



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 THURSDAY 27 NOVEMBER 2025

Minutes of the **Ordinary Council Meeting** of Tenterfield Shire held at the "Koreelah Room", 247 Rouse St, Tenterfield, NSW, 2372 on Thursday 27 November 2025 commencing at 9:30 AM

ATTENDANCE

Councillor Bronwyn Petrie (Mayor)
Councillor Owen Bancroft
Councillor Tim Bonner
Councillor Peter Murphy
Councillor Tom Peters
Councillor Peter Petty
Councillor Greg Purcell
Councillor Kim Rhodes (entered the meeting at 9.52am)
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.

WEBCASTING OF MEETING

Recording of the meeting commenced at 9.30am.

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)

Nil.

OPENING AND WELCOME

The Mayor welcomed everyone to the November Council Meeting and then requested all attending to stand holding a minute silence as a mark of respect to the recent passings of Mr. Toby Smith, past Mayor of Tenterfield Shire Council, and also of Mr. Ian Leavers, Queensland Cross Border Commissioner.

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

No apologies were received.

DISCLOSURE & DECLARATIONS OF INTEREST

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

Name	Type	Item
Councillor Owen Bancroft	Less than Significant – Non Pecuniary	ENV 23/25 POLWORTH STREET SUBDIVISION

(ITEM MIN10/25) CONFIRMATION OF PREVIOUS MINUTES

203/25 Resolved

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 this meeting.

(Tom Peters/Owen Bancroft)

Motion Carried

TABLING OF DOCUMENTS

Nil.

URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

Nil.

MAYORAL MINUTE

Nil.

RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

204/25 Resolved

That:-

- a) the meeting be closed to the public and members of the press because of the need for confidentiality, privilege or security, as specified below and provided for under Section 10A(2) of the *Local Government Act, 1993*; and**



- b) the Agenda and associated correspondence, unless specified are not to be released to the Public as they relate to a matter of either personal hardship, personal matters, trade secrets or matters which cannot be lawfully disclosed.

(Gregory Purcell/Peter Murphy)

Motion Carried

OPEN COUNCIL REPORTS

OUR COMMUNITY

(ITEM COM35/25) 2026 AUSTRALIA DAY AWARDS & AUSTRALIA DAY EVENT

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 & Citizenship Ceremonies Policy (attached) and for the Australia Day Committee to commence with planning for the 2026 Australia Day event.

205/25

Resolved

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.**

(Peter Petty/Owen Bancroft)

Motion Carried

**(ITEM COM36/25) 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 drafted Facility Permitted Use Licence agreement between the School of Arts Tenterfield Incorporated (SOATI), the National Trust (NSW) and Council by Bartier Perry Lawyers.

206/25

Resolved

That Council:

- 1. Approves the drafted Facility Permitted Use Licence, annexed to the report as Attachment 1, for execution by the parties thereto, i.e. the School of Arts Tenterfield Incorporated (SOATI), National Trust (NSW) and Tenterfield Shire Council.**
- 2. Authorises the General Manager to execute 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, provided the Licence has been executed by all parties, 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.**
- 3. Inserts an additional clause in the Licence as was suggested by the National Trust (NSW), as follows: "SOATI acknowledges the collections owned by the Council and National Trust on the licenced premises and will not remove these items, and will use their best endeavours to care for the items in a manner prescribed from time to time by the Council and/or National Trust."**

(Peter Murphy/Roger Turner)

Motion Carried

Tamai Davidson, Manager Planning and Development entered the room at 10.03am.

**(ITEM COM37/25) ACKNOWLEDGEMENT OF TENTERFIELD TOURISM
GROUP QUARTERLY REPORT FROM JULY TO SEPTEMBER 2025**

SUMMARY

The purpose is to present to Council the Tenterfield Chamber of Tourism, Industry and Business (TCTIB) Report 8 under the funding agreement between TCTIB and Council. The Tenterfield Tourism Group (TTG) is required to report quarterly on activities within 30 days of the end of the quarter. The attached report covers the period from 1 July 2025 to 30 September 2025.



207/25

Resolved

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.**

(Kim Rhodes/Tim Bonner)

Motion Carried

OUR ECONOMY

(ITEM ECO11/25) PROPOSED LANDERS STREET RECREATION AND ENTERTAINMENT PRECINCT - REQUEST FOR COUNCIL CONSENT TO LODGE DEVELOPMENT APPLICATION

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.

208/25

Resolved

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.

(Owen Bancroft/Kim Rhodes)

Motion Carried

For the Motion were Councillors B. Petrie, G. Sauer, O. Bancroft, T.B. Bonner, P.P. Petty, T.P. Peters, K. Rhodes and R.T. Turner. Total (8).

Against the Motion were Councillors P.M. Murphy and G.P. Purcell. Total (2).

OUR ENVIRONMENT

(ITEM ENV22/25) SUBDIVISION OF COUNCIL LAND

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.

209/25

Resolved

That Council:

- 1. Notes the information contained in the report.**
- 2. Requests the General Manager to review Council's current policy that specifies how conflicts of interest in connection with Council related development applications will be handled and to present same for discussion to the Councillor Workshop scheduled for 11 February 2026.**

(Peter Murphy/Gregory Purcell)

Motion Carried

OUR GOVERNANCE

Jacob Sauer, Principal Auditor of Forsyths, joined the meeting via Zoom at 10.14am – also representing the NSW Auditor-General.

(ITEM GOV98/25) FIXING OF COUNCIL MEETING DATES & PLACES FROM JANUARY 2026 - DECEMBER 2026

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.

210/25

Resolved

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. With an exception for two Ordinary Council Meetings per year to be held at a Village. For the 2026 period; One being at Urbenville Hall commencing at 1.00pm, 22 April 2026 and the second at Bolivia Hall commencing at 9.30am, 28 October 2026.
3. 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	Urbenville Hall	12.30pm for 1.00pm
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	Bolivia Hall	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

4. Requests the General Manager to communicate the times, dates and venues of Council Meetings for the period 25 February 2026 to 17 December 2026 to staff and arrange for these times, dates and venues of future meetings to also be advertised on Council's website, Facebook page and in "Your Local News".

(Greg Sauer/Peter Petty)

Motion Carried

Item GOV103/25 "Presentation of the Financial Statements for the Year Ended 30 June 2025" was brought forward and dealt with as the next item on the Agenda.

(ITEM GOV102/25) PRESENTATION OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2025

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*.

211/25 Resolved

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

(Greg Sauer/Owen Bancroft)

Motion Carried

Jacob Sauer, Principal Auditor of Forsyths left the meeting via Zoom at 10.48am.

(ITEM GOV99/25) INVESTMENT REPORT FOR PERIOD ENDED 31 OCTOBER 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.

212/25 **Resolved**

That Council:

Notes the Investment Report for the period ended 31 October 2025.

(Kim Rhodes/Peter Petty)

Motion Carried

(ITEM GOV100/25) CAPITAL EXPENDITURE REPORT AS AT 30 SEPTEMBER 2025

SUMMARY

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

213/25 **Resolved**

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

(Kim Rhodes/Peter Murphy)

Motion Carried

Councillor Kim Rhodes left the room at 11.39am.



Councillor Rhodes returned to the room at 11.42am.

(ITEM GOV101/25) QUARTERLY BUDGET REVIEW STATEMENT - SEPTEMBER 2025

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*.

214/25 Resolved

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.**

(Peter Murphy/Gregory Purcell)

Motion Carried

SUSPENSION OF STANDING ORDERS

215/25 Resolved

That standing orders be suspended for the purpose of a morning tea break, the time being 10.49am.

(Gregory Purcell/Kim Rhodes)

Motion Carried



The recording of the session was paused at 10.49am.

The recording device was turned on, the time being 11.14am.

RESUMPTION OF STANDING ORDERS

216/25 Resolved

That the meeting be resumed at 11.15am.

(Kim Rhodes/Tom Peters)

Motion Carried

(ITEM GOV103/25) ANNUAL REPORT 2024/2025

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.

217/25 Resolved

That Council:

Adopts the Annual Report for 2024/2025.

(Kim Rhodes/Peter Murphy)

Motion Carried

(ITEM GOV104/25) 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

218/25 Resolved

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.

(Greg Sauer/Kim Rhodes)

Motion Carried

(ITEM GOV105/25) WORKFORCE, SAFETY, RISK, RECORDS AND COMMUNICATIONS REPORT - OCTOBER 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.

219/25

Resolved

That Council:

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

(Kim Rhodes/Roger Turner)

Motion Carried

(ITEM GOV106/25) 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.

220/25

Resolved

That Council:

Receives and notes the information contained in the report.

(Kim Rhodes/Owen Bancroft)

Motion Carried

Councillor Murphy left the room at 12.35pm.

Councillor Murphy returned to the room at 12.37pm.

(ITEM GOV107/25) COUNCILLOR WORKS/SERVICE REQUESTS - OCTOBER 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.

221/25 Resolved

That Council:

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

(Kim Rhodes/Peter Murphy)

Motion Carried

REPORTS OF DELEGATES & COMMITTEES

Councillor Petty left the room at 12.43pm.

(ITEM RC5/25) MURRAY DARLING ASSOCIATION INC. 2025 NATIONAL CONFERENCE - COMMUNIQUE

222/25 Resolved

That the report be received and noted from the Murray Darling Association Inc. for the 2025 National Conference.

(Greg Sauer/Owen Bancroft)

Motion Carried

Councillor Petty returned to the room at 12.45pm.

NOTICES OF MOTION

Nil.



RESOLUTION REGISTER

(ITEM RES10/25) COUNCIL RESOLUTION REGISTER - OCTOBER 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.

223/25 Resolved

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

(Peter Petty/Gregory Purcell)

Motion Carried

SUSPENSION OF STANDING ORDERS

224/25 Resolved

That standing orders be suspended to move into the Closed Session part of the meeting, the time being 1.58pm.

(Kim Rhodes/Gregory Purcell)

Motion Carried

The recording of the session was paused at 12.58pm.

James Paynter, Works Manager entered the room at 1.00pm.

CONFIDENTIAL BUSINESS

(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 *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 present the recommendations of the tender assessment for the 4 Crossings Repair Project (4CRP), RFT 05 25/26. The report summarises the process and outcomes of the tender evaluation and recommends engagement of the preferred tenderer under the prepared lump sum design and construct contract, funded by Disaster Relief Funding Arrangements (DRFA) grants.

225/25 **Resolved**

That Council:

- 1. Awards the 4 Crossings Repair Project (4CRP)(RFT 05 25/26) to Finn Valley Pty Ltd nominally for \$802,024.50 (excl. GST) based on the Finn Valley's Tender, but excluding Options.**
- 2. Authorises the General Manager to negotiate and execute commercial mechanisms according to the 4CRP Contract and within the secured grant funding parameters, including potentially awarding Variations for refined Location 1 and/or Location 2 Option work as required, as proposed in the body of this report.**
- 3. Authorises the General Manager to negotiate and execute commercial mechanisms according to the 4CRP Contract and within separately funded grant funding parameters for a further Variation for Location 4 A and 4B work, for which competitive indicative pricing has also been established in post-Tender correspondence.**

(Kim Rhodes/Tom Peters)

Motion Carried

James Paynter, Works Manager left the meeting at 1.11pm.

Councillor Owen Bancroft disclosed his interest at the beginning of the meeting for Item ENV 23/25 – POLWORTH STREET SUBDIVISION, with a declaration of his interest as "Less than Significant Non Pecuniary" in nature. He stayed in the room, partaking in the discussions and the voting on the item.



(ITEM ENV23/25) POLWORTH STREET SUBDIVISION

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (g) of the *Local Government Act 1993*, as the matter involves advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

SUMMARY

A subdivision of land in Polworth Street Tenterfield was approved in 2022. Due to some missing data, incorrect utility location information was provided to the developer of the land. The developer has complained and threatened legal action.

226/25 **Resolved**

That Council:

- 1. Engages a consultant to carry out the survey, investigation and design of the sewerage infrastructure to remedy the issue identified at the Polworth Street subdivision.**
- 2. That Council engages a contractor to construct the amendments to the sewer system.**

(Greg Sauer/Peter Petty)

Motion Carried

RESUMPTION OF STANDING ORDERS

227/25 **Resolved**

That Council moves into Open Session again, the time being 1.22pm.

(Kim Rhodes/Gregory Purcell)

Motion Carried

The recording device was turned on, the time being 1.22pm.

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

(ITEM COM38/25) TENDER EVALUATION FOR 4 CROSSINGS REPAIR PROJECT (4CRP) RFT 5 24/25

That Council:

1. Awards the 4 Crossings Repair Project (RFT 05 25/26) to Finn Valley Pty Ltd nominally for \$802,024.50 (excl. GST) based on the Finn Valley's Tender, but excluding Options.
2. Authorises the General Manager to negotiate and execute commercial mechanisms according to the 4CRP Contract and within the secured grant funding parameters, including potentially awarding Variations for refined Location 1 and/or Location 2 Option work as required, as proposed in the body of this report.
3. Authorises the General Manager to negotiate and execute commercial mechanisms according to the 4CRP Contract and within separately funded grant funding parameters for a further Variation for Location 4 A and 4B work, for which competitive indicative pricing has also been established in post-Tender correspondence.

(ITEM ENV23/25) POLWORTH STREET SUBDIVISION

That Council:

1. Engages a consultant to carry out the survey, investigation and design of the sewerage infrastructure to remedy the issue identified at the Polworth Street subdivision.
2. That Council engages a contractor to construct the amendments to the sewer system.

MEETING CLOSED

There being no further business the Mayor declared the meeting closed at 1.24pm.



.....
Councillor Bronwyn Petrie
Mayor/Chairperson

