



## 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.*

A handwritten signature in black ink, appearing to be 'Bronwyn Petrie', is written over the bottom right portion of the text block.

## **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 Resolved**

**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.

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

## 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 Greg 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 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**

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

**OUR ECONOMY**

**(ITEM EC08/25) 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:**

- 1. 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:**

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

- 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**

- 1. 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**



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**

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**

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:**

1. 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:**

- 1. 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:**

- 1. 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**

**SUMMARY**

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

**175/25** **Resolved**



**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 tea break, 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 Resolved**

**That the meeting be resumed at 11.21am.**

(Gregory Purcell/Peter Petty)

**Motion Carried**



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:**

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



**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:**



**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** **Resolved**

**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**



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:**

- 1. 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:**

- i. 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**

**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.



**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** Resolved

**That Standing Orders be resumed.**

(Peter Petty/Peter Murphy)

Motion Carried

The closed session of the meeting commenced at 1.46pm.

#### **CONFIDENTIAL BUSINESS**



**(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**



**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



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 RFQ for the replacement of mowers.

**201/25** **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**

### **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:

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.

**MEETING CLOSED**

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





.....  
**Councillor Bronwyn Petrie**  
**Mayor/Chairperson**

.....  
**Councillor Greg Sauer**  
**Deputy Mayor/Chairperson**