supervisor	14/10/2025: Open Space, Regulatory & Utilities Supervisor – the small lawnmower refers to the ride-on mower, this mower is being replaced with Councils larger model zero turn mower Unit P34205 (once its replacement model is purchased) 22/10/2025: Director Infrastructure Services - Workshop completing repairs on mower and will then be delivered to Torrington.
Resident is seeking advise on a new neighbour locating a shed right on her southern boundary with rainwater draining into her yard	Cr Murphy	25/09/2025	Manager Planning & Regulation Environmental Health and Building Surveyor	10/10/2025: Environmental Health and Building Surveyor - I have looked at this issue but have not had a chance to speak to the neighbour (that is seeking advice). From

				what I could see the shed has been there for quite a long time & not recently constructed. I need to undertake further investigation on this issue.
Potholes corner of Cowper and George Streets	Cr Bancroft	07/10/2025	Works Manager	08/10/2025: Works Manager – Scheduled for Patching Crew
Pothole adjacent to the driveway to the Tenterfield Tavern Hotel's car park	Cr Bancroft	07/10/2025	Works Manager	08/10/2025: Works Manager – Scheduled for Patching Crew
Road Damage corner Duncan and Molesworth Street Tenterfield	Cr Bancroft	07/10/2025	Works Manager	08/10/2025: Works Manager – Added to works program.
Status enquiry for Road Reserve Dedication, widening of Snake Creek Road, Sandy Hill	Cr Turner	09/10/2025	Director Corporate Services/ New Lands Management Officer	09/10/2025: Director Corporate Services: This to be reviewed when then new Lands Management Officer has been engaged.
No Camping Signs requested for public car parks in Drake Village and Drake Hall as well as for Tenterfield Dam	Cr Petrie	18/10/2025	Building and Property Coordinator	7/11/2025; Building and Property Coordinator, signage for Drake Village and Hall has been ordered and shall be installed when received. Sign at Dam, has been erected and the Community Compliance Officer (Ranger) is monitoring the site.
Jennings Park Tree trimmed for safety and request for Jennings Infrastructure Association to paint it blue for mental health	Cr Purcell	17/10/2025	Open Space, Regulatory & Utilities Supervisor	10/11/2025: Open Space, Regulatory & Utilities Supervisor - At present Parks and Gardens have very few staff and are limited to what jobs need to be completed. When enough staff return to work the tree can be organised to be pruned. At this stage unsure when.

Councillor Work/Service Request Report

Mt. Lindesay Road, road patch near Wylie Creek lower than road and McMahons crossing needing attention	Cr Bonner	22/10/2025	Works Manager	22/10/2025: Works Manager - This patch will be repaired and sealed in the coming weeks. 06/11/2025: Works Manager - as per record in another request received 04/11/2025: Works Manager - Council will repair this with a different methodology in the coming weeks. It has had repairs, the pipe cleaned out and is currently signed as a warning. Council has worked on this causeway numerous times, with limited budgets and have achieved outcomes each time. The area obviously has sub drainage issues and Council will stabilise the top pavement this time because the water continually gets dragged up the pavement.
Suggestion to alleviate the water situation at Liston Public Toilets;	Cr Bonner	28/10/2025	Open Space, Regulatory & Utilities Supervisor	No current budget for this proposal.
Torrington Hall and Torrington War Memorial Trust - Request for gravel or seal on the top of the entrance to the car park at Torrington Hall	Cr Murphy	29/10/2025	Works Manager	06/11/2025: Works Manager - Torrington Hall entrance was to be sealed along with the entrance to Gilligan's Lane - Council had prepared everything to be sealed when the cemetery was upgraded but inclement weather prevented Council from completing the work. It is on Council's program to complete.

Attachment 1 2025 As at October_Councillor Works_Services Requests

(ITEM RC5/25) MURRAY DARLING ASSOCIATION INC. 2025 NATIONAL CONFERENCE - COMMUNIQUE

REPORT BY: Greg Sauer, Councillor

RECOMMENDATION

That the report be received and noted from the Murray Darling Association Inc. 2025.

ATTACHMENTS

1 MDA_2025 National Conference_Summary Report 5 Pages

MURRAY DARLING ASSOCIATION INC.

2025 NATIONAL CONFERENCE

A NOTE FROM THE CEO



Addressing Basin Collaboration in our communities and our environment, the 2025 National Conference brought together attendees and representatives from across the Basin, reflecting interests in Irrigation, Industry, Local Government, biosecurity, and the Environment.

At its 2025 AGM, Members discussed and reviewed 14 motions ranging from water storage and weir management, meaningful Federal engagemetn with Baisn communities, the long-term impacts of growth on river resources, sustainable water resource planning, as well as broader Basin representation.

Taking advocacy in stride, the MDA has already begun engaging with State and Federal Governments and entities, and are exploring further engagement opportunities for the year ahead!

STRATEGIC PLAN 2025

During the 2025 National Conference, the Murray Darling Association unveilled its new Strategic Plan.

The 2025 Strategic Plan builds on the direction of Vision 2025, with targeted, and direct, strategic objectives:

- Advocate for Sustainable Water Management
- Strengthen Community and Stakeholder Engagement
- Promote Indigenous Water Rights and Prticipation
- **Enhance Policy and Research Capacity**
- Advocate for Climate-Resilient Water Infrastructure

To implement and monitor progress of the new Strategic Plan, the MDA will:

- Annually develop detailed Action Plans,
- Measuring of Performance Indicators, and
- Measuring and evaluating feedback, strategies, reviews, as well as Basin community impacts.

By focusing on these strategic objectives, the Murray Darling Association can play a pivotal role in shaping water policy and advocacy in the Murray-Darling Basin. This plan aligns with the MDA's Vision and provides a roadmap for achieving sustainable and equitable water management across the region.



ABOUT THE MDA

The Murray Darling Association is the peak body representing Local Government across the Murray-Darling Basin, with our membership base divided into 12 separate regions in which Councils have common interests.

- Regions 1, 2, 3, and 4 represent councils in Victoria and New South Wales,
- Regions 5, 6, 7, and 8 represent councils in South Australia,
- Regions 9, 10, and 11 represent councils in New South Wales
- Region 12 represents councils in Queensland.

MDA VISION STATEMENT

Our Vision

A healthy Murray Darling Basin supports thriving communities, economic development, and sustainable productivity.

Our Purpose

To provide effective representation of local government and communities at state and federal level in the management of Basin resources by providing:

- Information,
- Facilitating debate,
- Seeking to influence government policy.

Our Objectives

To achieve our purpose, we will:

- Advocate on behalf of Basin communities,
- Use local knowledge and expertise to fully understand regional issues,
- Act as a two-way conduit for information and discussion between our communities and governments.
- Encourage and facilitate debate about the things that matter for the Basin's future,
- Explore options to achieve sound solutions to regional issues,
- Test information to ensure a sound base for those options.
- Be an educational resource for the Basin.

WELCOME RECEPTION 29/9/25

The Murray Darling Association welcomed Conference Attendees to Griffith at the Exie's Club.

Situated in the heart of Griffith, the Exie's Club, operating since 1938, played host to a relaxed networking evening kicking off the MDA's 2025 National Conference.

During the evening, brief welcomes were offered by Griffith City Council Mayor Doug Curran, MDA National President, Griffith City Councillor, Cr Shari Blumer, as well as MDA CEO, Mr Mark Lamb.

STUDY TOUR 30/9/25

Departing from the heart of Griffith, attendees of the Study Tour explored the Riverina Region, focussing on the local industries, innovative farming, irrigation, as well as the value of water to the Riverina region.

Attendees first met with staff at the Murrumbidgee Irrigation (MI) Griffith headquarters, where MI staff presented on, and showcased their irrigation infrastructure in the Region, as well as the technology and surge reservoirs used to manage water during high flo w periods.

During this presentation, Murrumbidgee Irrigication indicated that while its network in the Riverina was vast, majority of their irrigation network consisted of open channels, with only 200kms consisting of piped networks.

Future planning for the irrigation entity includes the exploration of technology to make their processes more autonomous, and to better integrate on-farm, and off-farm.

Following the meeting with Murrumbidgee irrigation, Attendees met with researchers from the One Basin CRC Griffith Hub, who provided a brief overview of the Griffith Hub's goals, research, and benefit to the Riverina Region.

The Study Tour's next port of callw as the expansive Kooba Station, where station representatives joined the Study Tour as Attendees drove through Kooba Station's vast fields of syphon irrigated plantations, with highlights on the farm's irrigation infrastructure, as well as on-site water storage. Station representatives provided context to infrastructure and plantations, and their benefits to the local communities.

While serving as the ideal halfway mark, Attendees were welcomed by the Whitton Malt House General Manager, Kaitlin Leonard, for a magnificent lunch that showcased local produce, and delved into the history of the Malt House, its location, development, use of local produce and promotion of local industry and community.



MURRUMBIDGEE IRRIGATION CONTROL ROOM

Continuing the focus on sustainably sourced local produce, the Study Tour took attendees next to one of the Region's Aquna Sustainable Murray Cod fish farms, where Aquna's immense fish farm infrastructure was showcased.

Exploring the fish breeding infrastructure, representatives from Aquna outlined their efforts to ensure minimum waterloss, consistent water quality, fish breeding, as well as how (with using a land-based aquaculturemodel) Aquna's approach provided one of the lowest environmental footprints in the industry.

Concluding the Study Tour, Attendees were invited to tour the Leeton SunRice Rice Mill and explore the efforts of Rice Breeding Australia to future-proof the Rice industry in Australia.

Rice Breeding Australia indicated to Attendees that they were currently breeding a variety of rice



RICE SEED PACKETS DESTINED FOR TESTING AND PLANTING

that would be less suseptible to cold weather, requiring less flooding to protect from colder weather elements, a potential game changer in water usage in the industry.

Rice Breeding Australia estimated that they could take up to 6-10 years to breed a variety of Rice for commercial sale.

Finally, the SunRice Rice Mill tour showcased the process from truck to finish that locally grown rice underwent in the to be prepared and sold on Australian, and international, shelves in stores.

Attendees were provided the rare opportunity to tour the entire Rice Mill, from loading bays, to to husking machines and quality controls, as well as sorters and packers, including a newly installed packing machine undergoing testing during the site visit.



Attachment 1 MDA_2025 National Conference_Summary Report

NATIONAL CONFERENCE DAY 1: 1/10/25

Held at the Yoogali Club, the MDA's Conference proper kicked off on the 1st October 2025.

Attendees heard from, and enaged with a great selection of guest speakers, including:

- Matthew Dadswell (DCCEEW, Division Head)
- Janet Anstee (CSIRO, Head of Aquawatch Australia)
- Dr David Post (CSIRO, Research Scientist)
- · Prof. Mike Stewardson (One Basin CRC, CEO)
- Hon Rose Jackson MLC (NSW Water Minister)
- Ms Jacqui Hickey (MDBA, A/g CEO)
- Hon Troy Grant (Inspector-General of Water Compliance), and
- Dr Simon Banks (Commonwealth Environmental Water Holder)



INSPECTOR-GENERAL OF WATER COMPLIANCE, HON TROY GRANT, SPOKE ON THE PROGRESS OF REGULATION ACROSS THE BASIN, AS WELL AS RESOURCES FOR BASIN

Guest speakers addressed the overarching theme of Basin Collaboration in our communities, and our environment via:

- 6 presentations focussing on the Basin Plan implementation and the future of the Plan, Water quality in the Basin, Governance at a State level, and the usage and management of environmental water
- 2 recordings from State and Federal Ministers, and
- 2 dedicated Panel Sessions addressing Water Quality and Management in the Basin, and the Future of Basin Policy.



THE MDA OPENED ITS DOORS ON CONFERENCE DAY 1 TO OVER 150 ATTENDEES, FACILITATING NETWORKING WITH SPEAKERS. REPRESENTATIVES AND SPONSORS ALIKE.

2025 ANNUAL GENERAL MEETING: 1/10/25

14 Motions were raised at the MDA's 2025 AGM.

These motions ranged from water storage and weir management, meaningful Federal engagemeth with Baish communities, the long-term impacts of growth on river resources, sustainable water resource planning, as well as broader Basin representation.

Of these 14 Motions;

- 9 were passed
- 2 were withdrawn,
- 1 received revisions before being passed
- 2 were lost

MDA GALA DINNER: 1/10/25

The 2025 Gala Dinner was held at the Piccolo Family Farm. Overlooking the farmlands, plantations and rolling plains surroundingr Griffith, Attendees were welcomed with Canapes, woodfired pizzas, and drinks to celebrate and network following a successful conclusion of the Conference's first day proper.

The Gala Dinner Sponsor, Murray-Darling Basin Austhority's A/g CEO, Ms Jacqui Hickey, shared a few words with attendees, outlining a collaborative, inclusive, and combined approach to the future of the Basin, drawing focus on the importance of the MDBA and the MDA's partnership, and the benefits that have come from, and would come in future, of the collaboration of the Authority and Association on Basin matters and the representation of Local Government, Communities, and Industries across the Basin.

At the Gala Dinner, MDA CEO Mark Lamb acknowledged and thanked past MDA Board members for their hard work and representation of their Basin communities.

CONTACT THE MURRAY DARLING ASSOCIATION

03 5480 3805 MDA.ASN.AU MURRAY DARLING ASSOCIATION

Attachment 1 MDA_2025 National Conference_Summary Report

NATIONAL CONFERENCE DAY 2: 2/10/25

Returning to the Yoogali Club for the second Conference day on the 2nd October 2025, attendees engaged with another significant line up of guest speakers, including:

- Federal Shadow Water Minister, Sen. Ross Cadell
- Dr Bertie Hennecke (Australian Chief Environmental Biosecurity Officer, DAFF)
- NSW Shadow Water Minister, Steph Cooke MP
- SA Shadow Water Minister, Hon Nicola Centofanti MLC
- · Member for Murray, Mrs Helen Dalton MP
- Prof. Mike Stewardson (One Basin CRC, CEO)
- Jeremy Cass (Riverina Winegrape Growers, CEO)
- Elizabeth Stott (Cotton Australia, Chair)
- Nathan Crowley (Rice Growers Association)



DR BERTIE HENNECKE, AUSTRALIA'S CHIEF BIOSECURITY OFFICER, PRESENTED ON BIOCONTROL IN THE BASIN.

The Day's presentations and Panel Sessions Focussed on Basin Collaboration and engagement, with Sen. Cadell raising the importance of collaborating with Government to ensure that meaningful progress is made in the Basin.

Dr Hennecke drew on the MDA's recent advocacy regarding the management of the European Carp in the Basin's waterways, focussing their presentation on the Carp Biological Control Program and Biosecurity in Australia's waterways.

Presentations, and a combined Panel Session of Shadow Ministers Ms Steph Cooke MP and Hon Nicola Centofanti MLC, as well as Member for Murray Mrs Helen Dalton MP brought focus on the opportunities, and challenges faced in the Basin states and regions in futureproofing communities, industries and the environment.



HON NICOLA CENTOFANTI MLC SPOKE TO ATTENDEES, FOCUSSING ON OOPORTUNITIES FOR COMMUNITIES AND INDUSTRIES TO ENSURE A PROSPEROUS BASIN.

Prof. Mike Stewardson drew on the imporance of collaboarion, presenting the One Basin CRC's 5 ideas for the next phase of the Basin Plan:

- Set clear metrics for success
- · Enable local partnerships
- Coordinate government investment
- Widen the system boundaries to broaden the benefits
- · Innovate our approaches

Additionally, Prof. Stewardson raised the Basin's water challenges, water sharing, the declining trust in institutions across Australia, the outline of the One Basin CRC's partnership and project management as a broader network, sidelining the traditional *silo* approach, as well as an outline of the CRC's current projects and demonstration sites

Finally, attendees engaged with the conference's final Panel Session, addressing Food and Fibre in the basin. Engaging with Elizabeth Stott, Cotton Australia Chair, CEO Jeremy Cass, Riverina Winegrape Growers, and Nathan Crowley, Rice Growers Association, attendees and presenters discussed the challenges in their respective industries, including market demand, water availability, erratic climates, as well as success stories and opportunities, including technological advancements, practice and policy improvements, resilience through breeding, as well as lessons and practices learnt that could be taught and exported to the world.

CONTACT THE MURRAY DARLING ASSOCIATION

03 5480 3805 MDA.ASN.AU

MURRAY DARLING ASSOCIATION

Attachment 1 MDA_2025 National Conference_Summary Report

GREATER SHEPPARTON CITY COUNCIL TO HOST 2026 NATIONAL CONFERENCE!

The Murray Darling Association is delighted to announce that the 2026 National Conference, its 82nd annual event, will be held in, and hosted by the Greater Shepparton City Council!

Keep your eyes peeled! Targeting a date at the end of August 2026, the MDA is delighted to bring the conference to the Goulburn Valley!



THE MDA IS IDEALLY POSITIONED TO BE THE GO-TO ORGANISATION FOR GOVERNMENTS AND OTHERS IN RELATION TO BASIN POLICY.

The MDA is committed to providing high-value, high-quality services to members, and to contributing to the evidence that supports a healthy, vibrant and thriving Basin.

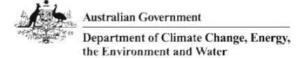
By enabling and providing opportunities for our members and others to learn and share knowledge, the MDA contributes to longer-term positive impacts for our Basin communities. The MDA is continuing to develop its legitimate, effective and respected leadership, and ensure its leadership reflects the diversity and expertise of our communities.

Our strong and effective leadership on Basin matters enables us to effectively engage with internal and external stakeholders.

THANK YOU TO OUR SPONSORS



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SILVER SPONSORS





EXHIBITION BOOTHS















Ordinary Council Meeting - 27 November 2025

MURRAY DARLING ASSOCIATION INC. 2025

NATIONAL CONFERENCE - COMMUNIQUE

Attachment 1 MDA_2025 National Conference_Summary Report

Department: Office of the General Manager

Submitted by: Allison Graham, Executive Assistant and Media

Reference: ITEM RES10/25

Subject: COUNCIL RESOLUTION REGISTER - OCTOBER 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 October 2025.

Hein Basson General Manager

Prepared by staff member: Allison Graham, Executive Assistant & Media

Approved/Reviewed by Manager: Hein Basson, General Manager Department: Office of the General Manager

Attachments: **1** Actions Register - October 2025 23 Pages

OUTSTANDING ACTIONS REPORT	Printed: Tuesday, 18 November 2025 5:24:58 PM		
Division:	Date From:	27/04/2023	
Committee:	Date To:	22/10/2025	
Officer:			

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

<u>2/23</u> Resolved that the :

- (1) Works Committee recommend the adoption of the revised Tenterfield Pedestrian Access and Mobility Plan (2023).
- (2) Works Committee recommend the removal of garden beds in Rouse Street from around electricity power poles.

(Peter Petty/Tim Bonner)

Motion Carried

Notes

19 Mar 2024 2:47pm Melling, Elizabeth - Reallocation

Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

Meeting	Date	Officer	Title	Target
Council 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 - Dear 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: Dear Jodie, Kindly persue the execution of this Council Resolution paying particular attention to the robust baby change-over station as well as the "Modus" design style. Also, 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.

29 May 2025 9:50am Graham, Allison - Email

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Division:	Date From:	27/04/2023	
Committee:	Date To:	22/10/2025	
Officer:			

Meeting	Date	Officer	Title	Target
Dear Jodie, Kindly persue the exe	cution of this Co	ouncil Resolution pa	ying 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-s	social behaviour in a	nd around this newly created facitlity	<i>1</i> .

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

<u>3/23</u>

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 23/06/2025	23/06/2025	Graham, Shayle	LOCAL TRAFFIC COMMITTEE MEETING	14/07/2025
Council 23/00/2023	23/00/2023	Gianani, Shayle	RECOMMENDATIONS - JUNE 2025	14/01/2023

88/25 Resolved

That Council:

- (1) Notes and receives the report and recommendations from the Tenterfield Shire Council Local Traffic Committee Meeting of 4 June 2025.
- (2) Adopts the following recommendations in the Local Traffic Committee Minutes from Items 1 through to 8:
 - 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:

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sion:	Date From:	27/04/2023	
mittee:	Date To:	22/10/2025	

Divisi Comn Date Meeting Officer Title Target Bruxner Way from the end of the existing 80 zone to the Sunnyside Platform Rd. Mt Mackenzie Road - Tenterfield to Kildare Road. Old Ballandean Road - Bellevue Rd & Boundary Road. Sunnyside Loop Road. Sunnyside Platform Road. Mt Lindesay Road between Old Boundary Road and Black Swamp Road. Mt Lindesay Road, around Lindrook Road (entrance to State Forest) -Angry Bull Trails (ABT) Project. 2) Untamed Border Run, 21 June 2025 - Event Application. The event organisers have provided a Traffic Management Plan and signage map for their event. Council to forward application and documents to Laine Muller (TfNSW) and Chris Belson (NSW Police) for the event approval team to review. 3) Killarney Road, Legume - Request for Bus stop signage. TfNSW has contacted the bus operator. The bus operators are relied on to determine the best place to stop. The bus is using the most appropriate location to stop. Bus signage could be used at the location. No further signage recommended. 4) Kelly's Road - request for school bus signage, stopping and times. The bus stop is in an appropriate location and nothing is required to change. Council can install signage if desired. No further signage recommended. 5) Request from St Joseph's Primary School, extra pickup/drop off parking on Scott Street. The proposed change to the parking arrangement in Scott Street is not permissible within the regulations. The signage could be updated to "NO STOPPING" at the location. Council to advise the school and provide feedback. Koreelah Creek Bridge – Request from resident who resides on Mt Lindesay Road near the bridge. Request for approaches to bridge for clearer/more signage on bridge approaches for speed reduction and one way traffic. TfNSW review of the area confirms that there was ample signage installed. Onsite inspection by TfNSW to be done to check all signage is still in place. Ensure vegetation removal is carried out for adequate sight distance. On the western side of the bridge the speed advisory is 35km/h. There is no Give Way Hold Line on the bridge. TfNSW to add to their Tenterfield Shire Inspection list. 7) Request from Urbenville Rural Fire Service (RFS), for a "No standing" or "Keep Clear" in the area opposite the roller door entrance to the station in Urben Street. There is also the SES shed next door. Council to install

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Emergency Service (SES), to confirm what is the best usage.

appropriate signage "No Parking" and to liaise with the RFS and NSW State

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Meeting Date Officer Title Target

8) Red Bull Race, The Sun Running Event – NSW Police asked if Council had received any applications for the event to be held, Council confirmed no applications have been received.

(NSW Police) to contact Kerri Hampton (locally involved with the event) for a contact person at 'Red Bull Race' for the event and to then advise Council with details answered on this event, the same information to then also be passed on to Laine Muller (TfNSW).

(Owen Bancroft/Tim Bonner)

Motion Carried

Notes

16 Sep 2025 1:32pm Graham, Shayle

Resolution 88/25 - Matters still oustanding on 1:

Relocation of Manners Street Bus Stop

Hynes Bridge Intersection - Signage has been proposed - still ongoing

Heavy Vehicle Signage in Jennings has been installed. (Not stopping overnight)

Rivertree Road and Undercliffe Road will have a speed reduction introduced, signage has been ordered, works planned.

Speed Zone review on Mt Lindesay has been completed and the speed reduction approved.

Untamed Border Run held.

Koreelah Creek Bridge signage reviewd by TfNSW - deemed satisfactory.

No Parking sign in Urbenville to be installed.

Red Bull Race The Sun event was held - information and insurance was received by Council.

16 Sep 2025 9:48am Graham, Allison - Email

Shayle, If this action has been finalised, can you pelase 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. Thanks Hein

Meeting	Date	Officer	Title	Target
Council 24/09/2025	24/09/2025	Basson, Hein	TEN FM LEASE - 142 MANNERS STREET, TENTERFIELD	15/10/2025

141/2 Resolved

That the item be laid on the table until such time as Council's list of Fees and Charges has been consulted.

(Bronwyn Petrie/Peter Petty)

Motion Carried

The item was revisited and dealt with at 12.02 pm.

Resolved

That Council:

1. Notes the contents of the report.

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Officer:

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Meeting Date Officer Title Target

- 2. Notes that it is already providing a reduction in commercial rent to Ten FM to the value of \$100.00 per week (i.e. \$5,200.00 per year) as the rental appraisal received by Council is for \$350.00 per week, and a reduction of \$1,588.00 per year in availability charges (as Ten FM is regarded by Council as being a voluntary/charitable organisation).
- 3. Approves granting to Ten FM a 5 x 5 x 5 lease agreement for 142 Manners Street, Tenterfield at a weekly rent of \$250.00, increased annually by CPI, plus service charges for water and sewer availability at voluntary/charitable rates, plus a waste collection charge, waste management facility charge, waste recycling collection charge, stormwater charge, water consumption charge at normal rates, plus Ten FM being responsible for all phone, internet and electricity utility charges.
- 4. Authorises the General Manager to conclude a lease agreement with Ten FM to this effect.

(Kim Rhodes/Peter Murphy)

Motion Carried

Notes

18 Nov 2025 5:15pm Graham, Allison

14.11.2025 Email to President for status of the lease agreement review and signing, reponse 15.11.25 from President advising AGM took place 12.11.25, with new committee to respond to within the next week.

01 Nov 2025 2:59pm Graham, Allison

20/10/2025: Email sent to President Ben White, advising of Council adoption of report and a copy of the resolution, with also noting a council officer was currently in process of having a new lease agreement drawn up as per the resolution.

29/10/2025; Building and Property Co-Ordinator, Director Corporate Services and General Manager review the new lease agreement with approval, Executive Assistant forwarded copy to President of TenFM with request to review and return signed. General Mananger to then sign and had to Building and Property Co-Ordinator to finalise with agent.

Meeting	Date	Officer	Title	Target
Council 24/09/2025	24/09/2025	Landers, Kym	ALCOHOL FREE ZONES - TENTERFIELD, DRAKE & URBENVILLE - 31 OCTOBER 2025 to 30 OCTOBER 2029	15/10/2025

143/2

Resolved

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

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Officer:			

	Officer:						
Meeting	Date Officer Title Target						
	 Pelham Street between Douglas Street and Naas Street 						
	<u>Drake</u>						
	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 						
	<u>Urbenville</u>						
	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. 						
	 Urben 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.						
	(Peter Petty/Kim Rhodes)						
Moti	on Carried						

Notes

04 Nov 2025 12:15pm Graham, Allison - Email

Hello Kym, once Coop and yourself have completed actions for the consultation for re-establishment for the alcohol free zones, please make note on this action and complete.

Meeting	Date	Officer	Title	Target
Council 24/09/2025	24/09/2025	Paynter, James	TENDER EVALUATION OF COUNCIL'S ANNUAL RESEALS AND INITIAL SEALS VIA LOCAL GOVERNMENT PROCUREMENT LGP213-3 RFT 03-25/26 BITUMINOUS SURFACING 2025	15/10/2025

163/2 Resolved

That Council:

Engages Stabilised Pavements of Australia Pty Ltd (SPA) for Council reseals and initial seals, pending successful Roads to Recovery funding for additional works up to the value of \$1,600,000.

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Date From: 27/04/2023 **Date To:** 22/10/2025

Meeting	Date	Officer	Title	Target
			(Gregory Purcell/Po	eter Petty)

Motion Carried

Notes

06 Nov 2025 11:24am Paynter, James

letter of award is signed off and awaiting approval of requistions and consequent order.

04 Nov 2025 2:46pm Graham, Allison - Email

James, please provide action details for this September action, understanding there is another report and resolution for the same RFT due to other factors post september resolution

Meeting	Date	Officer	Title	Target
Council 24/09/2025	24/09/2025	Paynter, James	PROPOSAL ASSESSMENT FOR THE MINOR SLIPS VARIATION (UNDER THE EXISTING DESIGN AND CONSTRUCT OF EMBANKEMENT RESTORATION AGRN1012 LONG GULLY ROAD SLIPS CONTRACT NO RFT 08 23/24)	15/10/2025

164/2

Resolved

That Council:

- Approves accepting the variation proposal offered by Finn Valley Pty Ltd to undertake the Minor Slips Repairs Variation nominally for \$2,015,153.06 (excl. GST) based on their Alternative Proposal as a Variation under their existing Design & Construct Contract with Council (Long Gully Road Slips, RFT 08 23/24), and
- 2. Authorises the General Manager to negotiate and execute commercial mechanisms and final pricing for the Minor Slips Repairs Variation according to the Long Gully Road Slips Contract.

(Gregory Purcell/Peter Petty)

Motion Carried

Notes

06 Nov 2025 11:31am Paynter, James

Letter of award signed by supplier, awaiting GM signature. PO is per progress payment claims.

Meeting	Date	Officer	Title	Target
Council 22/10/2025	22/10/2025	Paynter, James	EVALUATION OF COUNCIL'S RFT 02-25/26 SUPPLY OF MOTOR GRADERS TO REPLACE UNIT 65 AND UNIT 67	12/11/2025

198/2

Resolved

That Council:

- Accepts Westrac Pty Ltd's tender for the supply of two (2) Caterpillar graders unit 65 and unit 67 including alternative cutting edge system up to the value of \$1,221,204.16 (excluding GST).
- 2. Accepts Westrac Pty Ltd's tendered trade-in value for unit 67 for the amount of \$66,363.64 (excluding GST).

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 Meeting
 Date
 Officer
 Title
 Target

 (Peter Petty/Peter Murphy)

Motion Carried

Notes

06 Nov 2025 11:30am Paynter, James

Leter of award is drafted, PO to be raised, verbal notification by Workshop to supplier.

04 Nov 2025 2:38pm Graham, Allison

Matthew has been emailed of the same note details given to James

04 Nov 2025 2:27pm Graham, Allison - Email

Hello James, Please proceed with procurement of the two motor graders to be supplied from Westrac

Meeting	Date	Officer	Title	Target
Council 22/10/2025	22/10/2025	Paynter, James	TENDER EVALUATION OF COUNCIL'S ANNUAL RESEALS AND INITIAL SEALS VIA LOCAL GOVERNMENT PROCUREMENT LGP213-3 RFT 03-25/26 BITUMINOUS SURFACING 2025 VARIATION	12/11/2025

199/2

Resolved

That Council:

Accepts the tender proposal from Stabilised Pavements of Australia Pty Ltd (SPA) for Council initial seals, additional works, up to the value of \$404,525 (including/excluding GST).

(Peter Petty/Peter Murphy)

Motion Carried

Notes

06 Nov 2025 11:29am Paynter, James

Letter of award is signed, PO is awaiting approval by GM. Verbal approval to supplier by MofW

04 Nov 2025 2:37pm Graham, Allison

Matthew has been emailed of the same note details give to James

04 Nov 2025 2:33pm Graham, Allison - Email

Hello James, Please proceed with the engagement of Stabilised Pavements of Australia Pty Ltd for seals and additional works.

Meeting	Date	Officer	Title	Target
Council 22/10/2025	22/10/2025	Paynter, James	EVALUATION OF COUNCIL'S TENDER RFT 04-25/26 SAFETY BARRIER REMOVAL AND NEW INSTALLATIONS	12/11/2025

200/2

Resolved

That Council:

Accepts the tender from AJ & LJ Irwin Family Trust trading as Irwin Fencing Pty Ltd up to the value of \$199,222 (excluding GST).

(Roger Turner/Gregory Purcell)

Motion Carried

Notes

06 Nov 2025 11:26am Paynter, James

Letter is currently in draft, verbal approval has been provided to Irwins. PO to be raised.

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2025 5:24:58 PM

Division: Committee: Officer:

Date From: 27/04/2023 22/10/2025 Date To:

Meeting Date Officer Title Target

04 Nov 2025 2:43pm Graham, Allison

Matthew has been emailed of the same note details given to James

04 Nov 2025 2:41pm Graham, Allison - Email

Hello James, Please proceed with the engagement of AJ&LJ Irwin Family Trust T/as Irwin Family Fencing Pty Ltd for removal and replacement and erecting new safety barrier.

Meeting	Date	Officer	Title	Target
Council 22/10/2025	22/10/2025	Paynter, James	EVALUATION OF COUNCIL'S RFQ 02 25/26 SUPPLY AND DELIVERY OF MOWERS	12/11/2025

201/2

Resolved

That Council:

- 1. Accepts the quote for one (1) Toro Groundmaster 7210 from Mower World Commercial Pty Ltd for the amount of \$66,070.00 (including GST) and that the trade-in offer of \$7,700 not be accepted and the current unit 342 be retained as a back-up mower.
- 2. Further accepts the quote for one (1) Toro Groundmaster GM 4000 D Wide from Mower World Commercial Pty Ltd for the amount of \$134,090.00 (including GST) and that the trade-in offer of \$16,500.00 for Unit 339 be accepted.

(Tim Bonner/Tom Peters)

Motion Carried

Notes

06 Nov 2025 11:28am Paynter, James

Letter of award in draft, PO to be raised, verbal approval from Workshop to supplier.

04 Nov 2025 2:50pm Graham, Allison

Matthew and Coop have been emailed of the same note details given to James

04 Nov 2025 2:47pm Graham, Allison

James, Coop and Matthew, Please proceed with procurement of the two replacement mowers to be supplied from Mower World Commercial Pty Ltd Kind regards Hein

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:

- Approve the alteration of an existing public gate with a new grid (gate and (1)vehicular by-pass) installation on Sunnyside Hall Road located 100m from Bruxner Way; and
- Provide the applicant with Council Consent in accordance with Policy 2.162 subject to no objections being received.
- Advertise the approval with proposed installation 1 month after (3) advertising as required by the Roads Regulation 2008.

(Peter Petty/Tom Peters)

Motion Carried

Notes

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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 eligible have been received and approved for installation is being propered.

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

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.

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Officer:

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as "Killarney Street" in Legume from the Legume Community, and proceeds with the process of officially naming the unnamed road by way of proposal, advertising, gazettal and signposting.

(Kim Rhodes/Greg Sauer)

Motion Carried

Notes

10 Apr 2025 4:57pm Graham, Allison

Shayle Graham has received on 2 April 2025 signed (by Hein Basson) Station Place Road Naming Advertisement form

Meeting	Date	Officer	Officer Title	
Council 24/05/2023	24/05/2023	Francisco,	SHERRATT ROAD TORRINGTON - ROAD	14/06/2023
Couricii 24/05/2025	24/03/2023	Matthew	RESERVE ACQUISITION	14/00/2023

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 22/10/2025	22/10/2025	Alley, Liz	DRAFT DESTINATION MANAGEMENT PLAN AND DRAFT ECONOMIC DEVELOPMENT STRATEGY: ADOPTION FOR PUBLIC EXHIBITION PURPOSES	12/11/2025

172/2 Resolved

- 1. That Council approves the draft Tenterfield Destination Management Plan 2025-2030 as prepared by the Destination Store, and the draft Tenterfield Shire Economic Development Strategy 2026-2030 as prepared by SC Lennon & Associates for public exhibition purposes, conditional upon the wording of the "Acknowledgement of Country" in both documents to be changed to "Tenterfield Shire Council acknowledges and pay our respect to the Ngarabal, Jukembal, Bundjalung, Kamilaroi, Githabul and Wahlubul people of our Shire, and extend our respect to all people".
- That a further report be prepared after the public exhibition period, containing commentary on the submissions received and including the final versions of the abovementioned draft Tenterfield Destination Management Plan 2025-

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Division: Committee: Officer: **Date From:** 27/04/2023 **Date To:** 22/10/2025

Meeting Date Officer Title Target

2030 and draft Tenterfield Shire Economic Development Strategy 2026-2030 – with or without amendments – for Council's adoption of the final versions of these two documents.

(Peter Murphy/Gregory Purcell)

Motion Carried

Councillor Greg Purcell abstained from voting on the item.

Notes

29 Oct 2025 3:11pm Graham, Allison - Reallocation

Action reassigned to Alley, Liz by Graham, Allison - Liz and Allison have placed draft Economic Development Strategy 2026-2030 and the Destination Management Plan 2025-2030 onto Council's website for public exhibition and also for viewing in the Council's office and Library, advertising and Councils Facebook page has also been done to advise the community of the exhibition and welcoming of submissions. Submissions close end of business 3 December 2025. A further report to be prepared after the exhibition period, containing submissions, and the final versions of the drafts, for adoption.

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
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 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

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OUTSTANDING ACTIONS REPORT	Printed: Tuesday, 18 November 2025 5:24:58 PM		
Division:	Date From:	27/04/2023	
Committee:	Date To:	22/10/2025	
Officer			

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

90/25

Resolved

That Council:

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

(Kim Rhodes/Tim Bonner)

Motion Carried

Notes

06 Aug 2025 2:46pm Graham, Allison

The external signage is being pursued with both TCTIB and the National Trust, with an additional sign board to be added to the existing Courtyard Cafe sign at the entrance to the hallway leading to the foyer and cafe. Quotations are currently being sought.

06 Aug 2025 2:42pm Graham, Allison

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Division: Committee: Officer: Printed: Tuesday, 18 November 2025 5:24:58 PM

Date From: 27/04/2023 **Date To:** 22/10/2025

Meeting	Date	Officer	Title	Target
Confirming that the Council resolu	ition has been a	ctioned, the Facilty F	Permitted User Licence updated in line with both the	June and
July Council resolutions and signed by TCTIB and Council - currently awaiting the National trust to sign this document.				

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 22/10/2025	22/10/2025	Basson, Hein	TENTERFIELD CHAMBER OF TOURISM, INDUSTRY AND BUSINESS: STRATEGIC VISION AND REQUEST FOR INCREASED FUNDING	12/11/2025

170/2

Resolved

That Council:

 Approves the Revised Annual Budget in the last column of the table below associated with the "Achievable Package" provided by Tenterfield Chamber of Tourism, Industry and Business (TCTIB) for purposes of marketing activities and future budgets, making provision for the following initiatives and expenses:

Initiative	Annual Budget	Revised Annual Budget
A.Events Program	\$20,000	\$10,000
B. Tourism Website & TIC	\$7,500	\$7,500
Refresh		
C.Content Asset Development	\$15,000	\$7,500
(every 2 nd year)		
D. Insurance TIC, signage &	\$5,000	\$5,000
pamphlets		
E.NEHC Membership	\$8,000	\$8,000
H .Admin Assistant	\$30,000	\$30,000
I.Granite Belt Magazine	\$2,000	\$2,000

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OUTSTANDING ACTIONS REPORT	Printed: Tuesd 2025 5:24:58	ay, 18 November PM
Division:	Date From:	27/04/2023
Committee:	Date To:	22/10/2025
Officer:		

Meeting		Date	Officer	r Title		Target
	J. Aust. Data To Warehouse	urism		\$2,000	\$2,000	
	K. Sera Wright- Tenterfield" Soc Campaign		9	\$20,000	\$20,000	
	Total			\$109,500	\$92,000	

- 2. Acknowledges the following considerations to be important:
 - An additional \$10,000 is necessary for the Events Program for the next financial year.
 - An additional \$7,500 is necessary for the Content Asset Development for the next financial year.
 - An amount of approximately \$20,000 is necessary for the employment of an administrative assistant for the remainder of the current financial year.
- 3. Therefore, makes an amount of \$30,000 available to TCTIB from 1 November 2025 for purposes of funding \$20,000 for an administrative assistant and \$10,000 to be put away (saved) for the Events Program for 2026, and for this amount to be funded from Council's original budgetary provision of \$80,000 for the operations of SOATI, as Council will be making \$50,000 of this funding provision available to SOATI, leaving \$30,000 for TCTIB to further assist with the delivery of a face-to-face tourism component out of the foyer of the School of Arts, an events program in 2026, and the employment of an administrative assistant.
- 4. Further, makes a budgetary provision to TCIB for a budgetary amount of \$99,500 for the 2026/27 financial year (to make up the additional amount necessary for Content Asset Development during this financial year), and thereafter for an annual budget amount of \$92,000, and for the new three-year Funding Agreement between Council and TCTIB to make provision for these amounts to be annually increased with CPI.
- 5. Amends the current Funding Agreement between Council and TCTIB by way of an addendum to reflect the additional amount of \$30,000 for the 2025/26 financial year mentioned in paragraph three (3) above, and the conditions associated with the expenditure of this amount.
- 6. Enters into a new three-year Funding Agreement between Council and TCTIB as from 1 July 2026, and for this Agreement to reflect the intent of paragraph four (4) above.

(Peter Murphy/Tim Bonner)

Motion Carried

Notes

29 Oct 2025 2:57pm Graham, Allison

2910/2025: Email to Bartier Perry as priority for Addendum to the current Funding Agreement be drafted to take effect on 1 November 2025, then once Addendum has been finalised, the drafting of a fresh agreement for the next three financial years to be pursued and to complement the Permitted Facility Use Agreement between Council and TCTIB

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OUTSTANDING ACTIONS REPORT	Printed: Tuesday, 18 November 2025 5:24:58 PM	
Division:	Date From:	27/04/2023
Committee:	Date To:	22/10/2025

Meeting	Date	Officer	Title	Target
Council 24/05/2023	24/05/2023	Francisco, Matthew	MT LINDESAY ROAD – BOUNDARY ROAD I AND ACQUISITION	14/06/2023

65/23 Resolved that Council:

- (1) Agree to commence investigation of Mt Lindesay Road for the purpose of detailed design of a future roundabout at Boundary Road intersection, and
- (2) Agree to the acquisition of land adjacent to Mt Lindesay Road for the purpose of future roundabout construction, and
- (3) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.

(Kim Rhodes/Tim Bonner)

Motion Carried

Notes

19 Mar 2024 2:45pm Melling, Elizabeth - Reallocation

Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

12 Oct 2023 9:17pm Counsell, David

No further action to date due to resourcing levels - low priority as no capital works are funded in current program.

20 Jul 2023 11:15am Melling, Elizabeth

Updating correspondence tlandowners. Preparing brief for surveyor.

Meeting	Date	Officer	Title	Target
Council 27/08/2025	27/08/2025	Marchant,	RECREATIONAL USE OF THE TENTERFIELD	17/09/2025
Council 27/00/2023	2110012023	Gillian	DAM WATER SUPPLY	17/09/2023

113/2

Resolved

That Council:

- 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.
- Investigates the potential introduction of fishing and unpowered watercraft at prescribed areas of the Dam.

(Bronwyn Petrie/Peter Petty)

Motion Carried

Notes

10 Sep 2025 11:59am Graham, Allison - Email

Adding note to Action; 09/09/2025 Email received from Gillian Marchant; ,Will try, grants are limited so will take a while. In relation to Action; "pursue and implement the Council resolution for grant funding to be obtained for the development of a Masterplan for recreational facilities at the Tenterfield Dam,"

04 Sep 2025 2:58pm Graham, Allison - Email

Dear Gillian, kindly pursue and implement the Council resolution for grant funding to be obtained for the development of a Masterplan for recreational facilities at the Tenterfield Dam, as well as to investigate the introduction of fishing and unpowered watercraft at prescribed areas of the Dam. Thanks and regards, Hein.

Meeting	Date	Officer	Title	Target
Council 20/12/2023	20/12/2023	Condrick, Jodie	TENTERFIELD BAND HALL	10/01/2024
241/2 Resolved that Co	uncil:			

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OUTSTANDING ACTIONS REPORT Printed: Tuesday, 18 November 2025 5:24:58 PM Division: Date From: 27/04/2023 0ate To: 22/10/2025 Officer: Date To: 22/10/2025

Meeting Date Officer Title Target

- Accept the return of the Band Hall offer from Leechs Gully Progress Association;
- (2) Request the Leechs Gully Progress Association withdraw Development Application 2023.075 for the Removal of the Band Hall from 12 Crown Street, Tenterfield.
- (3) Raise no objection to Leechs Gully Progress Association amending existing Development Application 2023.076 for the erection of a hall on the site at Leechs Gully Road, Tenterfield at no further cost to Council.
- (4) Utilise the funds not expended by Leechs Gully Progress Association to undertake priority repairs to the building.
- (5) Seek Expressions of Interest for the use of the hall.

AMENDMENT

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

(Peter Murphy/Greg Sauer)

Amendment Lost.

The original Motion was put.

(Geoff Nye/Peter Petty)

Motion Carried

Notes

29 May 2025 2:05pm Davidson, Tamai - Reallocation

Action reassigned to Condrick, Jodie by Davidson, Tamai - No longer in Planning area of responsibility

19 May 2025 9:36am Graham, Allison - Email

Tamai, can you please confim if this Action for ENV15/23 is to remain outstanding or can be completed?

18 Mar 2024 12:39pm Davidson, Tamai

scope of works prepared for builders to provide quotes

17 Jan 2024 8:54am Melling, Elizabeth

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 27/08/2025	27/08/2025	Marchant, Gillian	SEWER MAINS RELINING AND CCTV RFQ 01-25/26 TENDER AWARD 2025	17/09/2025

134/2

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

Notes

04 Sep 2025 4:17pm Graham. Allison - Email

Dear Gillain Kindly pursue the implementation of the Council resolution for Interflow Pty Ltd to be appointed as the successful tenderer. Can you please investigate the possibility of extending the relining and CCTV works by way of a variation to the contract to include another kilometre whilst the contractors are in town, and report back to Council on this possibility. Thanks and regards Hein.

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Division:	Date From:	27/04/2023
Committee:	Date To:	22/10/2025

Meeting	Date	Officer	Title	Target
Council 24/09/2025	24/09/2025	Wisniewski, Jessica	2025/26 LOCAL HERITAGE PLACES FUND APPLICATIONS	15/10/2025

149/2

Resolved

That Council:

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

(Kim Rhodes/Tom Peters)

Motion Carried

Notes

04 Nov 2025 12:25pm Graham, Allison - Email

Hello Tamai, Council has endorsed the offers for funding, please distribute letters of offer and redistribute any funding not accepted or claimed by the claim date.

Meeting	Date	Officer	Title	Target
Council 22/10/2025	22/10/2025	Francisco, Matthew	RE-SCOPING MOUNT LINDESAY ROAD PROJECT	12/11/2025

173/2

Resolved

- 1. That Council receives and notes the information contained in the report.
- 2. That Council Staff contact the developer of the Angry Bull Trails (ABT) project to determine whether ABT would fund the additional one (1) metre width of the bitumen seal on the project.
- 3. That Council, subject to the agreement with the developer of the Angry Bull Trails project, amends the scope of the project to increase the seal width from an eight (8) to a nine (9) metre seal for the revised project length.

(Peter Petty/Greg Sauer)

Motion Carried

Notes

29 Oct 2025 3:18pm Graham, Allison

29/10//2025: Email sent to developer Angry Bull Trails (ABT) advsising of the adopted resolution of re-scoping Mount Lindesay Road project, and to ask if ABT would consider to fund the additional one metre width of bitumen seal on the project. An estimated cost of \$35,000 to \$45,000 was stated with advisement to arrange a meeting with the Director of Infrastructure and General Manager to asssit with making an informed decision on the request

Meeting	Date	Officer	Title	Target
Council 26/03/2025	26/03/2025	Cooper, Mark	TREE MANAGEMENT PLAN	11/04/2025
18/25 Resolved That Council:				

Tenterfield Shire Council Page 18 of 23 Date

Target

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Division:	Date From:	27/04/2023	
Committee:	Date To:	22/10/2025	
Officer:			

Officer

(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

Title

(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.

to be used as replacement trees in the above mentioned streets.

- (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.

(Bronwyn Petrie/Tim Bonner)

Motion Carried

Notes

Meeting

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 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

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Division: Committee: Officer: Printed: Tuesday, 18 November 2025 5:24:58 PM

Date From:

Date To:

27/04/2023 22/10/2025

Meeting	Date	Officer	Title	Target

Authorise the Chief Executive to approve any compensation amount once an independent valuation has been undertaken and execute any associated documents to finalise the easement.

(Peter Petty/Kim Rhodes)

Motion Carried

(2)

Notes

19 Mar 2024 2:44pm Melling, Elizabeth - Reallocation

Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

20 Jul 2023 11:12am Melling, Elizabeth

Surveyor to amend plans after liaising with owners of land.

Meeting	Date	Officer	Title	Target
Council 24/05/2023	24/05/2023	Francisco, Matthew	DISPOSAL OF DAMAGED STEEL STRUCTURE	14/06/2023

69/23

Resolved that Council agree to the disposal of the damaged steel structure as surplus scrap material.

(Greg Sauer/Peter Murphy)

Motion Carried

Notes

19 Mar 2024 2:44pm Melling, Elizabeth - Reallocation

Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

12 Oct 2023 9:20pm Counsell, David

Asset is yet to be advertised for sale due to resourcing.

20 Jul 2023 11:11am Melling, Elizabeth

Inspection required for full description and access.

Meeting	Date	Officer	Title	Target
Council 28/08/2024	28/08/2024	Basson, Hein	Future Operational Management of the Sir	18/09/2024

129/2

Resolved

That Council:

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

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Officer:

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Meering	y L	oale Oil	icei	TILLE		raryet
	(5)Approves a fi	rst year cont	ribution to t	the Association of \$40,000,	which will	be used
- 1	as a starting	point for disc	ussions reg	arding its establishment.		

- (6)Reserves the right to approve the final list of functions, services, and actions that will be enshrined within the Constitution of the newly formed Association.
- (7) Reserves the right to approve the final recurrent annual funding and the purposes thereof that will be made available by Council to the newly formed Association.
- (8) Reserves the right to approve the terms and conditions of the Agreement that will have to be entered into between Council and the newly established Association for it to be able to exercise the day-to-day operational management responsibilities of the Sir Henry Parkes Memorial School of Arts.
- (9)Continues to be responsible for the ongoing operational expenditure for museum advisory services, Arts North West membership, School of Arts building operations, cleaning, fire monitoring and inspections, security monitoring, insurance, and depreciation.

(Peter Petty/Kim Rhodes)

Motion Carried

Notes

Meeting	Date	Officer	Title	Target
Council 27/08/2025	27/08/2025	Graham, Allison	WASTE TO ENERGY INITIATIVE FOR TENTERFIELD SHIRE COUNCIL	17/09/2025

128/2

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

Notes

04 Sep 2025 4:05pm Graham, Allison - Reallocation

Action reassigned to Graham, Allison by Graham, Allison - Dear 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 propsed plans to establish Waste to Energy Sites within the State.

Meetin	g	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:				

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Division:	Date From:	27/04/2023
Committee:	Date To:	22/10/2025
Officer:		

Meeting Date Officer Title Target

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 - Dear 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. Thanks and regards,

Meeting	Date	Officer	Title	Target
Council 22/10/2025	22/10/2025	Graham, Allison	AMENDMENT TO THE "COUNCILLOR AND STAFF INTERACTION POLICY"	12/11/2025

193/2

Resolved

That Council:

- a) Reinstates Councillor ability to directly contact Managers plus the Governance Officer, and vice versa in accordance with Policy.
- b) Provides for the Mayor, Deputy Mayor and Councillors to attend the post Council meeting briefings of Depot and Administration staff.
- c) The Mayor and the General Manager liaise to formulate the process and the level of interaction to be implemented under this review.

(Bronwyn Petrie/Gregory Purcell)

Motion Carried

Notes

01 Nov 2025 2:21pm Graham, Allison - Reallocation

Action reassigned to Graham, Allison by Graham, Allison - Allison to schedule meeting for Mayor and General Manager 29 Oct 2025 12:46pm Graham, Allison - Reallocation

Request sent to Mayor for availability to schedule time for her and General Manager to liaise to formualte the process and level of interaction to be implemented under this review.

Meeting	Date	Officer	Title	Target
Council 22/10/2025	22/10/2025	Alley, Liz	REQUEST FOR COUNCIL REPORT FOR COUNCIL PROCESS TO SUBMIT A DEVELOPMENT APPLICATION ON COUNCIL OWNED VACANT LAND	12/11/2025

194/2 Resolved

That Council:

Requests the General Manager to report to Council the process for Council to submit a Development Application on Council owned vacant land for the purpose of sale or development for housing and business purposes.

(Gregory Purcell/Roger Turner)

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OUTSTANDING ACTIONS REPORT Division: Committee: Officer:			Printed: Tuesc 2025 5:24:58 Date From: Date To:	lay, 18 November 3 PM 27/04/2023 22/10/2025	
Meeting Motion Carried	Date	Officer	Title		Target
Notes 04 Nov 2025 12:45pm Gral Action reassigned to Alley, I Council to submit a Develop purposes.	iz by Graham, Alli	son - Hello Liz and			

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